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

Attendance, apologies & acceptance of any new financial members


Apologies: Emma Wood, Victoria Carmellotti, Nichole Batson, Natalie Hall, Trent Burns

CURRENT FINANCIAL MEMBERS:
Lisa Kennedy
Paula Hinds
Nichole Batson
Vanessa Phelan
Emma Wood
Shawn Burns
Amanda Poulton
Cindy Murray
Gina Wilson-Burns

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

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

2. Business Arising from Previous Minutes
- Cancer Council Sun Smart Application: School to receive $300 sunscreen & promo materials
- Letter sent to Australian Paper thanking them for their donation
- New Cambewarra P&C Account Cambewarra.PandC@gmail.com

Other Business
The item regarding Fireworks was discussed as the first item in the meeting and the meeting was addressed by Julie Goodger. It was agreed the P&C would seek volunteers to assist with the fundraising for the fireworks. This includes issuing the raffle tickets and volunteers on the night to assist with food service (tea/coffee/cake/BBQ). Event will be held on the Village Green on 16 June. Julie Goodger will deliver the Raffle Tickets to be circulated after 23 May.

3. Principal's Report:
Jo Collins & Jenny Mison addressed the meeting:
- Jo advised a notification regarding planned changes to parking in Kalinga Street during school hours has been received.
- A school sport sponsorship request has been made. Forms to be made available in the office and/or online.
- NAPLAN next week, results due in September
- Stage 3 students went to BHS for debating.
- Asian studies days continuing.
- SRC learnt about leadership and have a morning tea coming up with Jo Gash.
- Program being written for State 3's environmental plan & audit. Great program, last year it is on offer.
- Stage 1 L3 training now available Meg, Troy and Jo will be involved.
- Stage 2 are currently studying ‘the way we were’ historical studies and Animal Antics (life cycles)
- Ben Ross trained to be a leader of Focus on Reading to help students pick up comprehension strategies.
- The recent survey on Core Values/Rewards received 41 responses and are being collated.

4. President's Report
Deadlines for school newsletter and newsletter need to be discussed. Will raise with Susan on return.

5. Vice Presidents' Report
NIL

6. Treasurer's Report
Book balance $13,076.70
7. Secretary's Report
Letter from the Student Rep. Council was received seeking support for upgrading the school's cricket nets. It was suggested it be tied to the Jo Gash Funding Request. Lisa to contact Paul Davison for advice on what would be required and provide estimated costs which will be circulated once received.

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
• Few teething problems and good feedback. Orders quite good Thursday and Friday. Need to do $1K of trade to break even. Monday Tuesday may tend to be family meal prep days for volunteers. Keen to see the parent volunteering being from 9-11 only.
• Canteen can cater for G'parents days etc.
• Can think about canteen pre-order for athletics carnival if there is a demand for it.
• Easter hat parade was more PR than ‘big business’. The small amount of funds raised were used to purchase ice blocks for each runner in the cross country.

9. Fundraising Report
Easter Raffle made $1,098  Thank you to all the families who made this a success.

10. Uniform Shop Report
Final costs of the Uniform Shop upgrade to be advised. It was agreed our ‘working bee’ volunteers did a fantastic job.
Sale of damaged goods and adult sized t-shirts to be arranged eg. parents might wear for supporting at Rep.Sports.

11. COOSH Report
• COOSH clean up/working bee went really well (long hours 8-dark over a full w’end). Thanks to all who assisted.
• Storeroom is now an office and the back room now a quiet room. It has been freshly painted, hazards removed, risk assessment undertaken. Looks great.
• Final receipts will be provide to Emma but approximately $1,600.
• Two return enrolments have occurred as a result of positive feedback which is encouraging.
• A staff meeting tomorrow night is planned to finalise/implement a behavioural policy and put together our fees and debt recovery program.
• Casual bookkeeper has resigned. Will advertise on school website and newsletter for expressions of interest. Paula to coordinate.

12. Calf & Craft Fair (19 October 2013)
• All positions are filled.
• Meeting dates are set for the last Wed of the month then fortnightly for the last three before the Fair.
• Flyer to be organised and start advertising after the fireworks.
• Craft ladies will send a list out for requested items.
• Dress your pet competition.
• Letters to start going out to potential sponsors soon.
• Lisa to organise Dusty.
• $200 Petty cash float needed for fair.
It was agreed to provide a $200 float to run a Petty Cash leading up to the Fair.
MOVED: Rae Carter SECONDED: Gina Wilson-Burns PASSED

13. General Business
A number of topics were discussed including:

**NSW Cancer Council Sunsmart program**
Cambewarra has been approved as a Sunsmart School. COOSH likely to ensure they have the same sunsmart policy

**Class Representative Request**
no feedback was provided to the meeting

**Canteen Account Signatories**
In the absence of the canteen committee the meeting agreed the signatories of the canteen account would be the president, Vice president, Secretary and treasurer of the P&C.

MOVED: Lisa Kennedy SECONDED: Rae Carter PASSED

**Recommended change to bylaws**
In the interest of time the item regarding the Recommended change to bylaws will be addressed at the next meeting.

The following to be put on the next agenda for consideration:
That we consider changing the bylaws and remove the treasurer positions of COOSH & the Canteen from the executive so that it is easier to manage executive meetings and decisions. It is also recommended we add the additional bylaw to keep us in line with the P&C Federation Fact Sheet 3 regarding employees of the P&C not being office bearers.

The new number 7 bylaw would read
"In accordance with Rule 5(a) of the Constitution, the Executive Committee of the P&C shall consist of the Officers of the Association plus the Convenors of the four subcommittees."

Insert after rule 7
"Employees of the P&C Association are not permitted to hold an office bearer or executive position within the Association".

14. **Other Business**
Fireworks discussed & minuted as first item of the meeting.

Next meeting 3 June 2013 at 6.30pm in the staffroom.
The meeting closed at 8.30pm