

Melville Primary School P&C Assoc Inc.	Committee Meeting Minutes Wednesday 6th May 2017
Item	Notes
1. Meeting opened	7.31pm
2. Present / Apologies	<p><b>Present:</b> Jo Webb (Chair), Tracy Kim, Amy Conti, Kristy Binns, Rebecca Sheldon, Geoff Britton, Betty McNeil (Principal), Darrin Richards, Nicole Gray, Kristy Izzilo, Sally Filmer, Hazel Grunwaldt, Jodie Read, Hannah Penney, Natasha Paton, Fiona Binning, Cherie Pirnie, Tracy Brown-Neaves, Lisa Ritchie, Catherine Oates, Vivienne Carsley</p> <p><b>Apologies:</b> Tenielle Stone, Ros Lumley, Tammee Lynn, Tania Depiazz, Liz Brunt, Gayle Passmore, Emma Charlton, Bethany Patrick, Shirley Dawe, Kylie Pearson</p>
3. New P&C Memberships	Membership forms are distributed to new members and are signed off at the meeting.
4. Minutes from previous meeting	<p><b>Motion:</b> <i>“That the minutes of the previous Melville Primary School P&amp;C meeting be accepted.”</i></p> <p><i>Moved: Jo Webb</i></p> <p><i>Seconded: Rebecca Sheldon</i></p> <p><b>Motion Carried</b></p>
5. Correspondence	<ul style="list-style-type: none"> <li>• As tabled by Tracy Kim</li> </ul> <p><b>Motion:</b> <i>“That the correspondence be accepted”.</i></p> <p><i>Moved: Jo Webb</i></p> <p><i>Seconded: Rebecca Sheldon</i></p> <p><b>Motion Carried</b></p>
6. Reports	<p>Treasurer:</p> <ul style="list-style-type: none"> <li>• Financials &amp; Report as tabled</li> </ul> <p>Uniform Shop:</p> <ul style="list-style-type: none"> <li>• Financials as tabled</li> </ul> <p>Canteen:</p> <ul style="list-style-type: none"> <li>• Financials &amp; Report as Tabled</li> </ul> <p>Social/Fundraising:</p> <ul style="list-style-type: none"> <li>• Report as Tabled.</li> <li>• Discussions re upcoming events</li> </ul> <p>Veggie Patch:</p> <ul style="list-style-type: none"> <li>• No financials table this month.</li> <li>• Assembly stalls are steadily increasing in sales (\$50 per stall).</li> <li>• Potatoes have been planted with the year sixes.</li> <li>• Planting to take place with kindy groups over the next few weeks.</li> </ul>

	<p>Fathering Project:</p> <ul style="list-style-type: none"> <li>• Report as Tabled</li> </ul> <p>School Board Meeting: 1 May</p> <ul style="list-style-type: none"> <li>• First meeting with new Chair (Julia O’Neill), and new members (Michelle Testa, Tim McNaught, and Liz Tropiano).</li> <li>• New gates have been installed in the kindy area due to safety and sturdiness concerns.</li> <li>• The “Kids Matter” program was discussed. <ul style="list-style-type: none"> <li>- Some teachers have already used this program.</li> <li>- Encourage people to have a look at the website for further details on the program.</li> </ul> </li> <li>• Next meeting to be held on 19 June 2017.</li> </ul> <p>Principal’s Report (verbal)</p> <ul style="list-style-type: none"> <li>• Advised that J Block has not been signed off yet, due to cleanliness issues. It is anticipated that it will be resolved over the next few days.</li> <li>• Need for volunteers to move furniture and equipment to J Block classrooms.</li> <li>• Requirements for the whole school celebration of the re-opening of the Junior Block was discussed <ul style="list-style-type: none"> <li>- Fruit to be supplied by the P&amp;C</li> <li>- Popcorn and cakes/biscuits to be supplied by helpers in each class.</li> </ul> </li> </ul> <p><b>Motion:</b> <i>“That all reports be accepted”</i>  <b>Moved:</b> Jo Webb  <b>Seconded:</b> Rebecca Sheldon  <b>Motion Carried</b></p>
<p>7. New and General Business</p>	<p><b>a) Uniform Shop Manager position vacancy</b>  Tammee Lynn’s last day will be 24 May 2017. The position description will be reviewed. A call will be put out for Expressions of Interest.</p> <p><b>b) Social/Fundraising Coordinator</b>  Position still remains vacant.</p> <p><b>c) Social/Fundraising Events</b>  Per Social/Fundraising Report</p> <p><b>d) Cross Country Breakfast</b>  There has been a good turnout of volunteers. More are welcome. Children need to be reminded to bring their gold coin donation.</p> <p><b>e) Junior Block Celebration week 3</b>  Requirements for the whole school celebration of the re-opening of the Junior Block was discussed: <ul style="list-style-type: none"> <li>- Fruit to be supplied by the P&amp;C</li> <li>- Popcorn and cakes/biscuits to be supplied by helpers in each class.</li> </ul> </p>

**Motion:** “That the P&C approve funding for the supply of the fruit for the celebration up to the value of \$500.00”

Moved: Jo Webb

Seconded: Cherie Pirnie

**Motion Carried**

**f) Disco – 26 May**

Jodie Read gave an update on the work of a team of volunteers organising the Disco. The theme for the evening is “Let’s see you glow!” Flyers to be distributed over the next few days. The last day for ticket orders will be Friday 19 May. No door sales will be permitted.

Existing decorations and wrist bands will be used. Thanks to the team for their work so far and for excellent handover from Nicole Gray and helpers from previous years.

**g) Bunning sausage sizzle – 22 July**

It was put forward to Geoff Britton if MOMPS would consider coordinating the Bunnings sausage sizzle on Saturday 22 July.

Geoff will raise it at the next MOMPS meeting being held on 4 May.

**h) Electronic payment solutions for uniform shop**

The P&C are currently looking at options. Jo and Tracy to meet with Betty McNeil to discuss.

**i) Questions on matters outstanding**

New website is in progress as is priority list for fundraising items for 2017.

9. Next Meeting:

Wednesday 7<sup>th</sup> June 2017

10. Meeting closed

8.35pm

11. Signed by the Chairperson and Secretary

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**Chairperson**

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**Secretary**

*Any items of New/General business must be submitted in writing to the Secretary 7 days prior to the General Meetings for inclusion in the final agenda. Items received after this date will be at the discretion of the Chairperson.*