



Meeting Minutes

Meeting Details – Special General Meeting

Meeting Date	Wed 8 November 2017
Meeting Commenced	7.35pm
Meeting Concluded	9.22pm
Venue	School library
Present	Karina Wong, Victoria Strang, Claire Shoebridge, Jody Gardiner, Karen Wilson, Rebecca Obrien, Janine Roets, Jane Rowlands, Mark Walters, Kristy Corbett, Rod Cohen, Kim Batina, Emma Fuller, Katie McLeod, Catherine Johnson
Apologies	Pen Hickman, Claire Haselhurst, Lisa Church, Phil Rodic, Kate Weaver, Marissa Rimmer, Fran Cockerill, Michal Haswell, Kim Latham
Next Meeting Date	AGM - Tuesday 20 th February 2018

Meeting Minutes

2.0 Minutes from Previous Meeting

2.1 Present minutes	P&C meeting of the 15 August 2017 - minutes previously circulated and available on the night were ratified. Planning meeting of the 11 October 2017 – these minutes were not previously circulated so will be circulated prior to the AGM.
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3.0 Office Bearer Reports

3.1 President	Kim Batina thanked the many volunteers who have helped in 2017. Kim Batina confirmed that the AGM would now be held annually in term 1 after advice from WACSSO. The next AGM will be held on the 20 Feb 2018 and new P&C committee members and office bearers will be nominated and sworn in at that meeting. Kim Batina confirmed that the meeting scheduled for the 5 December would now be a P&C wind up to say thank you to volunteers and the P&C committee. Jane Rowlands confirmed that the teachers would also be holding a morning tea for parents before the end of term 4.
3.2 Treasurer	Katie McLeod confirmed that after the next remittance from the school, the P&C will have collected 97% of the voluntary

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	<p>contribution budget and 98% of the infrastructure budget. The current bank balance is \$198,980.77. The potential bank balance after all approved spending and estimated revenue is \$26,828.11.</p>
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4.0 Sub Committee Reports

4.1 Grounds	<p>Jane Rowlands confirmed that work would commence on the Play Space Phase One (off the rack play equipment purchase) once the demountables have been removed from the school oval later in term 4.</p>
4.2 Fundraising and Events	<p>Kim Batina thanked Marissa Rimmer and Claire Shoebridge for all the amazing work they have done this year. General discussion regarding the positive feedback received regarding the Halloween disco. Claire Shoebridge thanked Jody Gardiner and Alexis Matthews for their work on Art for Cards. Claire Shoebridge advised that events and fundraising activities for next year would primarily be organised by allocated year groups, with the assistance of the P&C executive committee. Claire Shoebridge confirmed that they were creating a committee to work on a major fundraiser initiative for 2018. Please contact Claire or Marissa if you are keen to get involved. Claire Shoebridge confirmed that 82% of the annual fundraising target had been reached so far this year. A motion was raised and carried to spend \$3,000 on stock for the mother's day stall 2018. A motion was raised and carried to fund an additional \$830 in costs for the Halloween Disco. Karen Wilson advised the P&C that 197 entertainment books had been sold with a profit of \$2758. Thank you's as per the agenda report as well as thank you to year 6 leadership team.</p>
4.3 Canteen	<p>As per the agenda report. Bec OBrien advised that the roller door was being reviewed with view to investing in an improved solution.</p>
4.4 Scholastics	<p>Victoria Strang advised that over \$10,000 in revenue was taken at the book fair and the school will receive 40% for scholastics spending. Victoria Strang is considering streamlining the voucher spending across year groups and specialist areas in consultation with the school administration. A P&C book fair coordinator is required to co-ordinate the book fairs in 2018.</p>
4.5 Uniform	<p>As per the agenda report.</p>
4.6 School Banking	<p>Karina Wong advised that commission earned to date was \$1691. The commission made in 2018 was likely to be lower as going</p>

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	<p>forward less new bank accounts would be opened which is where the majority of the revenue is earned.</p> <p>Three P&C banking coordinators are required for 2018 as Pen, Katie and Karina are stepping down from their roles.</p>
4.7 Safety House	<p>A P&C Safety House coordinator is required in 2018.</p> <p>Catherine Johnson to follow up with Fran Cockerill regarding a safety house map.</p>

5.0 Principal

5.0 Principal	<p>As per the agenda report.</p> <p>Jane Rowlands advised that handover for the PP building was scheduled for Friday 10 November 2017. PP classes will move to the new building on 13 and 14 November.</p> <p>The demountables are due to be removed on the 20 November and then the oval will be repaired.</p> <p>In 2018 the year 2's will be located in the BIR building and years 4,5 6 in the buildings around the undercover learning area. As such, the existing classes will move in preparation for 2018 on the 11 and 12 December.</p> <p>Parent meetings are scheduled until the 16 November by year group for parents to attend.</p>
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6.0 Other Matters

6.1 School Directory	<p>General discussion regarding the merits of a whole school directory. There were several members who raised concerns regarding the directory.</p> <p>A motion was proposed and carried to continue with the creation and distribution of a school directory in 2018.</p> <p>A motion was proposed and carried to keep the school directory in its current state as a whole of school directory.</p> <p>Improvements to the directory include; offering a shredding service for old directories handed in at the end of the year, including a total class count on each page so it is easy to identify if students are not included in the directory, if a family does not have any changes on the previous year then their details are transferred directly across to save filling in the online form.</p>
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7.0 Funding Approved

<p>A motion was proposed and carried that the P&C fund \$562.50 for a Protective Behaviours workshop to be spent by the end of Term 1 2018.</p> <p>A motion was proposed and carried that the P&C contribute \$15,000 to go towards the</p>

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painting of classrooms, to be spent by term 1 2018.

A motion was proposed and carried that the P&C contribute \$2500 to go towards bike education for year 3s to be spent by term 1 2018.

Janine Roets left the meeting at 9.10pm when consideration was given to the request for funding for the SimplyCarbon programme. Janine Roets was not in attendance when a vote was cast. A motion was proposed and carried that that the P&C fund \$2160 for the SimplyCarbon Schools Programme. Janine Roets returned to the meeting at 9.17pm.