

MINUTES
P&C MEETING
2nd FEBRUARY 2016
7PM SCHOOL LIBRARY

Meeting opened:- 7.02pm

Present:- Helen Carpenter, Carly Brown, Veronica Hazell, Kath Holz, Kelly Nealon, Ken Schaefer, Lisa Griffiths, Margaret Carey

Apologies:- Tristen Matthews, Sonja Cotter

Moved:-Verconica Hazell Seconded:- Kelly Nealon

Previous Minutes of the 1st December 2015

Moved:-Kath Holz Seconded:-Verconica Hazell

4. Matters Arising:- 4.1 Volunteers Grant (5 months May 2016)
Cupboard, 2 laptops and 2 stools for canteen

4.2 Postcard Design

Helen informed meeting that Entry form packs had been delivered to all schools the day before and that there was an article in the paper last Wednesday and that it is also listed on the SES calendar of events.

4.3 Email Accounts

Helen handed to all present a print out of the new accounts for the President, Treasurer, Canteen/Uniform and Secretary/Fundraising and Grants. Also said that she had put them in the newsletter and on the facebook page.

Did you know that the P&C now has its own email addresses.

President:-

henrylawsonhs-president@pandcaffiliate.org.au

Secretary:- also includes Fundraising & Grants

henrylawsonhighschool@pandcaffiliate.org.au

Treasurer:-

henrylawsonhs-treasurer@pandcaffiliate.org.au

Canteen / Uniform

henrylawsonhs-canteen@pandcaffiliate.org.au

To Access:- webmail.pandcaffiliate.org.au

Password:- lawson2810 (the same for all accounts.)

5. Correspondence In:- Weddin Development Committee (Grenfell Card)
2 Media Releases – Gonski
Weddin Council – Street Stall dates 2016 – carried to fundraising

Moved:- Lisa Griffiths Seconded: Kelly Nealon

6. Correspondence Out:- Volunteers Grant application
Minutes and Reports December 2015
Postcard Design Entry form packs
The Record – Postcard entry

Moved:- Kath Holz Seconded:- Verconica Hazell

7. Fundraising Report:- Street Stall dates 2016 – Letter received from council with dates for the street stall in 2016 being given as the 1st April and the 12th & 13th of August.

A need to set targets for fundraising events – a suggestion was put forward that when we have a street stall etc that we have a focus for money

8. Year 12 Farwell:- Nothing to Term 2

9. Uniform Report:- Coming in slowly – Held over to Principals report as Sonja was not present

10. Social Media:- Need to Review

Sonja also set up FB Canteen Helpers Group

Carly presented the meeting with a print out of the Facebook account and we had a discussion about the sort of reach the page has had ie the Uniform post reached 950+ people. Margaret expressed a concern about the amount of time each week it takes to administer but both Carly and Helen stated that the page would be less than 1hr a month.

MOTION:-THE MEETING MOVED TO CONTINUE THE SOCIAL MEDIA POLICY AS IT IS.

Moved:- Ken Schaefer Seconded:- Kath Holz ALL IN FAVOUR

Carly and Helen also stated that Sonja had set up a Chat Group called Canteen Helpers, Meeting endorsed that the Chat Group stay and be re-named to include HLHS P&C Volunteers and Helen is to follow up with Sonja.

Moved:- Verconica Hazell Seconded:- Kelly Nealon

11. Canteen Report and Treasurers Report:- No report as Sonja and Tristen not present.

12. Treasurers Report:- As Attached.

Also refer to point 14.4 Fixed Term amendment to Fixed Term for Capital works. Motion originally made in September 2015

13. Principals Report:- See attached also attached supporting Principals report is the Strategic Direction of the School Power point Margaret presented to the meeting.

Margaret informed the meeting that as far as the new uniform went the Senior Girls Skirt had arrived and the Juniors Shirts, Skirts and Jumpers and Sloppy Joes and that Sonja would inform the P&C as pieces arrive so that it can be published through the Newsletter and the Facebook page.

All Reports and Cheques Ratified:- Moved:- Ken Schaefer Seconded:- Kelly Nealon

ALL IN FAVOUR

14. General Business:- 14.1 Parent Representative for HT Science Position – Helen was nominated after Carly stated Beth was unable to re-sit on this panel due to other commitments.

Moved:- Ken Schaefer Seconded:- Kelly Nealon ALL IN FAVOUR

Margaret stated that she would inform Brad as he is conveying the panel. Hoping to have positioned filled before next term.

14.2 Merit Selection Panel Training 16 Feb 7pm Library

Ken Schaefer stated his interest in attending the training, and Kelly Nealon said she was unable to attend training that night but is keen to be trained.

14.3 \$200 Float Sonja for Uniform sales – Confirmed that Sonja has been given a \$200 float for uniform sales in the Canteen so that it can be kept separate to the Canteens takings.

14.4 Fixed Term – Need to move money for new uniform expenses before they are set up and invested

As the invoices for the New Uniform is coming in the Uniform account has been left short of money to pay the large invoices. It has been suggested that we postpone investing the \$45k into a fixed term and moved money to allow for the payment of these accounts and that the fixed term be made at a later date.

MOTION:- POSTPONE THE FIXED TERM CAPITAL WORKS MOTION OF SEPTEMBER 2015. WHICH HAS BEEN DELAYED DUE TO THE COSTS AND THE 30 DAY HOLDING ON MONEY BY THE WESTPAC BANK, AND INSTEAD OF INVESTING THE FULL AMOUNT OF \$45K WE NOW INVEST \$25K INTO THE FIXED TERM CAPITAL WORKS AND TRANSFER \$20K FROM THE GENERAL ACCOUNT TO THE UNIFORM ACCOUNT TO COVER THE EXPENSES ASSOCIATED TO THE NEW UNIFORMS. LEAVING ALL OTHER ACCOUNTS ALONE. THE \$20K TRANSFERRED TO THE UNIFORM ACCOUNT WILL BE INVESTED INTO THE CAPITAL WORKS ACCOUNT AT A LATER DATE.

Moved:- Kelly Nealon Seconded:- Ken Schaefer ALL IN FAVOUR

14.5 Student Insurance – We have paid, Lisa to follow up

14.6 Colouring Books Canteen Prizes, Mothers Day, Postcard Prizes

Helen explained to meeting that this flyer arrived 14th Dec, spoke to Carly, Sonja Tristen and Kelly and all thought was to good to miss. Decided to proceed, should arrive this week.

14.7 Auditor Gift (thinking Raffia this year as Jans last year \$50 Voucher)- Meeting decided to get a Grenfell Card and Thankyou card and Lisa to give to Sue when she collects the books.

14.8 Jen Bell Acknowledgment – Carly to buy Chocolates and use a P&C Thankyou card and leave on Jens door.

14.9 P&C Day 1 Wed March – Recruiting new members – Margaret suggested that we have a Meet and Greet when Parents are dropping students off to social and we may encourage a few to come to the meeting.

14.10 Storage – Filing Cabinet – Room has been cleaned near the Canteen for the P&C to storage files etc in.

14.11 Canteen - Work out limit for Teachers Accounts – Carried to March meeting because no Canteen committee were present.

15. Late Business:- Tennis Club – Trivia Night 3rd March would like a team to attend. P&C unable to have a team as School has organised a training night for Parents

Inspection of East Street – Margaret stated that East Street needed to be inspected and that Gary, Sonja and Her would do soon.

Helen also asked the meeting weather they would agree and think it was a good idea that the P&C purchase and donate to the school the publications (Pictorial Grenfell \$30 and Homesteads Grenfell \$80) to the school as a mark of the town’s celebrations. Those present decided it was a good idea and Helen is to organize the purchase of Publications, which will be presented to the school at a later date. ALL IN FAVOUR

16. Late Correspondence:- None

17. Close:- 8.45pm

18. Next Meeting:- AGM followed by Ordinary meeting 7pm 1st March

The Next meeting format will be 7pm – Nibbles at front foyer and meet and greet new parents.

7.30PM AGM

8PM Ordinary Meeting

All member please bring a plate to share.

Helen to organize some flyers from the Federation and make up Local flyers.