



Yeo Park Infants School P&C

Learning and growing together

MINUTES: 2017 Meeting 1, 8 February 2017

Meeting held 8:30pm – 9:15pm in the School Library

Attendance		
OFFICE BEARERS	Stephen Brewer (President); Yen Yee (Treasurer); Lassity Martin (Secretary); Larissa Mullan (Assistant Treasurer); Natalie Watson (Assistant Secretary)	
MEMBERS	Fiona Wood (Principal); Rica Seeto; Prue Axam; Thanh Nguyen; Françoise d'Unienville; Maren Koehler; Jude Wright; Akiko Kitano, Natalie Watson, Ben Brewer, Louise Gunter; Steve Clarke	
NON-MEMBERS		
APOLOGIES	Vanessa Harnisch	
QUORUM	<i>Required:</i> 5 members	<i>In attendance:</i> 16 members
CHAIR	Stephen Brewer	Minutes: Steve Clark

Actions				
Item	Action	Who	Due	Status
8/01/17-1	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	Mar	New
8/01/17-2	Call out to parent body and former treasurers for 2017 auditor	Larissa	Mar	New
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	
Motion: That the minutes for the meeting be accepted.	Moved: Lassity Seconded: Stephen
2. Business arising	Stephen B
2.1. Further discussion on communications Noted that the P&C has a number of alternatives to skoolbag to communicate directly to members and parents: P&C website, facebook page, newsletter column and email list. Using these channels rather than skoolbag helps to provide a clear line of distinction between the school and the P&C. The P&C can also create a private facebook group to communicate internally.	
2.2 P&C shed key has been copied and given to Stephen B.	
2.3 Discussion about grants and the Grants subcommittee	
Motion: that the P&C purchase a grants info service subscription from Ourcommunity.org.au for \$80	Moved: Larissa Seconded: Lou
3. Notified agenda items	
None	
4. General business	
4.1. Items for inclusion in P&C newsletter column <ul style="list-style-type: none">• 17th February welcome back BBQ• Call out for vacant positions	