

**Turner School Parents & Citizens Association  
Minutes of the Executive Meeting, 8.00 pm Tue 28 February 2023,  
School Hall**

*It is preferred that agenda items are notified to the Secretary, Vice President or President one week before the meeting and, if required, accompanied by a written report, and a written proposed motion.*

*The Turner School Parents and Citizens Association aims to improve the academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio-economic status.*

*All members should remember to be punctual and be prepared, listen without interrupting, speak briefly and criticise the ideas not the person.*

**1 Welcome, Acknowledgement of Country and opening remarks (Chair)**

We wish to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and this region. We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending this evening's meeting.

**Present:** Amanda Bruce, Allison Edmonds, Nicola Gibson, Annie O'Connor, Antonia McGuire, Helen (Mel) Bell, Maureen Brauers, Chris Hall, Yian Noble, Heather Hill.

**1. Welcome:**

**1.1** The meeting was opened by the Chair at 8.20pm and they thanked everyone for attending.

**1.2 Apologies:** Nil

**1.3 Previous Meeting Minutes (18 October 2022)**  
Carried over to the next meeting.

**1.4 Action arising from the AGM: *Communication and raising parent involvement***

It was agreed that the P&C needs a greater level of ongoing parent volunteer commitment, both with respect to ordinary members and additional office holders, to remain viable in 2023 and beyond. **ACTION:** The President will draft communications for inclusion in the newsletter and undertake activity to

- raise parent involvement
- target recruitment of a Treasurer and other positions
- circulate a copy of the Community Connections document, with electronic sign up tools, to assist parents to target volunteer activities in 2023 that match their interest and capacity whether this be via formal P&C participation or involvement in an ad-hoc basis with discrete activities

- draft a survey to seek community feedback on how best to allocate the majority of P&C funds.

### **1.5 Action arising from the AGM: *Administrative Committee matters***

It was agreed a number of activities are required to ensure smooth transition to new office holders.

- **ACTION:** A signed copy of the AGM Minutes will be required to be presented to Bendigo Bank to enable the President and interim Treasurer to be added to the account, and Ms Nicola Gibson and Mr Ole Nielsen to be removed from the account.
- **ACTION:** The P&C is not currently registered as a charity. The Public Officer will commence charity re-registration
- **ACTION:** The relevant paperwork to advise Access Canberra will be organized for the April meeting, noting we will need physical signatures from 2022 departing committee members. Secretary / Public Officer.
- **ACTION:** The Secretary will enquire regarding a potential auditor for 2023.

## **2 Board Report**

Next Board meeting will be held in week 8.

## **3. Other Business**

3.1 Nil

3.2 **Next meeting dates:** 4 April, then once per term 2 May, 25 July 2023

## **5. Closure**

5.1 The Chair closed the meeting at 8.30 pm.

## **ATTACHMENTS**

A. Action List

A Action List

	<b>Action</b>	<b>Responsible</b>	<b>Date</b>	<b>Status (at Feb 2022)</b>
1	Paperwork for 2023 Committee to drafted, and registered with access Canberra	Public Officer/ Secretary	February 2023	Amanda to text Annie to get paperwork signed
2	Required information relating to the charities re-registration to be collated and prepared for submission	Public Officer	February 2023	Re-register, using the gmail account as the primary contact method
3	President to draft communications for inclusion in the newsletter to raise parent involvement, seek additional office holders, and communicate opportunities for connection in 2023	President	February 2023	<ul style="list-style-type: none"> <li>- target recruitment of a Treasurer and other positions</li> <li>- circulate a copy of the Community Connections document, with electronic sign up tools, to assist parents to target volunteer activities in 2023 that match their interest and capacity whether this be via formal P&amp;C participation or involvement in an ad-hoc basis with discrete activities</li> <li>- draft a survey to seek community feedback on how best to allocate the majority of</li> </ul>

				P&C funds.
4	A signed copy of the AGM Minutes will be required to be presented to Bendigo Bank to enable the President and interim Treasurer to be added to the account, and Ms Nicola Gibson and Mr Ole Nielsen to be removed from the account.	President	February 2023	Not yet commenced
6	The Secretary will enquire regarding a potential auditor for 2023	Secretary	February 2023	Not yet commenced