



2023 GENERAL MEETING - AGENDA

DETAILS

Tuesday 17 October 2023 5:30pm (ONLINE ONLY)

Recorded by: Cassie

Agenda Item	Details	Minutes
Open and housekeeping 5 mins	<p>Open meeting and acknowledgement of country.</p> <p><i>I'd like to acknowledge the traditional owners of the land which we walk, work, live and meet today. I pay my respects to Elders past, present, and emerging and extend those respects to any Aboriginal and Torres Strait Islander peoples with us here today.</i></p> <p>MS Teams attendees; Please keep your microphone on mute unless speaking to minimise background noise. Please raise your hand to let everybody know you would like to speak.</p> <p>In order to progress through the meeting in a timely manner please read through all internal and external reports provided before the start of the meeting. A five minute limit will also be placed on all topics on the agenda. At this time a motion will need to be put forward or the topic will be moved to the next meeting, when further information can be provided.</p>	<p>Meeting commences: 5:32pm</p> <p>Attendees: Jess Cassie Debbie Kelsey Alfio Pam Steph Leigh-Anne Tracey Riaan & Vicky Troy Quin</p> <p>Apologies: Kim</p>
Previous Meeting minutes acceptance	<p>1.1 Motion: that the minutes from the previous General Meeting on 29 August 2023 are a true and accurate record of the previous meeting.</p> <p>Minutes will be sent to Steph and Deb for review. Email confirmation from both.</p> <p>Can two people please nominate to receive the minutes of this 17/10/23 meeting and reply by email to confirm that they are a true and accurate record, ready for next meeting.</p>	<p>Motion 1.1 To be reviewed by Jess has confirmed these minutes have been confirmed</p> <p>Minutes from this meeting to be reviewed by: Steph and Leigh-Anne</p>
Review of outstanding action items		
Business Reports		
Canteens 5 mins	Steph will provide a report on the canteen. Report tabled at the meeting.	- Red food day for term 4: Halloween themed coming up. Order cut-off is now the day

		<p>before to give the canteen staff time to prepare</p> <ul style="list-style-type: none"> - Expecting a slow in sales with seniors finishing up for the year but that happens each year. - Alfio thanks Steph and staff for her support and quick help in recent weeks for school events - Quin wants to volunteer for Halloween Red Food Day
Uniform shop 5 mins	<p>Steph will provide a report for the uniform shop. Report tabled at the meeting.</p> <p>Newly arriving school bags;</p> <ul style="list-style-type: none"> - Updated logo required - Seeking school support to promote the use of a quality bag 	<ul style="list-style-type: none"> - Harlequin bag samples are being organised as we speak. - Jess asks for the school to promote the value of a good quality backpack to parents for the leadup to the back to school rush. - Debbie offers the school to promote the backpacks on the school facebook page - Alfio recommends utilising the Prep and year 7 transition day to promote the bags and asks Steph to pass on some information to share with parents - Back to school order has begun arriving for the new year
Executive update		
Mail in / mail out		
Exec News		
Decisions made 5 mins	P&C Online ordering system update	<ul style="list-style-type: none"> - Online ordering platform will be swapped from Monitor BM to a new provider who is competitive on price and functionality. This will be onboarded at the end of this year ready for back to school sales
Treasurer's report 5 mins	Treasurer's report to be provided by Cassie/Jess. Attachment A has current bank balances as at 16/10/23	
Fundraising		

Previous event's report 5 mins	<ul style="list-style-type: none"> o Jess to recap Disco from 14th September o Disco profit - \$2776.83 	<ul style="list-style-type: none"> - Jess speaks about understanding the reason the school exec made a decision to keep lights off due to safety however there was disappointment from parents and some students. - Pam comments that the primary Disco was successful and thanks the P&C for supporting their decision. - Debbie also thanks Jess and congratulates the P&C on a great event and the success
Upcoming events 10 mins	<ul style="list-style-type: none"> o Slime Spectacular update o Teacher Appreciation Day o Family Photo Day – Saturday 18th November 	FUN RUN <ul style="list-style-type: none"> - Cassie updates that everything is on track and we still have 24 hours left to fundraise - Sheree asks the school if they are aware of communication issues with compass and the permission slip - Alfio lets us know that they are working on issues within compass and one school - Cassie brings up that a URL to share with parents would be helpful and Debbie mentions that maybe next year they can add a link to their website - Permission slips will still be accepted for the event tomorrow too \$20 PHOTO DAY <ul style="list-style-type: none"> - This event is coming along nicely and will be run on Saturday 18th November
Donations	P&C to donate \$250 towards the Academic Awards Ceremony. 2.1 Motion	2.1 Motion: Motion to transfer \$250 to the school for the Academic Awards Ceremony First: Jess Second: Sheree Carried/Lost: Carried
School updates (5 mins)		
Business Manager update 5 mins	Lee Hobson	
Principals' reports (15 mins)		

Whole campus report	Debbie Hansen	<i>Refer to attached report</i>
Secondary school report	Kelsey Oakes	<i>Refer to attached report</i> Kelsey would like some feedback from the P&C about the secondary flexible learning in their new proposal <i>Refer to attached proposal</i> Jess asks when P&C feedback is required Kelsey seeks endorsement from the P&C before they continue their consultation towards the wider Woodcrest community Jess endorses moving the secondary flexible learning plan to be shared with the wider community
Primary school report	Pamela Kondys	<i>Refer to attached report</i> Pamela comes to the P&C to gain their opinion about changing the swim program to only include Prep's and Year 1's in the future Cassie, Sheree, Jess and Kirsten share they would not endorse this idea. Discussion tabled for future discussion.
Westec / Compass / BYOD	Alfio Balsamo	
New memberships		
Applications for memberships	Applications to be tabled, including renewals. 4.1 Motion to approval all renewals and new applications.	4.1 Motion to approval all renewals and new applications. First: Second: Carried/Lost
New business (5 mins)		
	Graduation Ceremony <ul style="list-style-type: none"> - Will there be a limit to the number of guests each student can bring? - Is this a day or evening event? Primary Library Stocktake <ul style="list-style-type: none"> - Has this yet been carried out? Awaiting the results to move forward with promised home reader purchases. 	Graduation: <ul style="list-style-type: none"> - No eta, but will be updated asap Stocktake: <ul style="list-style-type: none"> - Jess asks when the resources will be purchased for the home readers

	<p>Follow-up on other donated money purchases</p> <ul style="list-style-type: none"> - ITD department resources - Maths resources <p>Community Feedback</p> <ul style="list-style-type: none"> - Communication (Crazy sock day, slime run, Mothers and Fathers Day, year 6 graduation) <p>BYOD</p> <ul style="list-style-type: none"> - expression of interests 	<ul style="list-style-type: none"> - Pam updates that they are working through that process and auditing their current stock. They would like to set aside those funds for next years purchases <p>Communication:</p> <ul style="list-style-type: none"> - Sheree asks for more communication for events like graduation, mothers and fathers day breakfasts etc - The school is working towards a calendar of events for recurring events available for all parents <p>Donated funds:</p> <ul style="list-style-type: none"> - Not discussed <p>BYOD:</p> <ul style="list-style-type: none"> - Details still to come
Meeting close		
	<p>Next meeting dates</p> <ul style="list-style-type: none"> • Tuesday 21 November 2023 	Meeting close: 7:02pm

Attachment A