



MINUTES: 2016 Meeting 5 14 th September 2016	START TIME: 7PM	FINISH TIME: 9:00 PM	LOCATION: Library
Attendance:			
OFFICE BEARERS	Stephen Brewer (President); Larissa Mullan (Treasurer); Lassity Martin (VP Social); Tara Rees (VP Fundraising)		
MEMBERS PRESENT	Kirstyn Bodell; Steve Clarke; Fiona Wood (Principal); Susan Casey; Pamela Chalmers; Bill Clarke, Rod Martin		
NON-MEMBERS	Jenny Pereira, Kira Luther, Megan Capper		
QUORUM	<i>Required:</i> 5 members	<i>In attendance:</i> 11 members	
CHAIR	Stephen Brewer		
MINUTES	Steve Clarke		

ACTIONS:				
DATE – ITEM#	ACTION	WHO	DUE	STATUS
16/03-5	Confirm through P&C Federation whether attendance via teleconference meets requirements for voting and quorum	Stephen Brewer	May	Pending
14/09-1	Check with Cath re Cake Day – would she like to take on Coordinator role?	Pamela Chalmers	Sept	Pending
14/09-2	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	Stephen Brewer	Sept	Pending
14/09-3	Donate gross proceeds of the 'Wear it Purple' Day BBQ to the 'Wear it Purple' organisation	Lassity	Sept	Pending
14/09-4	Amend visuals for uniform policy	Uni Comm		Pending
14/09-5	Make P&C sign up forms available at BBQ and kindy orientation.	Stephen?	Sept/ Oct	Pending
14/09-6	Investigate & set up cloud-based file sharing/ document storage, and upgrade of website	Lassity / Steve	Sept	Pending
14/09-7	Investigate signage infrastructure facing Old Cant. Rd	Stephen B	Sept	Pending
14/10-8	Follow up with class liaisons if they have distributed class contact lists	Steve C	Sept	Pending

1. OPENING & APOLOGIES:	Stephen Brewer
Apologies: Tim Pring; Louise Gunter, Maria Riley	
2. MINUTES OF PREVIOUS MEETINGS:	Stephen Brewer
MINUTES: 2016 Meeting 5 – 10/08/2016 No amendments.	
Motion: That the minutes for the meeting be accepted.	Moved: Stephen Seconded: Susan
3. PREAMBLE	Read by: Steve
The preamble was read.	
4. Reports	
<p>4.1. OSHCare Report Most important focus this term is child safety</p> <p>4.2. Principal's Report (Fiona) – Attached</p> <ul style="list-style-type: none"> • Cake Day – requiring school staff to organise whereas it is a P&C activity. Cake Day coordinator has not been formally filled. • Action - Pamela to talk to Cath re Cake Day – would she like to take on Coordinator role? <p>Discussion about communication:</p> <ul style="list-style-type: none"> • Suggestion - keep communications as succinct as possible • Suggestion - Class liaison to become another communication channel, and parents can check info with class liaisons to reduce the burden on the office. • Action: Review class liaison summary description of role and amend as required- formalise class liaison role to include updating class about important dates, information, and being a point of contact for parents who have forgotten dates, etc. Stephen to email class liaisons about their role. <ul style="list-style-type: none"> • Inquiry - seating at Yeo Park Live on Stage, the little chairs are a problem for some parents/ grandparents. There will be 3 rows of library chairs at the back for parents who can't sit on the little chairs. 	<p>Kira</p> <p>Fiona</p>



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<p>Uniform policy presented (attached)</p> <ul style="list-style-type: none"> • Pamela C did a great job (and spent many hours) developing some visuals to accompany the policy. • Some amendment of visuals required to ensure visuals reflect and don't go beyond the policy. • Process- Consultation was held at the Wellbeing forum, and via online survey (40+ responses). A Uniform Committee was formed - all parents were welcome to participate to consider the survey responses and develop the policy. Survey responses was very diverse. • Feedback - Some expected a formal vote, or further opportunity for feedback. Was suggested that normally a policy would go back to the community again after development for further comment and final endorsement. • Susan noted of the items being discontinued, a lot of existing stock remains that will continue to be sold until sold out • Response – Process was consultative with opportunity for input through the wellbeing forum, survey, and uniform committee. The survey responses identified a broad range of opinions. The Committee considered all views in developing the policy, and developed a policy that accommodated those diverse views. The school has not previously had a formal, documented uniform policy, so one was needed. Compulsory uniform is not an option (as per DET Policy). The policy developed is reflective of the status quo. Students can continue to wear under the policy what they are currently wearing. The pressure of social conformity will mean many/ most students are likely continue to wear uniform, even without being coerced to do so. The process follows 3+ years of previous uniform consultations at the school, with similarly diverse views expressed, so needed to be finalised. It will be reviewed in 3 yrs. 	
<p>Motion: 4.2 – That the P&C endorse the uniform policy as presented (Carried 7 – 4)</p>	<p>Moved: Stephen Brewer Seconded: Larissa Mullan</p>
<p>4.3. Treasurers Report – Attached</p> <ul style="list-style-type: none"> • Stephen Brewer noted he owes \$60 to the kitty • Action – Lassity to donate the gross proceeds of the 'Wear it Purple' Day BBQ to the 'Wear it Purple' organisation • Inquiry – Is bank balance too high? Funds raised are supposed to be used for the benefit of the students/ school. Bank balance has increased from around \$17K threefold to over \$50K. Are we spending all we should P&C bank balance has increased 2-3 fold in recent years. Are we holding too much in the bank? We have to be financially responsible, but as a P&C we don't have any employees or significant ongoing liabilities. Do we have more of a buffer than is reasonable, and should we look to allocate more funds. 	<p>Larissa</p>

<ul style="list-style-type: none"> Action - Lassity and Steve to investigate and set up a system for cloud-based file sharing, and upgrade of website eg wordpress wiki - (Larissa's husband may be able to advise) 	
6. Notified Agenda Items	
<p>6.1 <i>.Defibrillator for the school</i></p> <ul style="list-style-type: none"> Fiona has costed defibrillator at \$1980 – will need to be replaced in 8 yrs. Det may have funding available for staff to be trained <p>6.2. School signage on Canterbury Road (Stephen)</p> <ul style="list-style-type: none"> Suggested installing signage on Canterbury Rd. Action – Stephen Brewer to investigate further. Currently P&C has 2 banners - one really great, one grotty. Suggestion - replace grotty banner, possibly with more permanent signage facility. 	<p>Fiona Wood</p> <p>Stephen Brewer</p>
<p>Motion: 6.1 – to purchase the defibrillator as per Principal's recommendation (Carried)</p>	<p>Moved: Pamela Chalmers</p> <p>Seconded: Rod Martin</p>
7. General Business	
<p>7.1 <i>Selling drinks / snacks at Yeo Park live on stage</i></p> <ul style="list-style-type: none"> Suggestion – p&c to sell snacks, drinks at performances Would need to send out email seeking volunteers Suggested would be better to have drinks available with a coin box for people to serve themselves. <p>7.2 <i>Year 2 graduation shirts</i></p> <ul style="list-style-type: none"> (Pamela) Considers grammar on chosen shirts incorrect. 'Year 2 is...' should be 'year 2 are...' Shirt design was one of a set of designs offered, and was voted on by the students. Can't be changed at this point <p>7.3 <i>Year 2 graduation shirts</i></p> <ul style="list-style-type: none"> Fiona would like to hold a 'thank you' morning tea for P&C, volunteers etc, but last year was advised against it. Members confirmed that a thank you morning tea has been previously held, and no problem with it. 	<p>Megan Capper</p> <p>Pamela Chalmers</p> <p>Fiona</p> <p>Steve</p>



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7.4 Class contact lists distributed?

- Inquiry - Have all the class liaisons sent out class contact lists to class members? Some parents commented on feeling isolated. Action – Steve to ask class liaisons also to email out class contact lists to assist parents to stay in touch, organise holiday play dates, birthday parties etc

ATTACHMENTS:

To add