



P&C Meeting - MINUTES

Date & Time	Tuesday 22 nd February 2022 (post AGM)		
Place	On-site at School – School Hall		
Chair	President		
Attendees – Members present	<u>Members:</u>		<u>New members:</u>
	Allison Spicer [Secretary] Andrea Aschner [Class Parent Coordinator] Angie Campbell [Treasurer] Clive Hulskramer Doug Smith Harmony Behr [Strategy & Comms] James Heath John Richardson [President]	Kip Fitzsimon Lisa Bristowe [Netball] Lisa Sheehy [FOTB] Owen Shepherd Rebecca Beavis [Canteen Chair] Stacey Weir Stuart Ryan Seta Vakaciwa [VP2] Tracey Dawes-Lucas	<u>Observers:</u> <u>School staff:</u> Rhianna Grentell [Deputy Principal & Instructional Lead]
	[total: 18 attendees]		
Apologies	Tarnia Bowden Joyce [VP1], Shane Ellis, Mitch O’Donohue [Extra-Curricular], Matt Jackman [CPS Principal]		

Item	Description	Outcome / Action	Who
1.	Open		
1.1	Welcome	<ul style="list-style-type: none"> Welcome & Acknowledgement of Country - Presented 	Chair
1.2	Attendance	<ul style="list-style-type: none"> Attendance – List distributed 	
1.3	Membership	<ul style="list-style-type: none"> New Members, Observers, Apologies - As above 	
1.4	Previous Minutes	<ul style="list-style-type: none"> Acceptance: Last ordinary meeting held Nov 2022 	
2.	Reports (by exception)		
2.1	Principal’s Report	<ul style="list-style-type: none"> Amazing start to 2022 despite Covid restrictions Enrolments down significantly at 511 (numbers usually around 590-600); Technically (Dept. formula) should have formed 20 classes, but would have resulted in several cross-stage classes; School decided to fund the 21st class separately Early focus for this year is numeracy and literacy Need to remove as many distractions as possible; Noticeable increase in use of Smart Watches; Policy updated to align with Dept to remove during school hours; Details will be communicated via School App Swimming carnival held last week; PSSA held last Friday Big thankyou to Ally Campbell who coordinated swiftly; Approx 20-39 students representing at Regionals/Zone Two more batches of RAT tests will be distributed to children (8 tests total); To be used if symptomatic only No indication when parents will be allowed back on site. Quote for installation of Bubblers received <p>Query re school positions: Natalie Hird’s substantive role remains as Deputy Principal (currently on maternity leave, right of return until youngest child is school age); Claire Hanoumis is Deputy</p>	Rhianna



		Principal (Relieving); Rhianna is Deputy Principal Instructional Leader (...and Legend of the Band!)	
2.2	Treasurer's Report	<ul style="list-style-type: none"> Work to commence with Mark Arthur on transfer to Xero and scope of services Budget to be prepared for 2022 	Angie
2.3	FOTB	<ul style="list-style-type: none"> AGM to be held next week; Position to be confirmed Help with comms re positions vacant welcome 	Lisa
2.4	Canteen	<p>Motion [Attachment x1]: That the P&C approve expenditure of \$650 to purchase a replacement popcorn maker, toaster, and printer, with the value of any individual item not to exceed \$400. Motion passed: Unanimously</p> <p>Motion [Attachment x1]: That the P&C approve expenditure of \$8,000 to purchase a replacement toaster press, freezer unit, and Thermomix by the end of Term 2, 2022. The purchase of each item subject to written quotes and P&C approval at a future committee meeting. The value of any individual item not to exceed \$4,000. Motion passed: Unanimously</p>	Rebecca
2.5	Extra-Curricular	<ul style="list-style-type: none"> Activities on offer 2022 tabled New provider for Spanish to be tabled at next meeting 	[Mitch]
2.6	Class Parent Coordinator	<ul style="list-style-type: none"> To be initiated for 2022 	Andrea
2.7	Grounds & Environment	<ul style="list-style-type: none"> Nominees welcome 	Vacant
2.8	SoFun [Attachment x1 Tabled: Motion]	<p>Motion: Budget for Trivia Night 2022 - That the P&C approve expenditure for a school social / fundraising event of \$4,800 plus GST. Motion Amended: That the P&C approve expenditure for a school social / fundraising event deposit of \$500 incl GST. Remainder to be tabled once date confirmed. Motion passed: Unanimously</p>	Vacant [Andrea]
2.9	Netball	<ul style="list-style-type: none"> Review TOR to confirm financial management obligations 	Lisa B
3	Prior Business		
3.1	School Hall Project	<ul style="list-style-type: none"> Aim to award construction contract during this FY. Funds are committed. 	Rhianna
3.2	Auditor for CY 2022	<ul style="list-style-type: none"> Auditor for CY22 to be determined 	John R, Angie
3.3	Vacant Positions & Volunteer Roles	<ul style="list-style-type: none"> Post elections at AGM vacant positions and volunteer roles to be tabled at subsequent P&C meetings: SoFun Chair, Grounds & Environment, FOTB Committee Positions, WOW Graphic Designer 	John R



4	New Business		
4.1	Professional Accounting Services [Attachment x1 Tabled – Motion]	<p>Motion: To engage professional services of Crispin and Jeffery Chartered Accountants</p> <p>Motion Amended: To commit funds for Xero transfer and 3 months services, and to revert to P&C with summary of services rendered, and quotation for future.</p> <p>Motion Passed: Unanimously Value of current pro bono arrangement for the Canteen recognised as highly valuable.</p>	John R
4.2	Strategy 2022	To be tabled	John R
5	Business for Next Meeting		
5.1	Basketball team	<ul style="list-style-type: none"> Explore bringing basketball in under P&C 	
5.2	Other items	<ul style="list-style-type: none"> Bubblers, Air-Conditioning 	
5.3	Extra-Curricular	<ul style="list-style-type: none"> Approval of new Spanish provider 	
6	Next Meeting & Close		
	Next Meeting: Tuesday 8 th March at 7pm		
	MEETING CLOSED: 9:20 pm		

Clovelly Public School P&C – Positions/Roles - Post P&C Elections at AGM 22st Feb 2022

Position	Incumbent (CY21)	Nominee (CY22)	Outcome of Election at AGM
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Executive Committee -Office Bearers

P&C President	John Richardson	John Richardson	Re-elected unopposed
P&C Secretary	Allison Spicer	Allison Spicer	Re-elected unopposed
P&C Treasurer	Quentin Lea	Angie Tilling	Elected unopposed
P&C Vice-President 2 (Grants)	Seta Vakaciwa	Seta Vakaciwa	Re-elected unopposed
P&C Vice-President 1 (Employment)	Tarnia Bowden-Joyce	Tarnia Bowden-Joyce	Re-elected unopposed

Canteen

Canteen Chair	David James	Rebecca Beavis	Elected unopposed
Canteen Secretary	Emily Bradburn	Emily Bradburn	To be confirmed by Canteen Committee
Canteen Treasurer	Mark Arthur	Mark Arthur	Independent service provider, Crispin & Jeffery Chartered Accountants

Friends of the Band (FOTB)

FOTB Chair	Lisa Sheehy		Position vacant. To be confirmed by FOTB Committee.
FOTB Secretary			Position vacant. To be confirmed by FOTB Committee.
FOTB Treasurer	Tini Mathies	Tini Mathies	To be confirmed by FOTB Committee
FOTB Committee Members			Positions vacant: Keeper of the Instruments, Comms, other

Sub-Committees/Coordinators/Roles

Social & Fundraising (SoFun) Chair	Andrea Aschner		Position vacant. To be tabled at subsequent P&C meeting(s).
Grounds & Environment	Shane Ellis	Shane Ellis	Position vacant. To be tabled at subsequent P&C meeting(s).
Extra-Curricular Activities	Mitch O'Donohue	Mitch O'Donohue	Re-elected unopposed.
Netball Coordinator	Lisa Bristowe	Lisa Bristowe	Re-elected unopposed.
Second Hand Uniform Shop	Trudy	Trudy	Volunteer role
Comms & Strategy	n/a	Harmony Behr	New role 2022. Elected unopposed.

Position	Incumbent (CY21)	Nominee (CY22)	Outcome of Election at AGM
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Sub-Committees/Coordinators/Roles (cont)

Class Parent Coordinator	Jane Lea	Andrea Aschner	Elected unopposed (incl. Clovelly P&C Facebook page administrator).
Website Content Manager	Amanda Collier	Amanda Collier	Volunteer role
WOW Editor	Michelle Ruzzene	Michelle Ruzzene	Volunteer role
WOW Graphic Designer	Annika Johansson		Volunteer role. Vacant. To be tabled at subsequent P&C meeting(s).
Auditor	Clive Hulskramer		To be decided by resolution for 2022 at subsequent P&C meeting.