

MINUTES of Meeting

Monday 20th November 2023

Meeting Opened: 7:02pm

Meeting Closed: 8:23pm

Next Meeting: Monday 12th February, 2024

Attendance	Roseanne Simms, Katie McGuire, Kylie Mulquin, Amy Brinckley, Amber Edmonds, Laura Joseph, Lauren Murphy, Lindal Randkin, Anand Shinde, Dean Le Page, Namita Sheoran, Fran Fava, Mrs England, Mrs Bullock, Misss A and Mrs Booth.	
Apologies	Natasha Tyson, Eleanor Grant	
Motion to accept the previous minutes	Moved	Dean Le Page
	Seconded	Lauren Murphy
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: Dean Le Page Seconded: Roseanne Simms		
Item 4 – Parent Feedback		
4.1	<p>Email – “A huge thank you to Amber Edmonds & Kylie Mulquin, both of whom have put in many, many hours over the last 10+ / 7 years. Plus any other outgoing parents that have contributed during their time at the school.” – Eleanor</p> <p>Can we re-introduce reading groups into the school? School to discuss and to get back to us.</p> <p>Newsletter – website has not updated the newsletter to the current issue.</p>	

	<p>PBL and reward recognition – is there a document to explain the reward system and the processes? PBL document is attached to the school report for 2024. School to circulate the flow chart.</p> <p>Can incoming Kindy families come to the carol's night? School is enthusiastic about this idea.</p>
5	General Business
5.1	<p>Fundraising</p> <ul style="list-style-type: none"> - Christmas raffle – we haven't had as many donations so we will be purchasing some gifts to bulk it up. - Carols night – Roseanne setting up the sign-up sheet for the BBQ and volunteers. 5pm – 6pm for the BBQ. Expression of interest letter to be sent home via School bytes or letter form.
5.2	<p>Cooling options for the uniform shop – processes have changed for supplying and installing air conditioning. A request has been made through the DET and quotes will be given.</p> <p>\$2,000 approved as a tentative cost First – Roseanne Simms, Second - Fran Fava</p> <p>We will re-address this if needed depending on the quote.</p>
5.3	<p>Approval for financial support to fund part of an SLSO.</p> <p>Approval for \$10,000 for the year.</p> <p>Approved first – Lauren Murphy, Second – Kylie Mulquin</p>
5.4	<p>Enquiry to move money to a fixed term deposit over the Xmas break. Westpac term deposit 3.6% p/a. \$45,000 deposit - \$1,600 profit.</p> <p>Approved First – Roseanne Simms, Second Kylie Mulquin</p>
5.5	<p>Canteen casual staff – Leanne is welcomed to our team as our new Canteen supervisor. DET approval to come. Hand over will start once approval is given.</p> <p>Casual contract is set up for a casual if we need to cover sick leave.</p> <p>Approval given for Kylie Mulquin to be the casual employee when needed. First – Laura, Second - Dean Le Page.</p>
5.6	<p>Canteen/Uniform shop internet access – request to purchase a dongle for internet access. School to investigate getting DET access to the internet so that we have more P&C members able to access.</p>
5.7	<p>Christmas Party organisation for 8th December – Picnic box quotes came through too expensive. BBQ option for a sausage sizzle, popper and super dooper is an option.</p> <p>Approval for BBQ First - Dean Le Page, Second - Katie McGuire</p>
5.8	<p>Meeting Reports – can we please hand in reports earlier to give everyone a chance to read them prior to the meeting.</p>
5.9	<p>Crazy Domains email – issues with emails bouncing back. Roseanne may need to contact Crazy Domains to sort the issue out.</p>
5.10	<p>Thank you to outgoing P&C members for all their hard work and dedication to supporting our school – Roseanne handed out certificates of appreciation.</p>

5.11	Vote for new instruments \$850 each for trumpets x 2 and \$850 each clarinets x 4 and \$1500 each Saxophone x 2. Total \$6,600 Approved First - Lindal Rankin Second – Amber Edmonds
5.12	Motiv8 booked in for 4 terms for 2024 to cover sports programs within the school. Approval to cover \$10 per student to reduce the cost for term one. First – Fran Fava Second – Laura Joseph. This will be revisited for term 2.
5.13	Handover manual for P&C positions. Request for members of the P&C to set up a hand-over document to give new members easier access to information when standing into those roles.
5.14	Fran Fava and Amy Brinckley need to be given access to the P&C Facebook page.
5.15	
5.16	
Item 6 – Other Business	
6.1	
Item 7 – The next meeting is scheduled for: Monday 12th February, 2023	
Item 8 – The meeting closed at 8:23pm	