MINUTES OF GENERAL MEETING
6.30pm – 2nd November 2015

Attendance: Narelle Pugh (President), Michelle Finlayson, Scott Favacho (minute taker), Vicki Ellis, Jen Graffin, Melissa Gordon, Melissa Aspinall, Kerstin Brannigan, Jenie Elliot, Andrew Kilgallon

Guests:

Apologies: Lisa Laker (Secretary)

1. Chair opened the Meeting at 6.32pm

2. Welcome and Apologies – Narelle welcomed everyone to the meeting and apologies were accepted. Narelle introduced Jen to the committee members.

3. Confirmation of Previous Minutes:

Resolution: That the minutes of the Executive Meeting held on 31 August 2015 be taken as a true and accurate record

Moved: Melissa G Seconded: Michelle Carried

4. Business Arising

4.1. Registration of deductible Gift Recipient status – Narelle has looked at the WACSSO website for guidance on this. WACSSO currently working with the ATO to broaden the scope for which fundraising could be used. This would involve applying to the ATO. Kerstin queried whether another accounting practices would be required in terms of lodging extra tax returns. Narelle to investigate further.

4.2. Bank account options with higher interest rates – Vicki to enquire about this when she attends Office Bearer training.

4.3. Equipment upgrade for undercover area – Andrew will obtain a quotation for audio-visual equipment.

5. Correspondence: As presented.

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

Moved: Scott Seconded: Vicki Carried


6.1. There may still be some outstanding payments associated with the fete so the net profit may be reduced.

6.2. Entertainment Book documentation for 2014 and 2015 still required. Kerstin will speak to Kaylene about this.
6.3. Canteen – This is still operating at a loss. Some feedback has been received about the food being a little soggy (pies and hash browns). Scott will speak to Karen about heating up the hot foods and to ensure that she signs and dates the delivery dockets. Volunteers required for 2016 in the canteen. The requirement for written procedures and volunteer training was discussed. More active P & C members will also be needed for 2016.

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

Moved: Scott Seconded: Michelle Carried

7. Other Reports
7.1. Principals report – as presented

8. General Business
8.1. Playable landscape – Scott spoke about the intended area and requirements for this.
8.2. WACSSO Survey Results – Scott spoke about the results of the recent WACSSO survey and of CHPS contribution to this survey.
8.3. Fundraising for Term 4 – Sausage sizzle on night of dance program. Times to be determined by Andrew. Session will be split into junior and senior session. Another raffle for term 4 using the leftover items from the fete
8.4. Money Allocation –
8.4.1. Mathletics – Andrew asked whether the P & C would be supporting the Matheletics program in 2016.

Resolution: That P & C agreed to fund the Mathletics program in 2016

Moved: Narelle Seconded: Scott Carried

8.4.2. Go Pro – Mrs Spiteri has asked whether the P & C would purchase a Go Pro for use with the senior students in 2016.

Resolution: That P & C agreed to purchase a Go Pro for use in 2016

Moved: Kerstin Seconded: Vicki Carried

8.4.3. Playable Landscape – While the Sustainability Committee will strive to obtain donations of materials, it will be necessary to purchase some materials.

Resolution: That P & C agreed to provide up to $5,000 for materials for use in the playable landscape

Moved: Scott Seconded: Narelle Carried

8.4.4. Non-fiction books – Kerstin would like a wider range of non-fiction books to be provided in the library.

Resolution: That P & C agreed purchase $1,500 worth of non-fiction books for the library

Moved: Kerstin Seconded: Scott Carried
8.5. Canteen – Narelle thanked Michelle for acting as Canteen Manager in Karen’s absence.

8.6. Kindergarten meeting – Vicki will be speaking to new kindergarten parents on Wednesday morning. Any available P & C members can attend to help raise the profile of the P & C.

8.7. Fundraising in 2016 – **Andrew will send Vicki a draft plan for 2016 so that planning can occur for fundraising in 2016.**

8.8. Year 6 Acknowledgement Assembly – This will be on 3rd December.

8.9. Next AGM – Discussion about when this should be held. Generally agreed that this should not be the first meeting of the year. The current fundraising committee can plan for Term 1 fundraising activities this term.

9. Date and time of the next meeting – Monday 30\textsuperscript{th} November 2015 at 6.30pm

10. Chair closes Meeting at 8:15pm