

**South Halls Head Primary School P&C Association**

**Minutes of General Meeting #1  
(17/2/2020)**

**Held: SHHPS Staff Room**

**Meeting Opened: 6.35pm**

**ATTENDANCE**

Mel, Nadine, Di, Jen, Cath, Todd, Meegan, Sarah and Trav

**APOLOGIES:**

Gina, Rochelle, Louise, Toni, Deb

**ITEMS**

**ACTION (NAMES)**

<p>1. <b>Confirmation of Minutes of Previous Meeting</b></p> <p><b>Resolution:</b> That the minutes of the previous General Meeting #8 of South Halls Head Primary School P&amp;C Association on 25/11/19 be taken as read and confirmed as a true and accurate record.</p> <p align="right"><b>Carried</b></p>	
<p>2. <b>Business Arising from Previous Minutes</b></p> <p>2.1. Update on pavement painting - waiting on quotes</p> <p>2.2. Update on mud kitchens - have arrived and are currently in storage. One to be installed for Kindy and one for PP</p> <p>2.3. Update on canteen purchases - sandwich press ordered, slight issue with power as required a 15amp - electrician has advised there is a working 15amp, will require minor re-configuration of canteen</p> <p>2.4. Screen - currently have 3 quotes - ongoing</p> <p>2.5. Di mentioned that screen door to canteen is not locking</p> <p>2.6. Update on compass app - school will be moving to the Department approved platform - Staff will be familiarising themselves with the program in Term 1, roll out to parents and carers in Term 2</p>	<p>2.3 Nadine to collate quotes and email to committee</p> <p>2.4 Secretary to send financial motion notice for \$xxxx for purchase of screen prior to next meeting</p> <p>2.5 Todd to investigate, may need a locksmith</p>
<p>3. <b>Correspondence:</b></p> <p>3.1. Correspondence In: see attachment</p> <p>3.2. Correspondence Out: n/a</p>	
<p>4. <b>Principal's Report</b> - attached</p> <p><b>Resolution:</b> That the attached Principal's report be adopted.</p> <p align="right"><b>Carried</b></p>	
<p>5. <b>President's Report</b> - n/a</p>	
<p>6. <b>Treasurer's Report</b> - n/a</p> <p><b>Additional Notes</b></p> <p>6.1. General account \$27,709</p> <p>6.2. Canteen account \$11,907</p>	

**Commented [1]:** 2.3 Secretary - to add pre-approval request for \$xxxx to next agenda  
+secretarypncinc.shhps@gmail.com  
\_Assigned to SHHPS P&C Secretary\_

to be noted that there are currently bills to pay	
<p>7. <b>School Board Liaison Report</b> – n/a (Board hasn't met recently)</p> <p><b>Additional Notes</b></p> <p>7.1. Mel Buller is current School Board liaison</p>	
<p>8. <b>Fundraising Committee's Report</b> – attached</p> <p><b>Additional Notes</b></p> <p>8.1. Discussed colour run - PP and Kindy will run a smaller route. Grades 1-6, will run the entire oval</p> <ul style="list-style-type: none"> <li>● Less obstacles than in 2019; options, ropes, hoops, boxes - Todd will transport. Camo net crawl, star pickets and school noodles - relay flexy pole things - Slip n' slide - to be investigated, potential risk assessed</li> <li>● Need someone to coordinate volunteers and distribution of prizes post event.</li> </ul> <p>8.2. Easter Raffle, change to format this year</p> <ul style="list-style-type: none"> <li>● All donated eggs go to one location</li> <li>● All tickets to be collected by the office</li> <li>● Information and tickets to be distributed to students end of week 8 (maybe Thursday as Friday is colour run?)</li> <li>● Meegan, Cath and Jen will organise 24 prize hampers (1 per class) plus minor prizes if applicable, on Tuesday 7th April (week 10). Will then be distributed to classrooms for drawing by teachers on Wednesday.</li> <li>● Monday 6th April, final day for donations and tickets.</li> </ul>	
<p>9. <b>Canteen Report</b> - n/a</p> <p><b>Additional Notes</b></p> <p>9.1. Quotes for screen to be compiled for next meeting</p> <p>9.2. Request for volunteers was sent out in the newsletter and posted on school facebook page</p>	
<p>10. <b>General Business</b></p> <p>10.1. Financial motion: \$240 requested by Tom Dowding to purchase wheelie bins (4 x 240L bins @ \$60) for use as ball bins for recess/lunch Moved Jen, seconded Todd <b>CARRIED</b></p> <p>10.2. Financial motion: Pre-approval requested by Rochelle to purchase gifts for the Mothers Day stall \$1400 Moved Meegan, seconded Todd <b>CARRIED</b></p> <p>10.3. Financial motion: \$100 per class (including specialist and admin) for reward stickers etc. Total cost \$3000 Moved Todd, seconded Nadine <b>CARRIED</b></p> <p>10.4. Fundraising role: Both Meegan and Rochelle need to take a step back from the convener role. Is anyone keen to take on the role? Is there a different way that we could organise the fundraising to better share the load?</p> <p>10.5. Treasurer role: Gina has stepped down from this role. Todd advertised on facebook for a replacement (P and C can't operate with this role vacant).</p> <p>10.6. WACSSO training: WACSSO offer a free 2.5 hour training session for P and C's. Anyone interested in booking a session for our P and C? 4 Currently available sessions are: Wednesday 29/04 or Thursday 30/04 (evening sessions), Tuesday 05/05 or Wednesday 06/05 (morning sessions).</p>	<p>10.4 - Term 1 pretty much covered, still ongoing</p> <p>10.5 - Todd has had someone interested will keep us updated. Todd and Jenny happy to mentor new Treasurer</p> <p>10.6 - No real interest, perhaps after the AGM</p>
<p>11. <b>Other business</b></p> <p>11.1. Table for the future: donation for the Book Awards \$50 per class x 20</p>	<p>11.1 - Secretary to make note for agenda in Term 3</p>

<p>11.2. Fundraising thermometers - shall we reinstate these to show what we are fundraising for?</p>	<p>11.2 - Get student councillors to survey students for ideas of what they'd like to see fundraising money spent on?</p>
<p><b>12. Next Meeting</b>          The next <b>AGM</b> to be held: Monday 16<sup>th</sup> March, 2020, in the SHHPS staff room at 6.30pm.          The next <b>General Meeting</b> will be held: Monday 16<sup>th</sup> March, 2020, in the SHHPS staff room at 6.30pm.</p>	<p>12 - Secretary to include \$1 reminder in notice email for AGM</p>
<p><b>Meeting Closed:</b>8.05pm</p>	<p>Thanks for the beer!</p>