MINUTES OF EXECUTIVE MEETING

6.30pm – 3rd August 2015

Attendance: Narelle Pugh (President), Michelle Finlayson, Scott Favacho, Kaylene McIver, Vicki Ellis, Shannon Pearce, Melissa Gordon

Guests:

Apologies: Kellie Nugent, Nell Tolliday, Jenie Elliott, Lisa Laker (Secretary), Kerstin Brannigan (Treasurer), Melissa Aspinall, Andrew Kilgallon, Warren Elles

1. Chair opened the Meeting at 6.33pm

2. Welcome and Apologies – Narelle welcomed everyone to the meeting and apologies were accepted. 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:
   3.1. Item 8.1 Money allocation – It was Michelle and not Kaylene that queried the $500

   Resolution: That the minutes of the Executive Meeting held on 8 June 2015 be taken as a true and accurate record

   Moved: Kaylene Seconded: Michelle Carried

4. Business Arising

   4.1 Chaplaincy funding – carried over until next year. Not enough members to pass a resolution agreeing that funding will be used for this purpose so this matter is carried over. Discussion about whether money set aside for chaplaincy and then reallocated and members agreed that this could be done.

   4.2 Registration of deductible Gift Recipient status – P & C not set up for deductible gift recipient status currently. Narelle will speak to some accountants at work and get an idea of what is involved.

   4.3 Safety house – Position still not filled and no interest in this position. Position to be advertised (newsletter and parent night) seeking expressions of interest for the role of Safety House coordinator.

   4.4 Canteen menu – Canteen committee (Jenie, Michelle and Scott) have reviewed prices and have increased, decreased and kept prices the same based on cost and rating (amber or green). Committee discussed purchasing a food processor for grating cheese as we no longer purchase grated cheese. Also discussed on-line canteen and whether or not this will be used next term/year. Not a lot of orders are received on-line and there are issues with printing the bags and the time this takes. To be discussed next meeting. Beetroot, tuna and egg removed from the menu. Macaroni and cheese and pizza scrolls have been added to the menu as special menu items.
4.5 How to promote the P & C – Narelle has reviewed a number of P & C web sites to see what other P & Cs have on their web site and has developed information regarding our P & C that will be placed on the web site and at the Parent evening. Shannon and Andrew to review this information. Discussed that there is a perception that if people go to meetings, that they will be allocated roles and jobs to do. A stall will be set up at the parent night to promote what the P & C does and to advertise the need for more parents to get involved with their child/children’s school. Kaylene will make some badges up for P & C committee members and send them around for comment.

Vicky asked whether communication from the school (reps and teachers) could be scheduled to occur at more structured intervals (e.g. weekly) rather than on an ad hoc basis.

5. Correspondence: As presented.

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

Moved: Michelle Seconded: Vicki Carried


6.1 Signatories to the Account to be changed. This was discussed before but has not yet been ratified by a general meeting as there have not been enough present. Narelle will organise this with Kerstin and the ANZ.

6.2 Money for books – Shannon will speak to Betty about sending a request to the P & C about purchasing some books for the school.

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

Moved: Melissa Seconded: Vicki Carried

7. Other Reports

7.1 Principals report – as presented

Volunteers required for Book Week and Shannon will advertise this in the newsletter. Michelle suggested that for NAPLAN week, that the school does not have an assembly in that week so siblings can see assemblies. This will be looked at in 2016 by the school.

8. General Business

8.1. Money Allocation –

<table>
<thead>
<tr>
<th>Resolution</th>
<th>General Account</th>
<th>Canteen Account</th>
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<tbody>
<tr>
<td>Scouts WA – dunk tank</td>
<td>$550 ($200 bond)</td>
<td></td>
</tr>
<tr>
<td>Fete expenses</td>
<td>$300</td>
<td></td>
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<tr>
<td>Food processor</td>
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<td>$100</td>
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Resolution: That the above funds be allocated for the above expenses.

Moved: Vicki Seconded: Kaylene Carried
8.2. Grilled Promotion – This has ended and Grilled are going to donate $100 to the school

8.3. Woolworths – The school is collecting Woolworths tickets.

9. Date and time of the next meeting – Monday 3rd August 2015 at 6.30pm

10. Chair closes Meeting at 7:56pm