

## P&C Meeting - MINUTES

<b>Date &amp; Time</b>	Tuesday 22 <sup>nd</sup> March 2022
<b>Place</b>	On-site at School – School Hall
<b>Chair</b>	President
<b>Attendees – Members present</b>	<p><u>Members:</u>  Allison Spicer [Secretary]                      Kip Fitzsimon [FOTB]  Andrea Aschner [Class Parent Coordinator]      Rebecca Beavis [Canteen Chair]  John Richardson [President]                      Seta Vakaciwa [VP2]</p> <p>[total: 8 attendees]</p> <p><u>New members:</u>   <u>Observers:</u>  Anya Grant</p> <p><u>School staff:</u>  Matt Jackman [CPS Principal]</p>
<b>Apologies</b>	Tracey Dawes-Lucas, Shane Ellis, Mitch O’Donohue [Extra-Curricular], Lisa Bristowe [Netball], Angie Campbell [Treasurer], Tarnia Bowden Joyce [VP1], Harmony Behr [Strategy & Comms]

Item	Description	Outcome / Action	Who
<b>1.</b>	<b>Open</b>		
1.1	Welcome	<ul style="list-style-type: none"> <li>Welcome &amp; Acknowledgement of Country - Presented</li> </ul>	Chair
1.2	Attendance	<ul style="list-style-type: none"> <li>Attendance – List distributed</li> </ul>	
1.3	Membership	<ul style="list-style-type: none"> <li>New Members, Observers, Apologies - As above</li> </ul>	
1.4	Previous Minutes	<ul style="list-style-type: none"> <li>Acceptance: Last ordinary meeting held 22<sup>nd</sup> Feb 2022</li> </ul>	
<b>2.</b>	<b>Reports (by exception)</b>		
2.1	Principal’s Report	<ul style="list-style-type: none"> <li>Some staff away due Covid, difficult to find relief teachers</li> <li>Multi-Lit working well</li> <li>Parent teacher interviews continue this week</li> <li>Fundraiser for Lismore South Primary School last week; in excess of \$2800 raised; Primary Principal Association is linking school to school</li> <li>Harmony Day last Monday; student leadership of the school is very strong</li> <li>Still asking parents to pickup from the gate (not on-site); will follow norms of local schools</li> <li>Naplan practice tests tomorrow 23<sup>rd</sup> March</li> <li>Selective high-school tests 21<sup>st</sup> March</li> <li>Cross-country organised 28<sup>th</sup> March</li> <li>Query re update of CPS Captains and Dux boards in the hall - Noted</li> <li>WOW calendar – Refer to School App only (use of WOW calendar was double handling with App)</li> </ul>	Matt J
2.2	Treasurer’s Report	<ul style="list-style-type: none"> <li>Budget preparation for 2022 in work</li> <li>Status of engagement with Crispin and Jeffery Chartered Accountants -consolidation to Xero completed (target was 31 March), training with Canteen underway</li> <li>Current services rendered \$2,400 approx</li> </ul>	[Angie]
2.3	FOTB	<ul style="list-style-type: none"> <li>Transfer to Xero complete and invoicing has gone out; Numbers are still down (largely due to limited exposure after last few years); enrolments up to 60% less than prior years</li> <li>Open to participation later in the year</li> <li>Rehearsals now 15mins later at 7.30am</li> </ul>	Kip

		<ul style="list-style-type: none"> <li>Looking for opportunities to play (ie. assemblies); focus is exposure</li> <li>Band Camp to be planned for Term 3</li> </ul>	
2.4	Canteen	<ul style="list-style-type: none"> <li>Busy term 'getting back to normal'; counter sales have returned</li> <li>Welcoming back volunteers to Canteen</li> <li>Ms Hanoumis has joined Committee</li> <li>Still looking for volunteer coordinator for volunteers; can be done remotely</li> <li>Strong volunteering through 'sign up' from (linked to P&amp;C website form)</li> <li>End of term BBQ sausage sizzle planned</li> </ul>	Rebecca
2.5	Extra-Curricular	<ul style="list-style-type: none"> <li>Decision on Spanish classes proposed to commence Term 2</li> <li>Survey was completed (results to be distributed); Consider including opportunity for parents to provide feedback on providers</li> <li>Belinda (school administrative staff) plus nominated teacher to help coordinate, in support of P&amp;C role – acknowledge need to manage providers</li> </ul>	[Mitch]
2.6	Class Parent Coordinator	<ul style="list-style-type: none"> <li>WhatsApp groups setup</li> <li>Discussion about pros/cons – must adhere to P&amp;C Policy, protocols around content and 'standard' responses such as 'have you checked the school app'</li> <li>P&amp;C responsibility to manage content; and to continually invite feedback from school on "what's working/what's not"</li> </ul>	Andrea
2.7	Grounds & Environment	<ul style="list-style-type: none"> <li>Preferred locations to be identified; walk around to be scheduled</li> <li>Grant of \$5,000 to be validated with receipts by 31May22</li> <li>Must have staff buy-in to make it work long-term</li> </ul>	Vacant
2.8	SoFun	<ul style="list-style-type: none"> <li>Mothers Day / Welcome BBQ – date proposed Fri 6th May; alternate suggestions for Sat or Sun afternoon (3-5.30pm); suggest the Sat before Mothers' Day</li> <li>Suggestion to have 'champions/leads' for various events, rather than a SoFun Chair</li> </ul> <p><b>Motion:</b> To commit \$4,300 to the trivia night, scheduled 29<sup>th</sup> July (Ref prior amended motion passed 22Feb22: <i>That the P&amp;C approve expenditure for a school social / fundraising event deposit of \$500 incl GST. Remainder to be tabled once date confirmed</i>). (Refer original motion tabled 22Feb22: <i>That the P&amp;C approve expenditure for a school social / fundraising event of \$4,800k plus GST</i>).</p> <p><b>Motion passed:</b> Unanimously</p>	Vacant  Andrea
2.9	Netball	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	[Lisa B]
<b>3</b>	<b>Prior Business</b>		
3.1	P&C Vacant Roles	<p>P&amp;C Vacant Roles – request for nominees:</p> <ul style="list-style-type: none"> <li>Social and Fundraising Chair (SoFun) <ul style="list-style-type: none"> <li>Decision to not have a 'chair', rather nominees to help with specific events</li> </ul> </li> <li>Grounds &amp; Environment</li> <li>WOW Graphic Designer</li> </ul>	John

		<ul style="list-style-type: none"> <li>• Auditor for CY 2022</li> </ul>	
3.2	School Hall Project	<ul style="list-style-type: none"> <li>• Tender process to be initiated (DoE Assets, Roger Turner)</li> </ul>	Matt
3.3	Other items: Bubblers, Airconditioning	<ul style="list-style-type: none"> <li>• Plumbers to be engaged for Bubbler installation; Monies yet to be received</li> <li>• Ben Rafferty has quoted on every building/classroom; Total (including library) approx \$95,000</li> <li>• Electrical upgrade required from DoE of approx \$175,000</li> </ul>	
<b>4</b>	<b>New Business</b>		
4.1	Strategy 2022	<ul style="list-style-type: none"> <li>• In preparation</li> </ul>	John
4.2	WOW Calendar	<ul style="list-style-type: none"> <li>• Request for calendar to be reinstated in WOW (not everything is included on calendar in app, for example cross country March 28)</li> <li>• Refer above – use of the calendar was double handling, preference to refer to App only</li> </ul>	[Tracey]
<b>5</b>	<b>Business for Next Meeting</b>		
	Basketball	<ul style="list-style-type: none"> <li>• Proposal to form basketball team</li> </ul>	
<b>6</b>	<b>Next Meeting &amp; Close</b>		
	Tue 10 <sup>th</sup> May 2022 (Term 2)		
MEETING CLOSED: 8:50pm			

#### P&C Meeting Schedule 2022:

- *Nominally the 2<sup>nd</sup> Tuesday of each month during school term (dates in green adjusted by decision of P&C executive)*
- *Max of 2 meetings per term, unless agreed upon at general meeting, or extra-ordinary meeting agreed by P&C executive*
- *AGM to be held in February of each year, coinciding with the ordinary meeting for that month*

Feb22	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Feb23
<i>Holidays: Mon 11Apr–Fri 22Apr Mon 4Jul–Fri 15 Jul Mon 26Sep – Fri 7 Oct Wed 21Dec–Thu 2Feb</i>											
Term 1		Break	Term 2		Break	Term 3		Term 4		Term 1	
22 <sup>nd</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	13 <sup>th</sup>	21 <sup>st</sup>