



MINUTES OF THE GENERAL MEETING

Held: 08 March 2017 at 7pm in the School Library

1. Welcome and Preamble

In attendance (Members)

Stephen Brewer (President); Lassity Martin (Secretary); Yen Yee (Treasurer); Fiona Wood (Principal); Akiko Kitano; Don Sillence (new member); Larissa Mullan; Natalie Watson; Rica Seeto; Francoise d'Unienville

In attendance (Non Members)

Kira Luther; Manu Shrestha (Primary OSHCare)

Apologies

Louise Gunter; Prue Axam; Vanessa Harnisch

2. Confirmation of Minutes of Previous Meeting

1.1. The minutes of the following meetings were tabled:

- 2016 Meeting 10 (December) – 08/12/2016
- 2017 AGM – 08/02/17
- 2017 Meeting 1 – 08/02/17

Resolution: That the minutes of the meetings presented be taken as read and confirmed as a true and accurate record. (Moved: Stephen/Larissa - Carried)

3. Reports

3.1. OSHCare Report (Kira/Manu)

Approx. 10 children per session this term. Programming according to children's needs. Expect numbers to increase from next term.

3.2. Principal's Report (Fiona)

Tabled – see website

3.3. Treasurer's Report (Yen/Larissa)

- No written report provided this month. There has not been much movement in the account since the last meeting as it's early in the year.
- A question has arisen around the funds available for the stage. Larissa/Yen investigating.
- Immediate funds to be released for Mr Paul and hardship.

Action: Larissa to update the signatories on the bank account: should be President, Secretary and Treasurer. Larissa will remain as signatory.

Resolution: That the 2017 draft budget presented at the AGM be formally approved so that funds can begin to be released to the school (caveat that funds for the stage need to be clarified.) (Moved: Rica/Natalie - Carried)

3.4. President's Report (Stephen)

Not much activity this month other than the meeting to review the VP roles which is on the agenda for today's meeting. Thanks to Larissa and Akiko for running the Welcome Back BBQ.



4. Business Arising from Previous Minutes

- 4.1. See Actions List

5. Notified Agenda Items

5.1. Vacant Vice President roles

- The P&C Executive convened a meeting on 15 February to discuss the vacant VP roles and have drafted two new role descriptions that are intended to be more manageable and hopefully more attractive for volunteers. The new roles are VP Volunteer Coordination and VP Community Liaison (refer meeting papers for role descriptions).
- Don and Francoise volunteered to jointly share the role of VP Volunteer Coordination.
- Larissa volunteered to take on the role of VP Community Liaison.

Resolution: That Francoise d'Unienville and Don Sillence be confirmed as joint VP Volunteer Coordination (Moved: Fiona/Larissa – Carried)

Resolution: That Larissa Mullan be confirmed as VP Community Liaison. (Moved: Rica/Stephen - Carried)

5.2. Forward plan for fundraising events in 2017

- Lassity tabled a draft calendar of events (see meeting papers). Noted that there will not be a large Gala Day as there is no Federal or State election in 2017. Given the small parent community this year, the P&C is likely to raise approx. \$19k compared to approx. \$34k in 2016.
- The meeting agreed to retain the Bunnings BBQs given the reduced fundraising forecast for the year. Allocate dates are Friday 7 April and Sunday 30 April. As the first BBQ falls on the last day of term, it was decided to cancel the usual end of term school BBQ in favour of concentrating resources on the Bunnings fundraiser. Francoise will still run Special Lunch Day on 7 April as this will not impact volunteer effort for the Bunnings BBQ.
- It was agreed to enter a Yeo Park team in the City 2 Surf event.
- It was agreed to keep Trivia Night in term 2, but move the date to 24 June subject to Ashbury School Hall availability. Fiona agreed that teachers would contribute class artworks for Trivia Night, unless the P&C schedule a separate Art Show event in which case effort would go towards artworks for the Art Show.
- **Actions: Don/Francoise to call out for a Trivia Night coordinator. Larissa to confirm availability of Ashbury School Hall for 24 June.**
- It was agreed that Broccoli Tree Cinema would be moved to September. Tentative date 16 September. Rica volunteered to run BTC this year.
- Class liaisons are: Vanessa Harnisch (KG); Edwina (1W); Sasha (2M).

Actions: Lassity to provide P&C mailing list to new VPs (currently being updated). Stephe to look for list of Events volunteers from AGM. Don/Francoise to discuss event scheduling with Fiona and update the Events Calendar accordingly.

5.3. Upcoming Bunnings BBQs

- Larissa agreed to run the BBQ on 7 April.
- Natalie agreed to run the BBQ on 30 April.

Action: Lassity to forward Bunnings Information Pack to Larissa/Natalie.

5.4. Grants Sub-Committee

Nothing to report this week. Current members are Rica, Lassity, Steve Clarke, Larissa, Carol.

6. General Business

None this week.

7. Meeting closed 9.15pm.



ACTIONS LIST

Actions				
Item	Action	Who	Due	Status
080317-1	Update the signatories on the bank account: should be President, Secretary and Treasurer. Larissa will remain as signatory.	Larissa	Mar	New
080317-2	Call out for a Trivia Night coordinator.	Don/Francoise	Apr	New
080317-3	Confirm availability of Ashbury School Hall for 24 June.	Larissa	Mar	New
080317-4	Provide P&C mailing list to new VPs.	Lassity	Mar	New
080317-5	Look for list of Events volunteers from AGM.	Stephe	Mar	New
080317-6	Discuss event scheduling with Fiona and update the Events Calendar accordingly.	Don/Francoise	Mar	New
080317-7	Forward Bunnings Information Pack to Larissa/Natalie	Lassity	Mar	New
080217-1	08/03/17: Outstanding. 08/02/17: Update the ABR and ensure standing item on AGM agenda to update ABR, and bank account, with new office bearer details. Check if ATO also needs to be updated (Lassity)	Lassity	Mar	Ongoing
080217-3	08/03/17: Outstanding 08/02/17: Purchase a grants info service subscription from ourcommunity.org.au	Larissa	Mar	Ongoing
080217-4	08/03/17: Outstanding 08/02/17: Put Wear it Purple thank you on bulletin board	Stephe	Mar	Ongoing
140916-7	13/03/17: Stephe getting quotes at the moment. Some are v expensive approx. \$10k 14/09/16 Investigate signage infrastructure facing Old Canterbury Rd	Stephe	Sept	Ongoing
080217-2	08/03/17: John Chudleigh willing to do it 08/02/17: Call out to parent body and former treasurers for 2017 auditor	Larissa	Mar	Closed
080217-5	08/02/17: Create a draft calendar of events for 2017	Lassity	Mar	Closed
191116-1	08/03/17: Close as Alana in New York 19/11/16: Investigate further awareness program / presentation for parents on inclusion building on 'restorative justice' and 'safe schools'	Alana	Aug	Closed
121016-2	08/03/17: LM has set up Google drive and shared link 12/10/16: Everyone who holds/held a role within the P&C, both executives and coordinators/liasons are to prepare hand-over material and upload to shared storage	Executive & Coordinators	Dec	Closed