1. MEETING OPEN

The meeting, taken place in the Teacher's staff room, opened at 7:50 pm.

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 February 2016 General Meeting to all in attendance.

Copy attached.

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

6. BUSINESS ARISING FROM FEBRUARY 2016 MEETING

• TRACEY D. gave an update on the situation with the fans in the School Hall. This is now part of the infrastructure plan.

WORK IN PROGRESS

• SUE McK will speak to the “Mens Shed” regarding making wooden plaques to attach to the Buddy Benches.
• PHIL L. and JEN M. to research and source tree to present to Carmel for planting/plaque in the Volunteers Vale. MANDY W. to provide details of the plaque company.
• REGINA G. reported that the grant (for the upgrade to the Hall Kitchen - refer to November 2015 minutes for detail) may take up to six months to respond. Anticipates an answer by May 2016.
• MANDY W. to coordinate home bake recipes to volunteers.
• LYNDAA B. to organise membership to the Grant Funding Centre.

7. CHAPLAIN’S REPORT
Presented by Tracey D.
Copy attached.

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

Business Arising:

- Leanne has attended professional development in “Play is the Way” currently being used in Year 4
- Tracey is currently working on a brochure on the Chaplaincy program.

8. UNIFORM SHOP REPORT

No report presented.

Business Arising:

- There were no deposits or expenditure for the month of February 2016, as given through the Treasurer’s Report.

9. TREASURER’S REPORT

Presented by Abby H.
Copy attached.

Moved by: Abby H.  Seconded by: Mandy W.

Business Arising:

- All accounts and expenses were read and passed as approved
- The fancy dress ball held on 11 March made a profit of approximately $1300
- The election stall held on 19 March made a profit of approximately $1422.

10. PRINCIPAL’S REPORT

Presented by Tracey D.
Copy attached.

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

Business Arising:

- Listed dates of upcoming events and incursions
- Discussed current staffing and training
- Tabled School Improvement Priorities Plan 2016 (notes in folder)
- Tabled draft School Strategic Infrastructure Plan (notes in folder)
- The hall fan is still an issue with quotes for different methods to finalise the problem being progressed. It was also requested by members at the meeting that TRACEY D. obtain a quote for air-conditioning the hall as another option.

11. GENERAL BUSINESS
### PER AGENDA

#### 11.1 Proposal to move 2017 AGM to March (Lynda B.)
- The motion was put forward that all future AGM’s will be the second meeting of the year to give attendees the opportunity to refresh what is happening with the P&C and commence planning for the year.
- *All were in favour.*
- A separate suggestion was given to make the AGM a stand alone meeting.
- *All were in favour.*
- Date for 2017 AGM to be set at the April meeting.

#### 11.2
- Confirmation of P&C meeting dates for 2016 (Janine B)
- Dates of General Meetings for 2016 are as follows:
  - Monday, 18 April
  - Monday, 16 May
  - Monday, 20 June
  - Monday, 18 July
  - Monday, 15 August
  - Monday, 12 September
  - Monday, 17 October
  - Monday, 21 November.

- JANINE B. to add events to FB.

#### 11.3 Presentation of Smart Choices changes (Lynda B.)
- A presentation was given to all in attendance detailing the Smart Choice changes, how the guidelines will affect our school Tuckshop and how we are to make the changes gradually. Communication and education of the guidelines to the school community are paramount.
- Copy of presentation attached.
- Phased approach to the changes will commence in Term 2, 2016 and progress to be ready for “go live” in Term 1, 2017
- The roll-out is to be undertaken from Term 1, 2017.
- A discussion followed regarding volunteers, education and suggestions to create a booklet for home bake recipes.
- Lynda B. suggested that a Tuckshop Committee be created who would work through the issues and report to the P&C. The following attendees volunteered to be on the committee:
  - Mandy W.
  - Su H.
  - Claire K.
  - Leah H.
- The **TUCKSHOP COMMITTEE** are to have a phased plan and categorised menu ready to present at the next meeting.

#### 11.4 Proposal for Mandy to attend Menu Management Course (Lynda B.)
- Lynda B. proposed to send Mandy W. on a Menu Management Course on Monday, 13 June which is being run by QAST at a cost of $300.
- *All agreed* that this would be a good opportunity and investment.
- **LYNDA B.** to organise booking the course and **MANDY W.** to organise a volunteer to cover her workload at Tuckshop whilst she is in training.
11.5 **Term planning (Lynda B.)**
- Tracey D. provided Janine B. with the calendar of proposed events for the school. **JANINE B.** to create a document to merge school and P&C dates for distribution.

11.6 **Community Road Safety Grants (Tracey D.)**
- Held over - to discuss at April meeting

11.7 **Tuckshop Fridge (Lynda B.)**
- Three quotes have been obtained to replace the fridge and further to discussion, it was agreed by all to go with the SKOPE “Active Core” fridge from Commercial Food Equipment, Rochedale.
- **SU H.** to organise the purchase, delivery and installation of the new fridge and removal of the old.

11.8 **Mother’s Day Stall (Lynda B.)**
- Scheduled to be held Friday, 6 May
- **KATIE F.** and **PRUE B.** to organise a handover meeting with Melina and Julie to discuss process and items that may be held in storage.

11.9 **Einbunpin Festival (Abby H.)**
- Scheduled to be held Sunday, 31 July
- **ABBY H.** to contact organisers for this year’s festival theme
- Abby H. requested approval to buy jars for the jams/relishes. **All agreed.**
- **ABBY H.** to contact organisers for this year’s festival theme
- **LOUISE F.** has offered to decorate the stall again this year.

11.10* **Grants required to replace play equipment in two playgrounds (Lynda B.)**
- Held over - to discuss at April meeting

**OTHER BUSINESS**

- Chenani thanked all for the upgrades to the Uniform Shop, including fitting the window and air-conditioning unit. Unfortunately the air-con seems to have run out of gas. **TRACEY D.** to check with maintenance to fix.
- Further to the Smart Choices guidelines and changes the tuckshop menu, **LYNDA B.** is to continue to research the pros and cons of installing a popcorn “vending” machine, including talking to a school who has one installed. To be reported on at the April meeting.

12. **NEXT MEETING**

The P&C will next meet on Monday, 18 April, 2016.

13. **MEETING CLOSE**

There being no further business, the meeting closed at 9:38pm.