Meeting commenced: 7:12pm

1. Attendees:
Viean Richardson, Jill Bell, Kerryn Morrison, Sue McCartney, Kimberley Morris, Sean Kendall, Michael Kiely, David Jones, Peter Benten, Diane Harland, Becky Keft-Martiniello, Patricia Davis and Robert Cusack (Principal).

2. Apologies:
Elizabeth Schott, Simone Howley

3. Confirmation of previous minutes:
Previous minutes approved and confirmed by Peter Benten seconded by Kim Morris.

4. Business Arising:
   a. Signage around the school
      Post will be installed soon, arms are being completed
   b. Recycle bins
      We are still waiting on a quote from Remondis.
   c. Dollarmite Accounts with Commonwealth Bank
      There have been 38 responses of interest in having the school banking program at the school in 2015. Simone has contacted the Commonwealth Bank to get the paperwork to start the program. Notes will go out next term explaining how to participate in the program, emphasizing that the program is not run by the school or the office staff. We will also be able to put information onto the school website.
   d. Bunnings BBQ – 7 December 2014
      Thank you to Patty Rose for organising the event. We had 21 volunteers assisting on the day and raised $1350.
   e. End of School year update
      • All Year 6 parents who will be leaving the school this year will be presented with a certificate from the P&C for their service to the school – Trish Davis has printed and laminated the certificates and made cards for those parents who were also members of the P&C, Auxiliary or assisted in the canteen
      • Kerryn Morrison has arranged the Gloria Jeans gift vouchers and Thank you cards for all canteen volunteers for this year. Thank you Kerryn.
      • A P&C Trophy for the SRC member who has shown leadership and service through the year. The school has purchased the trophy and the P&C will reimburse the school.
      • The P&C will provide refreshments for the Presentation Day. A table will be set up under the COLA for the parents and guests with tea, coffee, water and biscuits. P&C members have donated the biscuits
      • Raffle tickets should be returned by Thursday 11 December, Year Six students will help at the Nativity Pageant and Presentation Day to sell the raffle tickets.
f. **Eco-schools**
   It is a world-wide program, which is recently commenced in Australia (with 60 schools so far). The program has various grants to help the schools implement each component and build into the school curriculum. Jill Bell will work with the school next term as to how the school can implement the program. There is an annual fee of $100, which the P&C have pledged to fund if the school does go ahead with the program.

g. **Author Talks**
   Becky Keft has not been able to make contact with Alison Tate. Once she has made contact the school and P&C will be informed of Alison’s availability and the cost of having her give a talk at our school.

5. **General Business:**
   a. **Welcome to Kindergarten Parents**
      A suggestion had been presented as to whether the P&C should arrange an event for new Kindergarten parents at the beginning of the year to allow them to meet each other, in addition to the Back to School BBQ. It was decided that it is not the role of the P&C to arrange this type of event, most years the parents themselves arrange an event for the parents to arrange for themselves. When next year’s Kindergarten students are in their orientation sessions, refreshments will be provided in the hall to allow the parents to gather and meet.

   b. **Ryan Park – appeal for Christmas Toys for the Illawarra Women’s Shelters**
      Our State Minister, Ryan Park, currently has an appeal for donations of toys to give to local women’s shelters. This the second year of this appeal. A suggestion was made that the P&C support this appeal, both a part of the white ribbon program of the school, but also to support Ryan Park who has been a great support for our school and P&C. This would be presented to Ryan at the Presentation Day. Sue moved the motion for the P&C to provide $200 worth of product to the appeal, Trish seconded the motion, all in support. Becky Keft and Vi Richardson to purchase $150 worth of toys and $50 worth of toiletries and beauty products for the women.

   c. **Fan’s for canteen**
      Paul Davis has researched fans for the canteen. Bunnings have wall mounted fans, which plug into a power point (rather than wired into the electrics). The fans are remote controlled and cost $39.90. Before the fans are purchased Robert will have the Department Property department provide information on where in the canteen the fans can be installed to meet both Department and Food Safety requirements.

   d. **Welcome BBQ**
      Preparation needs to commence on the Back to School BBQ for 2015. It will be held on Friday 20 February. Trish Davis, Vi Richardson and Jill Bell will organise.

6. **Correspondence In:**
   - Responses to Canteen Coordinator EOI, Bank Statements, Apologies, notes from new Kinder parents who wish to join P&C mailing list

7. **Correspondence Out:**
   - Minutes, agenda, Notification of Fete Meeting, Request for EOI’s for Canteen Coordinator.
8. Principal’s Report:

Report attached.

9. Treasurer’s Report:

Report attached. Cashbook balance as at 9/12/14 of $7,362.80

10. Canteen Committee Report:
After the last P&C meeting our Canteen coordinator, Elizabeth Schott, advised that she would not be renewing her contract in 2015. An request for expressions of interest was sent out to the school community, applications were received and a new coordinator was chosen – Paul Davis, who will commence in the role in Term 1 2015. A special thanks is noted for Elizabeth for all of her hard work and dedication in updating our canteen and menu, rostering and reminding our volunteers, and moving us to a new green rated menu. She will also be acknowledged at Presentation Day.

The canteen sub-committee held their year-end meeting on Monday 1 December, minutes are attached.

The Pizza lunch day was held recently. There were 30 pizzas ordered for the day, and a profit of $650 was made. All pizza were preordered for the day and the lunch bags were prepared. Elizabeth was unavailable on the day, however Kerryn was able to step in on the day, to collect the pizzas, pack the lunch bags and distribute to the children. Thank you to Elizabeth and Kerryn. We had 30 students place orders on the morning of event.

Bank Balance not available

11. Auxiliary Report:

Report attached.

12. Uniform Committee Report:

Report attached. Bank Balance at 04/12/14 - $4,136.00.

13. Festival Committee Report:

The first meeting was held on 2 December. The Festival will be held on 24 October 2015 from 11am to 3pm. A review was held of the stalls from the last festival. PNP have been booked for the event, with the actual rides to be confirmed closer to the date. Kim will make contact with the ICEE and Coffee vans over the school holidays. We have received information about the Outback Stakehouse, who go to charity events and school fetes and cook a BBQ, with all profits given to the hosting organisation. The next Festival meeting will be held in March next year.

Meeting Closed 9.42pm
Next meeting scheduled for Tuesday 10th February 2015 @ 7pm in the library.