Minutes
Sacred Heart School Sandgate P&F Association
Special General Meeting
Monday 18 August 2014

1.0 MEETING OPENING

The meeting was opened at 7:04pm by Scott Watson (Vice President).

2.0 ATTENDANCE: Tina Rostron, Angela Crowe, Jo McNamara, Sheree Todoreskov, Fiona Carson, Deion Garvey, Cecelia Simpson, Kathryn Boyle, Grant Shipton, Shinara Auld, Lou Youngman, Megan Kay, Paul Kay, Sister Teresa Ekerick, Chris Bathersby, Scott Watson, Jacqui McKeering, Madonna Whillans, Selena Rowley, Leanne Kerr, Selene Fanning, Angela Hennessy, Andrew Halliday, Paula Robbins, Therese Gunn.

3.0 APOLOGIES: Jim Murdoch, Catherine Murdoch, Raeleigh Waddell, Cherlyn Connell, Mick Every, Kirsten Wells.

4.0 MOTION TO ADOPT MODEL CONSTITUTION AND CODE OF CONDUCT

It is proposed that the Sacred Heart School Sandgate Parents and Friends Association adopt the model Constitution of the Federation of Parents and Friends Associations of Catholic Schools in Queensland circulated to all members of the Association on Thursday 31 July 2014.

Chris Bathersby drew attention to the following clauses of the model Constitution which allow P&F Associations to insert information relevant to their own circumstances:

• 5.2(c) – Term of office of the elected Executive Members shall be one year with the right to serve a maximum of two consecutive full terms in the one position.
• 6.1(a) – Annual General Meeting. This shall be held in the month of October in each year, with the new Executive commencing their role in the January of the following school year.
• 6.3 – At the Annual General Meeting eight Members shall constitute a quorum and at a General Meeting eight Members shall constitute a quorum.
• 6.4(b)(ii) – Upon being given a request in writing signed by not less than 1/3 of the Members of the Executive or not less than five Ordinary Members and clearly stating the purpose for which the Meeting has been requested.
• 7.2 – Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by five Members who support the proposal.
• 8.3 – the funds of the Association shall be banked in the name of Sacred Heart School Parents and Friends Association in the Local Diocesan/Archdiocesan Development Fund as directed.

Discussion was held regarding the motion.

Chris Bathersby provided clarification regarding the following matters:
• The motion is limited to adopting the model Constitution, bylaws will be considered at another time.
• The Constitution refers to the Code of Conduct but the documents are signed separately. Both documents have been circulated to the Association and both will be adopted.
• Each Executive member serves for 1 year in their positions with the right to serve a maximum of 2 years in the same position. That term can be extended if no one nominates for that position at the AGM.
• In adopting the Constitution we are looking forwards, not backwards. Accordingly the Constitution will be adopted and applied in principle. The Executive structure provided for in the Constitution will come into effect at the AGM in October.

Madonna Whillans advised that she is meeting with John Simpson at the end of August to progress the auditing of 2013 accounts.

Chris Bathersby proposed that the P&F Association adopt the model Constitution and Code of Conduct, but suspend the operation of clauses 5.1, 8.14 until the AGM to be held in October 2014. Moved: Jacqui McKeering Seconded: Paul Kay. All in favour. Carried.

5.0 CLOSE OF MEETING

Meeting closed 7:14pm.