



ST JOSEPH'S PRIMARY SCHOOL

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PT&F AGM- MINUTES

Date: 19/11/2025, 6pm

Venue: St Joseph's School Quirindi

Meeting opened: 6.05pm

Minutes taken by: Emily Pengilley

Item No.	Topic/ Discussion	Action/ Decision	Responsibility/ Timeline
1.	Acknowledgement of Country- Pauline Long		
2.	Prayer- Pauline Long		
3.	Record of attendance and apologies		
	3.1 Attendance:	Clare Lee, Michelle Cortis, Pauline Long, Ash Stevenson, Amy Schultz, Rachel Simkin, Kate Thompson, Emily Pengilley	
	3.2 Apologies:	Amanda Bartholomew, Robyn	

		Wilson	
4.	Confirmation of previous minutes	<ul style="list-style-type: none"> - Minutes from the meeting held on the 22/10/2025 are accepted as a true and accurate representation. 	Moved:Ash Stevenson Second: Amy Schultz
5.	Business arising from previous meeting	<ul style="list-style-type: none"> - Nil 	
6.	Correspondence incoming and outgoing relating to AGM	<ul style="list-style-type: none"> - Nil 	
7.	Reports		
	7.1 Annual Report of the Principal. Presented by Pauline Long.	Saved to Google Drive	Moved: Kate Thompson Second: Ash Stevenson
	7.2 Annual Report of the President. Presented by Ashleigh Stevenson.	Saved to Google Drive	Moved: Amy Schultz Second: Michelle Cortis
	7.3 Annual Report of the Treasurer. Presented by Clare Lee.	Saved to Google Drive	
9.	Election of the Executive Committee (All Executive Committee shall retire		

	their position but may be eligible for re-election)		
	9.1 President:	Nominated: Ash Stevenson Seconded: Amy Schultz	President for 2026: Ash Stevenson
	9.2 Vice President:	Nominated: Rachel Simkin Seconded: Kate Thompson	Vice President for 2026: Rachel Simkin
	9.3 Secretary	Nominated: Amy Schultz Seconded: Ash Stevenson	Secretary for 2026: Amy Schultz
	9.4 Treasurer	Nominated: Emily Pengilley Seconded: Amy Schultz	Treasurer for 2026: Emily Pengilley
	9.5 Fundraising co-ordinator	Nominated: VACANT Seconded:	
10.	Special Business where notice of motions have been presented	<ul style="list-style-type: none"> - Signatories on bank account to be updated. Clare Lee to be removed as signatory and Emily Pengilley to be added as signatory. Tracey Klitsch to remain as signatory. - In 2026, Pauline Long (retiring Principal) will need to be removed as signatory and Amanda Sheridan (New Principal) will need to be added as a signatory. 	<ul style="list-style-type: none"> - Emily Pengilley to take AGM minutes to the NAB and request form for change of signatories
11.	Confirmation of 2026	<ul style="list-style-type: none"> - Week 6 Term 4 2026 	

AGM:	
12. Conclusion and prayer: Pauline Long	
Meeting closed:	6.24pm

*This is the version that was verified as a true record of the proceedings of this meeting held on the 19th November 2025 and ratified by the
Chairperson*