



<b>MINUTES:</b> 2016 Meeting 3 11 <sup>th</sup> May 2016	<b>START TIME:</b> 7PM	<b>FINISH TIME:</b> 9:30 PM	<b>LOCATION:</b> Library
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<b>Attendance:</b>	
<b>OFFICE BEARERS</b>	Stephen Brewer (President); Tim Pring (Secretary); Larissa Mullan (Treasurer); Lassity Martin (VP Social); Louise Gunter (VP Fundraising)
<b>MEMBERS PRESENT</b>	Steve Clarke; Kirstyn Bodell; Josh Switzer; Susan Casey; Fiona Wood (Principal); Maria Riley; Steven Riley; Carolyn Jury; Bill Clarke; Pamela Chalmers; Dimity Podger
<b>NON-MEMBERS</b>	Kira Luther; Lisa Studley; Kelly Huang; Jamaleh Gyulay; Pam Maddock;
<b>QUORUM</b>	<i>Required:</i> 5 members <span style="float: right;"><i>In attendance:</i> 16` members</span>
<b>CHAIR</b>	Stephen Brewer
<b>MINUTES</b>	Tim Pring

<b>ACTIONS:</b>				
<b>DATE – ITEM#</b>	<b>ACTION</b>	<b>WHO</b>	<b>DUE</b>	<b>STATUS</b>
10/02-1	Provide further details on Safe Schools Coalition to Fiona	Steve Clarke	May	Closed – 11/05
10/02-2	Update Membership Form to include consent to email correspondence	Tim Pring	May	Open
10/02-3	Description of Class Liaison role to be provided to Fiona	Maria Riley	May	Closed 11/05
16/03-1	Include actions at front of minutes	Tim Pring	May	Closed 11/05
16/03-2	Update preamble to include welcome to country/acknowledgement of traditional owners	Steve Clarke	June	Closed 11/05
16/03-3	Update minutes from 10 Feb 2016	Tim Pring	May	Closed 11/05
16/03-4	Confirm whether school teleconference system can be used by the P&C	Fiona Wood	May	Closed 11/05
16/03-5	Confirm through P&C Federation whether attendance via teleconference meets requirements for voting and quorum	Stephen Brewer	May	Pending
16/03-6	Investigate Library Fund and report back to P&C	Steve Riley	May	Closed
11/05-1	Update minutes from Meeting 2 – 16/03	Tim	June	Open



**Parents and citizens association**

		Pring		
11/05-2	Fiona to look into limiting the volume on iPads and to undertake a WHS risk assessment of headphone use.	Fiona Wood	June	Open
11/05-3	P&C to organise an information session with involvement from Family Planning	Stephen Brewer	June	Open
11/05-4	Steve to arrange a meeting for further more detailed discussion with an open invitation to interested parties.	Steve Clarke	June	Open

<b>1. OPENING &amp; APOLOGIES:</b>	Stephen Brewer
Apologies: Tara Rees; Andrew Yorn	
<b>2. MINUTES OF PREVIOUS MEETINGS:</b>	Stephen Brewer
<b>MINUTES: 2016 Meeting 2 - 16/3/2016</b>	
<ul style="list-style-type: none"> <li>• TYPO – Chris Charles – (not CHIB)</li> <li>• Carolyn Jury is a member</li> <li>• Bunnings BBQ date is 12<sup>th</sup> May</li> <li>• ACTION 11/05-1: Secretary to update minutes with the above corrections</li> </ul>	
Motion: That the minutes for the meeting be accepted.	Moved: Stephen Seconded: Tim
<b>3. PREAMBLE</b>	Read by: Stephen Brewer
The preamble was read.	
<b>4. Reports</b>	
<p>4.1. OSHCare Report (Kira)</p> <ul style="list-style-type: none"> <li>• Attached</li> <li>• Pamela suggested OSH join us for Gala day as a sponsor</li> </ul> <p>4.2. Principal's Report (Fiona)</p> <ul style="list-style-type: none"> <li>• Attached</li> </ul> <p>4.3. Fundraising Report (Lou)</p> <ul style="list-style-type: none"> <li>• Attached</li> </ul>	

<p>4.4. Treasurers Report (Larissa)</p> <ul style="list-style-type: none"> <li>• Attached</li> <li>• Larissa has been successful in applying for a grant from Lend Lease for \$5000</li> <li>• Call out to other parents who work for organisations that may offer community grants to find out more about these and see whether the school P&amp;C</li> <li>• Steve Clarke has been approached by Lou to see if he would volunteer his grant writing expertise</li> <li>• Steve is looking for 1 or 2 people to assist</li> <li>• Josh &amp; Carol have expressed interest</li> </ul> <p>4.5. Social Report (Lassity)</p> <ul style="list-style-type: none"> <li>- End of Term 1 BBQ - A rushed but very successful afternoon. Huge thanks to all the P&amp;C members who showed the ropes and we</li> <li>- Lassity suggested that we don't host an end of term BBQ in Term 2 due to the proximity to Gala day. We just don't need the extra pressure of another event.</li> </ul> <p>4.6. President's Report (Stephen)</p> <p>Read by Stephen.</p>	
<p>Motion: 4.5 That we don't host an end of term BBQ for Term 2 due to it's proximity to Gala Day.</p>	<p>Moved: Lassity Seconded: Maria</p>
<p>Motion: 4 That tabled reports be accepted.</p>	<p>Moved: Pamela Chalmers Seconded: Larisa</p>
<p><b>5. Business Arising from Previous Minutes</b></p>	
<p>5.1. Positions left vacant</p> <ul style="list-style-type: none"> <li>• Vice President – Proposed to be shared jointly by Tara Rees &amp; Louise Gunter</li> <li>• Uniform Coordinator – Susan is not available to undertake the role of Uniform Coordinator next year. Nominations are sought for someone to assume this role from next year and to work closely with Susan to come up to speed.</li> <li>• Assistant Treasurer – Larissa is seeking a volunteer to take on the role of Assistant Treasurer to assist with collection of monies and transactional banking. Kelly Huang</li> </ul>	<p>Stephen Brewer</p>
<p>Motion: 5.1 – That Tara Rees and Louise Gunter both be appointed in the position of Vice President – Fundraising</p>	<p>Moved: Larissa Mullan Seconded: Steve</p>

	Clarke
5.2. Enquiries to the P&C Association	Stephen Brewer
5.3. Investigation into remote attendance at P&C meetings <ul style="list-style-type: none"> <li>- Action 16/03-4 - Use of School Teleconference systems by P&amp;C is not supported by the Department of Education. P&amp;C will need to consider other options.</li> <li>- Action 16/03-5 - Awaiting to hear back from P&amp;C Federation regarding legitimacy of attendance by teleconference</li> </ul>	Fiona Wood/Stephen Brewer
5.4. Risk Assessment for headphone use in school <ul style="list-style-type: none"> <li>- Exposure to volumes above 88db for a period of 10 min or more</li> <li>- Stephen B mentioned that volume limited headphones are readily available and are inexpensive.</li> <li>- It was generally agreed that there is a need to raise awareness of this risk within the parent population. This will be included in school newsletter.</li> </ul> <p>ACTION: 11/05-2 – Fiona to look into limiting the volume on iPads and to undertake a WHS risk assessment of headphone use.</p>	Lassity Martin
5.5. Safe Schools – report on enquiries and suggestions <ul style="list-style-type: none"> <li>- Safe Schools is a program to promote acceptance of homosexual, intersex and transgender people within school student populations</li> <li>- Changes to the program by the federal government mean that Primary Schools are unable to be part of the Safe Schools Coalition.</li> <li>- Steve has discussed this with Fiona and the teachers (Renee)</li> <li>- Steve also spoken with Family Planning and the Safe Schools Coalition, and has confirmed that Primary Schools cannot be members but can gain access to the professional development material.</li> <li>- There is presently a waiting list for this material. Priority is given to schools where there are student who are questioning their gender.</li> <li>- Steve is suggesting working with the school, to see what we can do in this space.</li> </ul> <p>ACTION: 11/05-3 – P&amp;C to organise an information session with involvement from Family Planning</p>	Steve Clarke
5.6. Proposal to amend P&C Membership form: adding email contact consent <p>A draft form which includes a brief overview of what the P&amp;C is about, benefits of membership and inclusion of email consent was circulated.</p> <p>Tim P noted that consent for collection of email addresses needs to clearly state</p>	Steve Clarke

<p>the purpose for which the email address is intended to be used.</p> <p>Finalisation of new form for June meeting.</p>	
<p>5.7. Proposal to amend YPIS P&amp;C preamble to include acknowledgement of country to the P&amp;C Association</p> <ul style="list-style-type: none"> <li>- Changes were provided in an amended preamble,</li> <li>- The revised preamble was read by Steve.</li> </ul>	<p>Steve Clarke</p>
<p>Motion: 5.7 – That the drafted changes to the preamble to include a Welcome to Country be accepted.</p> <ul style="list-style-type: none"> <li>- Pamela C objected to the addition</li> <li>- Carolyn J objected to the time allowed for consideration of the changes</li> </ul>	<p>Moved: Steven Seconded: ?</p>
<h2>6. Notified Agenda Items</h2>	
<p>6.1. Governance Committee Items</p> <p>6.1.1. Code of Conduct – Curent YPIS P&amp;C Code of Conduct v P&amp;C Federation</p> <ul style="list-style-type: none"> <li>• YPIS Code of Conduct can be found here - <a href="http://www.yeoparkpandc.org.au/index.php/assets/Uploads/Files/Association-Documents/PCCodeofConduct.pdf">http://www.yeoparkpandc.org.au/index.php/assets/Uploads/Files/Association-Documents/PCCodeofConduct.pdf</a></li> <li>• P&amp;C Federation Sample – Code of Conduct can be found here – <a href="http://pandc.org.au/wp-content/uploads/Static/2014/Members/140718%20-%20Code%20of%20conduct.docx">http://pandc.org.au/wp-content/uploads/Static/2014/Members/140718%20-%20Code%20of%20conduct.docx</a></li> </ul> <p>6.1.2. Grievance Procedure</p> <ul style="list-style-type: none"> <li>• P&amp;C Federation Sample – Grievance Procedure can be found here - <a href="http://pandc.org.au/wp-content/uploads/Static/2014/Members/140718%20-%20Grievance,%20complaints%20and%20procedures%20policy.docx">http://pandc.org.au/wp-content/uploads/Static/2014/Members/140718%20-%20Grievance,%20complaints%20and%20procedures%20policy.docx</a></li> </ul> <p>6.1.3. Social Media Policy – P&amp;C Fed Template to be considered for adoption by YPIS</p> <ul style="list-style-type: none"> <li>• P&amp;C Federation Sample – Social Media Policy can be found here - <a href="http://pandc.org.au/wp-content/uploads/Static/2014/Members/140718%20-%20Social%20Media%20Policy.docx">http://pandc.org.au/wp-content/uploads/Static/2014/Members/140718%20-%20Social%20Media%20Policy.docx</a></li> <li>• P&amp;C Federation Quick Member Info on Social Media can be found here - <a href="http://pandc.org.au/wp-content/uploads/Static/2014/Publications/FAQ/Quick%20member%20info%20-%20Social%20Media.pdf">http://pandc.org.au/wp-content/uploads/Static/2014/Publications/FAQ/Quick%20member%20info%20-%20Social%20Media.pdf</a></li> </ul> <p>A short report on these policies was tabled and is attached.</p> <p><b>ACTION:</b> 11/05-4 Steve to arrange a meeting for further more detailed discussion with an open invitation to interested parties.</p>	<p>Steve Clarke</p>



## 7. General Business

### **ATTACHMENTS:**

Item 4.1 OSHCare Report.pdf

Item 4.2 Principals Report.pdf

Item 4.3 - Fundraising Report 11 May 2016.pdf

Item 4.4 Treasurers Report.pdf

Item6.1-GovCommittee Report-Conduct-Grievance-Social.pdf