

## MINUTES OF A GENERAL MEETING – August 2019

**Date:** August 14th 2019 **Time:** 6:30pm

**Location:** CPAC Meeting Room

|   |  |                  |         |
|---|--|------------------|---------|
| Attendance  | Attendees: Kate Robinson, Louise Garnett, Tracey Mayn, Paula Leslie, Lauren Moore, Alison Jefferis, Carmel Baker, Anna Jupp, Kathryn Evans, James Noel, Katrina Voevodin, Jodhi Roberts<br><br>Apologies: Danielle Yates, Sascha Voevodin, Renae Booker, Keira Brookes, Richard Dannehl, Elisha Salkeld, Belinda Meginley, Cassandra Gersbach, Kate Brabant  |                  |         |
| Open & Welcome  | Meeting opened at 6:33pm Katrina Voevodin welcomed all members and guests and delivered an Acknowledgement of Country.   |                  |         |
| Special Guests  | -  |                  |         |
| Ratification of Previous Minutes  | Motion that the minutes of the previous minutes be accepted as true and correct. 1st James Noel, 2nd Kath Evans, all in favour, motion carried.  |                  |         |
| Action items from previous minutes:   |  |                  |         |
| Subject/Details   |  | Action officer/s | Outcome |
| Online volunteer induction process completed & launched to exec for review  |  | Katrina V.       | DONE    |
| Call out to the community to see if anyone wants to coordinate day halloween disco: Danielle Y has offered to coordinate the event - Date of 1 November |  | Danielle Y.      | DONE    |
| Correspondence  | Inward/Outward:<br>Inward: <ul style="list-style-type: none"><li>N/A</li></ul><br>Outward <ul style="list-style-type: none"><li>N/A</li></ul>  |                  |         |
| Principals Report   | Principals Report delivered by Carmel B (attached) <ul style="list-style-type: none"><li>Business arising from Principals Report: N/A</li></ul>  |                  |         |
| Executive Update  | Executive decisions since last meeting: <ul style="list-style-type: none"><li>Approval to replace hot water pipe in tuckshop up to the value of \$300</li><li>Approval for P&amp;C to fund Kate's ticket for P&amp;C conference for the value of \$345</li></ul><br>Any other completed items or updates since last meeting: <ul style="list-style-type: none"><li>Ovens in CPAC and tuckshop are being looked at - Jodhi is managing the process.</li></ul> |                  |         |
| Fundraising   | Update on recent fundraising: <ul style="list-style-type: none"><li></li></ul><br>Upcoming fundraising events:   |                  |         |

|                 |  |
|-----------------|--|
|                 | <ul style="list-style-type: none"> <li>Fathers Day stall: Pricing day Wed 21st Sep, Stall Wed 28th, Last Chance sale Thu 29th. Signup genius will be released this week. Fathers Day raffle created - raffle tickets to be sold at the stall.</li> <li>\$3000 travel voucher raffle fundraiser to be launched soon - drawn on 13 May (Bingo Night)</li> <li>Bingo Night planning underway - need to investigate liquor &amp; gambling exemption further. Tentatively booked for Friday 13 Sep. Katrina V managing the event planning.</li> <li>Halloween Disco - 1 Nov - Danielle Y managing the event planning.</li> </ul>  |
| <b>Projects</b> | <p><i>Update on projects:</i></p> <ul style="list-style-type: none"> <li>CCTV - On Sascha's list, to follow up</li> <li>Playground sign language panel was replaced with weather panel - \$941+GST</li> <li>2 x CPAC concertina door glass panels replaced. Jodhi not happy with tinting, will sort before paying invoice.</li> </ul> <p><b><i>Motion to approve \$97 for cost of glass replacement (in addition to \$1200 previously approved): 1st Jodhi R, 2nd Louise G, All in favour. Motion carried.</i></b></p> <ul style="list-style-type: none"> <li>Tuckshop kitchen sink o-ring replaced (\$170), hot water hose fix and stopcocks installed (\$230)</li> <li>Concrete art has been installed</li> <li>Missing tiles fixed in CPAC toilets (work order with groundsman)</li> <li>Still sourcing new door vent for CPAC toilet (not standard size)</li> <li>CPAC/Tuckshop oven issues - CPAC oven being fixed under warranty, Tuckshop will cost \$148.50 with European appliance servicer</li> <li>CPAC roller door &amp; uniform shop issues fixed</li> <li>Working with groundsman on planting projects around the school</li> <li>Picked up 50 free trees from council for school use</li> <li>Working on various grant proposals</li> <li>Working on further donations for tuckshop competition</li> <li>Year 6 poster competition approved and implemented</li> <li>Working on refreshing senior toilets with painting - quote received for \$4000+GST. Alison J to source a second quote with the school painters.</li> <li>Organised supervisor course for tuckshop staff at half price.</li> <li>Health inspector report actions: <ul style="list-style-type: none"> <li>Footpedal bin needs to be ordered for tuckshop.</li> <li>Order a box of hair nets.</li> <li>Suggested to look at quarterly or 6 monthly pest control for food prep business - to get details of school pest company</li> </ul> </li> <li>Updated dress &amp; hygiene policy for tuckshop</li> <li>Working with Cr Vorster for forest area working bee to clear undergrowth in school holidays - confirmed <b>Sun 22 Sep</b> is best date</li> <li>Bubbler quotes received for tennis courts</li> </ul> <p>CCTV Project: Discussion around the need to acquit this project before applying for more divisional donations.</p> |
| <b>Reports</b>  | <b>Reports</b>   |

|                         |   |
|-------------------------|---|
|                         | <p><i>P&amp;C Operations Report delivered by Anna J (attached)</i></p> <ul style="list-style-type: none"> <li>Business arising from Operations Report: <ul style="list-style-type: none"> <li>Upcoming show day meal deal also mentioned (not on report)</li> <li><b>Motion to approve Educational Leader laptop for OSHC for up to \$1200: 1st Kate R, 2nd James N, All in favour. Motion carried.</b></li> </ul> </li> </ul> <p><b>Motion to accept the Operations Report as true and correct: 1st Kate R, 2nd Louise G, All in favour. Motion carried.</b></p> <p><i>Treasurer's Report presented by Kath E (attached)</i></p> <ul style="list-style-type: none"> <li>Business arising from Treasurer's Report: <ul style="list-style-type: none"> <li><b>Motion to update Employment Hero subscription to premium HR @ extra \$3 pp/month: 1st Kath E, 2nd Kate R, All in favour. Motion carried.</b></li> <li><b>Motion to transfer proceeds from Twilight Concert of \$1,830.45 to music department: 1st Kath E, 2nd Louise G, All in favour. Motion carried.</b></li> <li><b>Motion to pay school \$10,000 contribution: 1st Kath E, 2nd Kate R, All in favour. Motion carried.</b></li> <li><b>Motion to transfer \$30,000 from OSHC to investment account: 1st Kath E, 2nd James N, All in favour. Motion carried.</b></li> </ul> </li> </ul> <p><b>Acceptance of Treasurers Report as true and correct: 1st Jodhi R, 2nd Lauren M, All in favour. Motion carried.</b></p> |
| <b>General Business</b> | <ul style="list-style-type: none"> <li>Qkr! Update - will be launched ASAP, being followed up by Katrina. MM to be phased out in Term 3.</li> <li>Investigating possibility of ReturnIT recycling pod.</li> <li>Design for 2020 Senior Shirts to be put to year 5 students for voting</li> <li>Discussion about showbags for Xmas Fair - sell for \$8 or 3 for \$20 <ul style="list-style-type: none"> <li><b>Motion to purchase 500 showbags @ \$3.99ea: 1st Kate R, 2nd Jodhi R, All in favour. Motion carried.</b></li> </ul> </li> <li>Tracey M raised opportunity for in-school baseball opportunity. To pass on Tanya Howard details for further discussion.</li> <li>Discussion about sports house shirts. Anna J to investigate options to stock them.</li> </ul>   |

*Action items from THIS meeting:*

| <b>Subject/Details</b>                               | <b>Action officer/s</b> |
|--|-------------------------|
| Purchase laptop for Educational Leader               | Katrina                 |
| Upgrade Employment Hero to premium                   | James                   |
| Follow up launch of Qkr!                             | Katrina                 |
| Investigate Bingo Night alcohol service restrictions | Katrina                 |
| Promote working bee on Sunday 22nd Sep               | Jodhi/Cass              |
| Pay \$10,000 contribution to school                  | James                   |
| Transfer \$30,000 from OSHC to investment acc        | James                   |
| Purchase 500 showbags for xmas fair                  | Kate                    |

|  |  |
|--|--|
| Pay \$1,830.45 to school for music department twilight proceedings | James  |
| Source additional painting quote for Senior Toilets                | Alison   |
| <b>New member applications</b>                                     | New applications received: None  |
| <b>Conclusion</b>  | Meeting closed at 8:24pm, <b>Next meeting:</b> Wednesday 11th September, 6:30pm Meeting Room |

\_\_\_\_\_  
 Signed – P&C President      Date      Signed – P&C Secretary      Date

*Minutes prepared by Katrina Voevodin & Danielle Yates*