Meeting commenced: 7:08pm

1. **Attendees:**
   Vian Richardson, Sue McCartney, Kerryn Morrison, Kimberley Morris, Michelle Horobin, Sean Kendall, Michael Kiely, Becky Keft-Martiniello, Paul Davis, Patricia Davis and Robert Cusack (Principal).

2. **Apologies:**
   Elizabeth Schott, Jill Bell, Merindi Belarski, David Jones

3. **Confirmation of previous minutes:**
   Previous minutes approved and confirmed by Kerryn Morrison, seconded by Kim Morris.

4. **Business Arising:**
   a. **Signage around the school**
      Sign should be installed after the 18th March.
   b. **Recycle bins**
      No report this month.
   c. **Dollarmite Accounts with Commonwealth Bank**
      No report this month.
   d. **Fan’s for canteen**
      Waiting for the report from the Department.
   e. **Code of Conduct and By-Laws**
      By-Laws have been updated, circulated and approved by the meeting. Kerryn presented a code of conduct for review. The president will sign on behalf of the P&C and placed on the school website P&C page. An enlarged copy of the code will be hung in the school office.
   f. **Back to School BBQ update**
      Thank you to all the helpers on the night and in particular to the teachers who gave up their Friday afternoon to talk with us. Mr Cusack received a request from one of the local schools for information on our event, as they had heard good feedback and wanted to hold their own.
   g. **State Election BBQ – 28 March 2015**
      Trish Davis is coordinating. Volunteers will be requested to help between 8am to 3pm. State of Bean have volunteered to provide their coffee machine, beans and expertise for the day, the P&C will provide cups, milk, sugar, etc. A request to the Electoral Commission was made and approved for a Sausage Sizzle/Bacon and Egg Rolls, cake stall, White elephant stall and sell Easter raffle tickets. A request for volunteers and help will be sent out during the week.
   h. **Receipting money from the office for parent payments**
      A question was asked about receipts for payments to the school office such as school fees, excursions, etc. Robert will look into why parents haven’t been receiving them, as the school system produces them.
i. What is our focus for this year – what do we want to fundraise for

A discussion was held with Robert about what focus we should have for fundraising this year (both for applying for grants and for other fundraising). The P&C poster will be updated to list our new goals. Goals identified included:

- Expanded fixed playground equipment
- Awning across front of senior classrooms
- School hall speaker system
- Educational resources
- 2 Better Buddies seats
- Possibly expand the school carpark (next to the hall) by another row of cars, to enable more teachers to park within the school grounds

j. Buddy Seat

Robert presented a proposal from one of the students who had seen the Buddy Seat at another school. The Buddy Seat is placed within the school playground and is a place where students who are upset, have no one to play with or who wish to talk about a concern can sit and other students/staff can join the student. The P&C voted to order 2 seats for the school.

k. Author talk

Visit has been scheduled. Signed books will be available to order prior to the day.

l. Lunch bags

There have been more queries about ordering new lunch bags. They are now available in Red and Blue trim as well as the grey. Trish will organise a note.

5. General Business:

a. P&C cupboard in staffroom

There is a cupboard in the staffroom full of cups, plates, cutlery, etc that belongs to the P&C. These will remain in the cupboard and the P&C offer the use of these to the school where needed.

b. ANZAC Day

This year is the 100 year commemoration of the landing at Gallipoli. The school leaders will be going to the Botanical Gardens in Wollongong to plant a Lone Pine sapling. The school ceremony will be held on Thursday 22 April. The students will all receive a commemorative medallion, which will cost $3.50 each. A proposal was made by Sue McCartney for the P&C to pay for the medallion, a poppy for each student (which we have sourced for $0.80 each) and provide a BBQ for all students and visitors on the day. Seconded by Paul Davis, all agreed.

c. Smencil Fundraiser

At the Back to School BBQ a discussion was held on ideas for non-food related fundraising. A parent had seen a fundraiser for scented pencils through the company Smencil. The information provided will be forwarded to the Year Six fundraising committee.

d. Bongo Drums

Aldi have Bongo drums for sale for $30 each. Sue put forward a proposal to purchase 10 Bongos for the school music program. Kim Morris seconded, all agreed.
e. Computer in school office for photos
A.

f. Skills list


g. Sorry Day in May 2015
Move to next month

6. Correspondence In:
   - Bank Statements, Semester 1 Global Funding letter, updates, agenda items, email from Keira Electoral Office

7. Correspondence Out:
   - Minutes, agenda, change of signature forms, superannuation papers, PAYGW paperwork.

8. Principal’s Report:
Report attached.

9. Treasurer’s Report:
Report attached. Cashbook balance as at 9/2/15 of $7,304.63

10. Canteen Committee Report:
Betta Maid products have been withdrawn from the canteen and replaced with 4/20 pies. Paul requested that petty cash be increased from $140 to $200 to allow for purchases when items are on sale. Sue seconded and all agreed. A price rise will occur in Term 2. Term 2 roster is in development, there are more new volunteers however we still need some more helpers. Term 2 roster is in development and will be circulated before the end of term.

   There has been some concern expressed from a parent that the school canteen is making a profit. The canteen provides healthy food options for the school community at affordable prices, it is not a commercial activity, however it does make a small profit each year which is added to the other P&C fundraising during the year to support the school.

   Paul was approached by a parent of the school who is a Tupperware demonstrator, offering the P&C discounted prices to purchase containers for the school canteen. The offer was appreciated by the committee, however this would need to be compared to equivalent other product prices to determine if it would be better value for the canteen.

11. Auxiliary Report:
The contents of the Auxiliary Room has now been moved to the room in the middle of the infants toilet block. A big thank you to one of our new parents to the school, Bernie Belarski, who installed the carpet from the old new into the new room. New windows have been installed and caps put over the windows that were not changed to prevent dust coming through the windows. The kitchen still needs to be moved over from the old room. Cupboards have been moved and just fit into the space, stock has been moved and tidied. The room is ready for the Mother’s Day stall. Thank you to John Lochead for his assistance with moving and setting up the auxiliary room.
Bank accounts for the auxiliary will need to be closed and all monies transferred to the P&C accounts.

Bank Balance is approximately $13,000, with Christmas raffle money still to be banked.

12. Uniform Committee Report:

Discussion was held around the school hat and concerns with students taking hats off while they play sports to stop them falling off when they run. Request for uniform committee to look for possible options. Teachers to talk to students about how to tighten the tops of the hats with the current style.

Thank you to Mrs Shari Kelly for all her work in the Uniform Shop over the years, who will not be able to volunteer on the uniform committee this year.

13. Fete Committee Report:
Next Fete meeting will be held on 3 March at 7pm.

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