**P&C GENERAL MEETING MINUTES - HELD MONDAY 20TH OCTOBER 2014 AT 9.15AM**

**Attendees:** Kass Desfosses, Tracy Weeding, Kimberly Dean, Amy Woods, Mel Hudson, Linda Gowen Maddick, Mona Obeido, Kerry Dobson (Kerrie Hayman)  
6 Financial and 2 Non Financial Members

**Apologies:** Danielle Desfosses and Alex  
2 Financial Members

<table>
<thead>
<tr>
<th>Motion</th>
<th>Meeting Minutes</th>
<th>Agreed Actions</th>
<th>Who is Responsible:</th>
<th>Done/Due By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Motion that minutes from the previous meeting dated 15th September 2014 are accurate and should be accepted (Allowing 5 minutes reading time)</td>
<td>Kass Desfossess proposed that the minutes from the previous General Meeting dated 15th September, 2014 be approved. Moved by Tracy Weeding and seconded by Mel Hudson.</td>
<td>Kass</td>
<td>20-Oct-14</td>
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<td>2</td>
<td>Election of new Executive Committee Members - President, Treasurer and Secretary</td>
<td>Kerrie read out the resignation letters from Kristy Colville, Ellie Logan and Robyn Jeney. Nominations for President, Treasurer and Secretary positions were conducted to carry out the remainder of 2014. Kimberly Dean was nominated for the Treasurer position by Linda Gowen Maddick and second by Amy Woods, all in favour. Amy Woods was nominated for the Secretary position by Karissa Desfosses and second by Kimberly Dean, all in favour. Karissa Desfosses and Tracy Weeding to act as joint Presidents, whilst also holding their position of Vice President until the next AGM. All in flavour.</td>
<td>Kerrie</td>
<td>20-Oct-14</td>
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<tr>
<td>3</td>
<td>Hand over of documentation to new Executive Committee Members</td>
<td>Documents to be reviewed by new executive members.</td>
<td>Kerrie</td>
<td>20-Oct-14</td>
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<tr>
<td>4</td>
<td>Incoming correspondence</td>
<td>Fundraising ideas to be discussed at the Fundraising Meeting today at 11.35am.</td>
<td>ALL</td>
<td>20-Oct-14</td>
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<td>5</td>
<td>President's Report</td>
<td>Kass was very happy with the team work that is being used when it comes to the selling of the iceblocks. It will be an ongoing thing, our main goal is to make sure the kids in the school don’t miss out on the opportunity to perchance an ice block daily (unless it rains).</td>
<td>Kass</td>
<td>20-Oct-14</td>
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<td>6</td>
<td>Treasurer's Report</td>
<td>No official treasurer’s report was presented, but Kimberly informed the committee that from the period 5th of September until the 1/th October we have raised approximately $2,500 through P&amp;C fundraising. The sausage sizzle from the Mini Fete was said to have raised approximately $1,800, to go towards the schools overall profit. The Father's Day stall made a profit of $70.</td>
<td>Kim</td>
<td>20-Oct-14</td>
</tr>
<tr>
<td>8</td>
<td>Principals Report</td>
<td>See attached report.</td>
<td>Kerrie</td>
<td>20-Oct-14</td>
</tr>
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</table>
**Trivia Night Update**

Kim confirmed volunteers responsibilities on the night and during set up of the hall during the day. All volunteers will meet at 12 noon on Saturday for setup, then meet again at 4pm for the event. Kim will inform the police of the event. Request to use the staff room’s white board on the night was approved by Kerrie. Kim to put a request through for Darryl to move the white board on Friday. Kass will arrange to have keys for the hall and alarm to open up on Saturday. Kim to arrange food for the BBQ. All tickets and seating have been allocated and Kerrie will hand out tickets, receipt and info sheet to teachers at the Wednesday staff meeting, to be passed onto students in their class.

**Lollipops Fundraiser Update**

Flyers have been prepared and sent out to this years Kinder and year 1 students. And flyers have been added the Kinder Orientation packs. Lollipops has been booked for the 6th March 2015.

**P&C Christmas raffle - Raffle ticket design and prizes**

Kass, Tracy and Kim have prepared a suggested list of prizes for the P&C Christmas raffle and the design of the raffle ticket book. Everyone voted and all were in favour of the prize suggestions and the raffle book design. Aiming to have raffle tickets prepared and sent out first week of November. (See attached list of prizes)

**P&C involvement at the Christmas Carols (12/12/14)**

P&C will be serving Pop corn, fairy floss and icy’s. Michelle from the canteen maybe able to donate and run the icy machine from the canteen. Kass to confirm. The BBQ will be taken arranged by Karen Miller.

**Funding required by P&C for presentation day??**

P&C are to donate $500.00 to the school for presentation day, to help fund the purchase of student trophies. Kim to see Mrs Mitchell to arrange.

**P&C involvement at the 2 presentation days (9/12/14 and 10/12/14)**

Presentation Day is as follows: K-2 in the hall on the 9th of December 2014. 3-6 in the high school hall on the 10th of December 2014. Kerrie would like the P&C to help with audience support

**Motion to have a P&C stall at the November markets, to sell excess Father's Day and Mother's Day stock**

Motion was put forward by Kass for P&C to hold a stall at the November markets to sell excess Father's Day and Mother's Day stock. Another stall to be held at the December markets, if all stock isn’t sold at the November markets.

**Up and coming events (Volunteers and food to be served)**

- **Sweet treat day** - Krispy Kreme vouchers, food from volunteers and additional treats/lollies to be purchased.
- **Would we like Sue to bake this year and be reimbursed for the cost of the ingredients?**
- **Grand parents day**
- **Kindergarten Orientation days**

Volunteers for Grandparents day are Kass/ Kim/ Mona/ Mel/ Linda. Volunteers for the Kindergarten Orientationation Day are Kass/ Tracy/ Linda/ Mel/ Mona/ Amy. They will volunteer for the next 3 Thursdays. Volunteers for Sweet Treat Day (on the day) Kass/ Tracey/ Kim/ Amy/ Mel. It was decided by all that approx 100 units of each baked/sweet goods will be donated from each person. Was discussed that it will be held in the big break and that the tables will be separate. K-2 in one area and 3-6 in another. This will ease lines and make it easier to serve all kids before the break is done. The crispy cream vouchers that we have will be used on this day too. It was also suggested that Sue will help with the baking and will be reimbursed for her ingredient cost. Motion raised by Kass, to spend money for the purchasing of lollies for sweet treat day. Motion passed by Amy and Seconded by Kim. Kim to prepare flyer to send out to students for sweet treat day.
| 17 | Hall kitchen fridge locks - stock control issue | It has been noticed that stock is going missing from the hall kitchen fridge. No one has the key for the fridge locks. Kerrie will ask Kristy if she still has a key. It was suggested by Kass if the keys are not found we can see Darryl about fixing locks to the doors. | Kass | 17-Nov-14 |
| 18 | Permission to purchase more ice blocks and cans of drink for afternoon sales | Kass requested monies for the purchase of Iceblocks and Cans of drinks for the selling in the afternoon also to stock up while these things are on special. Motion was passed by Tracey and seconded by Kim. | Kass | 20-Oct-14 |
| 19 | Motion to purchase a small safe for the P&C cubby | Motion was put forward by Kim to get a safe for the storing of monies collected outside of school. Kerrie said she will look into this as it may not be possible due to legalities. | Kim/Kerrie | 17-Nov-14 |
| 20 | Other business open for discussion | Motion raised by Kerrie to spend all the monies taken from the Mini Fete, to be put directly toward the funding of the XO’s. No more money is required by P&C for funding of the XO’s. Passed by Amy, seconded by Mel. Fairy Wendy was mentioned by Kim for the Carols, Kerrie suggested she bring this up with Karen Miller. The Laptop was returned and formatted. There was a motion by Kass that all monies are to be counted by executives members only, Passed by Kim and seconded by Mel. It was said that only executives are to hold keys to the Cubby and to the schools front gate. | Kerrie / Kim / Kass | 20-Oct-14 |
| 21 | Set next meeting date | Monday 17th November 2014 | | |

**MEETING CLOSED AT 10.55AM**

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**Principal’s Report - Kerrie Hayman**  
**P&C Meeting 20th October 2014**

- Enormous thank you for the barbie at the Mini Fete.  
- We have had a meeting regarding our Year 6 to 7 students to ensure a positive transition.  
- We have one student going to Stewart House.  
- Discussion regarding the Kindergarten Orientation days and a thank you in advance for doing the morning tea for parents.  
- There will be a gala day on Friday.  
- Grandparent day has had to change to the 14th November.  
- Stage 3 students are getting very excited about going to The Great Aussie Bushcamp.  
- Students are busy doing end of year assessments and teachers are writing reports on learning.  
- Gold reward days will be done in stages this year. I request that P&C help by approaching streets to see if they will donate paddlepops as they have done each year for these special days.  
- Parent Helper and Scripture Teacher thank you morning tea will be held on Monday 1st December. The council also have a special ceremony for volunteers.  
- I must apologise that I am unavailable for the fundraising ideas meeting as I have a principals’ meeting. Karen Miller will attend.
Gold reward days will be done in stages this year. I request that P&C help by approaching streets to see if they will donate paddlepops as they have done each year for