Meeting was called to order by Matt at 6:40pm.

ATTENDANCE
Seven people were in attendance as per the attached attendance sheet and there was one apology.

BUSINESS ARISING FROM MINUTES

Seat belt signs - Complete – Trevor Neumann has donated two ‘buckle up’ signs. They have been installed at the end of the loading zones.

Draft P&C Financial Support Policy – Complete – Angie has finalised the draft of this policy and circulated it amongst the executives prior to this meeting. This item was discussed further in General Business.

Year 7 camp fundraising guidelines - Complete – Angie has drafted a set of guidelines. The item was discussed further in General Business.

Shade structure over the handball area - Complete – Leisa has submitted a funding application for this structure. Quotes are still being sought.

Tuckshop credit card purchases - Complete – Credit card purchases at the tuckshop now show up as FSS P&C on all customer statements.

Air conditioners are due for a routine service – Complete – Air conditioners have been serviced.

Woodchip – Complete – To date no woodchip has been received for use.

Laptop purchase for the Tuckshop – Complete – The laptop has been purchased and is at the office for programming.

Purchasing sports day coloured shirts – Complete – Kmart are no longer stocking the style per last year. This fundraiser will now be put on hold as competitor’s and online purchases were not as viable for profit.

Joyce Hardy Parking proposal - In Progress – P&C to persist with pressure for a response on this issue from both Council and Federal Member. Parent support with similar letters on this issue could also assist with our request. Please refer to General Business for additional information on this item.

Uniform Supplier - In Progress – Chris is waiting on a response from the fabric supplier for our FSS shirts, as to how many metres are left.

Tuckshop sliding screens/windows requiring repair- In Progress – The quote for this work is due 15th March. Action: Mick to circulate the quote amongst the executives once received. Action: Mick to also inspect the new slider that has been installed to repair track.

Tuckshop kitchen improvements - In Progress – Matt is still waiting on a final quote from KBS.
Action: Matt to forward to Errol to progress once received.

Letter of request to council - In Progress – Pam to draft a letter to council addressing the works currently getting completed around the school to infrastructure and the possibility of capitalizing on these works and reducing future costs by improving other areas for additional parking.

SAC window shades - In Progress – The invoice has been paid for the installation. No installation to date.

MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on the 14th February 2012 were circulated.
Motion: Minutes of the meeting held on the 14th February 2012 were a true and accurate representation of the proceedings of that meeting and be accepted. Moved by Kylie, seconded by Mick. Motion carried.

CORRESPONDENCE
Both Inward and Outward correspondence reports were presented. Correspondence for further discussion included:
1. I give a ‘Gonski’ letter seeking support.
Action: Pam to register the P&C’s support on the website.
2. Cranston’s Pies, voucher pie drive letter. Forms will go home on the 22nd July. There will be a two week drive, with the forms due back to school on the 2nd August. It is planned for the voucher’s to go out to families soon after the 9th August.
Action: Pam to confirm the dates with Cranston’s Pies for fundraising in Term 3.

Motion: Inward and Outward correspondence reports are accepted. Moved by Pam, seconded by Leisa. Motion carried.

EXECUTIVE DECISIONS
There was one external decision to this meeting. The laptop purchased for the tuckshop was donated to the school. This enables the laptop to be programmed per other school computers, be included on their insurance and have any future IT support as required.

REPORTS

Treasurer’s Report
One report was submitted at this meeting for the 15th February 2013 – 14th March 2013 period. See attached Treasurer’s Report for full details. A summary from the report includes:

Main item of income-
• $3894 – Spellathon money collected to date
• $350.36 – School banking commission
• $190 – Building Fund
• $2882.98 – Dance Party

Main item of expenditure –
• $4500 – Installation of the SAC blinds
• $2439.52 – QCPCA insurance
• $1100 – Audit Fees

Our cash at bank = $170239.18

Motion: The Treasurer’s Report and all payments out are accepted. Moved by Kylie, seconded by Kerri. Motion carried.
Principal’s Report
Leisa’s report opened with the One School financial status report being circulated for information. See attached report for full details of the Principal Report. A summary of the remaining report includes:

- Successful Dance Party
- P&C Life Member’s, Peter and Julie Lynch, being added to the board.
- $2000 has been received from Dept of Transport and will go towards the future ‘Walk/Ride to school’ program
- Showcase Awards has been entered fro 2013

Parent Club Report
The Dance Party was very successful on the 8th March. Sales and profit were comparable with previous Dance Party’s held. The Year 7 sausage sizzle proved more popular than the previous one held and made approximately $600.
Parent Club’s bank balance is currently approximately $9000. A decision was made to donate $4000 to the TWIST centre for resources.

Tuckshop Report
Class lists/names are getting confused with many parents not aware of the official class name to go on the order bag.
Action: Leisa to get junior school teachers to put the official class name on the bottom of homework sheets for parent’s information.

Chris is taking time the Tuesday – Friday off, the first week in Term 2. Rhonda will work all day, with the possibility of Mel replacing Rhonda’s hours.
Action: Kylie to investigate the logistics of paying Mel as she is currently also the Tuckshop Treasurer.

GENERAL BUSINESS
Councilor Fisher update
There was no update from Councilor Fisher at this meeting as he was an apology.

Uniform Supplier Update
Images and costs from a proposed new uniform supplier were circulated for information.
Action: Leisa to email the supplier and detail additional previous requests from the committee that have not been addressed.

Fundraising for 2013
Fete Term 2
The fete date is set for the 31st May 2013. A note has been placed in the newsletter to call for interested people to form a committee to organize the fete. The first fete committee will be held on 22 March 2013 at 2.00pm. Items that have been confirmed/ordered/discussed for this year’s fete are as follows:
1. Rides & Slides – booked
2. Coffee Van – look at getting two of these. One located at the tuck-shop and the other up on the oval.
Action: Matt to confirm the availability of the second van with contact
3. Pizza Stall will still happen on the oval. A sausage sizzle option will also be explored.
4. A multi draw raffle will also be held.
5. Chip cooking
Action: Leisa to speak with Rachel Sampson about possible rotary club assistance.
Action: Mick to pursue possibility of securing Farnborough School’s as a backup option.
6. Choir – is likely to be relocated to the SAC for better acoustics.
7. Start/finish times – possibly bring forward the start time to reduce the afterhours clean up.
8. Food tokens will still be presold.
**Spellathon**
Prizes for the spellathon were discussed as per external email discussions.
*Action: Matt to investigate pencil/eraser options from Capricorn Promotional Products.*

**Fundraising Calendar for 2013**
The draft calendar was discussed.
*Motion: To endorse all fundraising activities currently on the 2013 fundraising calendar. Moved by Leisa, seconded by Mick. Motion carried.*

**Policies**
Current and draft policies were not reviewed and endorsed due to time constraints at this meeting. This item will be discussed at the next meeting.
*Action: Pam to add item to April’s meeting.*

**Rocky River Run**
The Rocky River Run will be held on the 2nd June 2013. This is a potential fundraiser for the school as every registration received the school has the potential to receive $2.
*Action: This item will be discussed further in April to see how we can further promote this in our school community.*

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Meeting closed at 9:00pm

These minutes are a true and correct record of the meeting:

Signed _____________________________ (P & C President)
The next P&C Meeting will be 18th April 2013.