



MINUTES of Meeting

Monday 5th June, 2023

Meeting Opened: 7:01pm

Meeting Closed: 7:27pm

Next meeting: 31st July, 2023

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| Attendance | Roseanne Simm, Katie McGuire, Kylie Mulquin, Laura Booth, Lindal Rankin, Kath A, Terri Bullock, Amy Brinkley, Amber Edmonds, Dean Le Page, Sarah Kennedy, Fran Fava, Samantha Mavros, Amy Fourro | |
| Apologies | Natasha Tyson and Eleanor Grant | |
| Motion to accept the previous minutes | Moved | Amber Edmonds |
| | Seconded | Kylie Mulquin |
| Item 1 – Correspondence | | |
| 1.1 | Correspondence – Mail to be sent home via the office. | |
| 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: Amber Edmonds Seconded: Linda Rankin | | |
| Item 4 – Parent Feedback | | |
| 4.1 | Question regarding year 6 fundraiser – Is there a plan, what fundraisers have been organised, what does the farewell look like, will there be a big day in/out, will there be a year book? Kylie to send an email to the school with all these questions so that they can be passed onto the correct person and the school can respond. | |
| Item 5 – General Business | | |
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| Item 6 – Other Business | | |
| 5.1 | Code of conduct vote and sign- 10 members approved and signatures to take place in the office with Terri as witness. | |



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| 5.2 | <p>Fundraising – Roseanne</p> <p>Trivia night – encouragement needed to help sell tables. Need to check spriggy schools to check out how many purchases there have been.</p> <p>Tea Towel Fundraiser – Lauren to help coordinate. Roseanne to pass on the package to get started. Lauren to meet with Terri to work out details and dates.</p> <p>Athletics Carnival - Date Change, 25th July (week 2). Lindal and Laura are happy to help coordinate the event.</p> |
| 5.3 | <p>AGM – Audit update – the finances are still waiting for approval. Once the audit is finalised, the AGM will be called 4 weeks from that date. This may have to be a special meeting depending on the date of approval. An executive member of staff needs to be in attendance.</p> |
| 5.4 | <p>Father's Day – ideas for fundraiser – Stall to go ahead (August 24th but might need to change the date as there is a clash) and looking at breakfast options (needs to be a Friday morning). Roseanne to meet with Terri to book in some dates.</p> |
| 5.5 | <p>Canva account – Kylie to create a free account using the "event" email account.</p> |
| 5.6 | <p>Sports equipment update – lots of equipment has been purchased already. Mrs Simms is to pass on images so that we can let the community know what we have contributed.</p> |
| 5.7 | <p>A new drum kit is needed. Approval for \$1,000 First – Kylie Mulquin Seconded – Fran Fava</p> |
| 5.8 | <p>Financial Member to be added to the band account – Kallie Lam</p> |
| 5.9 | |
| 5.10 | |
| 5.11 | |
| 5.12 | |
| 5.13 | |
| 5.14 | |
| 5.15 | |
| <p>Item 7 – The next meeting is scheduled for: 31st July, 2023</p> | |
| <p>Item 8 – The meeting closed at 7:27pm</p> | |