



2024 GENERAL MEETING - AGENDA

DETAILS

Tuesday 19th March 2024 6:30pm

Recorded by: Cassie

Agenda Item	Details	Minutes
1.0 Meeting Open		
Welcome and housekeeping	<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: 6:14pm</p> <p>In attendance: Jess Cassie Kim Steph Kelsey Lee Leigh-Anne Emily Alfio</p> <p>Apologies: Deb Hansen Nikki Finch Nikki Kelly</p>
Previous Meeting minutes acceptance	<p>Minutes were sent to Stephanie Rossow and Krystal Caston for review. Email confirmation received.</p> <p>1.1 Motion: that the minutes from the previous General Meeting on 21 November 2023 are a true and accurate record of the previous meeting.</p> <p>Can two people please nominate to receive the minutes of this 19/03/24 meeting and reply by email to confirm that they are a true and accurate record, ready for next meeting.</p>	<p>1.1 Motion: that the minutes from the previous General Meeting on 21st November 2023 are a true and accurate record of the previous meeting.</p> <p>First: Steph Seconded: Krystal Carried/Lost: Carried</p> <p>Minutes from this meeting to be reviewed by: Steph and Sheree</p>
2.0 Review of outstanding action items		
	n/a	
3.0 P&C Reports		

Canteens	<p>Steph will provide a report on the canteen. Report tabled at the meeting.</p>	<p>Primary tuckshop travelling well with some days getting to triple digit order numbers.</p> <p>Secondary canteen has seen a drop in profits of around \$250 a day:</p> <p>Apart from cost of living, some feedback from students include:</p> <ul style="list-style-type: none"> - kids forgotten their debit card, - kids not sure how much money they have, - kids not sure if their parent has transferred them money. <p>This falls back on the new “Phones away for the day”. Students are encouraged to check the balance before school begins, or they can add a credit to their e-wallet as an alternative to paying with their phone.</p> <p>There is also a new POS system, but hopefully these issues will resolve over time.</p> <p>Steph lets school exec know that children have been getting rowdy and loud during the purchase of lunch. Kelsey to follow up with students.</p>
Uniform shop	<p>Steph will provide a report for the uniform shop. Report tabled at the meeting.</p>	<p>Uniform cost prices have gone up around \$1 per item. We are still in the profit but Steph will keep her eye on it.</p> <p>We are low in stock due to the back to school sales period. This was an unexpected amount sold and extra stock has been ordered.</p> <p>We are not going to open during this school holiday due to low stock. Winter top-up stock will arrive next term. Regular stock arriving next term too.</p>
4.0 Executive update		
Mail in / mail out		
Exec News		
Decisions made		
Treasurer’s report	<p>Treasurer’s report to be provided by Cassie/Jess</p>	<p>Monthly financial reports have been sent to the school.</p>

5.0 Fundraising		
Previous events report		
Upcoming events	<p>Slime Spectacular</p> <ul style="list-style-type: none"> - 12:30pm-3pm 26th March 2024 - Coordinator Krystal Caston - Funds raised so far: \$8200 <p>Mother's Day Stall</p> <ul style="list-style-type: none"> - 7th-8th May 2024 - Coordinator Kirsten Tieken <p>Father's Day Stall/Alternative Event</p> <ul style="list-style-type: none"> - Date to be confirmed ~27th/28th August 2024 - Coordinator required <p>\$20 Family Photo day</p> <ul style="list-style-type: none"> - Date to be confirmed 9th November 2024 - Coordinator: Angela 	<p>Slime Spectacular: Krystal: Ready to go for Tuesday. 9 parent volunteers 8 student volunteers Funds raised is down in the last 2 years. Kelsey suggests putting out a compass notification, school exec will speak to absent parties on helping to promote in this last week.</p> <p>Some miscommunication has come to light on what children are wearing for the cross country vs slime run. School exec will follow up with clarifying with parents. P&C will move slime stations away from obstacles to reduce slippery surfaces.</p> <p>Mothers Day: Everything is on track, thanks to Kirsten. Steph is working with Kirsten to get the online shop ready.</p> <p>Father's Day Stall: No coordinator for this event Calling for volunteer coordinator to run this event. Alternatively we can host a free BBQ breakfast for fathers as apart of the schools Father's Day Breakfast Picnic</p> <p>\$20 Family Photo Day: Everything is booked in for November. A really easy fundraiser.</p> <p>Other events: P&C not taking on extra events at this time due to low volunteers.</p>
Donations	<p>Refer to proposed P&C budget</p> <p>5.1 Motion: Donation to P.E department for use of their blow up items for fun days. Previously \$2300, motion to update to \$500</p> <p>5.2 Motion: Replacement of lunchtime sporting equipment for the primary school – up to \$1000</p>	<p>5.1 Motion: P.E donation of \$500 Awaiting confirmation from school First: Second: Carried/Lost:</p> <p>5.2 Motion: Primary lunchtime sporting equipment – Up to \$1000 (Usually from the Father's Day Stall – to be looked at at a later date)</p>

	<p>5.3 Motion: Purchase of new home readers – up to \$1500</p> <p>5.4 Motion: School awards night - \$400</p> <p>5.5 Motion: Teachers and staff appreciation day - \$400</p> <p>5.6 Motion: \$155.34 to be donated to the school in for the containers for change program within the school.</p>	<p>First: Sheree Second: Kelsey Carried/Lost: Carried</p> <p>5.3 Motion: Primary Literacy program– Up to \$1500 (From Mother’s Day Profits) Awaiting confirmation from the school in the next meeting First: Second: Carried/Lost:</p> <p>5.4 Motion: School awards night - \$400 (bumped up from \$250) First: Steph Second: Kelsey Carried/Lost: Carried</p> <p>5.5 Motion: Teachers and staff appreciation day - \$400 (Bumped up from \$250) First: Steph Second: Kelsey Carried/Lost: Carried</p> <p>5.6 Motion: Transfer \$155.34 to the school First: Sheree Second: Steph Carried/Lost: Carried</p> <p>Donation Ideas: Lee mentions the school grants as an option for this year. \$100,000 for school bus idea \$30,000 for years 4/5/6 playground fort \$100,000 grant not feasible to apply for in the time available. Lee to apply for the smaller grant later in the year</p>
6.0 School updates		
Business Manager update	Business Manager Lee Hobson to provide report	2023 - 68% of students paid the fees 2024 – Parents have begun opting out of the Student Resource Scheme The school to get some parent volunteers together for a meeting to discuss how we can promote the SRS to the wider community. P&C exec volunteer for this meeting and Lee will follow up with these members.

7.0 Principals' reports		
Whole campus report	Debbie Hansen	<i>Refer to attached report</i>
Secondary school report	Kelsey Oakes	<i>Refer to attached report</i>
Primary school report	Nikki Finch	<i>Refer to attached report</i>
Compass and BYOD update	Alfio Balsamo	<i>Refer to attached report</i>
8.0 New memberships		
Applications for memberships	N/A – Covered in AGM	
9.0 New business		
Bank	<p>9.1 Motion: To make adjustments to the structure of the P&C Westpac bank accounts. <u>Purpose:</u> Simpler finance tracking, limited need to move funds each fortnight to pay bills, provide</p> <p><u>Additional considerations:</u> The Uniform shop will absorb the overheads for operating both businesses.</p> <p>Proposal: Close account 034-130 218409 (Fundraising account) and account 034-130 218388 (OSHC account) and transfer funds from both to 34-130 218353 (P&C General account - Formally Community Solutions account)</p>	<p>9.1 Motion: To close account 034-130 218409 (Fundraising account), and account 034-130 218388 (OSHC account) and transfer funds from both to 34-130 218353 (P&C General account - Formally Community Solutions account)</p> <p>First: Sheree Seconded: Kim Carried/Lost: Carried</p>
Uniform Policy	Uniform Policy and dress code expires this year. Consultations begin next term.	
10.0 Meeting close		
	Next meeting dates <ul style="list-style-type: none"> TBA 	Meeting close: 7:25pm