GENERAL MEETING MINUTES (November)

DATE/TIME: MONDAY, 4 NOVEMBER 2013 AT 6.30PM

Attendance and apologies

Attendance: Susan Hilliar, Vicky Turner, Trent Burns, Fiona Legzdin, Lisa Kennedy, Rae Carter, Gina Wilson-Burns, Paula Hinds, Cindy Murray

Apologies: Emma Wood, Vanessa Phelan, Victoria Carmellotti, Amanda Poulton

CURRENT FINANCIAL MEMBERS:
Lisa Kennedy  Paula Hinds  Nichole Batson  Natalie Hall
Vanessa Phelan  Emma Wood  Shawn Burns  Lynda Hare
Amanda Poulton  Cindy Murray  Gina Wilson-Burns  Trent Burns
Sam Singleton  Victoria Carmellotti  Rae Carter  Jo Parsons
Neal Johnson  Bec Johnson  Mia Weber

NEW FINANCIAL MEMBERS:
Fiona Legzdin

1. Minutes of the Previous Meeting
   Moved: Trent Burns  Seconded: Lisa Kennedy

2. Business Arising from Previous Minutes
   Nil

3. Principal's Report
   Susan addressed the meeting - topics of discussion included:
   • A huge thank you to Cindy and the team for a wonderful Fair - a fantastic event.
   • Advice notice of the Royal Commission into Out of Hours Care information memo has been received - passed to the P&C for information and filing.
   • Confirmed we are due to get flashing lights for the 40km signs before 2015.
   • School communications survey: The survey was exactly the same survey sent out as in 2008 however it is interesting to see the quite different responses to five years ago. Results will be collated into a findings as well as some additional enquiry around some of the areas that stand out as areas needing focus.
   • One area they have already started looking into as a result of the communications survey is to look into electronic messaging as an adjunct to the fortnightly newsletter.
   • Class sizes have started to being considered for 2014. After a good discussion around options and preferences the primary agreement by the meeting was the desire to avoid a mid year class restructure for any stage which could mean a cross stage class is necessary to ensure mid year restructures can be avoided. More information and summary of this information will be circulated in the next newsletter.

4. President's Report
   • preparing P&C Report for School 2013 Report
   • need to close financial books by 31/12/13 to allow auditing over Jan/Feb 2014.
   • Kindy orientation afternoon tea - helpers needed (Wednesday, 6 November) 2pm
   • Grandparents morning tea - helpers needed (Wednesday, 13 November)
   • Year 6 Farewell pens – confirmation to stay with pens this year.
5. **Vice Presidents' Report**
   nil

6. **Treasurer's Report**
   nil

7. **Secretary's Report**
   • Correspondence in/out R. Burinaga re sponsorship

8. **Canteen Report**
   • 13 December identified as best date to return slushie machine using option 1 for collection.
   • need to do a tidy up of canteen before end of term.
   • need to prepare final financial reports.

9. **Fundraising Report**
   MOTION: $10K of the Calf & Craft Fair Fundraising Tally to be used off the wish list of technology items previously circulated.
   Moved: Lisa Kennedy    Seconded: Cindy Murray    PASSED
   • Lisa to write to COOSH committee to see if they are in a position support the school's wishlist.
   • Sausage sizzle day confirmed for Friday, 6 December  Sausage/slushie & Christmas Mufti
   • Xmas Raffle can start selling now
   • Year Six fundraising might decide to use the Slushie Machine before its return for some slushie days.
   • The meeting decided against ordering book covers & drink bottles this year

10. **Uniform Shop Report**
    All set up for Kindy Orientation Days.

11. **COOSH Report**
    • The financial report & accompanying notes for October 2013 was presented as circulated
    • eBank is now up and running – huge improvement
    • Still updating policies and updating/aligning them with network.
    • 90% of new enrolment forms have been returned.
    • Repairs almost complete and the Library has been confirmed as available for use during the office repair.
    • Ongoing efforts to see enrolments up seem to be having a positive effect.
    • The operation is considered to be in a sound financial position.

12. **Calf & Craft Fair**
    Overview and brief discussion around the amounts and brief planning for the future. Once again the meeting acknowledged what a great day it was. Particular note was made of the huge teacher turn out and support for the Fair which was greatly appreciated by the C&C Fair team and the broader school community.

13. **General Business**
    Fundraising Calendar

<table>
<thead>
<tr>
<th>TERM 4</th>
<th>Christmas raffle (28th Nov Christmas Mufti day)</th>
<th>Lisa/Gina/Nichole</th>
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<tbody>
<tr>
<td>21 NOV-13 DEC</td>
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<tr>
<td>NOV-13 DEC</td>
<td>year six fundraising may consider Slushie days</td>
<td>Lisa/Nichole/Roz</td>
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14. **Other Business**
   nil

**NEXT MEETING...**
2 December