



Meeting Minutes – 6 May 2015

Meeting Opened – 7:00pm – Chaired by Susan Mills

Present – Susan Mills, Emma Brennan, Megan Collins, Naomi Poole, Jackie Hall, Sharon Weir, Steve Williams, Warwick Shanks, Terry Koford, Carol Xuereb, Jacqui McGee, Michelle Heyblok

Apologies – Natalie Behl, Tania and Ben McInnes,

Item	Discussion	Action
Previous Minutes Matters arising	<ul style="list-style-type: none"> • New bags (covers) for gazebos to be purchased. Natalie Behl organising quotes from Canopy Outdoor.com.au • Jackie & Megan to get quotes for school hall curtains. • 25 books sold so far for Nuninoona Guessing Competition. This is to raise money to purchase a class set of African Drums for the school. • It was moved to purchase SIMF/Choir shirts for \$1200.00 • Nicole Poole has volunteered to take over the running of Mother/Father day stalls from Michelle Heyblok. 	<p>Moved – Susan Mills 2nd - Megan Collins To Action – Nat Behl To action – Megan Collins & Jackie Hall</p> <p>Moved – Sharon Weir 2nd - Steve Williams Moved – Emma Brennan 2nd - Susan Mills</p>
Correspondence	<ul style="list-style-type: none"> • Stockland Shellharbour – Community Grant Winner. • Email from Natalie Behl regarding covers for gazebos. 	
Treasurer's report	<ul style="list-style-type: none"> • Income & Expenditure Statement March 2015 • Income & Expenditure Statement April 2015 • Quarterly Statement Income & Expenditure January-March 2015 	Moved – Sharon Weir 2 nd - Steve Williams
Uniform shop report	<ul style="list-style-type: none"> • Income & Expenditure Statement Term 1, 2015 • Suggested Gail should do a stock take variance report and Susan Mills to ask for an updated uniform list for website. 	Moved – Terry Koford 2 nd - Steve Williams To action - Susan Mills
Principal's report	<ul style="list-style-type: none"> • See attached. 	Moved – Terry Koford 2 nd - Steve Williams
General Business		
	<ul style="list-style-type: none"> • Carol to follow up why notice for winter orders didn't go in Newsletter despite two requests. • Carol to follow up the need for assistants for year 5 & 6 from University Students. 	<p>To action – Carol Xuereb</p> <p>To action - Carol Xuereb</p> <p>To action - Jackie Hall & Megan Collins</p>

	<ul style="list-style-type: none"> ● As mention above Megan & Jackie to get quotes on stage curtains for school hall. We need to find out how much money has been raised from previous year six classes for these curtains. ● Stockland Shellharbour Community Grant for \$1000 has been received and banked. Need approval from School. ● P & C Facebook page – Administrators are Susan, Emma and Gail. We should have a policy on what to use Facebook for. eg school announcements/fundraisers. ● Wave FM P & C disco fundraiser. Naomi to get more details and email to Carol. ● Decisions made outside of P & C Meeting. <ul style="list-style-type: none"> a) Fundraising activities, grants applications and other forms of revenue –the school should be informed prior to proceeding as a curtesy to avoid conflicts of interest and conflicts with department regulations. b) Issues brought up in previous P & C meeting and approved in principal. c) Regarding decisions made outside of general meeting due to time constraints: <ol style="list-style-type: none"> 1. Where the expenditure required is \$100 or less, 2 executive committee members may approve expenditure. 2. Where expenditure is more than \$100, must be taken to next meeting. 3. Where expenditure has been approved in principal (pending quote) as previous meeting, executive may give final approval so long as actual expenditure does not exceed the agreed “in principal” expenditure. ● Policies that need to be updated include: <ul style="list-style-type: none"> a) All minutes from 	<p>To action: Carol Xuereb</p> <p>To action: Naomi Poole</p> <p>Moved – Sharon Wier 2nd - Steve Williams</p> <p>To action - Susan Mills & Megan Collins</p> <p>To action – Carol Xuereb</p> <p>To action – Jackie Hall</p> <p>To action – Jacqui Hall</p> <p>To action – Carol Xuereb Meeting closed</p>
--	--	---



Jamberoo Public School Parents and Citizens Association

	<p>November 2013 and 2014 to go on school website</p> <ul style="list-style-type: none">b) Uniform shop price listc) Lunch order forms <p>Susan & Megan to go through policies and bring the following back to next meeting.</p> <ul style="list-style-type: none">a) Presidents messageb) P & C executive contact names and positionsc) Lines of communication policyd) Code of conducte) Set of by-lawsf) Facebook page policy <ul style="list-style-type: none">• Wish list for the school will be brought to next meeting.• Jackie Hall to arrange flute for the hall lectern with school logo on it.• Jacqui McGee will be coordinating our year six dinner. Jacqui will be checking venues and bringing quotes to next P & C meeting.• Carol to organise quote for Karen Crawley trophies	
--	--	--