

NOTICE OF ANNUAL GENERAL MEETING

The Cairns State High School P&C Association's Annual General Meeting is scheduled for **Tuesday, 24 March 2026**, commencing at **5.30pm**. This year the AGM will be held in the **room R02**. **Please enter through library gates.**

Please see attached copies of the following documents:

1. 2026 Student Protection Risk Management Strategy (SPRMS) – **this is a completely new document, please read in full prior to the AGM**
2. 2026 AGM Agenda - included in the general business is a review of the current meeting dates and times.
3. 2025 AGM Draft Minutes (to be ratified at the 2026 AGM)
4. P&C Membership form and Code of Conduct
5. P&C Executive Nomination Form
6. Compliance Report
7. Blue Card Information

We encourage all parents to join our P&C – as they say, many hands make light work! Simply download the membership form, complete and return addressed to the P&C either to the school's office administration, or via [Cairns State High School eNewsletter](#) online form (both scanned versions and photos of the completed form will be accepted). Printed copies will also be available from the office administration for those who are unable to print the form at home.

At the AGM all Executive positions will be declared vacant, and nominations for the 2026 Executive Committee will be tabled for election. These positions are:

- **President** - provides leadership and is the accountable officer of the P&C. Their role is to act as the public representative of the P&C, encourage communication between the P&C, school, and community, and encourage participation to support the P&C. The President chairs all meetings and is educated on all P&C rules and guidelines, including P&C Constitution, Accounting Manual, and all other documents governing P&C operations. The President is the Accountable officer for all employment for Tuckshop services.
- **Vice President** - provides essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with all P&C rules and guidelines, including P&C Constitution and other documents governing P&C operations.
- **Treasurer** - has the overall responsibility for the financial management of the P&C, including all subcommittee accounts. In their role they must comply with the Accounting Manual in all respects. They prepare an annual budget and annual operational plan for the Association in consultation with other members of the P&Cs Executive Committee. It is the Treasurer's responsibility to manage and keep accurate accounts of receipts and expenditure.
- **Secretary** - has overall responsibility to prepare all documents for all meetings, such as agenda, minutes, and other necessary reports (including subcommittee reports) and assists the President in preparing an agenda for each meeting. They present minutes of the P&Cs

meetings, record and deal with correspondence in/out as directed and generally organise, record, and maintain information pertaining to the activities of the P&C.

All P&C Executives are responsible for any urgent decisions required outside of P&C meetings

Key membership information:

- **Being a P&C member does not mean that you must attend all meetings.** We understand families have busy schedules and sometimes it is physically impossible to commit to attending. We just ask for you to volunteer when and where you can.
- **You do not need to attend a meeting to become a member of the P&C.** Simply complete the membership form and either return it to the office or via the online form [Cairns State High School eNewsletter](#)
- **Blue cards may be required to join the P&C, see the Blue Card Services fact sheet.** The P&C are happy to assist with Blue Card applications.
- **All volunteers of the school (including P&C) are required to complete the mandatory volunteer induction training as per Department of Education requirements.** This is to ensure that all volunteers are covered under the P&Cs Personal Accident Insurance Policy. This training is conducted at the start of the year by the school and is also available at school administration. This takes approximately 15 minutes to complete.
- **Remember, the P&C is made up of parents.....just like you!** The primary goal of the P&C is to enhance the educational opportunities for the students at our school. But along with that, it is also a great platform to –
 - Build lifelong friendships with other like-minded parents.
 - Enhance your skill set.
 - Become more informed on important school matters and policies and provide parent input.
 - Give back to our wonderful school community.
 - And most importantly, have fun!

If there any questions regarding our upcoming AGM or how to become involved with our P&C, please don't hesitate to contact us at pandc@cairnsshs.eq.edu.au. We look forward to seeing you all at the AGM!