

# Meeting Minutes

## Theodore Primary P&C Association

**Date:** Monday 27 February 2017

**Attendees:** Liset (LdK), Annalisa (AR), Wendy (WS), Ali (AB), Pippa (PH), Lynda (LC), Tracey (TS), Matt (MH), Michelle (MR), Nicola (NF), Frances (FC), Vanessa (V)

**Apologies:** -

**Meeting Opened:** 7.30pm

**Chair:** Liset de Koeijer

### 1. Minutes from General Meeting 30 November 2016

Moved: Wendy                      Seconded: Annalisa

### 2. Action Items for Term One

1. *Prepare and submit Annual Return*  
Once figures passed at this meeting (AR)
2. *Change signatories on P&C accounts if required*  
Debit card needs to be changed (AR & NF)
3. *Elect auditor for next twelve months*  
No requirement for audit this year. Elected bookkeeper Violet Bray to look over books.
4. *BAS statement lodgement*  
BAS has been lodged. Return of \$218.
5. *2017 Year Book*  
Doreen is retiring, require someone else to manage production. MH to supply PH with previous version to see if viable for PH to manage and produce.

### 3. Principal's Report (**Attachment A**)

See attachment.

Further discussion points

- COAG Kit purchased
- Feedback on meet and greet BBQ was overall good. Best uptake of Voluntary Contribution payments seen at school with new note format.
- School Photos - still need to be booked.
- Possibility of using APP for school notes. FC to provide more information
- Permission notes - do parents still need to sign individual permission notes when they have already signed at beginning of year. MH to confirm.
- KultureBreak note was confusing for parents.
- Fiona D'Elboux replacement has been organised. Exact movements are still being arranged.

### 4. President's Report (**Attachment B**)

See attachment

## 5. Treasurer's Report (Attachment C)

See attachment

Further discussion points

- Successful 2017 AGM
- Feedback from 2017 Audit
  - Insurance needs review before every renewal
  - Need to make gifting more transparent
  - Fete purchases need to be recorded with more detail. Requirement to provide receipts, invoices or screen shot at a minimum.
  - Keep Out of Session to a minimum
  - When items carry over two financial years need to keep to one calendar year
  - Event sheet is ok. Needs to include any out of sessions.
  - Grants need to conform to all checks and balances. Grant usage feedback needs to be provided to the grant provider.

## 6. Sub-Committee's

Fundraising

- Easter Raffle
  - Notes to go home on 28th Feb
  - Each family gets 10 to sell. Cost \$1 each
- Ice Cream Stalls
  - Last stall made \$210 profit
  - Sugar free ice creams sold well
  - Continue every second Friday till the end of term one. Resume in term four.
  - There are issues around children who are wanting to purchase but don't have money on the day. MH to attend stall and phone parents for confirmation if required.
  - *Approvals - 3x \$100 float*  
*- \$69.13 home ice cream*  
*- \$200 for purchase of more ice creams*  
*Moved: Liset Secoded: Pippa*
- Athletics Carnival 17 March
  - Sausage sizzle note to go home on 28th Feb
  - Fruit will be sold to students on the day
  - Requirement of more shade. Agreed P&C to purchase two and school to purchase another two.
  - *Approval - \$700 for the purchase of two more shade tents*  
*Moved: Annalisa Secoded: Pippa*
- Cross Country will be Term 2
- No walkathon this year - committee to come up with other ideas

Pre-School

- Hand over to happen at second meeting of the year (DATE TBA)
- Sub-Committee has not been filled. Will advertise in newsletter to get final members
- Entertainment Book will continue this year. AB to finalise.

- Chicken hatching program approved.
- 7. School Board**
- Meet last week
  - Budget is good
  - Voluntary contributions up from last year. Proposal to use the money to go towards air conditioning in the library.
- 8. School Fete**
- School fete only to be held every second year due to the amount of work required.
  - Possibility of pre-school holding a 'mini-fete' after school in term three.
  - Budget is good
  - Voluntary contributions up from last year. Proposal to use the money to go towards air conditioning in the library.
- 9. Canteen**
- Still not functioning. MH to have further discussions with Calwell High.
  - Investigate bringing in lunches from elsewhere. FC to follow up.
- 10. Uniforms**
- Enquire into house colour sports shirts and swimming caps.
  - Uniform liason.
    - Second hand donations have been arriving and going out to new families
    - Uniform information on website is difficult to find.
- 11. Student Banking**
- Same program as last year
  - System may change slightly this year. Have dropped the house point system.
  - When tokens are printed they need to be different colours
  - Bank would like to come to assembly or to meet and greet parents at drop off or pick up. MH has approved.
- 12. Parent Hub**
- Possibility of getting a window/door installed
  - Stop using it as a storage area
- 13. Committee Facebook page**
- Possibility of setting up a P&C facebook page to keep parents in the loop of upcoming events/activities etc etc
  - Need to have someone who can check comments and make sure photo permissions are approved.
- 14. Next Meeting**
- Wednesday 22nd March

**Meeting Closed 9.10pm**

