GENERAL MEETING MINUTES

DATE/TIME: WEDNESDAY 9 DECEMBER 2015 AT 6.30PM

2015 FINANCIAL MEMBERS

Cindy Murray  Lisa Kennedy  Amanda Poulton  Emma Wood
Gina Wilson-Burns  Daila Mohr  Leslie Coster  Linda Stevens
Roz Phillips  Nichole Biggs  Cathy Corkett  Trent Burns

1. Attendance and apologies


Apologies: Cathy Corkett, Emma Wood, Julia Wright

2. Minutes of the Previous Meeting

The minutes of the previous meeting were accepted as true and correct.

MOVED: Amanda Poulton  SECONDED: Lisa Kennedy

3. Principals report

CLASS STRUCTURE 2016

The anticipated 2016 class structure was presented to the meeting for information.

Based on current numbers there is only one option available as all other combinations exceed the government requirements. The K-2 classes will be straight classes with 3-6 operating as stage classes and one cross stage 4/5 class.

With regard to the cross stage class one of the ideas being considered is an all boy class made up of the 21 Year 5 male students and eight Year 4 students.

Teacher feedback was sought and staff had a good look at the cohort involved to be sure it was a viable option. Students have been surveyed on this and a number of other issues - results showed over 2/3 of the current Year 4 students want to be in a straight boy class, vast
number of Year 3 boys are also wanting to be in an all boy class. Parent feedback has also been sought from a number of parents.

Data and evidence support the structure and the teacher would likely be Trent Burns. ‘Kids Matter’ survey methodology could be used to assist with measuring outcomes and Trent advised there would be a commitment to tailoring content to meet the needs of all students.

The meeting concurred that it certainly has the potential to be fantastic but does have risks, but it is only one year and there is no likely risk to learning outcomes. Classes will be finalised week 2 next year.

**PRESENTATION NIGHT**

Presentation night now costs close to $10K including the $3.5 to hire the Entertainment Centre, printing etc. Less than was $300 raised via donations on the night so next year if it is to be at the Entertainment Centre it will be a ticket sales situation.

3. **COOSH**

With long time volunteer Emma Wood leaving it is necessary to reassign some of those tasks by increasing the paid roles in book keeping and centre management to ensure the volunteer roles are manageable moving forward.

While there has been negative discussion about COOSH continuing to operate in 2016 it should be noted that COOSH will operate next year and hoped expansion over the next 3-5 years.

Michelle McBain confirmed that COOSH must have a sub-committee of volunteers to operate in line with their ‘Network’ umbrella organisation’s requirements. It also safeguards COOSH from the big conglomerate day care operations from trying to move in and take over.

Proposed restructure was circulated by Michelle with the key changes being to increase the paid roles to allow the volunteer roles on the sub-committee to operate more in a governance role and not have the bulk of day to day work that has been undertaken in the past as their responsibility. With the changes in place Michelle can now approach parents to come on board on the sub-committee with greater clarity and confidence around their volunteering roles.

The meeting agreed Leanne Bogan’s bookkeeping role be increased to up to 12 hours and Michelle McBain’s paid hours increased to up to 35 hours with a review at the end of Term 1 2016.

MOVED: Cindy Murray SECONDED: Roz Phillips Passed
Regarding the Financial Structure of the organisation:
The meeting agreed that Michelle McBain and Leanne Bogan be authorised as bank signatories and undertake financial payments with regard to the running of the COOSH business. Additional signatories will be Amanda Poulton, President of the P&C and retain Linda Stevens (Treasurer), Lynda Hare (COOSH Asst.Treasurer) and Lisa Kennedy (Vice President) as signatories to the account. This gives the COOSH account a total of six signatories.

MOVED: Amanda Poulton SECONDED: Gina Wilson-Burns passed

The changes to the signatories for COOSH will require the following changes to the P&C By Laws to be ratified at the AGM 2016

CHANGES TO BYLAW
Bylaw 20 i: The Association’s COOSH subcommittee’s financial account, which shall be operated by the Association’s President, Treasurer, Vice President, COOSH Convenor, COOSH Assistant Treasurer, COOSH Bookkeeper and COOSH Co-ordinator. Each signed cheque or authorisation must include at least one signature of an officer of the Association.

It is recommended that a review of process be undertaken to determine if there is an upper limit amount that might be set as needing authority from P&C Members for the approval of payments above that amount. Other options might include that, except in extenuating circumstances, all ComBiz payments raised by a paid staff member should have a P&C Committee Member as the second signatory. It would be appropriate for the incoming P&C and COOSH committees to work on this financial planning and payment policy early in 2016.

4. Other Business
Sports houses - it was noted that K-1 aren’t included in sport houses. Discussions determined there is no real reason they can’t be allocated their houses on starting in Kindy and wear their house colours at their own mini carnivals. Another suggestion was that sports houses get names rather than just the colours (perhaps cows e.g. Jersey Blues, Red Angus) - the teachers will take this on board.

The meeting finished at 7.30pm with a big vote of thanks from Amanda and Susan to everyone for their involvement, with particular mention of some of our long term P&C families leaving the school.

NEXT MEETING
The P&C will trial meetings on the “second Monday of the month” in 2016. The first meeting will take place in Week 2, Term 1