THE HENRY LAWSON HIGH SCHOOL P\&C
MINUTES
$2^{\text {nd }}$ August 2016 7pm School Library

Meeting commenced with a tour lead by Tracey Cartwright of Rooms $1 \& 2$ which the P\&C funded the artificial grass for, this learning area will also be explained to us.
Tristen Matthews invited Anne Best to join us at this meeting but unfortunately Anne was unable to attend.

MEETING OPENED: 7.20PM
PRESENT: Lisa Griffiths, Carly Brown, Sonja Cotter, Tristen Matthews, Kelly Nealon, Veronica Hazell, Kath Holz, Ken Schaefer, Megan Starr, Magaret Carey, Helen Carpenter
APOLOGIES: Cathy Gilbert, Hannah Troth, Anne Best
MOVED: Sonja Cotter SECONDED: Tristen Matthews
LAST MINUTES OF THE $7^{\text {th }}$ June READ AND RECEIVED:MOVED: Kelly Nealon SECONDED: Lisa Griffiths
4. MATTERS ARISING Grants why successful - have looked but still no info posted.

Gun Boot Toss HLF - Congratulations on a fantastic fun event.
Promotional Bags - Ordered and awaiting delivery
Rainbow Run - Carried to Fundraising
5. CORRESPONDENCE IN: Auburn Carr - fortnightly grants

P\&C Media Releases
P\&C Journal
P\&C E Bulletin
Emails from Margaret, Carly \& Lisa
ACNC Quarterly
Western Area Health - Canteen Expo Registration Paperwork
P\&C Forum Invites
P\&C Pay Rates Increase Notice
Tristen Pay Rate Increase acknowledgement
Email Carly - Amendments to previous minutes relating to HLF Queen
Fundraising amount
Invoice Postcard Order
Email Brad re- CSU Grant
Email Natalie Walker - Australian Schools Plus Workshop
6. CORRESPONDENCE OUT: Minutes and Reports

Agenda
Sympathy Card to Dan Barclay
Delegate nomination Paperwork
Western NSW Health - Canteen Expo Rego
Carly, Tristen \& Lisa - email Pay rate rise
Email to Tristen to invite Anne Best to meeting
Newsletter
Carly, Carolyn and Helen Street Stall planning
Email to Brad - CSU Grant Update

8. YEAR 12 FARWELL Date? $23^{\text {rd }}$ September

Cakes $2 \times \$ 60$ each ordered and confirmed by Sonja Cotter
9. UNIFORM Price list supplied and put up on Facebook Page.
10. SOCIAL MEDIA No dramas all going well.

## 11. CANTEEN \& CANTEEN TREASURER

11.1 Casual Position- Not advertised. Last meeting resolved that position should be advertised. Helen did check with Federation and Anne Best can do the Bookkeeping for Canteen and be Casual as long as she is not a signatory.

Are we advertising?

MOTION TO RECIND MOTION OF JUNE MEETING TO ADVERTISE POSITION.
Because Anne Best volunteered to fill both the position of Bookkeeper and Paid Cascual and is able to do so as not a signatory, which was confirmed by Federation, a motion not to advertise is therefore moved and position offered to Anne.
MOVED: Kelly Nealon
SECONDED: Ken Scaefer ALL IN FAVOUR

### 11.2 Canteen Expo - Registered but are we attending?

Do we want to set an accommodation amount for attending as its an early start and would be better to go the night before. NSW Health are giving a fuel vouchure. Helen has offered to cover the Canteen that day. Both Sonja Cotter and Kelly Nealon stated that they are unable to attend but would look at next years event. Helen to Cancel registration with Department of Health.
12. TREASURER 12.1 Electronic Keys - President, Secretary \& Treasurer, At AGM will need to change signatories to 3 instead of 5 this may mean a constitution change. Helen to look into. Cheques are being phased out and Super has to be paid this way as they will not accept cheques anymore.
12.2 Re-Invested Fixed Term - Canteen LSL for 6 months.
12.3 Membership to Association and Insurance Paid Policy was due $29^{\text {th }}$ July still awaiting Certificate for Council and receipt.
13. PRINCIPAL As attached

ALL REPORTS AND CHEQUES RATIFIED: MOVED: Sonja Cotter SECONDED: Veronica Hazell
14. GENERAL BUSINESS: 14.1 Cheque and Certificate to Zoe Gavin for Cross Country
14.2 Do we want to support Francesa Fenton by way of the scholarship for her dance efforts. We did say we would look at individual situations as they occurred. MOVED TO SUPPORT: Kath Holz SECONDED: Ken Scaefer ALL IN FAVOUR
14.3 Helen Carpenter has nominated for Casual Delegate position with the P\&C Federation after being asked by Councillor for the Far West
14.4 West Wyalong has a Forum $1^{\text {st }}$ August 6-9pm. At West Wyalong Public School. Would Anyone like to attend.
14.5 Australian School Plus Workshop - Natalie Walker has been really sick so we are now looking at September- She will get back to us
14.6 CSU Grant - We dealt with as late business last meeting, school didn't meet requirements so not lodged.
14.7 Sesquicentenary Committee - Writing letter with copy of Journal, Paper and Set of Cards to Committee for Time Capsule.
14.8 Do we still want to fund the items that we applied for the Grant for or wait. They were laptops and associated software(MYOB), Filing Cabinet (Margaret has stated that the school could find one for us)
There was much conversation about funding items from the unsuccessful grant. Meeting decided to only fund 1 computer for use in the Canteen and between the Canteen and Treasurer and did not see the need to fund a second computer for the Secretary for Organisation Record keeping. Members present stated that they use their personal computers and that should suffice.

MOTION:-
Meeting moved that the executive look into a Laptop and that the cost be approved by the Executive. Meeting suggested that we use Josh from the CTC Centre for quote and to obtain computer. Meeting also moved that we look at the cost of software at a later date.
MOVED: Kath Holz SECONDED: Veronica Hazell 1 Against and 9 For MOTION MOVED

LATE BUSINESS:- 3 Students made it to State for Athletics: Zoe Gavin, Adam Hewen \& Hamish Starr Helen and Lisa to organize Certficates and Cheques.

CLOSE: 8.55pm
NEXT MEETING: $6{ }^{\text {th }}$ September
PLEASE NOTE STREET STALL DATES $12 \& 13^{\text {th }}$ AUGUST

