Meeting commenced: 7:03pm

1. Attendees:
Jill Bell, Vi Richardson, Sue McCartney, Kerryn Morrison, Sean Kendall, Rob Verheyen, Jules Verheyen, Mark McGuire, Leila Lobina, Susanna Walker, Patricia Davis and Robert Cusack (Principal).

2. Apologies:
Elizabeth Schott, Patty Rose, Justin Kennedy, Simone Howley, Kim Morris

3. Confirmation of previous minutes:
Previous minutes approved and confirmed by Kerryn Morrison seconded by Jill Bell.

4. Business Arising:
   a. Signage around the school
      The sign is currently being cut and will be at the school ready to be painted in the next couple of weeks.
   
   b. Recycle bins
      Remondis are due to come out and requote prices for the waste contract, recycling will be discussed at the meeting. Jill Bell will work with Mr McGuire to start the waste audit at the school.
   
   c. Dollarmite Accounts with Commonwealth Bank
      Note to parents looking for interest in having the school banking program at the school was updated based on the feedback from the previous meeting. The note will be sent to the school office to be sent home to parents.
   
   d. Uniform shop insurance review
      The P&C insurance was renewed. The merchandise package with additional $20,000 merchandise coverage was purchased. The insurance will be reviewed again next year, prior to the Fete.
   
   e. Signs about no dogs in school
      Signs will be put up in the next couple of weeks. The delay was in determining how to put up the signs without providing a footholds on the fence.
   
   f. Community Building Partnership Grants
      Final paperwork for the last grant (seating in the Primary playground) was submitted. A new grant application was submitted for the 2014 grant process for awning on the front of the 5/6 class block, covering the new bag racks.
      Suggestions for future grant applications were discussed: walkway covers to fill the gaps around the school such as between the Primary toilet block and the teachers staffroom, and the canteen to the library.
   
   g. Assistance packs
      The P&C has provided stationary packs and new school hats to be given to students who are new to school and requiring assistance. These will be given out by the school so that the privacy of the children is maintained. These packs have been produced for various age groups, boys and girls packs. Thank you Sue for putting the first batch together.
5. **General Business:**
   a. **School Disco**
      An overview of the progress of the disco was given: note sent out, purchase of drinks and chips, organisation of the red carpet and ropes (to be provided by one of our parents, Kate Darby from Southern Style Events), tickets and timetable developed. A roster was circulated for volunteers.

      A request was received for fruit to be provided at the disco along with the sausage sandwich snack that will be provided to the children mid-disco. Fruit kebabs will be provided – this will allow the students to have fruit without any additional mess in the library, additional volunteers will be needed to make the kebabs throughout the night to ensure it is fresh for all groups, the fruit will be purchased on the day. We have checked the register of student allergies and found there were no known fruit allergies.

      Feedback provided has indicated that we will need to improve the information on the note for next year to advise parents that the lolly bag and chips are handed out to the parents when they sign out the children. Also the note should also state 25% fruit juice rather than cordial.

      The P&C executive would like it noted that they are happy to receive suggestions, feedback or concerns about our events. This feedback should be provided in one of the following ways: attendance at one of the P&C meetings (General meeting, Auxiliary, Canteen Committee, etc), speaking with one of the P&C Executive or sending an email to the P&C mailbox (pandclpps@gmail.com)

   b. **P&C Federation Changes**
      The new P&C Federation constitution was tabled and circulated, as was the information to nominate representatives for the new Federation committee.

   c. **Changes to P&C webpage**
      The P&C page on the school website was updated for the 2014 Committee members for the P&C and its sub-committees. The minutes for this year are now available. The 2013 Fete page has been removed and a new 2015 Fete page has been added.

   d. **School music program**
      Mr McGuire and Mrs Lobina presented the music program that has commenced in the school and the plans to expand the program.

      The ORFF approach has started in Stage 2. This program has taught for over 30 years and lets the children direct their own learning. There is currently enough resources for Stage 2, however we may need more resources when we expand across the whole school.

      A recorder group will be started for the Primary students. The program that is already available to the school has three grades – Cool Cats for the beginners, Heroes for the medium level and Legends for the higher group. The group will play different parts to the music and will include tenor and treble recorders. The group will meet at lunch on Mondays and will perform at Presentation Day.

      Mr McGuire will provide a list to Susanne Walker of the instruments and equipment needed. Susanna will arrange a quote for the purchase. The total is expected to be up to $800. Trish Davis moved that the P&C purchase all required equipment and instruments to set up the group. Sue McCartney seconded. All agreed.
e. Canteen volunteers
Over the last couple of months there has been a higher number of rostered volunteers who are unable to assist on their scheduled day. There have been a small group of volunteers who have been rescheduling their days to help out. A note was circulated for feedback to send home to see if there are any parents who are not currently on our roster who could help in the canteen.

Sue McCartney moved a motion that only two messages are sent to the volunteer pool to fill the gap when the rostered volunteer is not available. If there is no one available the canteen will be shut for the day and an announcement put on Skoolbag as soon as possible. Seconded by Kerryn Morrison, all agreed.

f. Red food days available for the canteen
To be moved to the next meeting

g. Stage Three camp reward
At last years camp a reward was offered to the group with the cleanest room. The P&C provided ice-creams from the school fete. The P&C offered to provide the reward again this year. Mr Cusack selected the whole camp group to receive the reward. A ice-cream sundae buffet will be provided with fruit and yoghurt included. The idea was moved by Sue McCartney, seconded by Trish Davis and all agreed.

Research will conducted into future rewards for the students that are not food based, including the possibility of hiring rides for a couple hours, such as the gladiator game and bungee run that we had at the last Fete.

h. Bunnings BBQ – 7 December 2014
We received an email from Wollongong Bunnings to let us know that we have been allocated another slot with the BBQ. We are allocated Sunday 7 December 2014.

i. Food left in lunch bags
A note was put into the last Tallong reminding parents to ensure that lunch bags are emptied before sending in for a new lunch order. There have been a few bags that have had the previous lunch left in the bag. We cannot put the new lunch order in the bag and it should not be the job of the volunteers to empty and clean the bag.

A note will be produced to be attached to these bags to let them know that the bag could not be used that day. The note will circulated outside of the meeting for endorsement.

6. Correspondence In:
7. Emails for agenda items, P&C association – insurance receipt and certificate of currency, email from Fit Future, P&C Association Bulletin, P&C Association magazines, Tax Office annual paperwork, bank statements, brochures from Unisite (outdoor furniture), Carnival Connections (Father’s Day gifts), and Glowstix (Battery Operated Candles), email from Event Cinemas, email requesting fruit at disco.

8. Correspondence Out:
- Minutes, agenda, Annual Report to ACNC, Quarterly tax office paperwork, CBP Grant application, request for CBP Grant finalisation paperwork for 2013 grant, Disco note, newsletter article on cleaning out lunch bags
9. Principal’s Report:

Report attached.

10. Treasurer’s Report:


11. Canteen Committee Report:

Report attached.

12. Auxiliary Report:

Report attached.

13. Uniform Committee Report:

Report attached

Bank Balance at 08/08/14 - $1359.00.

Meeting Closed 9.02pm
Next meeting scheduled for Tuesday 9th September 2014 @ 7pm in the library.