

Houghton Valley School Home and School Association Annual General Meeting and June Meeting

**Monday 16 May 2022
7.30pm School Staff Room**

A G E N D A

Quorum requires minimum 2 officers and 7 members.

1. Apologies
2. Minutes of AGM Tuesday 25 May 2021 (attached)
3. Chairperson's Report 2021-2022
4. Treasurer's Report 2021-2022
5. Election of Officers
6. General Business; focus on events for the rest of the school year
7. Next AGM - Proposal April / May 2022 - TBC

Houghton Valley School Home and School Association Annual General Meeting

25 May 2021
7.30 School Staff Room

MINUTES

Quorum requires minimum 2 officers and 7 members.

1. **Apologies:** Sarah Wylie, Nicola du Toit, Vanessa Smith, Amanda Berkahn
2. **Present:** Kate Mitcalfe, Dougal Wylie, Megan Laking, Luana Carroll, Flic Morris, Kelly Smith, Fenella Rich, Anna Ririnui, Yael, Tracey Mckay, Miriam Gaynor
3. **Previous Minutes** from AGM 16 June 2020 were reviewed and considered a true record of the meeting; nominated by Kate Mitcalfe, seconded by Dougal Wylie.
4. **Chairperson's Report** from 2020-21 was distributed and discussed.

Kate noted that last year was a very disrupted year but we still managed to have our school fair (one of the few). Kate acknowledged all the hard work of those who worked on events last year, including those that had to be cancelled at the last minute.

5. **Treasurer's Report** from 2020-21 was distributed and discussed. Dougal Wylie moved that the financial records be accepted as a true record, seconded by Megan Laking.

Dougal noted that we earned \$42,838 last year, with expenses of around \$9,000. We donated \$31,246 to the Board of Trustees and spent \$2,131 as part of the 20% that the Association keeps for general donations. We did not spend all of our 20% last year.

6. Election of Officers

6.1 Chair: nomination received for Kate Mitcalfe from Anna Ririnui seconded by Tracey Mackay. Elected.

6.2 Treasurer: nomination received for Dougal Wylie from Kelly Smith, seconded by Fenella Rich. Elected

6.3 Secretary: nomination received for Megan Laking from Kate Mitcalfe, seconded by Fenella Rich. Elected.

6.4: Officer (Fair): nomination received for Sarah Wylie from Kate Mitcalfe, seconded by Megan Laking. Elected.

7. Resolution to amend the Association Rules

Megan Laking moved that the following amendments be made to the Association Rules, seconded by Kate Mitcalfe. Full consent received from attendees. Motion passed.

Motion to Replace:

12. Monthly meetings

12.1. Home and School meets monthly at such times and places as convened by the Chairperson or Secretary.

With:

12. Regular meetings

12.1. Home and School meets **at least one time per term** at such times and places as convened by the Chairperson or Secretary.

Motion to Replace:

13. Annual General Meetings

13.1. The AGM is held annually in March on the date decided at the previous AGM, and at a time and place agreed to by the officers.

With:

13. Annual General Meetings

13.1. The AGM is held annually **no later than four months after the end of Home and School's financial year** on the date decided at the previous AGM, and at a time and place agreed to by the officers.

8. Next AGM - TBC

Kate Mitcalfe
Chairperson Houghton Valley Home and School Association