

MINUTES OF P&C MEETING

Tuesday 10th October 2017, 7:00pm

PRESENT

Jeanette Cope, Sarah Dandy, Clare Dunstan, Susannah Gallagher, Harriet Hill, Tom Huckerby, Kellie Munn, Bernice Winoto

APOLOGIES

Keith Bentwitch, Eugenie Bestic, Tanya Boys, Margie Byrom, Graham Clare, Karen Downes, Tracey Garrett, Anne Leyton-Smith, Jane Godfrey, Melinda Holmes, Susan Jacobs, Christine Kelly, Trent Moses, Anne Palmer, Gudny Palsdottir, Simone Porter, Adam Wechsler

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 12.9.17

- Moved by T Huckerby
- Seconded by S Gallagher

MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Upload Finance Reports to P&C website – complete
- Organise separate meeting to discuss School Year Book for 2017 - complete
- You Can Sit with Me – meeting complete – ready for implementation.
- Community consultation session for community input on Shell fitout requirements - complete
- WWCC Policy - Organise meeting to formulate the policy – in progress
- DGR status to be reviewed and confirmed – in progress
- Invoices to be raised by school – complete
- Recruitment for vacant P&C positions as well as replacements for 2018 – in progress.

PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- It has been a great start to new term. A Report will be presented at the next meeting.

TREASURER'S REPORT

There is no Treasurer's Report for this meeting. The next Report will be for month ending October and will be presented at the November meeting.

Harriet noted there has been a scam with false emails requesting payments. **Action: All office bearers to ensure that requests for payment have supporting documentation. If in doubt please call H Hill.**

SPORTS COMMITTEE REPORT

No report required for this meeting.

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.

- Moonlight Cinema event preparation in progress. Thanks to J Rye, J Graham, D Eburne and S Gallagher for coordinating the event with Years 2 and 4.
- Thank you to Bodhi Thai restaurant, Harris Farm and the Japanese Families who are all providing food for this event.
- Year 6 will not be fundraising at this event. Thanks to N Cornet and Year 5 volunteers for arranging popcorn to be sold.

2017 Survey

The draft survey was reviewed and discussed. Thank you to B Winoto for preparing. Changes were agreed upon at the meeting.

Action: Final survey to be tested by P&C members and then sent to entire community in Week2/3.

BAND REPORT

The next Band Report will be uploaded to the P&C Website for reference. Refer to the reports for details.

- Band Breakfast 2017 date to be confirmed – not to clash with the Term 4 A-Day on 13/12/17.
- Instruments will be returned on separate days for each band group.

Action: G Palsdottir to communicate dates to Band community.

CORRESPONDENCE

Correspondence collected and distributed accordingly

OTHER BUSINESS

Shell Project:

Shell Update to be provided at the next meeting, including status of the grant application.

Action: Update at next meeting – C Dunstan / G Clare

WWCC Checks:

The P&C Federation have requested that all P&C groups formulate a policy to ensure that they are compliant with the Child Protection Act. It is noted that the Federation recommends that the Policy should be in place by 31.3.18.

Action: Draft document to be prepared and circulated, after which, a separate meeting will be held to finalise the policy – S Dandy / C Dunstan

Year 6 Fundraising activity:

Pedlars Parade date confirmed as Tuesday 7th November. **Action: T Moses & R Gerber**

2017 Year Book:

Thanks to K Munn for organising the 2017 Year Book. It was discussed and agreed to include 24 x photos of the extra-curricular activities in the year book by adding additional pages. This will be done at minimal additional cost due to changing the binding method.

It was discussed and agreed to only feature the winning drawings on the front and back cover. J Cope advised that there is no specific theme for 2017.

Action: The 2017 cover competition to be arranged in conjunction with class teachers. K Munn to send details to school office.

ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
• Upload MOM/Reports to P&C website	S Dandy	14.10.17
• DGR status to be reviewed & confirmed	H Hill / C Dunstan	31.10.17
• Organise and communicate Pedlars Parade activity to school community	R Gerber / T Moses	31.10.17
• Band Breakfast and instrument return to be organised	G Palsdottir	14.11.17
• Set date for meeting to discuss role of the Sports Committee	J Cope / N Reynolds / Sports Committee	In progress
• Coordinate School Year Book for 2017	K Munn	In progress
• Recruitment for vacant P&C positions as well as replacements for 2018	B Winoto	In progress
WWCC Policy		
• Formulate the policy and present to P&C.	S Dandy / C Dunstan	In progress
You Can Sit with Me project:		
• Communicate initiative through school newsletter and community facebook page	K Huckerby / M Holmes	tbc
Shell Project:		
• Feedback from Community consultation evening to be presented	C Dunstan / G Clare	14.11.17
Year Book 2017		
• Cover Competition to be organised	K Munn	20.10.17
Survey 2017:		
• Agreed changes to be made, then tested by P&C members prior to being sent to the community in Week 3	B Winoto	20.10.17

Meeting closed at 8:50pm

NOTE: Next General meeting will be held on Tuesday 14th November at 8am in the School Library