GENERAL MEETING MINUTES

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

Attendance and apologies
Apologies: Emma Wood, Cindy Murray

1. Minutes of the Previous Meeting
   Minutes were accepted as true and correct after amending a typographical error.
   MOVED: Gina Wilson-Burns   SECONDED: Amanda Poulton   PASSED

2. Business Arising from Previous Minutes
   nil

3. Principal's Report:
   Susan Hilliar spoke to the meeting on the following items:

   WELCOME BACK
   It has been a great start to the year with all classes very settled. It took time to work out the final structure but they are happy with the final 313 placements.

   STAFF
   It is great to see Jo Collins returning and welcome our three new teachers: Dianne Kelly, Martina Reitz & Ben Ross. Judy Waters is currently on Long Service Leave for Terms 1 & 2. Dianne Kelly is scheduled to take Maternity Leave from Term 3.

   GENERAL
   • Financial planner to come home this week - P&C to submit their items.
   • Some minor changes have been made in the office to provide greater efficiency including the signing on books/forms are now located away from the office window which should help.
   • Newsletters will now come out three times a term.
   • A review of all reward/merit systems is currently underway.
   • NAPLAN review to be held prior to the March meeting with a 6.30pm start.
   • Stage 2 Camp is booked for 6-8 March (Wednesday-Friday) at Berry Sport and Rec. $245
   • Swimming Carnival is scheduled for 22 February, Athletics 17 May and Cross Country 11 April.
   • Jenny Mison advised she, Trent Burns and Tyson Dinnie attended the Education Conference of Thinking in New Zealand during the break and provided the meeting with some feedback and insights into their excellent educational experience.

4. President's Report
   NIL

5. Vice Presidents' Report
   NIL

6. Treasurer's Report
   Vanessa advised the meeting she aims to have the book to auditors with Canteen this week ready for the March AGM. The Financial reports were circulated.

7. Secretary's Report
   NIL
8. Canteen Report

Cambewarra Public School Canteen Financial Report 04/12 - 01/02/13

On presentation of unpresented cheques the closing balance of the Canteen Account will be: $3,001.46.

Discussion Items:

CANTEEN MANAGEMENT

- Due to a change in family circumstances Deb Jeffrey is unable to continue in the Manager role for the canteen.
- The committee need to decide what we want to do regarding replacing the Manager role or leasing the canteen.
- It was agreed we advertise for expressions of interest in both capacities ASAP for commencement in Term 2 with a preference for operation to be five days. Gina to make contact with SOLA to let them know of the opportunities for lease or managing the canteen should they have anyone interested. Amanda will prepare information for the advertisement.
- It was agreed we open second break for basic slushie and snack options - volunteers permitting.
- It was agreed to run some “special days” starting with the Sausage Sizzle at the swimming carnival and followed by another around Week 7. Amanda will co-ordinate the swimming carnival BBQ, notes to students will include call for volunteers to help on the day.

CANTEEN SUB-COMMITTEE

Kim Smalle is happy to continue as Minute Taker. A new Convenor and Treasurer will need to be sought for 2013.

9. Fundraising Report

- Entertainment Books program still to send the cheque.
- Dough Raiser program without resolution
- Mothers day and fathers day store likely to come back to P&C.
- Music Trivia Night June likely.
- Change School welcome BBQ to 1 March @ 6.30 in the COLA, Amanda will co-ordinate and delegate jobs as required.

10. Uniform Shop Report

Nichole to start liaising with Susan re uniform review.

11. COOSH Report

The Financial Reports were circulated.

STAFFING

Casual Bookkeeper

Deanna Bowen has taken on the role of the casual bookkeeper and has already completed her first training session, with much success. Brooke Lee will be trained as well, as a back up to Deanna in the position. The book-keeper role is completed during hours that the centre is not operational, so Deanna is still able to work with the children in the morning and afternoon shifts as required, but will complete the book-keeping on a weekday morning, usually 9am to 12 noon.

Mary is returning to University and has subsequently submitted her resignation. Ads for this position and Centre Co-ordinator have been placed. It was agreed the selection panel will consist of Paula or Emma, one school representative and Vanessa as the P&C representative. Mary may be involved in the interview process to assist with questions from the interviewees around specific practice.

DEPARTMENT REVIEW

Dept review for pre-approval last Friday. Approval imminent. All policies reviewed, training, roster. Very complimentary with only suggestions being to provide accessible facilities for changing, private area for conferences.

12. Calf & Craft Fair (19 October 2013)

First planning meeting is scheduled for 27 Feb in the staffroom at 7.00.

13. General Business

14. Other Business

Next meeting 4 March 2013 following the AGM at 6.30pm

The meeting closed at 8.30pm