

General Meeting Agenda

Theodore Primary P&C Association

Date: Wednesday 16 May 2018

Attendees: Kerri, Jacqui, Rosemary, Carrie, Liset, Lynda, Narelle, Jemima, Nicola, Laura, Rhonda

Apologies: Emily, Michelle, Gavin

Meeting Opened: 1835

Chair: Carrie

1. Minutes from General Meeting 22 March 2018

Moved: Carrie Seconded: Rosemary

2. Action Items

	Action Item	Person	Outcome
1.	Report new Committee to ACNC	Nicola	completed
2.	Change signatories on P&C accounts	Nicola	completed
3.	Change Debit Card to Fundraising Convenor's name	Nicola	ongoing
4.	Investigate Auditor for next 12 months	Nicola	ongoing
5.	Renew and pay ACT P&C Council affiliation fees and insurance fees	Nicola	Nicola to pay. Approved.
6.	Lodge BAS Statement	Nicola	Not due until June
7.	2018 Year Book – Talk to Rose about possibilities and options and get feedback from other schools as to how they do it.	Kerri	ongoing
8.	Discuss ideas for fundraising goals with staff and provide to P&C by end of Term 1	Kerri	Ongoing - potential for approx \$2000 in math resources - more information needed from Kerri.
9.	Write a note to all parents announcing new Committee and inviting them to come to Fundraising Meeting at Calwell Club.	Nicola	Completed
10.	Arrange another mulch quote	Gavin	Not applicable anymore
11.	Add Laura and Narelle as Administrators on P&C Facebook Page	Michelle	Completed

3. President's Report

4. Principal's Report - Playground due to start next week. Strong focus this term on assessments and Professional learning communities (PLC). Discussed the possibility of having parent information evenings for helping your children at home with 3 key areas - maths, literacy and wellbeing.

5. Treasurer's Report - Bank is mostly reconciled - only outstanding is some profit from mother's day stall and sausage sizzle still to be banked. See attached report from Nicola.

6. Out of Session Approvals

01/05/2018: \$500 more for buying gifts, wrapping, etc for the Mother's Day Stall
(Approved by Liset, Lynda, Laura, Rosemary, Carrie, Michelle)

01/05/2018: \$1000 transfer from the main account to the fundraising debit card

(Approved by Liset, Lynda, Laura, Rosemary, Carrie, Michelle)

Moved: Liset **Seconded:** Carrie **Motion Carried.**

7. Sub-Committees:

Fundraising - see attached report from Narelle

Calendar of events is all confirmed. - Narelle to organise getting these added into the newsletters.

Approval requested for \$1000 for winter disco

Moved: Narelle **Seconded:** Laura **Motion Carried**

Approval Requested for \$2500 for Father's Day Stall

Moved: Rosemary **Seconded:** Rhonda **Motion Carried**

Approval to transfer \$1000 to Fundraising Debit Card

Moved: Nicola **Seconded:** Carrie **Motion Carried**

Fete Report: Date is booked in for Friday November 16th 4pm-8pm

Approval Requested for \$5000 for Fete

Moved: Rosemary **Seconded:** Liset **Motion Carried**

Pre-School Report

Jemima Livingstone - Preschool P and C president

Kim Fitch - Preschool P and C Treasurer

* Discussion about preschool disco - was decided to have it on the same day as the school one - Carrie and Jemima to sort out details and specifics of how this will work.

8. School Board

9. High School Liaison

10. Uniforms - Another sale day to be held after an assembly soon - Nicola to arrange something for the newsletter.

11. Student Banking - Carrie to get in touch with Alex for status of this

12. Canteen

13. School Playground Update - Work started beginning of Week 4, payments all covered and up to date.

14. Preschool at assemblies - It was noted that preschool hasn't been seen at assemblies recently. Possible space issues - Carrie to chat to Susie about this.

15. Front office - It has been noticed that front office staff are often very rushed and busy and may seem inattentive. Although it has been noted that a new front office member has started recently.

16. Next Meeting Date - Wednesday June 13th (Week 7)

Meeting Closed: 2055