

AGENDA FOR EL ARISH STATE SCHOOL P & C MEETING

19 November 2019

Agenda Item	Discussion
1. Opening & Welcome	9:26AM
2. Attendance & Apologies	<p>Attendance: Danielle Larsen, Felicity O’Kane, Sarah Lambe</p> <p>Apologies: Romina Tomasino-Ash</p>
3. Confirmation & Business Arising of Previous Minutes	<p>Halloween Feast: Last years was successful. \$5 per child. Have mentioned to Denise, who is on board. Plans are underway. Will incorporate decorations and dress up. Done.</p> <p>Colour Fun Day: Last year had water play day on last day. Talking about doing colour run for last day this year. Ideas to have water play combined with colour fun for something different as well as testing “the waters “ for a proper Colour Fun Run fundraiser next year. Denise would love to do Xmas Feast for the same day. Done.</p> <p>Decided to keep it simple and do the same as last year with water play and xmas feast, as still need planning for Presentation/Musical Nights.</p> <p>Tuckshop Convenor Position for 2020: Will need to advertise for tuckshop convenor for 2020. Want to do properly – advertise in newsletter, FB page and on P&C noticeboard. New convenors to be given proper orientation, shown policies and procedures etc and hopefully enough volunteers to start a roster and maybe open more days. See General Business</p>
4. Incoming and Outgoing Correspondence	<p>Incoming:</p> <ul style="list-style-type: none"> - 17/10 LW Reid: Info - 17/10 Harlequin Bags: General Info - 17/10 Sarah Lambe: Container Quotes - 18/10 May Perger: Markets for Cent Sale - 21/10 Danielle Larsen: Conference Presentations - 21/10 LW Reid: General Info - 22/10 Jodie: Enrolment Packs - 23/10 Harlequin Bags: General Info - 24/10 Jodie/CBA: Netbank Transfer - 25/10 Minister of Education: World Teachers Day - 25/10 Jacqueline Woodnutt: Cent Sale Stall Holder - 29/10 Pantographic Engravings: Nametag Enquiry - 29/10 Cairns Zoom: Cent Sale Donation - 29/10 School Fundraising: Fun Run - 31/10 Julie Whitmore/LW Reid: Conference Discussion

	<ul style="list-style-type: none"> - 31/10 Andrew Bullas/Interactive Images: Tech for EASS - 4/11 LW Reid: Reversible Hats - 4/11 Jodie: Student List - 4/11 QSuper Group: General Info - 5/11 LW Reid: Response - 5/11 Pantographic Engraving: Nametags x 4 - 5/11 Tully IGA: Statement Oct19 - 6/11 LW Reid: Re Conference Discussion - 6/11 Harlequin Bags: Sample Enquiry - 6/11 Planet Friendly Packaging: Invoice - 6/11 P&C QLD: Newsletter - 6/11 Director-General: General Info - 7/11 LW Reid: Reversible Hats - 7/11 CBA x 2: Payment Transfers - 7/11 Russell Signage: Invoice - 10/11 Director-General: General Message - 11/11 Planet Friendly Packaging: Payment Reminder - 11/11 Director-General: Special Message - 11/11 Aimee Johnstone/QAST: Consultation Update - 12/11 LW Reid: Newsletter - 13/11 Planet Friendly Packaging: Payment Confirmation - 13/11 Director-General: Special Message - 13/11 Woolworths: Welcome to Online - 13/11 Woolworths: Order Confirmation - 14/11 Tully IGA: Receipt - 19/11 CBA: Cheque Account and Business Account Statements Oct 19 - 19/11 ATO: Paying It Forward and "A Boy Named Tax" resources - 19/11 Fundraising Whisperer: Subscription Confirmation - 19/11 Sarah Lambe: Accounting Manual info <p>Outgoing:</p> <ul style="list-style-type: none"> - 17/10 Sarah Lambe to P&C: Quotes for Containers - 21/10 Danielle Larsen to P&C: Conference Presentations - 22/10 Katrina Wilson to Jodie: Enrolment Pack - 25/10 Katrina Wilson: Stallholder Agreement - 28/10 Katrina to Cairns Zoom: Cent Sale Donation - 30/10 Danielle to Jodie: Prep Day Pics - 4/11 Danielle to Julie Whitmore (LW Reid): Conference Discussion - 30/10 to 4/11 Katrina and Danielle to Pantographic Engraving: Logo and Nametags
5. President Report	N/A

6. Secretary Report	N/A
7. Treasurer's Report	See files for full reports. Katrina moved a motion that the accounts as presented in the Treasurer's Report are true and correct and expenses amount of \$0 be paid, motion seconded by Felicity.
8. Principal's Report	N/A
9. General Business	<p>Tuckshop Convenor 2020: Katrina has prepared position description. Not wanting to run interviews. Will remain a volunteer position. May consider making it a paid position. Advertising will be in a note, school newsletters and FB page.</p> <p>Classroom Contributions: Sarah would like P&C to contribute financially towards classrooms at the start of the year to support teachers in setting up classes. From now on any financial contributions towards school projects and classes must have written applications that need to be approved. Katrina seconded. All in favour.</p> <p>Presentation/Musical Nights: Catering to be for Musical Night ONLY. Presentation Night to be short and quick with Musical Night being big event. Catering for Musical to be prior to play eg everyone will get food in 45 minutes prior to performance. Food will be popcorn, soft drink, poppers and chocolates. Katrina will look at ordering bulk chocolates from a supplier. Sarah put forward a motion to purchase a popcorn machine. Katrina seconded. All in favour. Budget set at \$150. Harvey Norman have appropriate machine for \$149. Will do further research.</p> <p>Uniforms & LW Reid: Danielle met with Julie Whitmore from LW Reid at Conference. LW Reid is a good, trusted uniform supplier for P&C's. Can move orders to online system and have uniforms ordered straight from supplier rather than having pre-purchased stock on hand; will be able to look at dresses, skorts, shorts and schoolbags. P&C are to take on hats as well. Prices are reasonable. Will order new reversible bucket hats with faction colours on one side before end of term and discuss set up with Julie. Danielle put forward a motion that uniforms be ordered through LW Reid. Sarah seconded. All in favour.</p> <p>2019 Financial Audit: Sarah sent through due date. Will be done by 28 Jan and from then can have AGM. So far all statements, documents and receipts reconciled and ready for audit.</p> <p>Strategic Planning for 2020: Will set date for meeting to do strategic planning and budgeting for next year. Will hopefully meet before end of term and again during holidays. Planning to include fundraising ideas, meet n greet/tea & coffee mornings in first week, purchase requests, grant applications, set up of P&C "corner" in Music Room, etc.</p>

	<p>Cent Sale Feedback: Went really well. Great turnout. Not doing one next year but will do maybe every second year - NOT same year as Feluga. Made over \$7000 profit. Well done!</p> <p>Nametags and P&C Shirts: Danielle obtained quote from Pantographic Engraving in Cairns for nametags - \$18ea with magnet. Danielle put forward a motion to order 10 nametags and obtain quote for, and order, P&C shirts from LW Reid for next year. Sarah seconded. All in favour.</p>
10. Other Business (including New Memberships)	N/A
11. Next Meeting Date	4 Feb @ 9:15am (Term 1, 2020)
12. Meeting Closed At	10:44am