

MINUTES of Meeting

Monday 17th June 2024

Meeting Opened: 7:01pm Meeting Closed: 8:22 pm

Next Meeting: Monday 5th August, 2024

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| Attendance | Roseanne Simms, Tricia Leak, Dean LePage, Katie McGuire, Fran Fava, Lindal Rankin, Lori Guno, Amy Brinckley, Terri Bullock, Keira Gardener, Carolyn Leverton, Natasha, Remy Li, Anand Shande, Ramya Menon, Laura Joseph | |
| Apologies | Lauren Murphy | |
| Motion to accept the previous minutes | Moved | Fran Fava |
| | Seconded | Roseanne Simms |
| Item 1 – Correspondence | | |
| 1.1 | Handed out before 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 | |
| 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: Lindal Rankin Seconded: Dean Le Page | | |
| Item 4 – Parent Feedback | | |
| 4.1 | <ul style="list-style-type: none"> - Newsletter feedback – Can we cut back on the length of the newsletter? Feedback was accepted and the school will review what is included each fortnight. The P&C will also look at the next few newsletters with the aim to bring further feedback back to the next meeting. - School open days for upcoming enrolments, including future kindy enrolments, targeting local preschools - Education Week is under discussion for anyone wanting to come and see the school. Also considering other options for open days to make them more directed at future kindy enrolments. P&C to possibly host an afternoon tea to support a possible event. Proposals to come back to next meeting for discussion. | |

| 5 | General Business |
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| 5.1 | <p>Follow up from previous meeting - Vote for budget for P&C laptop/speaker – Thank you to Dean who has spent lots of time researching this. Budget approval was voted on and Dean to circulate the final purchase choice once he hears back from the supplier.</p> <p>Budget approval for \$1,200 –Moved – Katie McGuire Second – Laura Joseph</p> |
| 5.2 | <p>Follow up from previous meeting - Working bee scheduled for term 3, 8th September. Anand has agreed to coordinate the event. The school has requested help with;</p> <ul style="list-style-type: none"> • Gardens (outside hall, in front of admin block, community corner) - weed, plant, prune, and mulch. • Community corner - gardens, clean up area, existing play features spruce up • Organise band shelving in hall |
| 5.3 | <p>Transferral of funds from subcommittees – the recent AGM audit showed that the P&C is holding too much money which will then lead to paying GST if we don't spend it. Roseanne contacted federation to get advice as to the procedures needed to be put into place. Funds raised by sub-committees falls under the whole P&C and are voted on by the P&C committee. Ideas on what to spend the money one was discussed.</p> <p>Uniform committee agreed to transfer \$15,000 over for a school incentive. \$15,000 was approved to be given to the school to purchase laptops from the uniform shop – moved – Fran Fava Second – Dean Le Page</p> <p>Music committee to look at their budget and what needs to be spent for the remaining of the year. Any additional funds remaining will then be discussed in a future meeting.</p> |
| 5.4 | <p>Fundraising</p> <ul style="list-style-type: none"> - Father's Day stall – stock is ordered and looking at organising a raffle to go with the event. - K-2 fun day – Treat bags – K-2 students will be able to purchase their bags for recess, however, balls will be distributed at the end of the day. 3-6 students will be able to purchase bags for a take home treat. - 3-6 BBQ – more volunteers are needed for the event to run. Roseanne and Tricia to make a call by tomorrow at lunch dependent on volunteer numbers. An app message will also be sent out to parents explaining the situation. - Trivia night – Decorations are set up. Prizes are still to be finalised. <p>Additional fundraising ideas;</p> <ul style="list-style-type: none"> • disco – the SRC are planning an event for term 3 • movie night (suggested trial run this year in prep for next year – move to next meeting) • colour muffin day for the Olympics with possible canteen event to run alongside. • 26th July for colour muffin day – Katie to do a flyer. • recipe book - Fran still to research companies and prices |
| 5.5 | <p>Canteen budget request for \$80 approved for free fruit and veg for the kids during September – Moved - Roseanne Simms Second - Dean Le Page.</p> <p>Fran also to Look at companies like Bec's Fruit or Woolworths to donate the fruit and veg for the event.</p> |
| 5.6 | <p>Budget request for K-2 fin day \$110.00 approved for treat bags – Moved - Lindal Rankin Second – Fran Fava</p> |

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| 5.7 | Education day morning tea - 7 th August – approval for a \$100 budget – Moved - Katie McGuire Second - Lindal Rankin. Laura to coordinate. |
| 5.8 | Treasurer still needs to be found. Keep an eye out for anyone interested. |
| 5.9 | Canteen's plan to move accounts - Commonwealth bank to close so need to find a new alternative for the Canteen account. School has a coin counter, and you can deposit money to Australian Post if you have a key card associated with it. |
| 5.10 | |
| 5.11 | |
| 5.12 | |
| 5.13 | |
| 5.14 | |
| 5.15 | |
| Item 6 – Other Business | |
| 6.1 | Move to next meeting – Election Day BBQ 14 th September. |
| Item 7 – The next meeting is scheduled for: Monday 5th August, 2024 | |
| Item 8 – The meeting closed at 8:22 pm | |