1. **MEETING OPEN**

The meeting, taken place in the Teacher’s staff room, opened at 7.05pm

2. **ATTENDANCE and APOLOGIES**

Please refer to the attached sign-in sheet.

4. **QUORUM**

There being the required number of members (6) in attendance, it was confirmed the meeting could begin.

5. **MINUTES FROM PREVIOUS MEETING**

Lynda B. presented the minutes of the June 2016 General Meeting to all in attendance.

Copy attached.

Moved by: Lynda B. Seconded by: Su H.

6. **BUSINESS ARISING FROM JUNE 2016 MEETING**

- **ABBY H.** to pay another $330 to Paul Smith (Auditor) before he sends the paperwork back.

- High Five for Chappy further discussion around event ideas for donations to fundraising tins - Tracey D. suggested free dress day, something to tie in with Chappy dinner on 30 August.

**WORK IN PROGRESS**

- Tracey D. has sent **LYNDA B.** an email regarding plaques, P&C will be funding these.

- Air conditioner in the uniform shop **CHENANI E-M.** will get some quotes including Harvey Norman Commercial as suggested by Su H.

- Tracey D. has sent images to The Men’s Shed re. Buddy Benches - carry over

- Further to Item 12 of the 2016 AGM, the review and implementation of the “Student Protection Risk Management Strategy” is to be added as Work in Progress and completed by the committee. **CARRIED OVER FROM MARCH 2016 MINUTES - LYNDA B.** advised we will catch up to discuss this by September’s meeting WIP
• Further to Item 14 of the 2016 AGM, a definition of what constitutes an “Honorary Life Membership” is to be added as Work in Progress and worked on by the committee. 
  CARRIED OVER FROM MARCH 2016 MINUTES - LYND A B. advised we will catch up to discuss this by September’s meeting WIP

• Dean Gibson will be making a promotional video for Playground fundraising, LYND A B. to provide him with a brief. Lynda relayed that a fundraising meeting was held during the holidays, RENAE R. is doing a proposal up with all the playground options. LYND A B. to connect with Wayne Swan’s office re. discussion around playground proposal.

• Discussion around most suitable appliances re. hall kitchen grant, SU H. will touch base with Regina G. regarding usage requirements of grant.

• Carried Over; Nut Allergies & Event Planning: LYND A B. to develop initial checklist then policy is to be created in relation to food donations for events.

• Carried Over; JANE G. to follow up KATIE F. and PRUE B. regarding a ‘How To’ document for Mothers / Father’s Day stall preparation to be uploaded on to My P&C site.

7. CHAPLAIN’S REPORT

Presented by: Leanne T.  Seconded by: Mandy W.
Copy Attached

Business Arising:

• Play is the way - there is discussion around expanding to another year level soon
• Discussion around taking High Five for Chappy tins to all events
• Fundraiser 30 August, Lady Cosgrove will speak at the event

8. UNIFORM SHOP REPORT

Presented By: Chenani E-M.  Seconded by: Jane G.
Copy Attached

Business Arising:

• Need to order small and medium blue hats - 25 of each
• Total deposits for the month of June 2016, as given through the Treasurer’s Report, were $1,485

9. TREASURER’S REPORT

Presented by Abby H.
Copy attached.

Moved by: Abby H.  Seconded by: Lynda B.

Business Arising:

• All accounts and expenses were read and passed as approved
• Thanks to Su for organising election bake sale
10. PRINCIPAL’S REPORT

Presented by Tracey D.
Copy attached.

Moved by: Tracey D. Seconded by: Lynda B.

Business Arising:

- Additional item added to Principal’s report; Book week - Australian Story theme, 24 August
- Prep interviews commence 5th September
- Enrolment Management Plan is now in operation

11. GENERAL BUSINESS

PER AGENDA

11.1 Einbunpin Update (Abby H.)
- Put on Facebook, Saturday 23/7 2-4pm is labelling weekend
- Pat O. Mandy W. Allison C. stamping raffle ticket books tickets going home on Friday 22/7
- Great prizes; iPad, Woolworths vouchers, wellness voucher, sun safe packs
- Shout out FB newsletter organise roster for the day, 6-8 / 8-10 and so on.
- Louise has done colour stained plates, kids have drawn something they love about school on them.
- Donations of scones and pikelets to be requested
- TRACEY D. will purchase crackers for day
- ABBY H. to get EFTPOS of Chenani

11.2 New Tennis Net (Lynda B.)
- Tennis coach is donating it thanks to Lynda for being proactive on this.

11.3 Art Murals (Abby H.)
- Abby spoke to James (?) a (PY) dad, he has offered to donate his time to design new labels for next years Einbunpin.
- James would like to do murals with the kids on the walls. Would P&C pitch in for paint?
- Lynda B. raised idea of murals on cement?
- Tracey D. suggested James come and have a chat with her.

11.4 Term 3 Calendar (Jane G.)
- Jane G. to send out calendar to P&C members
- Jane G. to add Einbunpin event to calendar

11.5 Father’s Day Stall (Pat O.)
- All ordering complete to be delivered by end of next week
- Range of items from $2 - $15
- Pat O. to follow up with Lynda B. re. Father’s Day flyer and notices to be sent home with youngest in family.
- Set up in morning after Japanese dinner, let Dave H. (cleaner) know
- Office will let Dave H. know to leave hall unlocked that morning, PAT O. to get keys from office the day before to all cupboards and roller doors
• PAT O. to check with Lyn Maree about tags for bags
• Pat will meet Abby at hall this Wednesday 20th to show through hall
• KATIE F. and PRUE B. happy to do some baking
• Calls for assistance on the day - volunteers

11.6 Fathering Project (Pat O.)
• Flyers will be put in all Father’s Day gifts bags about the Fathering Project information evening
• PAT O. to prepare for presentation for other dads
• Five dads caught up at Nick J’s place, all agreed that values aligned with why they all want to be involved in the FP.

11.7 Tuckshop (Su H.)
• Tracey D. is happy with menu
• Smart choices guide - need a compliant menu by 2017
• Are we able to go paperless with tuckshop menu? TRACEY D. will do 20 x A5’s of tuckshop menu also do a couple of A3’s
• Su H. advised this is a fluid process / things that are not popular will go
• Lynda suggested a regular spot in newsletter outlining how things are progressing

OTHER BUSINESS

• Equipment in tuckshop has not been numbered yet: fridge / freezer / food processor machine TRACEY D. will follow up testing and tagging and Alan will engrave, ABBY H. will give paperwork to Jen to commence the process.

• Mandy W. needs a new urn ASAP - ABBY H. will look into it.

• Allison C. presented statistical data that has been collected since 2009 from Australian Early Development Census with explanatory notes, the Brighton area is trending nicely and progressing well

12. NEXT MEETING

The P&C will next meet on Monday 15 August, 2016.

13. MEETING CLOSE

There being no further business, the meeting closed at 9.25pm