Date: Wednesday 3rd August 2016                      Chair: Jill Jones
Time: 7:00pm.                                         Minutes: Belinda Kretschmer
Location: The school Library                           Signed:

1. Welcome: - Chair
The meeting was called to order at 7:15pm
Quorum present – Yes
The meeting was opened by the Vice President, followed by the motion below.

Motion: Members approve Jill Jones as the chair for this evenings meeting.  CARRIED.

Attendance: - Secretary

Apologies Received – Georgia Beer, June Woolsey, Kylie Sutton, Marnie Bartholomew, Marnie Leon, Ron Chesny, Sue Abbott, Theresa Boshoff.

2. Confirmation and Approval of the previous Minutes - Chair

Resolution: That the minutes of the General Meeting held on Tuesday 17th May 2016, with the following amendment;
7. v. Graduation Report should remove: 'despite an hour of discussion'.
be taken as read and confirmed as a true and accurate record.   CARRIED.

3. Correspondence: - Secretary

3.1 Correspondence IN - Resolution: That correspondence IN be received - CARRIED.

3.2 Correspondence OUT - Resolution: That correspondence OUT be confirmed - CARRIED.

Members were reminded that this is the record keeping of all mail sent and received on behalf of our P&C by the Secretary.

3.3 Secretaries update on Association Records:

The Secretary advised on the submission of financials to the ACNC. Members were advised of an opening in State Council for a volunteer representative. Anyone interested should contact the P&C Secretary for more information.

Motion: Members approve for all ballot papers to be collected, counted and results delivered by the P&C Secretary and Jill Jones for this evenings meeting.  CARRIED

Motion: Members agree for the Secretary to be the responsible person for the appropriate disposal of ballot papers from this evenings meeting.  CARRIED
3.4 Request for any new event ‘How to Run A....’ Guides.

Alison advised she is currently collating this information. Members suggested How to guides ....for Graduation and School Banking be comprised. It was requested for guide information to be submitted by end of 2016, with the view for these guides to be available for use during 2017.

**Action:** For the coordinator of the Mothers and Fathers day stalls to complete the suggested content for the guide and forward this to the P&C Secretary for development.  
**Action by:** Alison. McR

**Action:** For the convenor of the Graduation committee to collate helpful information surrounding the graduation yearly requirements and forward this to the Secretary of the P&C for development.  
**Action by:** Jemma. H

**Action:** For the School Banking Coordinator to collate information with regards to the operating procedures of school banking and to provide this to the P&C Secretary for development.  
**Action by:** Siobhan D

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4. **New Financial Members:** Clare Byfield, Jemma Hartley, Julie Armstrong, Margaret Burain, Melanie Brown, Nicol Davis, Petra Jerenjian, Rhiannon Butler, Shellie Lyon, Tess Fricke.  
**Observers:** B. Ashburner.

5. **Business Arising from the previous General Meeting Minutes:**

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6. **Reports:**

6.1 **PRESIDENTS Report – No Report Provided – Position Vacant.**

6.2 **TREASURERS Report – Michelle Illari**

**Motion:** Members agree the outstanding invoice issued to Kirsty Steedman, for advertising in the P&C newsletter, to the value of $25.00, be written off.  
**CARRIED**

**Resolution:** That the Treasurers Report be adopted –  
**CARRIED.**

6.3 **PRINCIPALS Report – Ron Chesny**

The Secretary advised members that the government grant request of $20'000 for the intended sun sail in B Block was denied. Should the P&C wish for this to go ahead we will need to fund the entire amount of approx $30'000. Further discussions suggested at next meeting when School Principal present.

**Resolution:** That the Principals Report, as tabled, be adopted –  
**CARRIED.**

**Committee Reports:**

6.4 **CANTEEN Report – Louise Roche**

The Canteen Treasurer discussed the outcomes from the subcommittee meeting held on 29.07.16. Member queried if the hours of employment requiring change will affect the canteen financially. The Canteen Treasurer indicated that the cost would be equal to previous expenditure with having had three staff.

Canteen Treasurer showed the members a mock invoice intended for use and it was suggested at least 7 days is allowed for payment of outstanding monies.

Members discussed the signage above the canteen window as it is old and does not reflect the image we currently use for the dolphin Cafe. The small sign used on old canteen in B block could be moved to current canteen location if school permit this.

**Motion:** Members agree to employ the Canteen Supervisor on Tuesdays, between 8:15am and 2:00 pm weekly.  
**CARRIED**

**Motion:** Members approve the closure of the grocery account and terminate the EFTPOS card from the P&C bank accounts.  
**CARRIED**

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Motion: Members agree, with the inclusion of amounts from Term 2 2016, to invoice the parents and teachers for unpaid lunches supplied by the canteen to individuals.  

**CARRIED**

Motion: That the member standing for election to the Canteen Subcommittee in the role of Convenor be elected.  

**CARRIED**

Motion: For the P&C to remove the current canteen sign and purchase a new sign over head of the canteen window.  

**NOT CARRIED**

Motion: Members agree for the Canteen Treasure to update the school community about canteen services and general information on a regular basis in school newsletters.  

**CARRIED**

**Action:** To advise the Canteen Supervisor of the change to hours of employment in writing.  
**Action by:** P&C President.

**Action:** To close and remove the grocery account from the P&C bank accounts.  
**Action by:** Office Bearers

**Action:** To supply admin staff with appropriate canteen newsletter updates.  
**Action by:** Canteen Treasurer

**Action:** To invoice parents and teachers for outstanding monies owed to the canteen.  
**Action by:** Canteen Treasurer

**Action:** To enquire with Admin staff if we can remove the metal sign currently on B Block (old canteen) and relocate to the current canteen.  
**Action by:** Louise. R

**Resolution:** That the Canteen report, as tabled, be adopted –  

**CARRIED.**

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**6.5 SCHOOL BANKING Report – Siobhan Dowley**

Winners of the colouring competition were Ellie Mae, Evie, Ruby and Keenan. A total of $259.00 in commission achieved by school banking students and deposited to the P&C account between April and June 2016. CBA have launched a national competition Prize Lights. Flyers handed to students. Jenni Lee’s intended visit to assembly was not approved by the school. Instead Jenni or Denise will attend the school banking session on Thursday 11th August 2016. CBA provide orientation packs for students at the end of the year as advertising for the next school year. These would need to be distributed by office admin to class groups.

**Motion:** Members approve the distribution of the orientation packs to classes at end of 2016.  
**CARRIED**

**Action:** To assist with the distribution of orientation packs with school admin staff during Term 4.  
**Action by:** School Banking Coordinator.

**Resolution:** That the School Banking report be adopted –  

**CARRIED.**

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**6.6 FUNDRAISING Report**

i. **Quiz Night**
Report as tabled

ii. **Election Day Cake Stall**
Michelle indicated the stall was an overall success. However with 400 plates sent home asking for donations, it was felt that the response was quite low. Additional items were required to be purchased and prepared by Michelle. General feedback with regards to the koffee2go van was that he managed well with the demand and required no assistance from parents. He was very friendly and the coffee quality was very good. With the donation from Koffee2go and cakes sold on the day total raised was $1070.00. Another member raised awareness of the upcoming state elections and to prepare for potential fundraising opportunities.
iii. Election Day BBQ
Upon request of the intended coordinator, Louise Roche took over the coordinators role for the BBQ. A request for donations or gift card from Coles was sought. However Coles indicated they had already allocated their funding for the month but did supply a $25 voucher. It would be recommended to contact them 4 weeks prior to the event date for future requests. The $25 voucher was used to purchase smaller items for the day. The how to guide has been updated with relevant quantities of food and drinks sold. Total profit from the BBQ $1636.00.

iv. Entertainment Book
Report as tabled
Louise advised that 2 more books had sold since flyers being sent out. There are 8 still in stock. Unsold books can be returned. Total profit to date is $813.00.

Resolution: That the Fundraising reports be adopted – CARRIED.

6.7 GRADUATION Report

i. Committee Members Change of Positions
The graduation committee indicated they wish to rearrange the positions held currently by subcommittee members.
Elections - Convenor – Jemma Hartley
Secretary – Jackie Tsapazi

Motion: That the members standing for election to the Graduation subcommittee be elected. CARRIED

ii. Fundraising Reconciliations
These were supplied to members prior to meeting and the treasurer was able to confirm that all monies had been received and reconciled. Total raised from chocolate drive was $2047.00.

iii. Graduation committee report and budget update.
Members of the graduation committee are happy with the noted changes to the minutes.
It was mentioned that the decision not to coordinate the Fathers day breakfast this year was due to too many working parents in the year 6 cohort. It was decided by the parents to sell chocolates to raise some money towards the cost of graduation 2016.

The committee advised the members that since last P&C meeting they have decided not to do the photo booth fundraiser as they feel time is running out to organise this.
Members queried what the intended use for any leftover funds would be. It was noted that this money would be returned to the P&C bank account.

Committee members indicated they may not have enough money to cover the cost of the year book. They wish to raffle off the Toblerone chocolate bar, received from the chocolate drive as a reward from their sales. The monies raised from this would cover the expenses of year book.

If a raffle is not required, then they wish to use the chocolate bar, 1KG in size, to share between the year 6 students. Committee members asked for the office works voucher to be used to purchase cups plates and other incidentals towards graduation ceremony.
Members queried at this stage if the year book should in fact be paid for by parents and not the P&C.

Graduation committee members indicated the specific use of the money donated by the P&C would be used for the entry cost to the Great Escape, Hillarys.

Members voice their concern that the graduation committee haven’t done enough fundraising to cover the costs of the intended 3 day celebrations for year 6 students. Committee members indicated that up until last year the cost of the year book was covered by the school.
Discussions regarding previous amounts donated by the P&C were revisited and members were reminded that the P&C have approved a donation of $20 per student for 2016 during meeting dated 15th September 2015.

A member has enquired to know that of the $20 voluntary contributions towards the P&C how many parents actually pay this and how many are year 6 students for 2016? The Treasurer indicated that 382 have paid this year. However, it is not known how many are year 6 students.

Another member has shared that whilst she appreciates the concept of celebration, she feels this doesn’t need to be excessive. With approx $4000 allocated to the year 6 graduation for 2016 the question was raised that the P&C could allocate those funds to areas highlighted in the Principals report.

Committee members felt that year 6 was already an expensive year with the cost of graduation jackets, surfing lessons, camping and other year 6 experiences, it was felt that a financial contribution from the P&C was reasonable.

Committee members indicate that the year 6 teachers supply a list of intended activities and it is requested that parents fundraise to achieve financial requirements. Some parents have indicated that they were unaware of the fundraising requirements for year 6 graduation until earlier this year as set out by staff.

Moving forward the P&C would like to discuss with staff prior to the AGM, the intended budget for year 6 graduation of 2017, to ensure there is clarity on expectations of the P&C contribution.

It has been strongly suggested that a current year 5 parent group step forward before year’s end, to establish contact with staff and to nurture a positive experience for the future graduating students.

**Motion:** That the P&C donate $25 per graduating student for Graduation Expenditure.

*Ballot votes were taken and counted by Jill Jones and Belinda Kretschmer.* **CARRIED**

### iv. Graduation concerns letter

At this time the graduation committee wish to discuss the letter submitted to members. The committee highlight their disappointment with how funds are accessed. Members discussed and agreed that the money to be donated by the P&C towards graduation 2016 be held by the schools finance officer. The school will supply the P&C with receipts for financial reconciliation of P&C accounts.

Total amount held to date is $2485.99 from fundraising with chocolates and shirts with the addition of the $25 P&C donation to a total of $1925.00. Grand total of $4410.99

Moving forward the members made some suggestions:
- Create a How to guide, as mentioned and recorded under 3.4, with consultation to the executive committee.
- Create a graduation committee during Term 4 for the year ahead.
- Invite the finance officer to sit in on meetings for financial clarification.
- For big ticket items to be addressed during the AGM or set up a fundraising meeting.
- Suggest the P&C consider paying for the ‘teacher’s choice’ of excursion as a standard donation from the P&C.
- Acknowledge that each graduating committee will have different ideas and these will need to be voted upon each calendar year.

**Motion:** For the funds held by the P&C, on behalf of the graduation subcommittee, be transferred to the school admin to purchase the agreed items on their behalf.

$2485.99 from fundraising and $1925.00 from the P&C to be used as payment for entry to the Great Escape for year 6 students.

Grand total of $4410.99 **CARRIED**
v. Motion request from Maryanne

Maryanne requested consideration from the P&C to set an amount every year to be donated towards graduation, subject to a CPI increase. In addition to this, it be written in to the by-laws of the P&C.

It was noted that the CPI would not be relevant on current rates as it would equate to approx. 0.37 cents.

A member also brought it to the attention of the P&C that such by-laws are not allowed as per section 21.4 of the Hillarys Primary School P&C Constitution. Any such action would require approval from the Minister of Education. This is not appropriate avenue for this matter.

Wacso also advised they recommend the financial members should decide upon the financial years expenditure each calendar year.

Committee members expressed on behalf of Ron Chesny that he is very happy with the graduation set up as it stands and does not wish for anything to change.

Motion: That the P&C set an agreed amount to be donated to the graduation on a yearly basis and for this to be written into the P&C by-laws. NOT CARRIED

7. General Business:
   i. President Nomination

Jill Jones has submitted a nomination form for the position of President.

Motion: That the member, Jill Jones, standing for election to the position of President, be elected. CARRIED

   ii. Banking Signatories

With reference to the change of office bearers the P&C are required to update the persons authorised to access the P&C accounts.

Motion: Members agree to the removal of Taryn Murphy and to add Jill Jones as the President of the P&C to the current P&C bank accounts. CARRIED

   iii. Disco

In Kylie’s absence this evening the Secretary conveyed the message to members that we need approval for the Bop till you drop invoice to secure a DJ and entertainer for the upcoming disco on October 28th 2016. Invoice is quoted at $550. Kylie also requires a budget to allow for purchasing of refreshments and other incidentals to make the evening a success.

Members have requested that moving forward with any future fundraisers, that coordinators should submit a detailed outline of intended expenses. This should be presented prior to approval of any budget requirements.

Motion: Members approve the Invoice of $550 to be paid to Bop till you drop. CARRIED

Motion: Members approve a budget of up to $400 for disco expenses. CARRIED

   iv. Nature Play

Natasha presented her proposal. Members queried why the need for another bridge in pre primary when they already have one. It was noted that the pre primary students are not allowed access to this area without supervision due to the waterfall and safety requirements. The intended imaginarius space will allow this bridge to be used at play times each day by all students. Members queried the quoted price and were assured it was within reasonable costs for materials, plants and labour.

Motion: Members agree to the construction of the bridge and additional supplies for plants and materials for the Pre Primary playground to the value of $1000. CARRIED

   v. Netball Courts

Members raised the idea of the P&C allocating some funds to the restoration of the basketball courts near the cricket nets. Would this be a suitable focus for funds raised from Lapathon to be put towards?

Members would like to see the P&C request from the school community their ideas for fundraising. This will be done through the use of the P&C Face Book page and newsletter articles.
vi. **Member letter for discussion**
Content of the letter was discussed with members. A request was put forward for members to meet earlier each year to outline the intended use of the current funds in P&C bank accounts. For the minutes of the P&C meetings to be available on the school website and the parent room, once they have been approved. Member wishes for the P&C to recognise the original custodians of the land at the beginning of each meeting. The question was asked with regards to where the voluntary contributions are spent. Members were advised this money raised is used by the P&C towards fundraising projects around the school each year.

**Motion:** Members agree to acknowledge the original custodians of the land at the commencement of each meeting.  
**CARRIED**

**Action:** To obtain correct wording and present at the next general meeting.  
**Action by:** P&C Secretary.

**Action:** For the minutes of the previous meeting to be made available on the website and in the parent room.  
**Action by:** P&C Secretary and Nina.H, parent representative of the Parent Room.

### 8. Other Business:

i. **Bakers Delight update**
Carried forward to next meeting

ii. **Father’s Day Stalls**
Members were advised of the date clash with the faction carnivals. Dates were rearranged to allow for Kindy students, as well as coordinator availability.

**Motion:** Members approve the new dates selected – 31st August 2016 and 2nd September 2016.  
**CARRIED**

**Action:** For the coordinator to advise the Principal of date changes and to organise the roster for stalls with staff and volunteers.  
**Action by:** Alison McR

iii. **Lapathon**
Renae advised the members that she is currently seeking donations towards the Lapathon. Depending on the quantity and value received, this will determine how the prizes will be allocated. A request to give each student an icy pole at the conclusion of the Lapathon was put forward. Members noted the money to be allocated towards a fundraiser, from Jeff Coghill, is still available. Can this be used to fund the major prizes? Payments for Lapathon are to be made with either cash or on flexi schools. To avoid using direct debit as this requires a lot of reconciliation from the treasurer. Winners are to be announced during Week 1 of Term 4. Forms and counting cards are being redesigned for easier use. As per above conversation, members discussed using the money raised from Lapathon towards the proposed restoration of the netball courts near Pre Primary. The final approval would need to come from the Principal, along with an accurate quote of funds required.

Wording on Lapathon form to note:
To raise money towards the future resurfacing of the netball/basketball courts.

**Motion:** Members approve the funds raised from the Lapathon to be allocated for the proposed restoration of the netball courts near Pre Primary.  
**CARRIED**

**Motion:** Members approve the budget of up to $650 for Lapathon expenditure.  
**CARRIED**

**Action:** To contact Jeff Coghill to enquire about the allocation of funds to the Lapathon.  
**Action by:** Renae.

**Action:** To obtain cost of each student receiving an icy pole at the Lapathon by next general meeting.  
**Action by:** Renae.
Action: To finalise the donations and provide the Secretary with details of the items received to record on file.  

Action by: Renae. O

Action: Discuss with Principal the intended use of funds towards netball courts and to obtain an accurate quote of restoration costs before next general meeting.  

Action by: Renae. O

iv. Faction Carnivals
Members were advised that we require two coordinators to organise the cake stalls for the faction carnivals. No members present volunteered. Notices are to be sent out to the school community to advertise this role. If no one volunteers, there will be no cake stalls this year. In the event that we have volunteers step forward the members would like to allocate a budget to cover the cost of organising the cake stall. They will also be provided with a copy of the current How to guide...

Motion: Members approve the budget of $200 per cake stall for necessary expenditures.  

Motion: Members approve each cake stall a float of $150.  

Action: To advertise for a cake stall coordinator and supply copy of the How to guide.  

Action by: P&C Secretary

Action: For coordinators to contact P&C Treasurer for a float on the day of cake stall.  

Action by: Coordinators – if volunteers are received.

v. Newsletter Editor – Position Vacant
The Secretary advised the members that we need a new Newsletter Editor. Without a coordinator for this valuable communication link to our school community, we will cease production till someone is able to volunteer. The P&C have traditionally produced 5 newsletters each year, one per term and a Christmas special.  

Action: To send out notification that we require a volunteer for this role.  

Action by: P&C Secretary.

vi. Kids Matter
Report as tabled and attached.

vii. Year 6 Toilets
Carried forward to next meeting.

viii. Pre Primary entry off netball courts
Carried forward to next meeting.

ix. Lowes Vouchers
Carried forward to next meeting.

9. Date of the Next Meeting: GENERAL MEETING: Tuesday 6th September 2016 at 7:00 pm in the school library.

10. Closure: - Chair

Motion to adjourn was made at 10:21pm and was passed unanimously.