



Yeo Park Infants School P&C

Learning and growing together

MINUTES: 2016 Meeting 9 9 th November 2016	START TIME: 7PM	FINISH TIME: 9:25 PM	LOCATION: Library
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Attendance:	
OFFICE BEARERS	Stephen Brewer (President); Larissa Mullan (Treasurer); Lassity Martin (VP Social); Louise Gunter (VP Fundraising); Tim Pring (Secretary)
MEMBERS PRESENT	Fiona Wood (Principal); Carolyn Jury; Rica Seeto; Steve Clarke; Alana Lentin; Caroline Walsh
NON-MEMBERS	
QUORUM	<i>Required:</i> 5 members <i>In attendance:</i> 11 members
CHAIR	Stephen Brewer
MINUTES	Tim Pring

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. <ul style="list-style-type: none"> Response from P&C Federation was 'No' and that quorum is a count of members in physical attendance 	Stephen Brewer	May	Closed
14/09-1	Check with Kath re Cake Day – would she like to take on Coordinator role?	Pamela Chalmers	Nov	Closed
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	Louise Gunter	Dec	Pending
14/09-4	Amend visuals for uniform policy	Caroline Walsh	Nov	Closed
14/09-5	Make P&C sign up forms available at BBQ and kindy orientation.	Stephen	Sept/Oct	Closed
14/09-6	Investigate options for cloud-based file sharing/ document storage, and upgrade of website	Lassity / Steve	Sept	Closed
14/09-7	Investigate signage infrastructure facing Old Cant. Rd	Stephen B	Sept	Ongoing
12/10-1	Circulate minister's memorandum on the role of the P&C	Steve C	Dec	New
12/10-2	Everyone who holds a role within the P&C, both executives and coordinators/liasons are to prepare hand-over material.	Executive & Coordinators	Dec	New
12/10-3	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	New
12/10-4	Prepare and publish a P&C activities/events calendar	Stephen/Lassity	Feb	New

1. Opening & Apologies	Stephen Brewer
Apologies: Tara Rees	
2. Minutes Of Previous Meetings	Stephen Brewer
MINUTES: 2016 Meeting 7 – 12/10/2016	
<ul style="list-style-type: none"> Update to remove motion to accept tabled reports as this was overlooked 	
Motion: That the minutes for the meeting be accepted.	Moved: Lassity Seconded: Stephen
Motion: That the reports tabled at the October meeting be accepted.	Moved: Lassity Seconded: Stephen
3. Preamble	
Not read as a copy was not at hand.	
4. Reports	
<p>4.1. Principal's Report (Fiona) – Refer Attached</p> <ul style="list-style-type: none"> Academic outcomes - Great improvements in reading and writing based on assessment and grading. Wellbeing policy - this has been published on the website. This includes all the input and considerations that were gathered through consultation and input from the P&C and parent Wellbeing policy is a foundation policy for all other more specific policies which must operate within this. 	Fiona
4.2. Treasurers Report – Attached	Larissa
<p>4.3. Fundraising Report – Attached</p> <ul style="list-style-type: none"> Get your tickets for Trivia Night very soon Class Artworks are ready. Lou requested that these be brought out and put on display for parents. Fiona agreed that this would be fine. Seeking donations of goods/services for auctions 	Lou
<p>4.4. President's Report – Attached</p> <ul style="list-style-type: none"> Annual extraordinary meeting to discuss the following year's budget and funding initiatives. Refer motion below. The role of the P&C – this was a discussion point at the October Budget Meeting and Stephen's report sought to clarify this and provide awareness. <ul style="list-style-type: none"> With regards to the role of the P&C. Lou suggested that we bring broader awareness of this to the parent body and have it included in the newsletter. 	Stephen

<p>that complaints directed at the P&C are dealt with by the P&C and not referred to the Principal; 2) We should consider how we frame such a message to ensure that it encourages participation</p> <ul style="list-style-type: none"> ○ RE 1) TP confirmed that the P&C has recently signed off and adopted a Grievance and Complaints to Policy. This is available on the P&C website. ○ RE 2) It was generally agreed that the framing of any message regarding the role of the P&C should be put forward in a way to promote the P&C and its benefits. 	
<p>Motion: That an extraordinary P&C meeting be held in October or November annually for the sole purpose of reviewing the annual P&C Budget dispersal to the school.</p>	<p>Moved: Stephen Seconded: Tim</p>
<p>Motion: That all tabled reports be accepted</p>	<p>Moved: Stephen Seconded: Tim</p>
<h2 style="background-color: #4F81BD; color: white; padding: 5px;">5. Business Arising from Previous Minutes</h2>	
<ul style="list-style-type: none"> • Actions of previous minutes reviewed and updated. 	
<h2 style="background-color: #4F81BD; color: white; padding: 5px;">6. Notified Agenda Items</h2>	
<p>6.1. 2017 Budget Proposal (Attached) - Lassity The budget proposal was presented.</p> <p>6.2. Electronic Signage – Stephen Nothing to report. Carried over.</p> <p>6.3. Handover documents and online storage – Lassity A number of the executive and others who perform roles within the P&C are not going to be present next year. It was agreed that those currently performing an executive or coordinator role prepare hand-over material to assist those taking on the roles in the new year.</p> <p>6.4. P&C Shed audit and equipment renewal – Lassity Proposed that we get a small group of volunteers to perform a stock-take - request for volunteers to go out with the newsletter - 21st January Lassity asked if we could be issued with a second key Fiona will look at this and advise at next meeting</p> <p>6.5. Grants Sub-Committee – Lassity Establishment of a Grants Sub-Committee with initial membership as: Reeka; Larrisa; Lassity; Steve C; Fiona offered Carol's assistance P&C Grant Writing course – find out if this is being run again in 2017. Call out to parent community seeking suggestions of grants offered by employers or other organisations.</p> <p>6.6. Timetable of P&C events between now and the AGM in 2017 – Lassity</p>	

<p>that could be built on.</p> <p>6.7. Role of the P&C – Steve C</p> <p>A memorandum exists that provides a good overview of the P&C’s role, and it’s contribution to the school. Steve will circulate.</p> <p>6.8. Uniform Policy Ammendments - Fiona</p> <p>Uniform Policy - Expert Advice on section 4. Submission. 2 options put forward and opportunity to vote on the change to wording. 22 votes were cast: 8 in favour of Option 1: 13 in favour of Option 2: 1 abstained.</p> <p>Carolyn noted that the new policy was a departure from existing policies. And with such a significant change, would the school consider a shorter review period (eg. 6 months; instead of 36 months)</p> <p>Fiona agreed to conduct a survey of parents at the end of the year.</p> <p>Steve asked how this type of language change was included more broadly.</p> <p>There was general discussion of the issue of inclusiveness and how we could expand this beyond policy and focus on awareness. Fiona noted that her wellbeing policy has a number of points that are geared towards this. Lassity also mentioned that we should try and see the Safe Schools program turned into a regular forum each year.</p> <p>Alana suggested that she'd be able to find a similar awarness program or presentation along the lines of the restorative justice. DEC and Working with Children approvals would be necessary.</p> <p>Steve asked about Teacher Training in gender diversity and inclusivness.</p> <p>Fiona - indicated that the training budget is aligned to the school plan and this isn't something that's included in the plan and therefore not something we could sponsor straight away. However, it is part of our policies and would be considered when the plan is reviewed.</p>	
<p>Motion: 6.1 – That the budget proposal be accepted</p>	<p>Moved: Stephen Seconded: Lassity</p>
<p>7. General Business</p>	
<p>7.1</p> <ul style="list-style-type: none"> • That a standing agenda item be added requesting suggestions for inclusion in the newsletter. • Date for December meeting – It was proposed that the December meeting be moved from Wednesday 14th to Wednesday 7th December. 	
<p>Motion: That the December meeting be held on 7th December</p>	<p>Moved: Tim Seconded: Carolyn</p>

ATTACHMENTS:

Principal’s Report – <https://drive.google.com/file/d/0B8xFdF4PUWRNmx6WWRpSmROQ1E/view?usp=sharing>

Treasurer’s Report –

President’s Report – <https://drive.google.com/file/d/0B8xFdF4PUWRNUFLRNd4eU94QXM/view?usp=sharing>