



Yeo Park Infants School P&C

Learning and growing together

MINUTES: 2016 Meeting 10, 8 December 2017
 Meeting held 8:00pm – 8:45pm at the Temperance, Summer Hill

Attendance		
OFFICE BEARERS	Stephen Brewer (President); Larissa Mullan (Treasurer); Lassity Martin (VP Social); Timshel Pring (Secretary)	
MEMBERS	Fiona Wood (Principal); Carolyn Jury; Steve Clarke; Kirstyn Bodell; Susan Casey; Maria Riley	
NON-MEMBERS	Ian Chalmers	
APOLOGIES	Louise Gunter, Tara Rees, Pamela Chalmers	
QUORUM	<i>Required:</i> 5 members	<i>In attendance:</i> 9 members
CHAIR	Stephen Brewer	Minutes: Timshel Pring

Actions				
Item	Action	Who	Due	Status
9/11/16	Investigate further awareness program / presentation for parents on inclusion building on 'restorative justice' and 'safe schools'	Alana	Aug	New
12/10/16-2	Everyone who holds/held a role within the P&C, both executives and coordinators/liasons are to prepare hand-over material.	Executive & Coordinators	Dec	Ongoing
14/09/16-7	Investigate signage infrastructure facing Old Cant. Rd	Stephen B	Sept	Ongoing
14/09/16-2	Review class liaison role description, amend as required- formalise class liaison role to include updating class about important dates & info, and being an alternative point of contact for parents (to relieve pressure on office). Email class liaisons	Louise	Dec	Closed
14/09/16-4	Amend visuals for uniform policy	Caroline W	Nov	Closed
14/09/16-6	Investigate options for cloud-based file sharing/ document storage, and upgrade of website	Lassity / Steve	Sept	Closed
12/10/16-1	Circulate minister's memorandum on the role of the P&C	Steve C	Dec	Closed
12/10/16-3	Fiona to find out if a key to the P&C shed can be cut and issued to a nominated individual in the P&C.	Fiona	Dec	Closed
12/10/16-4	Prepare and publish a P&C activities/events calendar for 2017	Stephen/Lassity	Feb	Ongoing
12/10/16-5	Add a standing item for newsletter inclusions	Tim	Dec	Closed

YEO PARK INFANTS SCHOOL P&C MINUTES

1. Minutes Of Previous Meetings	Stephen Brewer
MINUTES: 2016 Meeting 9 – 8/11/2016 Noted the following errors in the minutes should be corrected: 4.1 - Second Bullet Point - "Parent" = "Parrents" 6.8 Ammendments is misspellet 6.5 Rica's name & Attendees.	
Motion: That the minutes for the meeting be accepted.	Moved: Steve Clark Seconded: Carolyn
2. Reports	Stephen B
2.1 Principal's Report. 2.2 President's Report. Noted the excellent work done over 2016 and thanked outgoing members for their contribution.	Fiona Stephen
3. Business arising	Stephen B
None noted	
4. Notified agenda items	Stephen B
None noted	
5. General business	
None	