

MINUTES OF P&C MEETING

Tuesday 14th March 2017, 7:30pm in the CCPS Staffroom

PRESENT

Keith Bentwitch, Celia Crosby, Jeanette Cope, Clare Dunstan, Sarah Dandy, Helen Eldershaw, Susannah Gallagher, Tracey Garrett, Alex Gerber, Harriet Hill, Melinda Holmes, Tom Huckerby, Anne Leyton-Smith, Gudny Palsdottir, Bernice Winoto

APOLOGIES

Margie Byrom, Eugenie Bestic, Tanya Boys, Graham Clare, Susan Jacobs, Trent Moses, Anne Palmer, Simone Porter, Adam Wechsler

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 14.2.17

- Moved by S Gallagher
- Seconded by C Dunstan

MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Contact G Clare for an update to present at the next meeting – see below – Principals Report.
- The final cost of 2016 calendars to be reviewed and reported – see below – Treasurer Report.
- The 2 new Vice Presidents to be added to the bank account and authorised signatories – in progress.
- Upload Finance Reports to P&C website – complete.
- Organise team for Calendar project - TBC
- Extra training to be held for Zone Swimming Carnival participants - complete
- Review the opening and closing time of entries for swimming carnival for 2018 – in progress.
- Set date for meeting to discuss role of the Sports Committee – in progress.
- Include Ethics Volunteers request flyer in next school newsletter – complete.
- Include Ethics Volunteers request in closed CCPS Facebook community – complete.
- Organise separate meeting to discuss School Year Book for 2017 – in progress

PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- Update on the Shell – progress is slow but “inching forward” slowly.
- Great program with Bushlink currently in progress.
- PSSA sports - preparing for Term 2

TREASURER'S REPORT

The Treasurer's Report was presented by H Hill and will be uploaded to the P&C website for reference. Refer to the report for details.

Action: Upload reports to website – S Dandy

- Approximately \$92,000 received to date from voluntary P&C contributions. This is a great result.
Action: H Hill to organise with School Office for the transfer of P&C voluntary funds. Then School Office to invoice P&C for the Teaching Support to the amount of \$75,000.
Action: H Hill to advise when the invoice for \$35,000 for Technology Support should be raised by the School Office.
- It was agreed that the Year 6 gift fundraising money will now be held in trust by the P&C.
- It was discussed and agreed that no volunteer should incur personal debt. The P&C will pay suppliers directly for items purchased for events, thus eliminating volunteers being out of pocket.
- Procedures will be posted on the P&C website in relation to the collection and disbursement of funds raised at events.
Action: H Hill / C Dunstan to write Year 6 procedures

COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS

The Communications, Sponsorship and Fundraising teams presented their reports, and these will be uploaded to the P&C Website for reference. Refer to the reports for details.

- The list of extra-curricular / community users of the school was discussed. The list will be uploaded to the P&C website, and a link from the school website will also be available.
Action: B Winoto
- The mid-year function will be held on Saturday 20th May 2017.
Action: M Holmes to include a "Save the Date" in the next newsletter.
Action: B Winoto to request the school office to add to the calendar of events.
- It was agreed that the focus for the fundraising message for the Entertainment Books would be the IT technician / support.
Action: K Munn to prepare update
- It was agreed that the BBQ Committee would purchase new cooking implements with the remaining funds from Ireson.
Action: The BBQ Committee to purchase and provide all receipts to the Treasurer
- It was agreed that new trestle tables would be purchased out of P&C funds.
Action: S Dandy to conduct audit of the current trestle tables and mark broken tables. Broken tables to be placed in the Shell (potential use for temporary band storage)

BAND REPORT

G Palsdottir presented the Band report and update, including the Band Camp and Treasurer report. This will be uploaded to the P&C Website for reference. Refer to the reports for details.

SPORTS COMMITTEE REPORT

S Dandy presented the Sports Committee report. This will be uploaded to the P&C Website for reference. Refer to the reports for details.

CORRESPONDENCE

- General brochures provided to C Dunstan

OTHER BUSINESS

- P&C Website – the website needs to be updated. Committee members to update their sections by hand or type up new, and email to S dandy or deliver to Office for collection by R McDonald by Tuesday 21st March.

Action: R McDonald, S Dandy and R Buckton to work together to update website with revised details.

- M Holmes presented opportunity for Telstra Employee Grants for Community. Submissions close Friday 17th March. It was discussed and agreed that the grant purpose is for coding related activities.

Action: M Holmes to delegate to volunteer.

ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
• Upload Finance Reports to P&C website	S Dandy	15/3/17
• Organise team for Calendar project	B Winoto	In progress
• Set date for meeting to discuss role of the Sports Committee	J Cope / N Reynolds / Sports Committee	In progress
• Organise separate meeting to discuss School Year Book for 2017	C Dunstan / K Munn	In progress
• Transfer of P&C funds from School, then School to invoice P&C for \$75,000 – Teaching Support.	H Hill / Yumiko	End Term 1
• School to Invoice P&C for Technology Support - \$35,000 – timing TBC	H Hill / Yumiko	Term 2
• Write up and post to website procedures for collection and expenditure of fundraising monies	H Hill / C Dunstan	End Term 1
• Mid-year function 'save the date' to be placed in next school newsletter and calendar of events	M Holmes / A Gerber	asap
• Website to be updated	R McDonald / S Dandy / R Buckton	In progress
• Telstra Employees Grants opportunity to be explored – M Holmes to seek assistance from interested parties	M Holmes	17/3/17
• Extra-curricular list to be updated and loaded to the website	B Winoto	End Term 1

Meeting closed at 8:55pm.

Next General meeting will be held on Tuesday 9th May 2017 at 7:30pm in the Teachers Staffroom.