



## MINUTES of Meeting

**Monday 24<sup>th</sup> October, 2022**

Meeting Opened: 7:04pm

Meeting Closed:

Next meeting: Monday 28<sup>th</sup> November

<b>Attendance</b>	Roseanne, Katie, Kylie, Dean, Lindal, Natasha, Samantha,	
<b>Apologies</b>	Anand Shande, Amber Edmonds, Fran Fava, Pamela Athanasiou, Eleanor Grant	
<b>Motion to accept the previous minutes</b>	<b>Moved</b>	Lindal Rankin
	<b>Seconded</b>	Kylie Mulquin
<b>Item 1 – Correspondence</b>		
1.1	Correspondence – Mail to be sent home via the office. Feedback passed on to Principal regarding feedback on recent Canberra excursion.	
<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	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	
<b>Motion to accept Sub-Committee reports: Moved: Dean LePage Seconded: Samantha Mavros</b>		
<b>Item 4 – Parent Feedback</b>		
4.1	(Discussed in General Business)	
<b>Item 5 – General Business</b>		
<b>Item 6 – Other Business</b>		
5.1	World Teachers Day - Friday 29th October - Morning Tea - Approval / Budget – Coffee van + morning tea approved - \$300 budget approved - <b>Moved – Dean LePage + Seconded - Kylie Mulquin</b>	
5.2	Kindy Orientation - Parent Information Day Morning Tea - Approval / Budget - \$100 <b>Moved – Kylie Mulquin + Seconded Lindal Rankin</b>	



<b>5.3</b>	Kids Christmas Party – idea proposed for a hot dog day based on community suggestions + drink and/or ice block. Budget request to be sent via email once the details are finalised for approval.
<b>5.4</b>	Carols Evening – P&C to run BBQ 1hr before the carols only and music committee to sell snacks– glow sticks are under discussion –approval for concept- <b>Moved – Natasha Tyson + Seconded – Lindal Rankin</b> Budget request to be moved to November meeting for approval.
<b>5.5</b>	Christmas Raffle – items left over from trivia night could be used for this event – tickets to be also sold on the night, rather than on the 9 <sup>th</sup> – idea was proposed to ask each class to donate prizes to fill a washing basket for a particular theme. <b>Moved - Dean Le Page + Seconded – Lindal Rankin</b>
<b>5.6</b>	MYOB Reconciliation <b>needs to be updated each month. Accounts need to be reconciled by January for auditors.</b>
<b>5.7</b>	November Meeting is our last for the year - Move to a dinner venue - <b>The Winston as a venue</b> – Katie to send out invitations and to book the venue.
<b>5.8</b>	2023 Ideas/Events – Roseanne has asked us to have a think about what we would like to do as a P&C so we can make a schedule for next year. JOT form to be sent out once events are finalised – please bring suggestions to the December meeting.
<b>5.9</b>	End of the year disco – suggestion passed to the school. Is the SRC still running these? It was suggested that maybe one could be held during the party day. The school is to get back to us on this.
<b>5.10</b>	Spriggy versus Square, where is this at - The canteen can save \$30 a week by changing from Flexischools to Spriggy + \$1200 saving if the canteen swaps to Spriggy - Square can be set up for the uniform shop so they can reconcile straight away. This is not an option for the canteen - Thanks to John for all his help in setting this up - It will be less fees to the parents if we do make the change - Allows tap and go (EFT) for the uniform shop. Vote to change canteen to spriggy <b>Moved – Dean Le Page + Samantha Mavros</b> - Vote to change the uniform shop to the uniform – <b>Moved – Kylie Mulquin + Seconded Dean LePage</b>
<b>5.11</b>	Approval to add Janna as admin to our P&C page - It is seen as a conflict of interest as she is an employee.
<b>5.12</b>	P&C Party Day. See previous notes
<b>5.13</b>	P&C Logo - Katie to send a vote around for the different logos.
<b>5.14</b>	P&C room – Kylie did some measurements and presented CAD design organisation ideas + storage containers to fit – Meeting minutes need to be kept for ever – in two different locations – option of going paperless – we can paint and adapt the current setting at a lower cost – All to chip in to help out. Budget request for \$1000 <b>Approved – Moved – Natasha Tyson + Seconded Dean LePage</b>
<b>5.15</b>	Canteen volunteers protocol – Can high school students help out with the parent – Need to be 16+ to help out if preparing food. OK to sell over the counter sales only.
<b>5.16</b>	Birthday buckets. See canteen report
<b>5.17</b>	Library mural – the P&C have been asked by Mrs Hinton to organise a mural for outside the student entry (K-2 side) – this can be organised by the P&C – school to get back to us as to the requirements needed to make this happen.
<b>5.18</b>	Kindy welcome packs – Lindal and Sam to organise – budget request to be presented at the next meeting.
<b>5.19</b>	Vacation care on site – feedback given to the disorganisation displayed during the school holidays – this is a separate company to the school – they were unaware of bookings not being honoured.
<b>Item 7 – The next meeting is scheduled for: Monday 28<sup>th</sup> November</b>	
<b>Item 8 – The meeting closed at 9:21pm</b>	



**WINSTON HEIGHTS PUBLIC SCHOOL**  
**P & C MINUTES**  
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