

P&C Minutes

26/11/2014 **Start time:** 7.07pm

Present:

Warwick Beard, Emma Abdilla, Sandi Patch, Rachel Hopkins, Nichole Richens, Mel Donnellan, Emma Hessel, David Crane, Tina Wilkie-Miskin, Luke Bellamy, Christine Clifford, Susan Sommers.

Apologies:

Katrina Johnsin, Vanessa McNally, Christina Price, Hannah Ayton, Stacey Dean.

Agenda:

Presentation day and awards – Christina Price

Review minutes from last meeting:

Accepted with amendments by Sandi Patch, seconded by Emma Abdilla.

Business from previous minutes:

- Entertainment books: Issuing company has finalised the outstanding amount from missing books.

Correspondence in:

- Pens invoice for treasurer - Year 6 end of year gift.

Correspondence out:

- None

Principals report:

- Thanked P&C for this years contribution to the school.
- 77% voluntary school contributions paid this year.
- New 3 strategic directions presented.
- See report attached.

Treasurers Report:

- Balance as at 26th November 2014:
 - General account = **\$14,309.57**
 - Canteen account = **\$5,130.93**
 - Uniform shop account = **\$4,339.23**
- See report attached. Note "Fundraising" under Profit & Loss Income for break down of results.

Uniform Shop:

- Uniform shop needs funding from the P&C general account in order to proceed engaging BME as the new supplier. This is due a 50% deposit of \$3,327.50 for the first order.
- Sports shirt still under review/testing. Threading appears to be a problem.

Canteen Report:

- There is an issue with the air conditioner. No details are currently known as to what action is required and costs involved.
- See report attached.

Fundraising:

- All chocolate boxes now accounted for.

General Business:

- President thanked everyone for their efforts this year.
- P&C to support year 6 awards. Put forward by Emma Abdilla and seconded by Mel Donnellan.
- Due to the funding required for the basket ball hoops, it will be reviewed next year. May become a targeted fund raising activity.
- Tina Wilkie-Miskin proposed that next year the P&C consider improving the K-1 outdoor play equipment.
- The idea was raised of adding A4 magnetic sleeves to hold notes into school book packs. The cost is \$2. Open for consideration but no decision made as yet.
- Open discussion to determine if the P&C is going to proceed with BME as the uniform supplier thus having to pay 50% deposit on invoice some of which is required from the general account. The treasurer requires authorisation to complete this transaction when required. Emma Abdilla raised the motion to go with BME and authorise the treasurer to move money from the general account to the uniform account when needed. Seconded by David Crane. Majority in favour.
- Col Jackson raised the topic of the P&C supporting retiring teacher Mrs Kelso. The budget agreed to spend is \$300. Emma Abdilla put motion forward, seconded by Christine Clifford, and Susan Sommers to organize.
- Christine Clifford asked about lifting quality of newsletter in terms of colour and content. Mr Beard responded that it's an economical option to consider for electronic versions only due to printing costs.
- Christine Clifford raised the idea to include a due date for Christmas tree gifts and where the support is going to in the newsletter. Mr Beard agreed and will look at doing so.
- Christine Clifford asked for the cost details of the kindergarten excursion. Mr Beard to look into breakdown.
- David Crane raised the concern that some students in year 2 and below were not following the correct pinafore dress code. Mr Beard concurred that he has observed similar instances of incorrect dress code in general. Mr Beard will consider issuing a reminder of the uniform rules.
- David Crane brought to attention that the kindergarten book packs were missing some information sheets provided in previous years. Mr Beard to consider sending this information out separately to parents.

Action List:

- Secretary - arrange update of school web site with P&C minutes.
- Further investigation required on the canteen air conditioner.

End time: 9:15pm