1. MEETING OPEN

The meeting, taken place in the Teacher’s staff room, opened at 7:03 pm.

2. ATTENDANCE and APOLOGIES

Please refer to the attached sign-in sheet.

4. QUORUM

There being the required number of members (7) in attendance, it was confirmed the meeting could begin.

5. MINUTES FROM PREVIOUS MEETING

Lynda B. presented the minutes of the August 2015 General Meeting to all in attendance.

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

6. BUSINESS ARISING FROM AUGUST 2015 MEETING

- LYNDA B. and JANINE B. to check records filed in the Tuckshop and organise for destruction/moving to another area in the school
- TRACEY D. and MANDY W. to organise planting of tree and placement of plaque for Tania Alvarez.
- TRACEY D. to check with Jen the details of the tree that was presented to Carmel for planting/plaque in the same area.
- TRACEY D. to follow up Jabiru for OHSC tender contract.
- TRACEY D. has ordered ($$ or number) PCs for the Computer Lab. This order will be undertaken in a two part process.
- LYNDA B. and ABBY H. to summarise this year’s fundraising - for reporting on events that did and did not work in order to plan ahead for 2016 year.
- Fund-raising toy catalogues were ordered and distributed.

WORK IN PROGRESS

- TRACEY D. to contact “Big Ass Fans” and facility officer re coming to check School Hall fans. This may be able to fix on insurance/storm claim.
- CHENANI E-M to organise work permits for her husband and Tim Holland to install window
in the Uniform Shop.

7. **CHAPLAIN’S REPORT**

Presented by Tracey D.
Copy attached.

Moved by: Tracey D.  
Seconded by: Tracey R.

Business Arising:

- Implementing and preparing “Friends for Life” and “Play is the Way” programs.

8. **UNIFORM SHOP REPORT**

No report presented.

Moved by: Chenani E-M.  
Seconded by: Lynda B.

Business Arising:

- Total deposits for the month of September 2015, as given through the Treasurer’s Report, were $242.
- Chenani requested approval of the P&C for a $9,500 uniform order in preparation of the 2016 year. All were in favour.
- Chenani proposed the following dates and times for Uniform Shop opening for 2016:
  
  Wednesday, 20 January  10:00 am to 12:00 pm  
  Thursday, 21 January  10:00 am to 12:00 pm  
  Monday, 25 January  8:30 am to 10:00 am  
  Wednesday, 27 January  8:30 am to 10:00 am.

  JANINE B. to organise posts on FB and Skoolbag for the times and to ask for volunteers.

- **CHENANI** to investigate a generic diary for Year 6 students in 2016 - with the school or P&C possibly donating to students.

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.
- Reported profit for the Father’s Day stall was $1,000.
- Reported profit for the Footsteps Disco was $1,300 despite lower attendance.

10. **PRINCIPAL’S REPORT**
Presented by Tracey D.
Copy attached.
Moved by: Tracey D. Seconded by: Kirrilly G.

Business Arising:

- Provided details on upcoming events, incursions and variations to school routine.
- Events to be planned better next year as Term 3 was heavy with excursions and incursions.
- NSS has been selected to take part in wireless upgrade program with the school contributing 50% of the cost. Details in Principal’s report.
- TRACEY D. asked if the P&C would be able to donate $200-$250 for Year 6 graduation and also if ABBY H.’s mother would be able to prepare the cake. All agreed.
- Currently reviewing replacing the besser block wall in the P-2 eating area.

11. GENERAL BUSINESS

PER AGENDA

<table>
<thead>
<tr>
<th>11.1</th>
<th>School Photographers - Review (Tracey D.)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• TRACEY D. to obtain prices of a number of photography companies for school photos.</td>
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<tr>
<th>11.2</th>
<th>School Shades - Uniform Shop (Chenani E-M/Lynda B.)</th>
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<tbody>
<tr>
<td></td>
<td>• Chenani presented the meeting with samples of sunglasses for children which could be sold in the Uniform Shop. Cost would be $12.99 each inc case, with free delivery and a minimum order of 21.</td>
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<tr>
<td></td>
<td>• JANINE B. to prepare a survey for FB and Skoolbag to gauge parent interest.</td>
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<th>11.3</th>
<th>P&amp;C Stall @ Einbunpin Christmas movie night - 5 December (Lynda B.)</th>
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<tbody>
<tr>
<td></td>
<td>• NSS have signed up for a free stall to run at the movie night where we propose to sell our preserves, cookbooks and spruik our school.</td>
</tr>
<tr>
<td></td>
<td>• Add a call out on FB and Skoolbag for donations of Christmas goodies to sell on the night (eg Sweets, White Christmas, Shortbread, Rum Balls - in jars)</td>
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<tr>
<td></td>
<td>• People will be asked to get in touch with Lynda B. if they can supply any donations by 20 November.</td>
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<tr>
<td></td>
<td>• Volunteers will also be needed on the night.</td>
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<th>11.4</th>
<th>Buddy Bench (Lynda B.)</th>
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<td></td>
<td>• Idea of a brightly coloured bench where children could sit if they would like someone to play with or talk to.</td>
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<tr>
<td></td>
<td>• TRACEY D. to investigate areas per section.</td>
</tr>
</tbody>
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<th>11.5</th>
<th>Christmas Fund-raising (Lynda B.)</th>
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<tr>
<td></td>
<td>• Children’s artwork can be printed on a range of products including calendars, iphone cases, labels. Prices range from $7 to $12.</td>
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<tr>
<td></td>
<td>• The company deadline to receive art work is Friday, 13 November.</td>
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<td></td>
<td>• JANINE B. to email brochure with minutes.</td>
</tr>
<tr>
<td></td>
<td>• LYNDA B. to organise order form and JANINE B. to organise distribution</td>
</tr>
</tbody>
</table>
to each class also post on FB.

- **SUE H.** volunteered to monitor the children preparing the artwork.
- **LYNDA B.** to research and prepare samples of drawings to give the children inspiration.

### 11.6 Call for Volunteers to test Tuckshop on-line ordering (Lynda B.)
- The following members offered to be volunteer testers:
  - Mandy W.
  - Abby H.
  - Chenani E-M.
  - Sarah McN.
  - Allison C.

### 11.7 Schedule of Tuckshop opening dates - Term 4 (Mandy W./Lynda B.)
- Tuckshop last day 2015 - Thursday, 3 December
- Tuckshop first day 2016 - Monday, 1 February

- Uniform shop last day 2015 - Wed, 2 December
- **JANINE B.** to organise dates on FB and Skoolbag.

### 11.8 Movie Night - Friday, 13 November (Lynda B.)
- “Inside Out”
- Dinner at 5:30 pm and movie to start at 6:00 pm
- Menu discussed
- **JANINE B.** to add event onto FB.

### 11.9 Clean benches in garden near A Block (per Janine B.)
- The aluminium benches were parents wait in the afternoon are quite dirty from tree sap and general dirt and do not look inviting.
- **TRACEY D.** emailed Alan B. to guerney the benches asap.

## OTHER BUSINESS

- There was a comment made that parent messages are not getting to the children. **TRACEY D.** to remind admin and teaching staff of the importance of these messages being delivered in a timely manner.

### 12. NEXT MEETING

The P&C will next meet on Monday, 16 November, 2015.

*NOTE - this will be our last meeting of the year. So come along in your Christmas theme dress-up and bring a plate to share.*

### 13. MEETING CLOSE

There being no further business, the meeting closed at 8:46 pm.