Meeting was called to order by Matt at 7:25pm

ATTENDANCE
15 people were in attendance and there were no apologies.

BUSINESS ARISING FROM MINUTES

Perm-a-Pleat suppliers - Complete - A letter has been sent to request no further fabric orders for Frenchville shirts. A potential new supplier is being sourced.

P&C Policies - Complete – The Safe Handling of Money policy has now been reviewed and replaced.

Oval Repairs - Complete - Any further oval repairs will be organised by the school via the facilities upgrade funding.

Missing Drop sign from pick up zones - In Progress - Source a quote from Gracemere Sheet Metal and printer’s on East Street to resupply the sign. The sign must have rolled edges and graffiti proof finish. The quote needs to be forwarded to Trevor Neumann.
Action: Pam to organise.

Shade Sails - In Progress - The sails are currently getting installed and will be finished within the next two days.

MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on the 14th November 2013 were circulated.
Motion: Minutes of the meeting held on the 14th November 2013 were a true and accurate representation of the proceedings of that meeting and be accepted. Moved by Kylie, seconded by Bill. Motion carried.

CORRESPONDENCE
Both Inward and Outward correspondence reports were presented and are as per the attached.
Motion: Inward and Outward correspondence reports are accepted. Moved by Pam, seconded by Bill. Motion carried.

EXECUTIVE DECISIONS
There were no external decisions to this meeting.

REPORTS

Treasurer’s Report
No report was received as it was tabled at the previous Annual General Meeting. The following outgoing payments are required:

- $1650 to Knight and Co for auditing
- Donation to FSS of $15000.
- Invoice, for the plumber, for tuckshop kitchen works.
Motion: That all outgoing payments are accepted. Moved by Kylie, seconded by Angie. Motion carried.

Principal’s Report
No major report was received as it was tabled at the previous Annual General Meeting. The FSS Financial position was shared and it was noted the document would be available on the school website.

Parent Club Report
No report was received at this meeting.

Tuckshop Report
- Tuckshop volunteers needed urgently!
  Action: Leisa to place note in the newsletter.
- Book pack rollout was seamless, second year running
- Placing shirt order with Perm-a-Pleat
Kitchen Upgrade issues include:
- Shelving is required near sink
  Action: Mick to arrange shelving
- Zip Boiler surplus to needs
  Action: Leisa to arrange for FSS to purchase zip boiler off P&C to install in staff room.

It was noted for future projects such as this it would be worthwhile employing a project manager to coordinate contractors to annul potential oversights and avoid double ups.

GENERAL BUSINESS

BOQ Term Deposit
The term deposit is up for renewal on the 15\textsuperscript{th} February 2014.
Motion: To reinvest the term deposit for another six month term. Moved by Angie, seconded by Kylie. Motion carried.

Great results Guarantee
Funding has been received to the value of $508 per student enrolment. The funds are to be utilised within the Prep to Year 2 cohorts and at the Administration team’s discretion. The FSS Admin team has placed the majority of the funds into additional teacher aide time. The positions have been advertised and to date 37 expressions of interest have been received. The training for the applicants will be implemented over 5 days.

School Annual Implementation Plan 2014
Available on the website. Parents can view school priorities, budget items and anticipated outcomes. Link in the next newsletter to the AIP document.

Councillor Fisher Update
- The carpark design for the Thozet Road crossing has been completed. The works will be completed in June/July 2014.
- Traffic lights at the corner of Dean and Kerrigan will undergo an upgrade to accommodate a turning arrow
- An application for funding a walkway along Moyle Street to link to Kerrigan Street has been lodged
- Designs and quotes have been sought from The Mens’ Shed to make park benches to install near the new tree plantings near Frenchville Road drop off zone.
- Watering maintenance is also still required whilst the trees are establishing
- An application for a proposed development has been placed on the corner of Dean and Frenchville Road, where the units are currently getting built. The application is for a Childcare Centre. The childcare centre will have approximately 90 places available. The plan to accommodate the obvious increase in traffic to
the area is to have a left turn only on exiting the units and proposed centre.

**Department of Transport funding application**
This application is for innovative ways to educate students, parents and community. FSS’s application will be for a new electronic sign to replace the existing sign on Frenchville Road.

*Action: Bill to lodge application.*

**Credit card details on Forms**
The security and recording of parent/caregiver’s credit card details on forms for the school was discussed. At present both the school and P&C are not regulated around recording theses details on forms and will therefore continue the same practices until officially advised otherwise. No personal credit card details are stored by the school for an excessive amount of time and the documents containing the information are returned to the parents in most instances.

**Uniforms**
Stewart’s are selling FSS shirts again.

*Action: Pam to resend the letter reminding them of the existing arrangements.*

**Year 7 shirt**
Leisa to see the sample of shirt, with the printed signature panel on the back, for potential idea.

*Action: Xenia and Leisa to discuss.*

**Spellathon Prize**
A book mark will be given to all children participating in the spellathon as an incentive. The bookmark aligns and promotes the Reading Knights Challenge introduced last year.

**Meeting closed at 8:55pm.**

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

Signed __________________________(P & C President)

The next P&C Meeting will be 13th March 2014.