

MINUTES of Meeting

Monday 25th November 2024

Meeting Opened: 7:05pm Meeting Closed:

Next Meeting: Monday 17th February, 2025

Attendance	Roseanne Simms, Katie McGuire, Lauren Murphy, Fran Fava, Carolyn Leverton, Terri Bullock, Lindal Rankin, Anand Shinde, Amy Brinkley, Laura Joseph, Alex Carter, Kristen Antoinette, Natasha Tyson	
Apologies		
Motion to accept the previous minutes	Moved	Fran Fava
	Seconded	Amy Brinkley
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 – All outstanding reimbursement receipts to be sent in ASAP – Canteen to work with Fran to enter super details.	
3.4	Uniform shop report – Attached – assets process in progress to get quotes.	
3.5	Canteen report – Attached	
3.6	Music report – Attached – in talks with Steve Clark who will write a proposal for how much his services will cost. To be voted on at the next meeting. Uniform shop final day for 2024 will be 18 th December. Uniform shop to let the school know when they will be opening for 2025. Looking at a 2-1 sale in term 1 to move some second-hand stock.	
Motion to accept Sub-Committee reports: Moved: Fran Fava Seconded: Lindal Rankin		
Item 4 – Parent Feedback		
4.1	Camp has had positive feedback from the community. A big thank you to the staff.	
5	General Business	
5.1	Audit and reconciliation – all paperwork and accounts to be finalised by our first meeting next year so that they can be sent to the auditors. Uniform shop statements are to be	

	chased up with the bank. Please ask for help if you need it so that we can stay on target for our audit date.
5.2	<p>Fundraising</p> <p>Class Christmas Party - Friday 6th December – forms are coming in for the BBQ. All volunteers have signed up for the event. Need to organise snap sticks for the day with Fran. Roseanne to organise class lists.</p> <p>- Christmas Carols BBQ - Tuesday 10th December – Sign up active for volunteers for the night. Expression of interest to go out shortly.</p> <p>Christmas Raffle - Drawn Tuesday 10th December – Laura has purchased some prizes as we did not get as many donations this year.</p>
5.3	Parent recognition 2024 – see the Presidents report for the list of names – thank you to all the parents who have helped over the years. Certificates are to be sent home on behalf of the P&C.
5.4	<p>Nomination for Alex Carter as treasurer.</p> <p>Approved – Roseanne Simms Second – Anand Shinde. \$1 added for membership.</p>
5.5	<p>Voting for the continuation to fund the wellbeing SLSO for 2025 - \$30,000.</p> <p>Approved – Fran Fava Second – Amy Brinkley</p>
5.6	<p>Meeting change for term 1, 2025 voting – week 4 (17th Feb) and week 8 (17th March - AGM) – to accommodate the change of students returning.</p> <p>Approved – Laura Joseph Second – Lindal Rankin</p>
5.7	Kindy welcome packs – still to be handed out on the first day – need to look at organisation as the swimming carnival is the same day. No morning tea from the P&C also as a lot of parents will be at the carnival.
5.8	<p>Movie night proposal – we may need to look for sponsorship to pay for the set up – Lauren to investigate. Looking at term 1, week 9 – 4th April.</p> <p>Approved – Laura Joseph Second – Fran Fava</p>
Item 6 – Other Business	
6.1	
Item 7 – The next meeting is scheduled for: Monday 17th February	
Item 8 – The meeting closed at 8:01pm	