CRAIGIE HEIGHTS PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION INC.
SPINAWAY STREET, CRAIGIE 6025
PHONE: 9401 7711 FAX: 9401 7944

MINUTES OF EXECUTIVE MEETING

6.30pm – 30th November 2015

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

Guests:  Jodi Ross

Apologies:

1. Chair opened the Meeting at 6.35pm

2. Welcome and Apologies – Narelle welcomed everyone to the meeting. No apologies were received. It was determined that an Executive meeting was to be held due to not enough members present for a quorum.

3. Confirmation of Previous Minutes:

   Resolution: That the minutes of the Executive Meeting held on 2 November 2015 be taken as a true and accurate record

   Moved:  Michelle  Seconded:  Melissa G  Carried

4. Business Arising

   4.1. Registration for Deductable Gift Recipient Status – Narelle has spoken to the ATO who are still unclear about what P & C’s would need to do to be registered for DGR status. Jodie offered to investigate this more and report back.

   4.2. Bank account options with higher interest rates – This is permitted and Kerstin will look at investing in an interest earning account next year.

   4.3. Equipment upgrade for undercover area – Carried over until next year. Andrew will investigate what equipment is necessary for the undercover area.

   4.4. Entertainment Books reconciliation from Fundraising – Kerstin has contacted Entertainment Books. Statements for this year match. Revenue for 11 extra books was received in 2014 and could be due to other revenue being recorded against Entertainment Book sales. This has worked in the P & C’s favour and was picked up by the Auditor. No further action will be taken however more rigour has been placed into accounting for revenue raised by Entertainment Book sales.

   4.5. Canteen feedback and discussion regarding temperature of food served and documentation from receipt of deliveries – Temperature checks indicate that the hash browns and pastries were being heated up hot enough (over 75*C) although these are still coming out soft as they are reheated in the pie warmers and not the ovens. Discussion ensued about canteen profitability. Sales have decreased in 2015 while the cost of the stock has remained the same. New volunteer forms for 2016 are required. The canteen needs to be promoted more as proceeds go towards the P & C and school. It was noted that a new fridge was purchased and two lots of auditor payments were made in 2015 which affected net profits. Kerstin will review which items have experience the greatest reduction in sales.

   4.6. Fundraising plan for 2016 to be provided to Vicki – carried over to next meeting
5. Correspondence: As presented.

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

   Moved: Vicki          Seconded: Jen          Carried


6.1. Scholastic Book Club expenses and income should balance up by the start of the next year.

6.2. No bus excursions have been claimed by the school this year. Jen will follow this up with Bernie.

6.3. Blue Earth – Andrew believes that this program has now finished and that ongoing funding for 2016 will not be necessary as the teachers should be certified Blue Earth teachers.

6.4. Go Pro has been purchased.

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

   Moved: Scott          Seconded: Melissa A        Carried

7. Other Reports

7.1. Principals report – as presented.

8. General Business

8.1. Fundraising for Term 4 – Sausage sizzle. Andrew to make an announcement over the PA advertising orders for the sausage sizzle. A raffle is also being run.

   Vicki will work on a plan for next year and will need a committee to help

8.2. WACSSO Training – Vicki and Narelle attended WACSSO training and found it invaluable. Seeking interest in hosting a session at Craigie Heights Primary School next year. Keen to implement one (1) hour meetings going forward.

8.3. Recognition of volunteers’ contributions made to CHPS & the P & C – Michelle suggested that it would be nice to recognise the parents that have made a big contribution to the school and the P & C.

   Melissa A. suggested that the kindy parents be more involved in school related activities so that they feel part of the school community.

8.4. Money allocation – Request from Mrs Massey for percussion instruments. Michelle advised that the play group purchased some instruments a few years ago. Michelle will look for these tomorrow and give these to Mrs Massey if they can be found (if Play group don’t use these instruments).

<table>
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<tr>
<th>General Account</th>
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<td>Percussion instruments &amp; headphones $500</td>
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   Resolution: That P & C agreed to purchase $500 on the above items

   Moved: Melissa A          Seconded: Melissa G        Carried
9. Date and time of the meetings in 2016 – Week 3 and week 7 of each term, unless otherwise determined by the P & C. Melissa A agreed to take the minutes for the AGM which will be the first meeting in 2016. The date of the first meeting and AGM will be Monday 15th February at 6.30pm.

10. Chair closes Meeting at 7.56pm