**MINUTES OF P&C MEETING**

**Tuesday 11th December 2018 – at 7pm CCPS Staffroom**

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**PRESENT**

 D.Goh, C.Cowley, J.Cope, S.Dandy, S. Jacobs, S.Gagahller, B.Winoto, L.Telfer , K.Bentwith

**APOLOGIES**

J.Godfrey, M.Holmes, H.Hill, T.Huckerby

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# MINUTES FROM PREVIOUS MEETINGS

 Minutes from the P&C meeting on 13 November 2018

**Grants & Funding**

* On top of money (~$36k) and will advise P&C where when how it gets paid - waiting for feedback from G. Clare
* sports funding grant to pursue - with an individual, Sandra Hilmer - C.Cowley to follow up

**Vacancies for Band** (C.Cowley & S.Edwards to work together)

Apart from Band treasurer (C.Fong) and Band secretary (M.Holmes)

- other vacancies to be filled S.Edwards 8pm (TBC)

**Minutes** :

* Moved C. Cowley
* Seconded S.Dandy

# PRINCIPAL’S REPORT - Jeanette Cope

1. **The Shell:** I am advised that all defect work has been completed and appropriate documentation is the final hold up. While I am awaiting the Shell handover, we have planned some “Open for inspection” moments to allow the parents to view our new flexible learning space. The first opportunity presented itself last Friday morning at the Thank You Breakfast. All those there were invited to walk over and take a walk inside which they did and there were many exclamations of amazement. It is quite a transformation. The next planned inspection will be after A-Day on Wednesday and then finally at the Band Breakfast on Thursday morning. I am still determined for the Yr 6s to have time in The Shell before they go!
2. **Thank You Breakfast:** The staff and I were so pleased to see many of our volunteers at the thank you breakfast on Friday. We greatly appreciate all of the many and varied roles that parents take up in the school that brings so much more to the students and supports the teachers in the classrooms, be it fund-raising for additional resources, assistance in reading, sports, excursions, crafts, etc. Other roles include committee positions for P&C, Kids’ Castle, Band co-ordinators, Class and Year Parents. You are an amazing school community. Thank you all.
3. **Further Thanks:** I am blessed to work with an equally amazing P&C who together (the sum of its parts), along with a desire to bring about the best learning environment for the students here, do just that. Every year, our students are able to access the best of resources, from readers to devices and other equipment, and enhanced learning opportunities through teaching support or learning experiences. We have a wonderful Sports Sub-committee whose expertise and experience have brought a number of changes to practices with more good ideas on the boil. This year also saw the first year of the Wellbeing Sub-committee who are doing a fabulous job in raising the profile of student wellbeing through parent information forums and are finishing the year with our new “Wellbeing Corner” in the library (I just love this idea!). So much to be proud of, and I know, more to come. From me, and on behalf of all, heartfelt thanks to every one of you. I wish you all the happiest of days this festive season and look forward to working with you again in 2019.

**TREASURER’S REPORT - Harriet Hill - as attached**

# COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS - Susannah Gallagher

Thank you to all our volunteers who have worked so tirelessly this year on the fundraising and social events for the school. Special mention to our year coordinators: Jane Godfrey, Sophie Sherrard, Anita Kean, Jo Rye, Jo Basile, Kellie Munn, Ali Piper, Stacey Allert, jane Graham, Stephanie Borean and Sarah Dandy. All of our coordinators are stepping down from their year group this year however Sophie Sherrard has agreed to look at year 4 next year and Sarah Dandy will once again take on the huge job as Year 6 coordinators.

As such **year coordinators for 2019** are:

Kindy – Edwina Higginbotham

Year 1 – TBC

Year 2 – TBC

Year 3 – TBC

Year 4 – Sophie Sherrard

Year 5 – TBC

Year 6 – Sarah Dandy.

**Class Coordinators** will also need to be found early next year once the classes are allocated.

**Welcome letter** has gone out to the kindy 2019 parents with key dates for P&C events including park play (30/1), Tea & Tears (4/2 - Y1 to host), Welcome Afternoon Tea (15/2 – Y5 & Y6 to host) and Kindy Cocktail Party (Sat 2/3 – venue tbc).

**Notepads & Calendars** – There was a delay with the printer which has delayed the delivery of these items which is not ideal as many wanted to send them overseas as gifts. The printer has advised that delivery will be on 14 December. Thanks to Brianna Pike for her patience and all her hard work in managing this project.

**Yearbook:**  189 yearbooks were sold this year and will be delivered to the classrooms on Wednesday. Thank you to Kellie Munn who has once again done an amazing job with the yearbook. The school has made a profit of $1400 from this.

**Fundraising budget:**

Our fundraising events budget projection for 2018 as $50,000. Currently we have raised **$57000** from fundraising events this year and still have the calendars to go so estimate will be just under $60000 by end of 2018.

**Action:**

* Book disco DJ for Thursday 7 March 2019.
* Confirm Year & class Coordinators and a Social & fundraising coordinator.

# BAND REPORT - Sam Edwards

* NA

# SPORTS COMMITTEE REPORT - Jane Godfrey

* NA

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# GRANTS & FUNDING - Chris Cowley

* NA

**Wellbeing Sub-Committee: ‘Wellbeing Workgroup’- Bernice Winoto**

* NA

# CORRESPONDENCE

Correspondence (agenda, reports and uploading onto website) collected and distributed accordingly.

# OTHER BUSINESS

* NA

**2018 President, Chris Cowley, closed meeting at 8:30pm.**

**Next Meeting:**

* Tuesday, 12th February, 2019 7pm Cocktail party to welcome in the New School Year
* Tuesday, 19th February, 2019 7pm AGM in the Shell

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