

MINUTES of Meeting

Monday 11th March 2024

Meeting Opened: 7:01pm Meeting Closed: 7:55pm

Next Meeting: Monday 13th May, 2024

Attendance	Roseanne Simms, Lauren Murphy, Laura Joseph, Anand Shinde, Lindal Rankin, Dean Le Page, Tricia Leek, Katie McGuire, Amy Brinckley, Jen K, Carolyn Leverton, Linda Bryant, Terri Bullock, Colleen England, Mrs Manon, Susan Wang, Natasha Tyson, Namita Sheoran	
Apologies		
Motion to accept the previous minutes	Moved	Roseanne Simms
	Seconded	Lindal Rankin
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	
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: Roseanne Simms Seconded: Lindal Rankin		
Item 4 – Parent Feedback		
4.1	(addressed in general business)	
5	General Business	
5.1	Fundraising; - Trivia night - Dates open for the event are 22 nd or 29 th June. Theme suggestion; Casino (need DET approval) or Alice in Wonderland. The committee agreed to book in Wayne again to run the trivia evening. – budget approval \$750 – Moved – Lauren Seconded - Laura	

	<ul style="list-style-type: none"> - Easter raffle – 15 prizes have been created and are ready to be dropped off at the school. The QR code and note is ready for distribution. Request has been made for the school to print off and display posters. Facebook post to be put up too. Prizes to be announced at the Easter Parade. - Mothers Day stall is full speed head. Boxes have been created. Still need to set up "Sign Up" for volunteers as well as the running sheet of the day.
5.2	June meeting change due to public holiday clash; The Week 7 meeting of term 2 will be moved to Week 8, 17 th June at 7pm.
5.3	The process of submitting agenda meeting items and reports by the Wednesday prior to the meeting will remain the same to allow for ample time for distribution and pre-reading.
5.4	<p>Clarification of information published in the recent newsletter;</p> <p>The school has informed us that rosters have been set up for different grades to play in different areas. The school is to discuss with staff the issues being addressed by parents and will send out to the community a clarification of what is set up.</p> <p>(To be moved to the next meeting once clarification has been sent out to continue the discussion).</p>
5.5	<p>Canteen;</p> <ul style="list-style-type: none"> - WHPS P&C MS Office subscription: online storage needed for the P&C so that there is a central place for storage of data. Lauren to look into the MS subscription and the grant that non-for-profit can access. - Boomerang Bags (NFP bags from reclaimed fabric): it was agreed on that this could be use with the cookbook fundraiser. (To be put on the next agenda for approval of a budget.) - Week 7: St Patrick's Day promotion: green snap sticks @\$1.50. Leanne also has ideas to St Patrick's day which will be trialled. - Week 8: Harmony Week promotion/ flyer draft ready to go. Chill-J will be sold again. - Week 9: Hot Cross Bun Day committee/ ordering using online form – note is ready to out go for distribution. Spriggy schools is ready to go also. - Looking at adjusting volunteer times to make it more efficient for Leanne. - Counting money in the canteen - Money can be bagged all together per week, however, data collected needs to be itemised per day.
5.6	Parent feedback - Easter hat parade and organisation – information will be going out this week. It will be held the Thursday before Good Friday. Kids to make their hats at home and the school uniform will be required as the assembly is still to be held in the afternoon. No peddlers baskets this year.
5.7	Parent feedback - Assembly presentations and visibility issues at K-2 assembly – parents can't see their kids in the back row. The school discussed that all students should be all on stage for inclusiveness however it is an option that one row can sit or kneel and the other can stand so that everyone can see.
5.8	Approval to purchase a laptop/speaker for meetings – Dean to research equipment - budget approved for \$1000 Moved - Lauren Second - Katie
5.9	Uniform shop feedback – Teachers try their best to deliver uniform orders on a Wednesday, however, this is not always possible. They endeavour to hand out the orders as soon as they can.

5.10	MYOB – annual fees are increasing. Email to be sent for the official cost so that the budget can be approved.
5.11	AGM – set for the 13 th May, 2024.
5.12	
Item 6 – Other Business	
6.1	
Item 7 – The next meeting is scheduled for: Monday 13th May, 2024	
Item 8 – The meeting closed at 7:55 pm	