Attendance: Melissa Aspinall, Narelle Pugh, Melissa Gordon, Michelle Finlayson, Vicki Ellis, Paul Champ, Kerstin Brannigan, Anna Bradbury, Amanda Robinson, Jen Graffin, Rebecca Hendy, Rozalind Lyon

Guests: 

Apologies: Angelina Riegner

1. Chair opened the Meeting at 6.31pm

2. Welcome and Apologies – The Chair welcomed and thanked everyone for attending.

3. Confirmation of Previous Minutes:

   Resolution: That the Minutes of the Executive Meeting held 14th March 2016 be taken as a true and accurate record

   Moved: Vicki Ellis  Seconded: Melissa Gordon  Carried

4. Business Arising from previous meeting

   4.1 P&C Officeholders and positions.

      4.1.1 Treasurer - Still vacant but Kelly has been training with Kerstin for 4 weeks and may take on the position.

      4.1.2 Facebook Editor – Paul Champ was welcomed into the P&C committee and has taken on the role.

      4.1.3 Secretary – Melissa Aspinall has accepted the role.

      4.1.4 Canteen Co-ordinator – Rozalind & Narelle have reviewed the existing policy and they are to be updated this year. Rozalind will go through the policies and look at setting up a subcommittee to bring forward the new ideas to the P&C. Members of the subcommittee will need to be financial members of the P&C to maintain voting rights.

      4.1.5 Safety House Co-ordinator – Narelle has not been in contact with Jillian Collard. There was a number of people on the ‘Just One Thing’ register that are interested in assisting with the reestablishment of the safety house program.

4.2 Deductable Gift Recipient Status – It was decided that the expected benefit of becoming and maintaining registration was not worth the effort involved. This item will be removed from future agendas.

4.3 Equipment Upgrade for Undercover Area.

      4.3.1 Approval for the purchasing of the new Audio equipment for the undercover/Assembly area – $5000 funding requested from the P&C which is 50%.

      4.3.2 The children that have to run the assemblies become frustrated and embarrassed when the equipment is not working.

      4.3.3 It was discussed after the fete last year that it would be great for the parents involved to see that their efforts have contributed to a substantial goal.

      4.3.4 All agreed that the P&C would donate $5000 as a 50% contribution to the upgrade of the audio equipment in the undercover area.
4.4 Canteen sales comparison & YTD loss – The canteen is still running at a loss. Priority will be given to increasing the costs and advertising of the canteen service as a part of the review to be conducted by Rozalind and Narelle. A suggestion was made to consider one day trading per week rather than spread over two days. This will be considered as part of the review.

4.5 Procedure for the reimbursement of expenses by P&C personal – As a part of the audit of the P&C financials for 2014-2015 it was suggested that recording of reimbursements to individuals should be improved.

Resolution: That P&C reimbursements to individuals will be logged through the P&C invoice book.

Moved: Kerstin Seconded: Melissa Gordon Carried

4.6 Fundraising petty cash – The accounts show that in the past there was funds allocated as fundraising petty cash. These funds are currently unaccounted for.

4.6.1 It has been determined that the best course of action is to for the accounts to be adjusted to write off the loss of the petty cash.

4.6.2 In the future petty cash for fundraising will no longer be allocated. Floats will be allocated for individual events and all monies returned and accounted for after each event.

4.7 Tree of thanks – the P&C would like to establish a visual display of appreciation for those people that have provided a substantial contribution to the school. It is thought that a ‘Tree of thanks’ where individuals would have their name on a leaf would be a nice display.

4.7.1 Set guidelines would need to be created for who and when someone would be added to the display.

4.7.2 Melissa Aspinall agree to take away ideas and look for options to present back to the school and P&C.

5 Correspondence: As presented.

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

Moved: Vicki Ellis Seconded: Michelle Finlayson Carried

6 Treasurer’s Report: As presented.

6.1 Kerstin noted that Mother’s day stall, playground equipment, non-fiction library books and musical instruments are still to be finalised.

Resolution: That the Treasurer’s report as presented to this meeting with the above amendment be received and accepted

Moved: Vicki Ellis Seconded: Melissa Gordon Carried

5.2 Financial Members

Anna Bradbury and Paul Chapman became a financial member.

7 Other Reports

7.1 Principals Report – As presented

7.2 Fundraising Report – As Presented

7.2.1 School Disco – The committee agreed that it would be great to conduct the social event for the children. Costs are to be covered but it is not intended as a significant fundraiser. Jen and Amanda will ask a few of the teachers if anyone would be interested in carrying out the DJ services to reduce the costs of the event. Willing candidate will be presented next meeting or Vicki can go ahead and book the DJ.
8 General Business

8.1 Canteen Survey – The survey for the school canteen was sent out and Vicki Ellis discussed the results.

8.1.1 249 surveys were sent out but only 49 were returned. Less than 20% response rate suggests there is very little interest in the canteen.

8.1.2 Very little useful information returned. Some people would prefer healthier options to be available but others are happy just making their own lunches.

8.1.3 Only 3 new people showed an interest in volunteering at the canteen.

8.1.4 New menu ideas included wraps, pasta and sushi.

8.1.5 Other improvement suggestions included crispier browner food and having all options available every day.

8.1.6 It was agreed that the priority action is to review and increase pricing as soon as possible. Michelle, Vicki & Rozalind to meet and complete this action.

8.1.7 Narelle will add a discussion of the need for the community’s support of the canteen in the newsletter highlighting the risk of closure.

8.2 School Wish List – Jen Graffin presented the schools wish list outlining the requested P&C commitments

8.2.1 Guided reading books – $1955.79 – The school would like to purchase more guiding reading books so that all the primary years are covered.

8.2.1.1 It was questioned why the scholastic book week fundraiser could not provide funding for new books. Amanda noted that the school will not receive the books from this fundraiser until next year and that they would like to use the future funding to purchase books to support other areas of learning such as geography and history etc.

8.2.1.2 There were no objection to funding this request.

8.2.2 Scooters and bikes for the Kindy/Preprimary - $2279.60 – The current state of the equipment is poor and an upgrade is required. This equipment not only helps develop motor skills but encourages imaginative play and playground cooperation.

8.2.2.1 It was raised weather we could use the Woolworths ‘earn and learn’ funding for obtaining the puzzles, bikes etc instead of P&C cash. It is unclear if/when Woolworths will run this again and therefore cannot be relied on to provide funds. Also the delay will mean this year group will miss out on the benefits.

8.2.2.2 There were no objection to funding this request.

8.2.3 Jigsaw puzzles for the ECE - $600 – Many of the current jigsaws are looking tired and missing pieces.

8.2.3.1 There were no objection to funding this request.

8.2.4 Lego “Mindstorm” kits for the “Makerspace” program – $2000 - The school has requested a 50% contributions from the P&C to fund the purchase of materials for ‘Makerspace’ a place where students can be inspired to make things and will enhance their learning in Construction, coding, robotics and music.

8.2.4.1 The P&C asked if the lego Makerspace be a program continued beyond the current inspired teachers’ commitment. It was discussed the importance of ensuring the funds are put towards items that will provide a long term benefit.

8.2.4.2 There were no objection to funding this request.

Resolution: Funds allocated as requested

Resolution: That the funds requested on the schools wish list be allocated as requested.

Moved: Vicki Ellis Seconded: Rebecca Hendy Carried

8.2.5 It was requested that the school present another “wish list” for the next meeting so that the P&C can create and work towards fundraising goals for the remainder 2016 & into 2017 rather than just allocating existing fund when available. Jen Graffin agreed to provide this at the next meeting.
8.3 Review benefits of current P&C funding requirements to the school – Michelle Finlayson

8.3.1 Blue Earth & Mathletics: Jen Graffin agreed to conduct an audit of the Blue earth and Mathletics programs to confirm their effectiveness and the benefit of the P&C funding.
- Did the teachers complete the whole course and was it beneficial for the school?
- Are the methods being used by all teachers or just those trained.
- Is there a formal set up for the trained teachers to train other teachers within the school?
- Mathletics has it been and is it still a valuable program?

8.3.2 Excursions transport vs swimming lesson transport – Should the P&C look at altering the funds provided to the school for excursions to be funds to cover the cost of transport to the swimming lessons so that all students benefit from the funding.

8.3.2.1 Jen Graffin to talk to Bernie regarding the current allocation/expenditure of funds for school excursions and swimming lessons and determine if this would be a viable option for the remainder of year. To be presented at the next meeting.

8.4 Fundraising goal 2016 – Due to time restraints this will be discussed at the next meeting

8.5 Windows upgrade for Treasure laptop – Kerstin asked if the treasures laptop should upgrade to windows 10 but fears that it will impact with the use of quick books. Narelle will check with her IT person and get back to Kerstin.

9 Date and time of next meetings –

9.1.1 6:30pm Monday, 13th June 2016

10 Meeting closed – 8:28 pm