



MINUTES of Meeting

Monday

Meeting Opened: 7:31pm

Meeting Closed: 8:35pm

Next meeting: 28th August, 2023

Attendance	Roseanne Simms, Katie McGuire, Kylie Mulquin, Lindal Rankin, Amy Brinckley, Lauren Murphy, Mrs Amargianitakis, Mrs England, Natahsa Tyson, Amber Edmonds, Pankti Mehta, Nim Todkar, Ivonne Valle, Anand Shande, Rafiq Syed, Carolyn Leverton, Fran Fava	
Apologies	Dean Le Page	
Motion to accept the previous minutes	Moved	Kylie Mulquin
	Seconded	Lauren Murphy
Item 1 – Correspondence		
1.1	Correspondence – Mail to be sent home via the office. Feedback passed on to Principal regarding feedback on recent Canberra excursion.	
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	Principals 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: Lauren Murphy Seconded: Kylie Mulquin		
Item 4 – Parent Feedback		
4.1	(Discussed in General Business)	
Item 5 – General Business		
	Communication – Parents are supportive of the paperless letters home, however, are struggling to keep up with the events and request reminders via the school app where possible. – School is happy to do this.	
Item 6 – Other Business		
5.1	Uniform shop – Approval given to remove Pamela Athanasiou from the St George bank uniform shop account and add Lindal Rankin and Anand Shande Moved – Lauren Murphy, Seconded Kylie Mulquin	



5.2	Canteen Supervisor contract renewal – Our lovely Jenna will retire at the end of the year. She will be missed greatly. Kylie to start the process of advertising for a replacement and to contact the recruitment company.
5.3	Canva app update – Kylie has set up an account via our event email – free access as we are a charity. Templates have also been set up and Kylie will send out instructions on how to best use the program.
5.4	Father's Day activities – there will be three events to help celebrate Fathers Day. An art competition which will be offered to all students with a free entry. Donated child passes to Featherdale will be offered as prizes. This will run from 14 th August till the 30 th August. The Fathers Day stall will be held on 1 st September and the school has offered for us to sort the stock on site prior to the event. Father's Day raffle will run from the 7 th August to the 31 st August. A budget of \$350 has been approved. Moved Roseanne Simms, Seconded Lindal Rankin.
5.5	Tea Towel fundraiser – showed samples of the final product. It was approved to charge \$18 or 3 x \$45, \$15 after 3, per tea towel Moved Amber Edmonds Seconded Kylie Mulquin. Accounts to be set up for online ordering.
5.6	Request to set up Square for the uniform shop – Can be used for point of sale for orientation day (not website), however, photo's need to be uploaded. This method does not talk to any other GST or programming. We would need the right backing system to set it up for the website. Need to check in with John and Eleanor. If packs are sold with Square – manual receipts will need to be issued. (Add to next agenda)
5.7	Orientation Day organization –1 st November, 2023.(1 st session is parents and 2x classroom) Square needs to be set up by that day. Suggestion from the school is to use the slides they have for the uniform instead of having students model the clothing.
5.8	Storage of P&C stock in storage container – keep chocolate wheel. Anand to store the reindeer if need be. Remaining stock to be voted on next meeting – possibility of selling off some of the stock. (Move to next agenda)
5.9	Athletics carnival feedback – BBQ was not very effective. We need to look at transporting our own.
5.10	Need to look at how we keep records and transactions to fix reoccurring problems with audits. Anand to organise training with Amir or Eleanor (paid) to learn how to process books and finances. (next agenda)
5.11	PSSA certificates – the school confirmed that students do not receive certificates for participating in PSSA sports.
5.12	\$3700 for air conditioning replacement – It was approved to finance two new air conditioning units to replace broken ones. Moved Fran Fava Seconded Anand Shande. The P&C has agreed to consider funding future replacements as they arise.
5.13	Zone carnivals and shade cloths –School to investigate shade cloths and to put a call out for parent volunteers to transport them to the events.
5.14	The school has confirmed that the P&C are not required to run canteen/bbq at the zone carnival.
Item 7 – The next meeting and AGM is scheduled for: 28th August, 2023	
Item 8 – The meeting closed at 8:35 pm	