MINUTES OF GENERAL MEETING

Monday, 31 August 2015 – 6.30pm Staff Room

Attendance: Narelle Pugh (President), Lisa Laker (Secretary), Kerstin Brannigan (Treasurer), Vicki Ellis, Michelle Finlayson, Kaylene McIver, Andrew Kilgallon, Kellie Nugent, Melissa Gordon, Jenie Elliott, Nell Tolliday

Guests: Scott Favacho, Shannon Pearce, Melissa Aspinall, Janet Coates

Apologies: Scott Favacho, Shannon Pearce, Melissa Aspinall, Janet Coates

1. Chair opened the meeting at 6.32pm

2. Welcome and apologies – Narelle welcomed everyone to the meeting and apologies were accepted. Due to the number of attendees being over ten, this meeting would be considered a General meeting.

3. Confirmation of previous meeting’s minutes – Executive Meeting held on 3 August 2015

   Resolution: That the minutes of the Executive Meeting held on 3 August 2015 be taken as a true and accurate record

   Moved: Michelle  Seconded: Vicki  Carried

4. Business arising from previous meeting

   4.1 Registration for Deductable Gift Recipient Status – no further information to hand, to discuss further next meeting (post fele!!)

   4.2 Executive P&C position to be advertised – Safety House & Safety House Show – we are unable to take advantage of the free workshop offered by Safety House, and feel it would be beneficial to re-implement this program within the school next year. We are to put feelers out for any interest from someone to take on this position. All agreed it was a good program to offer our school community.

   4.3 On Line Canteen service – We have trialled and thought was that it would increase sales, but does not have benefit of saving time or effort in the Canteen. Michelle moved to remove online canteen as it’s too much trouble with printing the orders onto bags, and believes it is not worth the money or stress. Karen wishes to remove service entirely.

Discussion held with all P&C members, and it was suggested to try printing order on paper and staple to bag. There needs to be another push to our school community to promote and use the online canteen service. This will then be readdressed at the end of the year. Michelle to speak with Karen and ask her to document problems that
she is having, and they can then discuss at end of term to see what issues are arising and how much these are impacting on our canteen. Michelle advised we will need to purchase new toner for the canteen.

4.4 Promotion of the P&C
Not many volunteers or interest. **P&C priority to work hard promoting the P&C during Term 4.**

4.5 Changes to Bank Account Signatories
Forms have been lodged with ANZ for change of account signatories. Michelle confirmed that she has had to hand in her toggle.

4.6 Request from Library for funding for books
Shannon was following up funding from other sources, and it was noted that we also have a large amount of monies from the Book Fair. Looking into buying books that are on the list, but Kerstin is having trouble finding some of those books. No action required at this stage. P&C will be advised at a later date if funding is required here.

5. Correspondence – as presented

*Resolution:* That the correspondence as listed and presented to this meeting be received and accepted

*Moved:* Kaylene  
*Seconded:* Kerstin  
*Carried*

6. Treasurer’s Report – as presented

Look at end of the year 2015 and compare to 2014. Kaylene to provide entertainment book numbers. Kerstin asked where a previous amount of money that had been allocated to an item but not spent in full (–ie– the item cost less than allocated, can this item now be removed from the ledger. It was agreed that once the item was purchased, irrelevant of the amount, it would be removed from the ledger.

*Resolution:* That the Treasurers report as presented to this meeting be received and accepted

*Moved:* Melissa  
*Seconded:* Michelle  
*Carried*

7. Other Reports –

7.1 Principal’s Report – as presented
More info on the NAPLAN required
Andrew confirmed the Interschool Sports Carnival was being held at Beldon Primary School on Friday, 18 September (week 9) and not the week prior as reported on the Term Planner
Social dance program is to commence in week 3 of Term 4
Narelle asked if a payment plan was to be offered to parents for the year 6 camp to be held in 2016. As the camp is scheduled for March it would be nice to have an opportunity to commence payments soon. **Andrew to discuss with Mrs Robinson.**

7.2 Fundraising – Fete update
The Fete Committee have been working hard to ensure that all is ready for the upcoming fete. Allocation of funds would be required to cover costs for the day.
8. General Business –

8.1 Money allocation –

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<thead>
<tr>
<th></th>
<th>General Account</th>
<th>Canteen Account</th>
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<tbody>
<tr>
<td>Fete stall floats</td>
<td>$1,700.00</td>
<td></td>
</tr>
<tr>
<td>Fete expenses</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Toner &amp; general expenses</td>
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<td>$100.00</td>
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Resolution: That the above funds be allocated for the above

Moved: Vicki                Seconded: Michelle            Carried

8.2 Andrew was asked if he had any suggestions for how our fundraising money would be best spent in the school as we do not currently have a fundraising goal. Andrew suggested that we may like to look at upgrading our equipment in the undercover area for Assemblies. All agreed this would be beneficial. Andrew to provide quotation of what this would cost.

It was also suggested that we may look to purchase additional sports gear with the older students in mind.

8.3 Kerstin asked if it would be beneficial to open an online savings account with a higher interest rate. This has been discussed before and it was thought that it was not an option to a P&C. Kerstin to raise with Scott.

9. Date and Time of the next meeting – Monday, 2 November 2015

10. Chair Closed Meeting at 7:42pm