

MINUTES of Meeting

Monday 05th August 2024

Meeting Opened: 7:02 pm. Meeting Closed: 8:14pm

Next Meeting: Monday 2nd September, 2024

Attendance	Katie McGuire, Dean Le Page, Lindal Rankin, Laura Joseph, Terri Bullock, Colleen England, Carolyn Leventon, Mrs Menon, Amy Brinkley, Fran Fava	
Apologies	Roseanne Simms, Lauren Murphy	
Motion to accept the previous minutes	Moved	Lindal Rankin
	Seconded	Dean Le Page
Item 1 – Correspondence		
1.1	Handed out previous to the meeting.	
Item 2 – NSW P & C Federation notices/policy for discussion		
2.1	(All NSW P & C Federation correspondence is freely available at https://www.pandc.org.au/ and therefore will not be included in meetings)	
Item 3 – Sub-Committee Reports Requested		
3.1	Principal's report – Attached – Feedback request – 50-year logo – colour version to be sent out for voting. Letter for uniform survey to go out tomorrow – QR code for Wednesday will be displayed for feedback also. Working bee – GA working with an Indigenous landscaper to work out the best plants to purchase – list to come. There is also some lattice that needs painting.	
3.2	President's report – Attached	
3.3	Treasurer's report – Attached	
3.4	Uniform shop report – Attached	
3.5	Canteen report – Attached	
3.6	Music report – Attached	
Motion to accept Sub-Committee reports: Moved: Dean Le Page Seconded: Laura Joseph		
Item 4 – Parent Feedback		
4.1	<p>Trivia night feedback – all positive. We got a great response from the community. Suggestion was posted to hold it a bit earlier as winter colds were an issue for the evening.</p> <p>Scheduling issues – events back-to-back during Education week makes it hard for parents to get multiple days off work. The school acknowledges this issue, however, these</p>	

	particular events are all in celebration of Education week which are held over the 5 days. We may see less events next year as the DET are asking schools to cut back on out of class events from next year.
5	General Business
5.1	Vote for P&C laptop system – details of the chosen device have been forwarded to the president. Voting to take place via email or at our next meeting.
5.2	Working bee request list – See principals report – The school is worried about the amount of expenses forwarded to the families and so is requesting that the P&C see if we can get plants donated. It was suggested that the P&C also check with the council and their free plants program. Laura to make enquiries. Working Bee is set for September 8 th . Anand has agreed to coordinate the event and Katie will advertise via social media.
5.3	Fundraising <ul style="list-style-type: none"> - Recipe book fundraiser – Fran has researched School yard stories (see documentation emailed out)- Seems more cost effective with this company. Fran to circulate a pamphlet and distribute to check for interest. This fundraiser is targeted as a Christmas gift idea. - Father's Day stall – Lindal to price and sort items next week. Roseanne has set up the sign up web page. Katie to advertise via social media. - Father's Day raffle – Thanks to Patrick for sponsoring the event again this year. Katie to purchase items and coordinate the event. Raffle to be drawn the same day as the Father's Day stall. - Education Week morning tea to be out the front of the canteen this year. Leanne to be notified. Laura to coordinate the event. Roseanne has organised milk and cups for the day.
5.4	50th anniversary – Meeting was last week with the committee - Wanting a big community event (e.g. Food trucks, showcase performances, open classrooms with historical items, rides (?), family activities, petting zoo, etc.). For the event to be successful, the school will need support from both the P&C and the wider community The day is seen as a celebration, however, there is an opportunity for the P&C to fundraise at the event. P&C to look through the documentation from Twilight to see procedures, ideas, etc Laura suggests targeting each year group for a specific focus for the event to get more volunteers involved.
5.5	Canteen - Pay rate review request for Leanne (+ performance review?) – She is currently on a minimum rate for the fast-food reward. The current wage is what was advertised at the time we hired her. It is noted that she often works solo and only has 50% volunteers a lot of the time. The canteen is making a bit more profit this year as opposed to last year. A12.5% increase has been suggested. Fran to look into the procedure needed for the process of review. Do we need a performance review? May need to speak to someone with HR experience for advice.
5.6	Price review for canteen menu - implement for 2025 menu - May need to look at price rises for next year. Bring back to next meeting.

5.7	Looking for ideas to attract more volunteers to canteen. Maybe target the Kindy parents for next year. App notification helps get volunteers. Open to new suggestions.
5.8	Zoom renewal – The P&C federation are no longer providing a Zoom account. Approval for zoom renewal for \$18.66 per month – Approved Dean Le Page Second - Laura Joseph. May need to look at other platforms like TEAMS.
5.9	Week 7 – Tuesday or Thursday is the best day to hold the morning tea. Laura and Lindal to coordinate. SASS week budget request of \$200 Approved – Lindal Rankin Second – Dean Le Page
5.10	Uniform shop enquiry – Can children under 5 accompany parents who volunteer? There is no written rule on this from Federation, however, minimising risk is always a priority. They suggest adding a statement into our By-Laws to cover how we manage this. From the school's point-of-view, they suggest creating a risk assessment to outline how we plan to minimise risk. The P&C are concerned that if we prevent volunteers from bringing their younger children with them to events or the uniform shop, that we will lose a lot of our workers and therefor run the risk of events being cancelled or the uniform shop closing more often. Terri to email an example of a risk assessment through. Katie to check with Federation to see if they have a copy of a risk assessment also. This item is to be moved to the next meeting for further clarification.
5.11	MYOB – Fran has requested help from Anand to ensure that she is processing the accounts correctly.
5.12	We still need to find a replacement treasurer for 2025. It was suggested targeting individual Facebook year group pages.
5.13	\$6,250 has been transferred to the P&C from parent contributions.
5.14	
5.15	
Item 6 – Other Business	
6.1	
Item 7 – The next meeting is scheduled for: Monday 2nd September, 2024	
Item 8 – The meeting closed at 8:14 pm	