

MINUTES of Meeting

Monday 23rd October 2023

Meeting Opened: 7:13pm

Meeting Closed: 8:33 pm

Next Meeting: Monday 20th November, 2023

Attendance	Roseanne Simms, Katie McGuire, Lindal Rankin, Kylie Mulquin, Dean Le Page, Lauren Murphy, Laura Joseph, Fran Fava, Kath A, Terri Bullock, Anand Shinde, Linda Bryant, Jarrad Stephens, Eleanor Grant & Natasha Tyson.	
Apologies	Amy Brinckley and Amber Edmonds	
Motion to accept the previous minutes	Moved	Kylie Mulquin
	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: Fran Fava Seconded: Roseanne Simms		
Item 4 – Parent Feedback		
4.1	Lockdown feedback from the general public at the gate, the organisation and lack of information is an issue. E.g. time spent under desks and the use of the bucket for a toilet. Feedback - information regarding another child is not shared with the community due to privacy, however, procedures were followed, and safety was of top concern. The school acknowledges that they could have stated that the children were safe and that there was no intruder, however, these procedures are only put in place when it is necessary.	

5	General Business
5.1	Budget approval via email correspondence for the payment of lunches for a child who is in need. \$20 per week till the end of the year.
5.2	<p>Fundraising;</p> <ul style="list-style-type: none"> - Christmas raffle – plan to kick off requests for the raffle items sooner rather than later so as not to impede on the reverse Xmas tree. Budget request approved - \$200 First Kylie Mulquin, Second – Dean Le Page - Xmas party (8th December) – Calling for ideas for this years event. School prefers pre-packaged items that can be dropped off in the morning. Watch this space. - Christmas BBQ (12th December) – start time to be confirmed. We will be finished at 6pm still so volunteers can still watch. Seats to be reserved. Raffle to be drawn on the evening. Oosh has offered to pay for some of our Xmas events – Lauren to follow this up.
5.3	A request was made to the school to pass on concerns for summer lunchtime games for PSSA. Some weeks venues have no toilet or water access and limited shade. This is a concern for both students and staff attending. – The school has agreed to pass on our concerns.
5.4	School to enquire through assets what cooling options are available for the uniform shop.
5.5	<p>2024 planning.</p> <p>Discussed the need for forward plan for fundraising events for 2024 and to ask for volunteers to run each event to share the load out more. Looking at going digital also.</p>
5.6	<p>P&C affiliated email account change.</p> <p>This email has now been removed due to the Federation losing their agreement with Microsoft. The uniform shop uses this email - Roseanne has made a crazy domains email for them. Kylie is to relocate the One Drive documents to another format.</p> <p>Non-for-profit Microsoft licence – Going to apply for this to keep our service provider and email names with Crazy Domains. Thanks to Kylie and Roseanne for all their hard work.</p>
5.7	<p>Crazy Domain Renewal – Budget approval for \$450 for the next 2 years.</p> <p>First Laura Joseph Second Dean Le Page.</p>
5.8	<p>Orientation day budget request for the morning tea – P&C to provide \$100</p> <p>First Kylie Mulquin Second Lauren Murphy</p>
5.9	Christmas decorations from shed: plan to use then sell (Fran & Laura update/ agreement with Carolyn) – Laura to set up the reindeers and stools for a photo shot on the way to the carols (P&C to supervise). Items to be sold after the event. Drums, raffle barrel and bollards to be given away. Trying Pay it Forward pages.
5.10	Canteen coordinator interviews - Lauren has shortlisted candidates and interviews are being confirmed.
5.11	Last P&C meeting Xmas ideas – let us know ideas before week 7 please.
5.12	Kindy orientation – to use live models to show the uniform. This is to be confirmed and information passed onto the uniform shop.
5.13	Approval for assisting in paying for an SLSO for 2024 – moved to next agenda to give time to go over funds and budgeting.
5.14	<p>P&C to pay for the \$200 food safety supervisor training required for the new canteen person.</p> <p>first Roseanne Simms Second Lauren Murphy</p>

5.15	Reverse Xmas tree feedback – it is felt that, due to times being tough, the tree is important to continue.
5.16	Thank you gift for our beautiful Jenna from the canteen – looking for gift ideas. \$100 First Fran Second Roseanne
5.17	Bank changes for finances. Secretary and President have to show 100 point ID along with the minutes when changing names on accounts.
5.18	Structured play and rules inquiry – Do we need to have contracts for kids playing with different balls. Frustrations were voiced regarding this issue. The school has stated that organised games have been set up and they are in discussions about setting up a free ball play area.
5.19	Discussions of moving some P&C money into a fixed deposit – Lauren to ask bank for further details – possibly over the Xmas period.
Item 6 – Other Business	
6.1	
Item 7 – The next meeting is scheduled for: Monday 20th November, 2023	