

## MINUTES of Meeting

**Monday 28th August 2023**

**Meeting Opened: 7:02pm**

**Meeting Closed: 8:07pm**

**Next Meeting: Monday 23<sup>rd</sup> October 2023**

Attendance	Roseanne Simms, Dean Le Page, Katie McGuire, Lindal Rankin, Lauren Murphy, Kylie Mulquin, Laura Joseph, Natasha Tyson, Samantha Mavros, Terri Bullock, Kath Amargiantakis, Jenny Kha, Fran Fava, Amy Brinckley, Ray Nasser, Anand Shinde	
Apologies	Amber Edmonds, Eleanor Grant	
Motion to accept the previous minutes	<b>Moved</b>	Roseanne Simms
	<b>Seconded</b>	Kylie Mulquin
<b>Item 1 – Correspondence</b>		
1.1	Handed out previous to the meeting.	
<b>Item 2 – NSW P &amp; C Federation notices/policy for discussion</b>		
2.1	(All NSW P & C Federation correspondence is freely available at <a href="https://www.pandc.org.au/">https://www.pandc.org.au/</a> and therefore will not be included in meetings)	
<b>Item 3 – Sub-Committee Reports Requested</b>		
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	
<b>Motion to accept Sub-Committee reports: Moved: Fran Fava Seconded: Roseanne Simms</b>		
<b>Item 4 – Parent Feedback</b>		
4.1	Email feedback in regard to online permission notes. Kids are informed of upcoming events via morning assembly. Print friendly calendars are tricky as calendars are changed frequently. Investigation for the parent portal via School Bytes is an option. The amount of waivers on a note has been noted, however, the DET requires the multiple waivers and this needs to be added. Feedback for more notice needed for events and muffi days to give parents a chance to organise clothing has been noted.	
<b>5</b>	<b>General Business</b>	

5.1	Uniform shop and setting up square for Orientation Day sales – Lindal to meet with Eleanor next week to set up the program. Laura happy to help set up the website.
5.2	Storage of P&C stock in storage container – Fran to organise to give away the reusable items (e.g. Reindeer). The rest to be disposed of. The school is to store the chocolate wheel and Santa chair for future use. <b>Moved</b> - Dean Le Page <b>Second</b> - Amy Brinckley.
5.3	Training for records and transactions to fix reoccurring problems with audits – Lindal to meet with Eleanor.
5.4	Tea towel fundraiser – we haven't sold as much as we thought we would. Spread the word.
5.5	Air conditioning units – resolved via emails
5.6	Out of area panel & merit selection panel. The school is looking for additional volunteers to be on the panels. Gender balance may mean that we need male community members on occasion.
5.7	World teacher's day – coffee van and morning tea – 27 <sup>th</sup> October. Budget request \$400 <b>Moved</b> – Lindal Rankin <b>Second</b> – Dean Le Page Roseanne to set up. To be set up for the 26 <sup>th</sup> due to PSSA on the Friday.
5.8	We need to establish a selection panel for the new canteen supervisor. Lauren is happy to review resumes and make some phone calls. Terri is happy to be on the panel again. Fran and Lauren are also happy to be on the panel. The next step is to send out an ad. Terri to send out to the school community also.
5.9	Update Twilight Market Facebook page. This has been archived for future use.
5.10	Halloween at the Canteen: approval to open Recess and Lunch on Tuesday 31st October to sell similar items to last year (over-the-counter sales only). The school is happy to go ahead with this.
5.11	Facebook page posts – be mindful not to post too much at the same time.
5.12	Account details need to be changed on the P&C Westpac account to match the current AGM. Dean Le Page to be removed from the accounts. Laura Joseph to be added.
5.13	Father's Day portrait competition – spread the word to hand them in for voting as some years have more than others.
5.14	Phasing out skorts – discussion to propose to eliminate waste by phasing out the skort – the school is planning to review the uniform in the near future.
5.15	Remainder of breakfast boxes to be donated to the homeless before the out of date.
5.16	P&C partnership via the newsletter. There is an agreement between the DET and the P&C to work together. It is unclear what this will look like at this stage for our school.
<b>Item 6 – Other Business</b>	
6.1	
<b>Item 7 – The next meeting is scheduled for: Monday 23<sup>rd</sup> October, 2023</b>	

**Item 8 – The meeting closed at 8:07pm**