GENERAL MEETING MINUTES
DATE/TIME: MONDAY, 5 AUGUST 2013 AT 6:30PM

Attendance, apologies & acceptance of any new financial members

Attendance: Susan Hilliar, Vicky Turner, Cindy Murray, Trent Burns, Lisa Kennedy, Gina Wilson-Burns, Jo Parsons, Vanessa Phelan

Apologies: Emma Wood, Nichole Batson, Rae Carter, Paula Hinds, Amanda Poulton

CURRENT FINANCIAL MEMBERS:

<table>
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<tr>
<th>Lisa Kennedy</th>
<th>Mia Weber</th>
<th>Nichole Batson</th>
<th>Natalie Hall</th>
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<td>Vanessa Phelan</td>
<td>Emma Wood</td>
<td>Shawn Burns</td>
<td>Lynda Hare</td>
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<td>Amanda Poulton</td>
<td>Cindy Murray</td>
<td>Gina Wilson-Burns</td>
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<td>Sam Singleton</td>
<td>Victoria Carmellotti</td>
<td>Rae Carter</td>
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NEW MEMBERS: Jo Parsons, Trent Burns

1. Minutes of the Previous Meeting

Minutes were accepted as true and correct.
MOVED: Cindy Murray SECONDED: Lisa Kennedy PASSED

2. Business Arising from Previous Minutes

- Sunsmart activities to be reviewed at the end of term for the upcoming summer months.
- Thanks to the Village Fireworks Committee for organising a great firework night again. Details on the raffle winners were listed in the school newsletter.
- P&C newsletter page is working well. Deadline for this term’s contributions to the P&C page are Monday 19th August and Monday 16th September.
- Afternoon school pick up parking – Council has been contacted and is to do a site visit with the P&C and school to observe the situation.
- P&C Calf and Craft Fair mufti day was a great success. Lots of ingredients for cake making. Will require further donations of lollipops, margarine and eggs later.
- Need to follow up on the Father’s day BBQ 30th August – Year 6 fundraiser
- Bylaws have been updated and will be placed on the P&C webpage by Thursday.
- Electronic banking – The NSW P&C Federation has advised that P&Cs are able to pay accounts with electronic funds transfer. Still need to have 3 authorities (office bearers) to set up and authorize payments. Vanessa to provide an update.
- Student sponsorship request form will be updated to reflect national representation and put on the website.
- Cricket Net Funding – letter will be sent to School Representative Council

3. Principal's Report:

Susan spoke to the meeting on the following matters:
- Staff completed their DDA (Disability Discrimination Act) training.
- Thank you for the support of the P&C regarding Jo’s retirement. Her position creates a vacancy which may result in a merit selection and will be open closer to the end of term.
- Anticipated enrollments for next year 317 with 42 Kinder enrollments anticipated.
- Kindy orientation - Term 4, Week 5 (Tuesday)
- Break-in last Sunday unfortunately resulted in the theft of two ipad and a camera.
- NAPLAN results due to arrive end of term.
- Discussions around why Education Week may have been so poorly attended this year by parents.
- All communication options will be reviewed - possibility that surveys will be circulated.
• Suggested staff prepare a wish list for Calf & Craft fundraising to provide a focus. (currently technology remains an ongoing issue particularly the infrastructure, the photocopier needs to be replaced shortly and a likelihood that ongoing resourcing for classrooms will be the focus).
• Jenny Mison on Long Service Leave for the rest of the year. Trent takes over as Stage 3 supervisor with Vicky taking on the Stage 2 supervisor role. Combined sessions for the management of stages will occur.
• Three Assistant Principals (Vicky, Trent and Meg) are doing an excellent job taking staff through the new syllabus.

Upcoming events:
• 3/4B will do the Fathers Day stall (organising this week). Trent to check whether 50% Mothers Day stall takings were provided to the P&C.
• Adult learning team will run two sessions for Parents (K-2 & 3-6) 21 August - info to be circulated.
• Stage 3 puberty parenting information night and the whole puberty program running in Week 7.
• Canberra Stage 3 excursion Week 8
• Southern Stars Week 7
• Book Week Week 7
• Space Jump 13 August
• Book Week Parade 28 August to be run by Mrs Erchardt

4. President's Report
• Executive meeting held on 15th July. Discussed and resolved a number of actions for COOSH debt recovery policy, COOSH fees, COOSH enrollment forms and policies and operation of the canteen.
• Mrs Rogers’ farewell gift – card, flowers and bottle of red wine.
• Purchased three P&C name tags for use at school and community events.
• NSW P&C Federation and Illawarra South East Regional P&C Council updates.
• Incorporation – our P&C is an incorporated body due to its affiliation with the NSW P&C Federation. A copy of out incorporation certificate is held with the Secretary.
• Insurance - the P&C needs to keep asset registers (uniform shop done, COOSH and Canteen to provide) for its Sub committees as per our 2011/12 financial audit and NSW P&C Federation fact sheets and we need to complete and submit to the NSW P&C Federation a notification of event form for all P&C events eg Fair, election day BBQ. This is to ensure that we have insurance coverage for these events. We need to check the liability to ensure we are covered appropriately say $50million.
• COOSH application for service approval. This form needs to be completed by the P&C Executive on behalf of the P&C. Each executive member needs to complete a Declaration of fitness and propriety form and their Working with Children Check. A letter from the P&C re soil contamination also needs to be submitted with the application.

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 Further investigations have shown electronic banking is now possible and the P&C Federation have confirmed it is okay to do this. Looking at Lisa, Vanessa, Paula and Emma to be registered for access/tokens.

7. Secretary's Report
NIL

8. Canteen Report
A special meeting was held at 6pm prior to the General Meeting of the P&C. Attendees were Lisa Kennedy, Gina Wilson-Burns, Cathy Corkett, Cindy Murray, Trent Burns, Vicky Turner and Susan Hilliar. Apologies were provided for the meeting by Roz Phillips, Amanda Poulton, Rae Carter and Victoria Carmelliotti

The meeting acknowledged the resignation of the Canteen Manager as a result of the ongoing operations of the canteen in the current climate as being unviable.

The meeting acknowledged as a result of the minimal showing at the meeting that the school community do not see the canteen as a priority and therefore are unlikely to pursue its operation in the future. There was some discussion around the fact that a one day per week canteen on a 100% volunteer basis might be viable but it would only be possible if enough people committed, the sub-committee was filled and likely only from Term 4 if at all possible.

A letter outlining the above will be sent home to the school community to gauge any support for the one day per week option. The slushie machine rental needs to be discussed at the next meeting.

9. Fundraising Report
Trivia Night organisation under way. Moo Poo tickets to go out shortly.

10. Uniform Shop Report
NIL
11. COOSH Report

Financial Report accepted as circulated.
A few things to note:
• Income for the month was $19,338, a result of overdue debts being paid and most of Vacation care for July being paid in a more timely manner.
• Expenses for the month was $13,615, but this does not include payg and super for the month. Resources were half for vacation care and half for craft supplies for the month.
• Debtors as at the end of July stand at $7,697 (Vac: $1,047 / BSC & ASC: $6,650 (60day figures closer to $2K)
• The overdue debtors has dropped from the initial figure of $13,558, which is great to see.
• Insulation to be properly installed.
• COOSH sustained water damage again so repairs/maintenance will be pursued.
• Calf & Craft Fair activities being discussed including using the garden in front of COOS for the Pavilion painted rock entries.

12. Calf & Craft Fair (19 October 2013)

Raffle getting close to being finalised
Chocolate wheel is the next major push.
Fair Games need to have some extra organisation around getting them ready.
Calendar pretty much under control.

13. General Business

Nil

14. Other Business

Nil

Next meeting 2 September 2013 at 6.30pm in the staffroom.
The meeting closed at 8.30pm