

MINUTES of Meeting

Monday 09th September 2024

Meeting Opened: 7:08am Meeting Closed: 8:47pm

Next Meeting: Monday 28th October, 2024

Attendance	Roseanne Simms, Katie McGuire, Amy Brinkley, Lindal Rankin, Fran Fava, Natasha Tyson, Laura Joseph, Lauren Murphy, Mrs A, Mrs Levington	
Apologies	Dean Le Page, Anand Shinde	
Motion to accept the previous minutes	Moved	Laura Joseph
	Seconded	Fran Fava
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 – confirmation is needed as to the P&C change of classification status and why we now need Risk Assessments when we already do them for our own insurance purposes. Do other organisations under the same category (e.g. physie) have to QR code at every session? Roseanne to check in with Federation and Terri to gain a clear understanding of these changes.	
3.3	Treasurer's report – not submitted by the meeting date. Approx. \$75, 000 currently sitting in the accounts. Laura to submit her receipts for reimbursement.	
3.4	Uniform shop report – Roseanne to add a larger notice in the newsletter for summer uniform reminders.	
3.5	Canteen report – \$15,000 to be transferred to the P&C account so they can issue a cheque for the laptop purchases.	
3.6	Music report – Amy to check that the band try-out evening doesn't clash with P&C meetings as well as outside hall bookings. Any also to transfer the bus money to the P&C account so they can issue a cheque for the laptop purchases.	
Motion to accept Sub-Committee reports: Moved: Fran Fava Seconded: Lindal Rankin		
Item 4 – Parent Feedback		

4.1	No feedback submitted.
5	General Business
5.1	Vote for P&C laptop system – A budget of \$1,200 was approved on 17 th June, 2024 by the P&C committee.
5.2	<p>Fundraising</p> <ul style="list-style-type: none"> - Father's Day stall and raffle was a success. Thanks to Lindal and Katie - SASS appreciation week was successful – Thanks to Laura - Working bee feedback – Thanks to Anand for organising. The day was a big hit and the school is happy with the work achieved. Thank you to the community for their support.
5.3	<p>Children attendance at P&C volunteer events.</p> <p>Children are not allowed to accompany volunteers in the canteen and for BBQ events.</p> <p>The P&C and the school have no issues with younger children attending all other P&C events where appropriate. They also acknowledge that most events can only run when parents are allowed to bring along their younger children. Risk assessments for future events will be set-up in consultation with the school and designated zones can be set-up outside of places like the uniform shop to minimise risk of harm. Younger children are under the care of their parents at the events.</p> <p>Changes to be made to the By-Laws and voted on at the next meeting.</p>
5.4	Uniform Shop Air conditioner – it is not a prescribed piece of equipment and so the installation and electrical work would be very costly and passed onto the P&C. There are no alternative spaces for the uniform shop to be moved. Need to discuss alternatives with Terri as this is a WHS issue.
5.5	Zone Athletics and lack of shelter. The school has agreed to pass on this feedback to the PSSA association.
5.6	Cookbook fundraiser – the P&C agreed to put this on hold due to costs and timing.
5.7	Approval for second lot of Boomerang Bags to have ready for this fundraiser and excess to be for Mother's Day stall \$200 - the P&C agreed to put this on hold due to the above. It was suggested that the bags already ordered be used for the Christmas fundraiser in some way (e.g. an art and craft bag).
5.8	<p>Pay rate increase for Leanne to meet the minimum wage rate - increase \$26.59 - \$28 per hour approved and to commence immediately.</p> <p>Moved – Amy Brinkley Second – Lauren Murphy.</p> <p>A new contract will need to be drawn up to match the new pay rate and breaks are to be taken as it is part of the contractual agreement.</p>
5.9	Tuesday canteen - proposing fortnightly sushi with new supplier Sushiya. Trial in Term 4. Min. ordering applies again. Are WHPS staff interested in ordering? \$4.50 per roll. 2 rolls of same filling for \$8. Need to order min. 80 rolls. - Fran
5.10	<p>Discussions on whether the canteen can open for online orders only on Tuesdays as well as Sushi offers. The school is open to this option.</p> <p>Roseanne to check with legal/federation to see what is required when Leanne works extra days/hours. This includes extra time for grocery shopping.</p>

5.11	The Election Day BBQ has been cancelled due to lack of volunteers from the community. An announcement will be made. The P&C acknowledges that this is disappointing, however, events such as these cannot run without the required amount of volunteers.
5.12	Audit preparation – All sub-committees to start looking at their accounts ready for audit and ask for help if it is needed.
5.13	Budget request for \$400 approved for World Teacher Day celebrations. Details for the day to follow. Coordinator and date is still needed. Approved – Amy Brinkley Second – Fran Fava
5.14	Term 4 events Class Christmas Party - Friday 6th December Christmas Carols BBQ - Tuesday 10th December Christmas Raffle - Drawn Tuesday 10th December
5.15	JOT Form for 2025 - given there will be many events (to be included in orientation packs for kindy kids)
5.16	We still need a treasurer for 2025. Please keep an ear out.
	Orientation Day 30 th October. Approval given for a budget of \$150 for the morning tea. Moved - Amy Brinkley Second – Laura Joseph Roseanne to contact the school to see what needs to be coordinated. Pamphlets to be altered and printed for Orientation Day packs also. Idea – fridge magnets with QR codes that link parents to the P&C Facebook page.
Item 6 – Other Business	
6.1	Looking at ideas for Halloween as a fundraiser – Scary hair and socks + a gold coin donation. The canteen to have Halloween themed food for the week also.
Item 7 – The next meeting is scheduled for: Monday 28th October	
Item 8 – The meeting closed at 8:47 pm	