Nashville State School  
P & C ASSOCIATION  
Minutes of General Meeting  
held 16 November, 2015

1. MEETING OPEN

The meeting, taken place in the Teacher’s staff room, opened at 7:01 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 October 2015 General Meeting to all in attendance.

Copy attached.
Moved by: Lynda B. Seconded by: Kirrilly G.

6. BUSINESS ARISING FROM OCTOBER 2015 MEETING

- **CHENANI** to investigate a generic diary for Year 6 students in 2016.
- The outcome of the survey held for interest in selling School Shades in the Uniform Shop was a general “no” by parents for a number of reasons. However, if a child has been advised they wear sunglasses by a health professional, admin are to be advised.
- Buddy Bench - **TRACEY D.** has allocated a bench under B Block and also in Area C. Still to allocate one for A Block. Alan B. will get these started as soon as he is able.
- Christmas art fundraising project was held with approximately $450 profit made.
- Movie night “Inside Out” was held on 13 November. The nachos were a great hit! A profit of $665 was made.
- **SU H.** to speak to Tim and Chenani re placement and installation date of window in the Uniform Shop

WORK IN PROGRESS

- **TRACEY D.** to follow up Jabiru for OHSC tender contract.
- **TRACEY D.** to check with Jen the details of the tree that was presented to Carmel for planting/plaque in the *Volunteers Vale*.

P&C General Meeting – November 2015  
Approved @ meeting on 15 February, 2016
• **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.

• **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.** to look through and obtain prices for a new school photo company for 2017. (2016 has been locked in with the current company)

• **TRACEY D.** to follow up Alan B. to gurney aluminium benches near A Block.

7. **CHAPLAIN’S REPORT**

   Presented by Leanne T.

   Copy attached.

   Moved by: Leanne T.  Seconded by: Abby H.

   Business Arising:

   • Undertook annual review and has been given approval to continue her work at Nashville.

   • Passed on thanks to the school and P&C for all of the support given to Leanne.

   Lynda B. asked if Leanne needs any more support. Leanne advised that there was a shortfall in her wages of approximately $250. Tracey D. mentioned that flyers could be distributed for donations for the Chaplaincy Program.

8. **UNIFORM SHOP REPORT**

   No report presented.

   Business Arising:

   • Total deposits for the month of October 2015, as given through the Treasurer’s Report, were $567.

9. **TREASURER’S REPORT**

   Presented by Abby H.

   Copy attached.

   Moved by: Abby H.  Seconded by: Kirrily G.

   Business Arising:

   • All accounts and expenses were read and passed as approved.

   • An outline of fundraising projects for the year was tabled. This will assist in planning future fundraising events.

   • Approximately $450 profit made from Christmas art fundraising project.

   • Approximately $665 profit made from Movie night.

   • General discussion held of perhaps having a stall in the Bluewater Festival or Green Heart Festival next year.
10. **PRINCIPAL’S REPORT**

Presented by Tracey D.
Copy attached.
Moved by: Tracey D. Seconded by: Lynda B.

Business Arising:

- Provided details on upcoming events, incursions and variations to school routine.
- For processing/installation convenience, one quarter of PCs have been ordered for the Computer Lab with the last quarter being ordered once installation is complete.
- NSS has been selected to be part of a program to upgrade the school’s wireless - 50/50 in conjunction with the Department of Education.
- NSS is currently doing infrastructure planning - including making room for a further classroom in 2016; building in under A Block for an art room and science/technology room; expansion of the library; separate space for archives.
- NSS has submitted maintenance priorities for 2016.
- Planning 2016 events currently being undertaken to ensure an even spread across the year.
- Leadership program has begun for Year 5 students who wish to be school/sports leaders next year.

11. **GENERAL BUSINESS**

PER AGENDA

<table>
<thead>
<tr>
<th>11.1</th>
<th>Christmas raffles (Lynda B.)</th>
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<tbody>
<tr>
<td>-</td>
<td>These will be drawn as part of the end of year concert</td>
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<td>-</td>
<td>Discussion held for prizes</td>
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<td>-</td>
<td>P&amp;C (ABBY H.) to buy Ipad</td>
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<tr>
<td>-</td>
<td>SU H. to ask Ray’s Outdoor about voucher</td>
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<td>-</td>
<td>Post to go on FB asking for donations/desirable services</td>
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<tr>
<td>-</td>
<td>KIRRILLY G. to look for Carmel’s Christmas raffle template</td>
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<tr>
<td>-</td>
<td>Tickets will be a book of ten at $2 each. These will be distributed to each family.</td>
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<td>Stamp &amp; staple night at Abby’s on Monday, 23 November.</td>
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<th>11.2</th>
<th>Christmas concert/role of P&amp;C (Lynda B.)</th>
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<tr>
<td>-</td>
<td>Details in the Principal’s Report.</td>
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<td>-</td>
<td>Wednesday, 9 December</td>
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<td>-</td>
<td>Awards ceremony</td>
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<td>-</td>
<td>P&amp;C Strive to succeed award - books presented to students</td>
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<td>-</td>
<td>Year 6 captains announced.</td>
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<td>-</td>
<td>Thursday, 10 December</td>
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<td>-</td>
<td>End of Year Concert</td>
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<td>-</td>
<td>Iceblocks donated by P&amp;C</td>
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<td>-</td>
<td>Class parties</td>
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<td>-</td>
<td>Christmas concert</td>
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<td>-</td>
<td>P&amp;C President’s report and raffles drawn.</td>
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<th>11.3</th>
<th>Strive to Succeed awards (Lynda B.)</th>
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<td>-</td>
<td>Books presented to students at Awards ceremony on 9 December.</td>
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• TRACEY D. to provide books to Lynda with details of the winners to enable notes to be added and books to be wrapped.
• KIRRILLY G. to look for Carmel’s template of the “award to” note to be pasted into the front of each book.

11.4 Event for February - date (Lynda B.)
• A “Meet the Parents” event was suggested as an opportunity for parents to get to know each other and join the school community.
• Tabled for Friday, 26 February from 7:00 to 9:00pm. Parents only. Suggested wine and cheese with background music (ABBY H. to contact musicians).
• Can have ideas boards for the school and P&C “Fundraising Ideas”, “How you can help”, and “Events this year”.

11.5 P&C welcome letter to new Prep families (Lynda B.)
• Lynda asked if any information on the P&C was provided to families who are starting in the New Year. Tracey D. advised that an information pack is posted on the Monday of the last week of school.
• JANINE B. to forward Lynda P&C information flyer for comment/update.

11.6 Hall Kitchen (Tracey D.)
• Tracey D. suggested a joint project with Eco Council/School/P&C to upgrade the Hall Kitchen to:
  - Purchase a 900mm oven/stove tops
  - Remove small hand sink
  - Move fridge along to make room for oven
  - Purchase and install refrigerated drink fountain on other side of kitchen wall.
• TRACEY D. to look into costs and work permits, etc.

OTHER BUSINESS

• A reminder of the NSS Stall being held at the movie in the park at Einbunpin Lagoon on Saturday, 5 December.
  - The stall will be selling jams, pickles and cookbooks.
  - Post to go onto FB and Skoolbag App asking for mini pikelets and volunteers to help on the night.
  - Remind all to come along, bring a blanket and mosquito spray.

• As the next meeting will be the AGM, Lynda B. asked what was needed in preparation of this.
  - The Treasurer is to have the financial audited by
  - The Secretary to prepare notices of meeting, minutes, agenda and nomination forms, etc.
  - The VP will be stepping down; we will need to recruit another interested party.

12. NEXT MEETING

The P&C will next meet on Monday, 15 February, 2016. This will be the 2016 AGM as well as the first General Meeting of the year.
13. MEETING CLOSE

There being no further business, the meeting closed at 9:17 pm.

Have a happy, safe and restful Christmas everyone. Thanks to all for your support and commitment throughout the year. The P&C couldn’t work without each of us pulling together and helping out. We look forward to seeing you in the New Year full of energy and fresh ideas.