

General Meeting
MINUTES OF MEETING
6:30 PM Monday, 10 May 2021
MHSS Hall

1. Meeting Open

Meeting Opened By Renee Walls at 6:29 PM

We acknowledged the Gubbi-Gubbi people, Traditional Custodians of the land on which we meet and and pay our respects to their Elders past, present and emerging.

2. Attendance & Apologies

Attended

Amy Swalwell
Cindy Clenton
Jodie Shipway
Karen Puckeridge
Louise French
Luciana Bortot
Megan Faulkner
Melinda White
Michelle Angayan
Radhika Reddy
Rebecca Valentine
Renee Walls
Shauna Nugent
Tracy Egan

Apologies

Ellaine Warner
Guy Kelly
Jessika Fairhall
Martin Winney
Raj Boobal Vincent
Sheree Pointon
Tennille Dumbell
Tracey Park
Yanti Weaire

Michelle Alcorn, Ben Mills also listed as apologies, however not current members.

3. Confirmation of the minutes of the previous general meeting

Motions

454 The minutes of the meeting held on 11 Mar 2021 were a true and accurate record.

Status: Carried **Mover:** Renee Walls **Second:** Karen Puckeridge

455 The minutes of the meeting held on 8 Mar 2021 were a true and accurate record.

Status: Carried **Mover:** Karen Puckeridge **Second:** Rebecca Valentine

4. Business arising from the minutes of the previous general meeting

Please note these actions are old action previousy not closed in the system. This part of the system is now completed.

5. Correspondence - inward and outward

All correspondence received via email, sms or messenger group was responded to.

6. Table Executive Committee's decisions (if any)

No executive decisions were made since previous meeting.

Motions

456 Executive Stationery

Sought approval for \$75.00 for P&C Exec roles and compliance requirements for 2021.

Status: Carried **Mover:** Renee Walls **Seconder:** Karen Puckeridge

457 \$300 Float for Easter Raffle

Request for a float of \$300 for Easter Raffle

Status: Carried **Mover:** Amy Swalwell **Seconder:** Karen Puckeridge

458 Staffing rosters due to COVID-19

Changes to staff requirements due to lockdown prior to Easter holidays.

Status: Carried **Mover:** Renee Walls **Seconder:** Karen Puckeridge

459 \$600 float for Mothers Day Stalls

Request for 4 x \$150 floats for mothers day stalls

Status: Carried **Mover:** Amy Swalwell **Seconder:** Karen Puckeridge

460 Freezer for Canteen / Cafe use

Sought approval (after research and options given) for new freezer, based on growth in school and failure of old unit. WHS considerations for standup unit versus chest model also completed.

OzCookers \$2747.43 (paid for through school and reimbursed).

Status: Carried **Mover:** Renee Walls **Seconder:** Karen Puckeridge

461 Staffing wages

With change over of accounting systems and review of leave accruals, review has been completed, consultation and communication with staff to rectify.

Status: Carried **Mover:** Renee Walls **Seconder:** Karen Puckeridge

7. Treasurer's report and financial statement

Motions

462 March Treasurer's Report and financial statements presented by L Bortot are true and correct.

Status: Carried **Mover:** Luciana Bortot **Seconder:** Cindy Clenton

463 April Treasurer's Report and financial statements presented by L Bortot are true and correct.

Status: Carried **Mover:** Luciana Bortot **Seconder:** Amy Swalwell

464 Approval of supplier payments

Request approval for expenses and supplier payments for May \$11579.80

Status: Carried **Mover:** Luciana Bortot **Second:** Amy Swalwell

8. Services Report

Pantry drive continues to be successful

9. Fundraising Report

Mothers Day Stall - profit \$2712.84

Findings/Learnings

- Student's purchase more than 2 gifts
- Minimal gifts left

Colour Explosion - 4/6/21

- Sponsorship forms in teachers pigeon holes

Buy a Brick raised \$13,640.00

Kookaburra Bookpacks raised \$5499

Motions

[465 \\$5000 donation for AR Books for Hub](#)

Monies raised from Kookaburra book packs to go towards AR Books in Hub.

Status: Carried **Mover:** Karen Puckeridge **Second:** Jodie Shipway

[466 \\$640 for Mango Munchies & Sole Cafe signage](#)

Status: Carried **Mover:** Tracy Egan **Second:** Rebecca Valentine

10. Principal's Report

Motions

[467 Principal report true and correct record as presented by Tracy Egan](#)

Status: Carried **Mover:** Tracy Egan **Second:** Megan Faulkner

11. Motions on notice

NIL

12. General Business

2022 Student Resource Scheme (Tracy Egan)

The School Dress Code (Tracy Egan)

Signage for Canteen & Cafe (Tracy Egan & Renee Walls)

Community Engagement Framework (Tracy Egan)

Financial contributions to the school (Tracy Egan)

MYOB Membership (Renee Walls)

Last modified: 11/07/2021 7:12 AM

P&C Day (Renee Walls)

Operations Manager (Renee Walls)

P&C Conference (Karen Puckeridge)

P&C of the Year Award (Karen Puckeridge)

Motions

468 2022 Student Resource Scheme (Tracy Egan)

Tracy presented proposal for 2022 SRS

General SRS from \$90 to \$100

Booklist from \$100 (approx) to \$80 (excludes white/coloured paper)

Instrumental remains the same at levy \$40 / hire \$100

Status: Carried **Mover:** Tracy Egan **Second:** Jodie Shipway

469 The School Dress Code

Tracy presented updated dress code which removes specific reference to gender, resulting in children being able to mix styles of formal uniform.

Status: Carried **Mover:** Tracy Egan **Second:** Karen Puckeridge

470 Community Engagement Framework

Melinda presented the draft Community Engagement Framework. Discussion included, presented well, easy to read. Consider reference to disability inclusion.

Status: Carried **Mover:** Melinda White **Second:** Cindy Clenton

471 MYOB Membership

Request to maintain minimal subscription with MYOB to ensure historical data is available. \$25 per month.

Investigating NFP discount for Xero to reduce it to \$70, which will result in equaling out total cost per month.

Status: Carried **Mover:** Luciana Bortot **Second:** Shauna Nugent

472 P&C Operations Manager

Role to be advertised through P&C social media and SEEK

Status: Carried **Mover:** Karen Puckeridge **Second:** Amy Swalwell

13. Applications for membership

Motions

473 New Membership

Melinda White application received and approved.

14. Meeting Close

Meeting closed at 7:50pm

Meeting closed at 7:30 PM

[Next Meeting](#)

General Meeting

6:30 PM, Monday, 14 June 2021

MHSS Studio

Actions Summary

#	Title	Assigned To	Due Date	Completed
089	Buy A Brick	Renee Walls	Thursday, 30 April 2020	Saturday, 8 May 2021
091	Costing for cafe seating area and stop drop and go area	Tracy Egan	Monday, 11 May 2020	Saturday, 8 May 2021
092	Containers for Change	Karen Puckeridge	Monday, 11 May 2020	Saturday, 8 May 2021
093	Letter to Helping Hands	Renee Walls	Monday, 11 May 2020	Saturday, 8 May 2021
117	Use of chocolates from Easter for Athletic Day meal deals	Tracy Egan	Sunday, 27 June 2021	
118	Newsletter notice regarding lowering of stock at end of term	Louise French	Monday, 14 June 2021	
119	Aboriginal & Torres Strait Islander Murals	Tracy Egan	Sunday, 27 June 2021	
120	Canteen Murals	Renee Walls	Sunday, 27 June 2021	
121	P&C Conference 2021	Karen Puckeridge	Monday, 14 June 2021	
122	P&C of the Year	Karen Puckeridge	Monday, 21 June 2021	