

GENERAL MEETING MINUTES

Woonona Public School P&C Association

Meeting – Wednesday 13th November 2019 6:30pm

ATTENDEES:

Tim Fisher, Andromeda Lembo, Terri Toneguzzo, Marg Nichols, Belinda Jones, Vanessa Mailhammer, Tanya Van der Water, Hayley Mulrooney, Alison Strinic, Kris West

APOLOGIES:

Justin Dixon

MINUTES ACCEPTED FROM PREVIOUS MEETING:

September General Meeting Minutes

ELECTION OF SECRETARY

Motioned by Marg: Nomination of Tanya Van Der Water

Seconded by Andromeda Lembo.

Tanya agreed to be Secretary until March AGM.

MATTERS ARISING FROM PREVIOUS MINUTES:

1. Library Refurb

Painting, professionally built platform, quiet space and carpet install has been completed.

No need to use any additional P&C funds, school funds have covered the project.

Finishing touches to involve parent consult and help (creative)

Parent volunteers may be required to help cover books, help with furnishings etc., but school will advise.

2. Bike racks

Racks to arrive late November

Parent volunteer (Justin) has offered to help with install

3. Hall Stage Curtains

Parent volunteer (Sarah) to make with P & C funds

4. Outdoor Libraries

Design to be finalised with aid or SRC creative input. Parent volunteers to arrange professional commission of SRC ideas.

5. School Photographer

Feedback from parents was that photos were done too late in the year. Scheduled to take place 2nd March 2020, week 6. Chosen to stay with MSP.

6. Centrelink registered volunteers

As volunteering reduces individual activity obligation, this was discussed as a great way to incentivise parents to volunteer (solution to volunteer shortage)

REPORTS

1. President's Report - Marg

Marg created an exercise whereby all attendees wrote down 2 things they are grateful for the P&C for and 1 thing they wish of the P&C. Marg delivered a thank you message for everyone's efforts over the last year.

2. Treasurer's Report - Terri

Budget to be created for teacher appreciation days.

Bank account statements were made available for viewing (balances, transactions etc)

Motioned by Terri: \$240 receipt be approved (teacher appreciation day expenses)

Seconded by Marg

Motion by Andromeda: \$300 to be put towards these occasions.

Seconded by Kris

Motioned by Marg: \$100 underwear expense (childrens' toilet related accidents)

Seconded by Terri

End of year awards spend requested by school, including premiers sport awards (3 this year, one to a child per stage), to be considered as funding for students gifts.

Motioned by Marg: \$420 for 21 gift vouchers to be offered as part of prizes.

Seconded by Andromeda

Uniform shop profits to be transferred into general account.

Rebecca needed to go to Greater Bank to be signed on as account signatory. This was done and the account has since been closed. No more required of this task. Andromeda to be signed on as CBA account signatory.

Headphones @ \$12 each to be offered as a gift to new Kindergarten students (2020) directly from the P&C. Discussed that the following year will be a school hat.

3. Principal's Report - Tim

State Primary Principals Association Conference attendance was successful and Tim feels rejuvenated by the experience. Theme was 'Building Up'.

Confirmed that there will be 24 classes in 2020. Considering 1-2 new demountable classrooms as a near future option.

Kinder orientation was successful.

Swim Scheme was successful, yet again.

42 iPads have been recently received by the school and these were bought with the money raised from the Voluntary Contribution.

Calendar of upcoming events was shared.

4. Canteen Report

Weekly schedule for volunteers to be emailed out in advance.

Advised that cleaners had not been cleaning the canteen as per agreement.

Healthy Canteen strategy has been approved. Andromeda, Kristy and Bec thanked.

Lots of ideas were discussed as possible solutions to the volunteer shortage problem.

*Ideas surrounding paid canteen co-ordinator were discussed. There was a consensus about the idea of tendering the running of the canteen. Mention of this being a process of around 3 months, it was decided that after a few more attempts of engaging volunteer help, a special meeting may be called to further discuss the pros and cons of this idea and perhaps put things into motion.

A new canteen co-ordinator is to be sourced by the end of the term. If not found, the canteen will close as a result.

5. Uniform Shop Report - Terri

Nothing to report – all operating well.

6. Fundraising Report - Terri

Agreed that the Trivia Night was a successful event. Thank you's were offered to organising committee and donors.

Stationary Packs, as a fundraising drive, was briefly discussed.

GENERAL BUSINESS

P&C End of the Year Dinner

To be held at Headlands Hotel on the 11th of December at 6:30pm.

Motioned by Marg: \$200 drink tab to be offered as a Thank You gesture to P&C representatives.

Seconded by Andromeda.

TOILET TRANSFORMATION

SRC to create ideas for slogans, imagery etc to be installed on toilet doors and walls. Decided this was not an urgent matter, just a suggestion to be revisited down the track.

MEETING CLOSED

9:00pm

NEXT MEETING

13 February 2020, 6:30pm

Action List

Topic	Action	Person
Hall Curtains	Agree on specifications with Amanda/Alison and provide quotes when ready.	Sarah Longhurst
Canteen	Seek new volunteer coordinating team for Term 1 2020 or close canteen. Evaluate canteen operating model for 2020 medium term – paid coordinator or outsource	Marg & Vanessa Marg & others
Outdoor Libraries (SRC Request)	Finalise design with SRC and arrange construction and painting of outdoor libraries	Justin
Centrelink registered volunteers	Advertise this opportunity to school community	Marg
Treasury – Reimbursements & purchases	a) Arrange approved reimbursements b) Purchase children's underwear c) Purchase EOY prize vouchers	Terri Terri Marg
Treasury - Bank	Transfer uniform shop profits to general account	Terri
Headphones	Arrange Kindy 2020 Headphones as gift from P&C	?