GENERAL MEETING MINUTES
DATE/TIME: MONDAY, 3 JUNE 2013 AT 6:30PM

Attendance, apologies & acceptance of any new financial members

Attendance: Rae Carter, Jenny Mison, Lisa Kennedy, Paula Hinds, Nichole Batson, Gina Wilson-Burns, Meg Sherritt, Susan Hilliar
Apologies: Emma Wood, Victoria Carmellotti, Natalie Hall, Trent Burns

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
Sam Singleton        Victoria Carmellotti Rae Carter
Neal Johnson          Bec Johnson         Mia Weber

New Members: Natalie Hall, Lynda Hare

1. Minutes of the Previous Meeting
Minutes were accepted as true and correct.
MOVED: Lisa Kennedy  SECONDED: Paula Hinds  PASSED

2. Business Arising from Previous Minutes
   - School has received sunscreen and promotional items. Sunscreen distributed to COOSH. Lisa to talk with Meg Sherritt re promotional items and activities.
   - Fireworks - raffle tickets distributed, volunteers still sought

3. Principal's Report:
   Susan spoke to the meeting on the following matters:
   - Staffing changes
     - Di Kelly on leave until the end of the year.
     - Jo Collins away on secondment until the end of the year.
     - Jo Rogers retires week 2 Term 3 after 26 years.
     - Judy Waters is returning in Term 3 but unsure on what class yet.
     - Martine McGuire due to go on leave mid-September.
     - Jenny Mison on long service for short stints in Terms 3 and 4.
   - Unfortunately it is believed one of the new iPads has been stolen the day it was delivered.
   - Acknowledge the canteen and what a great job Amanda is doing.
   - Recognising the good work going on at COOSH and her appreciation on the wonderful feel and community building with COOSH and the school.
   - Newsletter and deadlines to be reviewed.
   - An overview of the afternoon parking situation around Kalinga Street. She encouraged the P&C to write a response to council regarding the traffic congestion particularly in the afternoon. Sensible options need to be considered and sorted as it’s too dangerous.
   - Staff development ongoing this term. Four targets: fundamental movement program, munch & crunch, vege patch and rubbish audit, student learning team working on goal setting initiatives. All students are plotted on a reading cluster charting.
   - Stage 3 overview provided by AP
     - Asian studies at BHS, culmination of all the study on China, interschool event. Exchange students returning to do another talk with the students.
     - 4-6 September excursion to Canberra (notes have already gone home).
Currently on electricity reduction plan with students producing it as homework and providing submission to Susan and the DEC.
- Lots of kids representing at sport.
- Year 6 fundraiser “Kids Disco” last day of term from lunchtime onwards
- Mufti on 21 June for Calf & Craft fair.
- Planning a Fathers Day breakfast on 30 August.

Stage 1 overview provided by AP
- Heather, Troy & Meg are now doing their L3 training with a focus on comprehension.
- Sport day for Stage 1 is now Thursday and will see HSIE activities or mini doing things together type routine in the afternoon when L3 training is on. Stage 1 wear sport uniforms on Thursday.
- Anticipated excursions are Killalea in term 4 and Kindy will do a trip to Kiama.

Actions from Principal’s Report
P&C to write to Council (Cathy Wiseman) regarding the parking. Suggest parking on only side of the street on parking.

MOVED: Lisa Kennedy SECONDED: Gina Wilson-Burns

4. President’s Report
Nominations had been received for the following positions on the P&C. The meeting voted to accept all nominations.

Vacant position nominations
Natalie Hall  Assistant Treasurer Uniform Shop
Victoria Carmellotti  Minute taker Uniform shop
Lynda Hare  Minute taker COOSH

MOVED: Nichole Batson SECONDED: Cindy Murray  Accepted
MOVED: Paula Hinds SECONDED: Lisa Kennedy  Accepted

Vice President and canteen positions remain vacant

Proposed bylaw amendments from last meeting (listed under General Business)
MOVED: Lisa Kennedy SECONDED: Paula Hinds  Accepted

DISCUSSION & ACTION ITEMS:

- Neita awards nominations to be added to newsletter with a list of previous recipients.
- A brief discussion was had regarding the issue around payments for superannuation etc and the need for these to be done electronically. Vanessa agreed to look into further options.
- Lisa and Vanessa to prepare an agenda item for the Regional P&C Meeting around the need to be able to use electronic banking options. While it is possible it’s currently cost prohibitive to allow for two signatories.
- The notice for the information session on Gonski reforms to be circulated electronically by the office.
- Email Julie Lowe to get an electronic copy of National Sponsorship form.
- It was agreed that the P&C can provide their newsletter information in finished format day before printing.
- Cricket Nets Funding need a letter back to the students to say it is on hold. Because the location we want them in isn’t in the school grounds.

MOVED: Lisa Kennedy SECONDED: Paula Hinds  Accepted

5. Vice Presidents’ Report
NIL

6. Treasurer’s Report
The treasurer’s spoke to the financial report as circulated. The book balance as at 31 May 2013 is $15,191.56

7. Secretary’s Report
INCOMING CORRESPONDENCE
P&C Journal
Illaroo Road Public School P&C advice of their Trivia Night – Saturday 17th August. All welcome to attend, book a table, etc.
8. Canteen Report

Appointment of Canteen Manager
- Process was followed to assess and interview which resulted in appointing Amanda Poulton and, subsequently, accept her resignation from the P&C Committee and as canteen committee. It was decided to leave the committee unfilled at this stage to better understand the roles needed to best support Amanda in her Manager role.
- Amanda commenced the week prior to school returning.
- Superannuation etc for the previous manager needs to be finalised.

Managers Report
- Canteen At Cambewarra - Report Month Ending May 2013
- Financial Reports circulated
- Suffice to say not as far forward as I would have liked to have been but this is due to a number of hangover costs from previous year operations and start up costs for this year in April of over $1,300.
- May also suffered under high food costs to achieve a stockpile of items such as slushie mix, prepped hot meals etc.
- Generally good feedback from kids / staff.
- Struggling to attract and keep volunteers which impacts on time to achieve other items such as flyer design for venue, family meal prep etc. Not because of food prep and service, but because of time spent cleaning and washing up.
- Canteen Monitors doing well.
- New menu for Term 2 will see some price adjustments to allow for general increases in food production.
- Overall I hope to claw back some losses for previous months in the next few weeks and whilst I am ever optimistic I really would like to see some increases in patronage and dollar spend. Any ideas welcome.

9. Fundraising Report
$3116 raised from the cross country fun run with $2K being allocated to the school for an electricity contribution agreed to by the P&C. Thank you to all the families who made this a success.

10. Uniform Shop Report
Nil

11. COOSH Report
- COOSH Financials to be circulated when available.
- Leanne Bogan has been appointed the new bookkeeper for COOSH after a review of expressions of interest for the position.
- New enrolment form will include fee payment etc which will be circulated via email for comment by P&C members.
- Executive meeting Wednesday 19th at 6pm before the Calf & Craft meeting to accept/review the form.

12. Calf & Craft Fair (19 October 2013)
Nil

13. General Business
A number of topics were discussed including:
- Trivia Night date to be decided on with Trent/Lisa etc
- Mufti day coming up for the Calf & Craft Fair
- Work on flyer around village seeking canteen volunteers and promoting the trivia night, snow trip and Calf & Craft Fair once dates identified and snow trip confirmed.

14. Other Business
Nil

Next meeting 5 August 2013 at 6.30pm in the staffroom.
The meeting closed at 8.30pm