

# General Meeting Agenda

## Theodore Primary P&C Association

**Date:** Wednesday 1 August 2018

**Attendees:** Gavin, Nicola, Liset, Kerri, Narelle, Rosemary, Emily, Laura, Lynda

**Apologies:** Rhonda, Carrie, Michelle

**Meeting Opened:** 1835

**Chair:** Narelle

### 1. Minutes from General Meeting 20 June 2018

Moved: Rosemary      Seconded: Nicola

### 2. Action Items

	Action Item	Person	Outcome
1.	Change Debit Card to Fundraising Convenor's name	Nicola	Completed
2.	Investigate Auditor for next 12 months	Nicola	Ongoing
3.	Renew and pay ACT P&C Council affiliation fees and insurance fees	Nicola	Nicola to do ASAP
4.	Lodge BAS Statement	Nicola	Lodged but may need corrections
5.	2018 Year Book – Talk to Rose about possibilities and options and get feedback from other schools as to how they do it.	Kerri Nicola Gavin	P and C to organise. Kerri to speak to teachers about input. Nicola to ask Lopez family about printing. Gavin to Liase.
6.	Preschool at assemblies - Chat to Susie - possible space issues	Carrie	Ongoing
7.	Kerri to email a blurb about flexible learning environments to Michelle for use in sponsor letters.	Kerri	Written - will send 2/8/18
8.	Narelle to provide some outstanding receipts to Nicola	Narelle	Ongoing
9.	Carrie to set up access to phone banking for approvals.	Carrie	Completed
10	Public liability insurance to be updated and information given to Jemima for preschool bunnings BBQ	Nicola	Ongoing
11	Kerri to look into the formalities around having political sponsors/representatives.	Kerri	Has to go through media team and requires 3 months lead time. Decided it was not a valid option for events this year.
12	Online volunteer co ordination program change admin to Narelle.	Michelle	Ongoing
13	Source and updated footprint of the school grounds from Rose	Narelle	Completed
14	Narelle to add items to the term planner in the teachers staff room	Narelle	

### 3. President's Report:

**Principal's Report:** NAIDOC week was a big success. Hands of Knowledge pictures will go up in the Foyer soon.

The focus for Term 3 is on the improvement agenda.

Preschool grounds and car park issues are ongoing.

Car park ideas: Having a volunteer in hivi to help direct and flow traffic, also helping kids to get in out of cars faster. Another suggestion was for parents to put last name signs in the windscreens so kids could be called and ready to go as cars pull up. - Kerri is open to suggestions and ideas we can implement ourselves.

Term 3 events are targeted at literacy including book week events.

Class room renovations: Murumbidgee ramp has been repaired. Murumbidgee and Molongolo have had a request put in for exterior repainting in 2019.

The school is aiming to get new furniture done in one of the demountables before the end of the year.

## 5. Treasurer's Report

1. We currently have about \$12200 in the main account.
2. I have no idea how much is in the debit card because I don't have access to it. Again.  
Approximately \$1600
3. After 3 phone calls I have managed to inform Calwell branch and they have assured me they are fixing it.
4. I can't continue with data entry to Admin Bandit, or check for a more accurate bank balance, because now my access is completely stuffed. Hopefully this is temporary and due to the bank staff working on fixing my issue right now.

## 6. Out of Session Approvals

### 7. Sub-Committees:

#### Fundraising

Winter disco: August 24th --> Sausage sizzle, light up stuff and snacks

Father day stall: August 31st. --> Notes to go out next week, orders will close the week before.

Shopping is hopefully all done and has arrived.

Date changed to **THURSDAY AUGUST 30th as book week parade is on the 31st.**

Prep day on August 23rd 9-11 am let Narelle know if you are available to help.

Colour run: 21st September. -->

Approval requested for \$1000 for runners packs, colour chinks and prizes for highest sponsorship.

**Moved:** Narelle                      **Seconded:** Lynda                      **Motion Carried**

Lucky dip: August 10th --> notes done, reminder to classes on Thursday and Collections to be done on Friday.

Canteen for Tuggeranong Athletics carnival: TUESDAY 4th SEPTEMBER

Expecting approx 1000 kids from 26 schools.

Planning to have a menu and price lists sent to schools in advance

Not a traffic light event so open to any snacks we want to sell

Planning to set up Monday ready for the Tuesday

BBQs ok to be borrowed from school.

Approval requested for \$2500 for canteen and sausage sizzles

**Moved:** Emily                      **Seconded:** Gavin                      **Motion Carried**

**Fete Report:** Need more stall convenors.

Will do 'hands' again this year, one for food and one for activities.

Michelle is doing a great job getting sponsorship.

Still got Tombola jars and second hand toys and books to be brought into school.

**Pre-School Report:**

8. **School Board** - Meets next Thursday
9. **High School Liaison:**
10. **Uniforms :** Another sale ASAP as we can now get to them from storage again.
11. **Student Banking:** Nicola is doing it now, all up and running on Thursdays.
12. **Next Meeting Date: September 5th**

**Meeting Closed: 1945**