Meeting commenced: 7:08pm

1. **Attendees:**
Rebecca Keft-Martiniello, Kim Morris, Vi Richardson, Peter Benton, Sue McCartney, Kerryn Morrison, Elizabeth Schott, Sean Kendall, Patricia Davis and Robert Cusack (Principal).

2. **Apologies:**
Patty Rose, Justin Kennedy, Simone Howley, Gillian Lyons

3. **Confirmation of previous minutes:**
Previous minutes approved and confirmed by Sean Kendall seconded by Kerryn Morrison.

4. **Business Arising:**
   a. **Parent payments to P&C bank accounts**
   Payments can be made directly to the P&C accounts. The signatories can obtain view only access to the P&C accounts through Netbank. The pros are that parents can transfer money into the account, but the cons include that P&C would need access to internet to be able to check the accounts on the day at the uniform shop to ensure that payments came through, we would need to arrange a device for the information to be checked on the day and there can be problems if parents don’t correctly label the payment. At this stage the P&C does not consider this to be an option we will follow. This item is now closed

   b. **Recent Purchases**
The P&C has purchased in the last month:
   - Two new urns
   - Two new flat plate BBQ’s
   - Four fluoro vests to identify event co-ordinators
   - One cold drink container
   - Power boards and extension cords

   These will help use with our future events and fundraising and were necessary to either replace old and broken items or to fill gaps identified recently at our events. This item is now closed

   c. **Fans for canteen**
   This item has been moved to the canteen committee for reporting. This item is closed for this meeting

   d. **Parent skill list**
The note will be sent out to parents in the next two weeks. This item is closed.

   e. **Signage around the school**
   A suggestion had been made to assist visitors to the school to find important venues. Previous quotes have been larger than the P&C would like to pay for this item. A new quote has been sourced for a sign post with 7 signs attached for less than $400. Motion moved to accept quote by Kerryn Morrison, seconded by Becky Keft-Martiniello, agreed by all. Kym Morris to arrange.

   f. **Recycle bins**
Robert still investigating. Item postponed to next meeting.

*If you would like a copy of the minutes with the reports attached, please contact the P&C: pandclpps@gmail.com*
g. **Fete 2015 - Saturday 24 October 2015**
Note to go out in next Tallong looking for Fete Coordinator(s). Meeting agreed that Fete should be held from 3pm to 7pm.

h. **District Cross Country BBQ**
The BBQ raised $2141.74 after expenses. Big thank you to all the volunteers who gave up their time both on the day and in taking everything over to the event the day before.

i. **Dollarmite Accounts with Commonwealth Bank (Simone)**
Simone is drafting a note to go to parents to see if there is an interest in the school participating in the program. The note will be sent to Robert Cusack when it is ready to be sent out.

5. **General Business:**
   a. **P&C Support program for disadvantage students**
   Suggestion made that the P&C provide stationary packs and new school hats to students who are new to school and requiring assistance. This pack would be purchased and put together by the P&C, but given out by the school so that the privacy of the children is maintained. The items would be similar to those used by other students at the school. This would welcome these children to the school and help them feel special and on a similar grounds as their new friends. Motion moved by Sue McCartney, seconded by Trish Davis, agreed by all.

   b. **Student breakfasts**
   Discussion was held on whether a breakfast program should be held at the school. This type of program would be available for all students at the school, but the intent would be that those students who are not able to have breakfast before school would be fed. The decision of the group was that it was a big commitment for our volunteers and something we could not take on at this stage. It was also discussed that our school does not have significant issue with this and the school will provide breakfast if needed by students. This item is closed.

   c. **Uniform shop insurance review**
The uniform shop has recently conducted a stocktake. A part of normal annual procedure for the P&C is that we need to ensure that our level of coverage will include replacement of our uniform, auxiliary and canteen stock. Sean Kendall will check the insurance policy and report at the next meeting.

   d. **Canteen Association**
Last year the P&C looked at joining the NSW School Canteen Association, but decided to wait until after the start of the new canteen coordinator. The meeting decided to join the association this year as it will provide us with assistance in meeting our new “Green rating” as well as providing new ideas for our menus. Membership also includes tickets to the annual school canteen expo. Motion moved by Trish Davis, seconded by Kerryn Morrison, agreed by all.

   e. **Fundraiser – Entertainment books**
Mid last year the P&C looked into the Entertainment fundraiser books. We decided not to do the fundraiser last year due to the Festival. The books are starting to be sold for the 2014-15 year. The P&C looked into the books again and have decided that we will not use this fundraiser for the following reasons:
   - There are a number of organisations in the area who are using this method of fundraising, in particular the social clubs of some of the larger employers in the area which would include our parents.

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• A survey was conducted of parents in the school playground. The feedback was that there was no interest in purchasing. This item is closed.

f. P&C minutes on website
Discussion was held that the minutes from the P&C meetings should be included on the school website, accessible for all parents and any new parents looking to join our school community. This will also provide transparency to the school community in the decisions being made at the meetings. Parents are still welcome to be included in the P&C mailing list to receive reminders of meetings and have the upcoming agenda sent to them. Parents are also welcome to add items to the agenda, regardless of whether they are able to attend the meeting. The minutes will be circulated to those in attendance at the meeting to ensure accuracy before putting up prior to the next meeting. A message will be sent out on Schoolbag to let parents know the minutes are available.

g. Student lunches
Question was asked what is done for a student if their packed lunch is unable to be eaten, for example if it gets dropped or another student sits in the lunch box. Robert informed us that if a teacher is aware of the situation, they will organise a replacement lunch for the child.

h. Sign to inform no dogs on school grounds
Question was asked if a sign could be put up on the school gates to remind parents not to bring dogs into the school, as this is a safety concern. Robert will look into signs, but will put another reminder into the school newsletter as well.

i. Air conditioner in 1C
Question was asked when the air conditioner will be placed into 1C’s classroom. Robert informed us that it should happen in the next two weeks, it has been delayed by rain and other maintenance items required around the school.

j. Gymnastics/Athletics Carnival costs
Question was asked about short notice on the Gymnastics note and payment. Robert informed us that this was an unfortunate oversight in the office, it was thought that it had been included as part of the textbook costs, as Dance2BFit had been in the past. When it was realised that this hadn’t occurred the note was sent out. The discussion also included the note sent out about the Athletics Carnival. The $8.50 fee is not just for the bus, but also the hire of Beaton Park for the day. The school does not have the facilities to run the carnival safely at the school, and like many schools in the area we have to go off-site. The P&C will look at subsidising the bus hire for next years event to reduce the cost to parents.

k. Sinkhole near old Multi-purpose room
Question was asked about the sinkhole that appeared to the side of the building. Robert informed us that due to some work that was needed to link the sink in 1C classroom the ground was dug up and filled back in. Due to the rain that occurred recently, the ground packed down further than expected. This hole has now been filled further. There is no subsidence to the building.

l. Work, Health and Safety Act
Question was asked if the school had an OH&S Committee with a P&C rep. Robert replied that the school has a choice of either a committee or a designated person (Health and Safety representative or HSR). Lindsay Park has a HSR, Mr Mark Maguire. Audits of OH&S matters are included as part of the
normal governance of the school.

6. **Correspondence In:**
   - Bank Statement, emails for agenda items, P&C Association newsletter, email about environment grant from Leussink, cheque book.

7. **Correspondence Out:**
   - Minutes, agenda, AGM update to P&C Association, PAYG W statement, Superannuation contribution

8. **Principal’s Report:**

   Report attached.

9. **Treasurer’s Report:**

   Report attached. Cashbook balance of $ 8002.65. Treasurer’s Report approved by Trish Davis seconded by Peter Benton.

10. **Canteen Committee Report:**

    Samples of items to include in the canteen were presented to the meeting to taste as options for the new “Green” Menu. The menu will be fully in place from the start of Term 3, with “non-Green” items being phased out as they are sold out.

    The canteen committee put forward that the canteen coordinator position be increased to 8 hours a week. Moved by Kerryn Morrison, seconded Sean Kendall, all agreed.

    Thank you to Elizabeth Schott and Sue McCartney for all the time effort that they have put into finding new items for our canteen to meet the guidelines.

    Currently petty cash is $100, this is not enough to meet the normal weekly costs. Elizabeth moved that the amount be increased to $150. Seconded by Sue McCartney, agreed by all

    Report attached. Cashbook balance of $18,158 as at end April 2014. Profit for month of April - $1280.53 Canteen Committee meeting was held on 13th May 2014. Report is attached.

    Canteen Report approved by Sue McCartney, seconded by Sean Kendall.

11. **Auxiliary Report:**


12. **Uniform Committee Report:**

    The uniform store has relocated again. We are now in the school hall. Sales have been steady. The colder weather is proving how popular the winter stock is, especially our jackets and long sleeve heavy knit polo shirts. Unfortunately, the fabric company that supply the fabric to make these heavy knit polo shirts has ceased trading and our uniform supplier is unable to make them. At this stage, they have no alternatives to
replace this fabric. They have suggested they use the same fabric as the short sleeve shirts (which is lighter) to replace the no longer available fabric. We are sourcing other companies to find something similar to what we have now.

Bank Balance at 09/05/14 - $3038.32. There are no outstanding invoices. More winter stock has been ordered. A stocktake was undertaken during the relocating and the total value of stock as at 9/5/14 (cost price) is $30,153.07

Meeting Closed 9.51pm
Next meeting scheduled for Tuesday 10th June 2014 @ 7pm in the library.