

**Lake Wyangan Public School P&C Association
COMMITTEE MEETING**

Minutes for the Meeting held 5 August 2013, LWPS, Boorga Rd, Lake Wyangan

Meeting opened at 7.08pm

Present: Brett Browne(BB), Michelle O'Connor(MO'C), Gina Kelly(GK), Melissa Crawford(MC), Rebecca Hilton(RH), Bridie Townsing (BT), Suzie Brennan(SB), Anita Cunial(AC), Jo Polkinghorne(JP), Catherine Browne(CB) Rod Brown(RB), Justin Dawson(JD), Alison Stewart (AS).

Apologies: Jacyn Dawson, Steve Fattore, Rosaanne Bisetto.

		Discussion	Action	Responsibility	Completion Date
1	Minutes of the Previous Meeting	Motion: That the Minutes of the previous meeting are a correct record of the proceedings.	Moved: AC Seconded: CB Carried		
2	Business Arisg frm Prev Mins	JD still investigating smartboard options. Is attending two schools to see some in operation. Cost anaylsis required re portable system versus fixed model on reinforced wall. Quotes for line marking multi purpose court still coming in. Initial feedback indicates much higher price than anticipated. Equipment ordered/purchased with funds donated. Some already in use. JD talking parent re PA system. Taps installed	JD		
3	Correspondence	Read by: SB Inward: P&C Federation Insurance (inc Notification of event form) P&C magazine, Australian Charities and Not for Profits Commission password notification. EDI-21 catalogue, Cadbury fundraiser, Bunnings 2014 BBQ info letter, Ltd Promotions fundraiser, Host catering Supplies catalogue, Bonnet Gifts fundraiser. Outward: Thank you letters: Tagliapeitras, Cheryl Dale; fete prize request to Steggle. Motion: That the inwards correspondence is accepted and the outwards correspondence be endorsed.	Moved: SB Seconded: MO'C Carried insurance – check cover req Complete notification of event form for fete. No action re Bunnings as JD has requested 2 dates, so we can liaise with him next year as to who organises said dates. (P&C, school, Yr 6 etc)	MO'C CB	

4	Treasurers Report	Read by: Michelle O'Connor Main Acct Canteen Acct Expenses: \$ 8,100 \$ 944.39 Income: \$ 2,338 \$ 1,428.38 Net Profit: Balance Sheet: \$ 4,492 \$ 1,146.65 Motion: Bills to be paid \$226 Federation insurance	Moved: MO'C Seconded: GK Carried	MO'C	
<p>5. Principal's Report</p> <p>JD announced that after some toing and froing with the Dept, an Assistant Principal role has been allocated to the school. Alison Stewart has stepped into the role of Acting AP 4 days per week, and Steven Fattore as Act AP 1 day per week. Congratulations and thank you to these two staff members. Some important Dept position changes: Exiting Director Geoff Pellizer makes way for Andrew Prior who is acting in the role of Director. Both Andrew and the Executive Director Dale McGilchrist are taking more strategic roles "capacity building", whereby they support principals in implementing systems etc.</p> <p>A new funding system (RAM) and a new management system will require new digital software (supplied). The new system will extract the information externally, and some funding will be based on this information. So it is vital that we have the statistics accurate. This will result initially in more notes being sent home regarding student/family information. Currently the updating of this this information, such as contact details etc is very hard to monitor, and relies largely upon parents notifying the school in person. What is held on file now might not be a true reflection of the actual demographic, which could be financially detrimental to the school. Plenty of notice will be given.</p> <p>JD has asked people to remember to tell people with eligible 2014 Kindergarten children about Parent Information night. Seeking a P&C volunteer. SB & MO'C available at this stage.</p> <p>Merit Selection panel: JP, MC,SB & RH to undertake training.</p> <p>JD inviting parents to review budget. Will also approach parent who reviewed previously.</p> <p>JD thanked Catherine Browne for many years of school banking, and welcomed Rebecca Hilton who has offered to take over from Catherine.</p> <p>JD thanked Doug Wade (exiting Groundsman) for all his hard work; and his flexibility while the role was transitioned over to Mark St Baker.</p>					
6	General Business	1. Billabong: discussion to be carried over. 2 .Motion: That a yellow long sleeve polo shirt with school emblem be included in official school uniform. 3. School Swimming. Discussion raised various opinions, with parents of younger children preferring that intensive swimming lessons happen in term 4 rather than term 1. Parents of older children and teachers prefer term 1. Teachers informed that there are many events and activities to attend in term 4 already, and the teaching curriculum is carried out to the end of the term.	Moved: MC Seconded: AC Carried		
7	Fund Raising	BB, SB & AC presented GJC race catering update. Motion: Move that the Race meeting Sub committee be permitted to pay bills/ make purchases to a maximum of \$1,000 before requiring endorsement from the executive.	Moved: SB Seconded: CB Carried		

		<p>CB presented fete ideas, and list of volunteers/stalls. Still requiring more volunteers to run stalls.</p> <p>Motion: that CB be permitted to make purchases to a maximum of \$1,000 before requiring endorsement from executive.</p> <p>Motion that CB seek raffle prizes to value of \$400, with tickets to be sold at Election day, GJC race meeting (if permitted) and Fete.</p> <p>Election Day: Unfortunate clash of dates due to change of election. JD and school to conduct any activities. If volunteer available, raffle tickets to be sold by P&C.</p>	<p>MC to do posters, CB to complete notification of event form for insurance (covering activities/type of each stall) Note going in newsletter re Fete.</p> <p>Moved: CB Seconded: SB Carried</p> <p>Moved: MO'C Seconded: MC Carried</p>		
8	Meeting Closed	9.25pm			
9	Next Meeting	Monday 16 September 2013, 7.00pm			

Update membership register