St Columba’s P&F General Meeting Minutes

Date: Monday May 11\textsuperscript{th} 2015, 6pm

Open Meeting: 6:05pm

Present: Glen Brown, Dave Kiel, Yenda Kerin, Kate Brown, Kylie Bunning, Katie Keady, Alana Kerin, Nicolette Vaughan

Apologies: Mel Kiel, Pip Job, Julia Englert

Motion: That apologies be accepted.
Moved: Nicolette Vaughan
Seconded: Dave Kiel
Carried

Minutes from Previous General Meeting: (read by Kate Brown)

Motion: That minutes from previous general meeting, February 16\textsuperscript{th} 2015, be accepted as true and accurate.
Moved: Alana Kerin
Seconded: Kate Brown
Carried

Business Arising from the Minutes:

Staff room step: Tony Nailand (cabinet maker) visited school and inspected job.

Bathurst Diocese appointed an individual who has conducted a condition report in the school and highlighted the need for signage to indicate that visitors to school are not to proceed through the thoroughfare area (between office and kitchen). Signage has been fitted.

Other items (including some general repairs and maintenance) were highlighted from the condition report requiring attention, together with prioritisation. Costs would be covered by Bathurst Diocese. Glen has also highlighted stormwater overflow issue.

Phone Book:

$635 worth of sales have been made, up to 30 April 2015. No changes advised as yet, so all going well.

Electrolux Freezer:

There was a mix up with delivery of a freezer by Electrolux, Orange. Electrolux incorrectly delivered a freezer to St Columba’s (in addition to the fridge donated to Junior Joeys). Glen and Kate contacted Electrolux to advise of freezer being incorrectly delivered to St Columba’s and Glen offered to pay $300 to purchase the freezer, with a view for it to be the P&F major raffle prize for end of year celebrations (rather than having to return it to Orange). This offer was accepted by Electrolux.
Motion: That the P&F are to reimburse the School for the cost of $300 for freezer end of year prize.

Moved: Glen Brown
Seconded: Dave Kiel
Carried

Vegie Garden:
Expressions of interest received; work in progress.

Pop Up Tent:
Purchased and used @ Yeoval Show last week – works well.

Sand pit:
Thank you to Kylie Bunning for the collection and delivery of renewed sand for school sand pit. Great job!

General R&M - Rubble in Drain, Overflow in Roof:
Glen has followed up re the manner in which the site was left at the connection of the sewerage system; this remains a work in progress with Cabonne Council. Glen has also discussed general rubble with Peter Carman (contractor).

School Bag App:
Glen looked into the School Bag App. Associated costs are $1000 establishment fee + $10/child per year. For St Columba’s, this is not a cost effective measure and existing means of communicating school information, meeting reminders etc are more than adequate (School newsletters, term calendars, School website). In addition, the process of children delivering newsletters, notes etc to parents/carers also promotes great communication between children and parents/carers and children taking on responsibilities.

AgnVet Invoice:
Dave Kiel chased it up with AgnVet and Stephen Walker agreed to have travel component of invoice ($150) reversed. As the original invoice was not paid on time (due to invoice discrepancy), there was also a late payment fee incurred. No statement has been received post February 2015, therefore Dave Kiel will contact AgnVet to request a statement confirming that $NIL balance outstanding and reversal of late payment fee has been correctly made.

Correspondence In: Nil

Correspondence Out:
Letter sent today to Molong Players as a submission of expression of interest for catering in August.
Treasurer’s Report (as presented by Alana Kerin, copy attached):

Motion: That the Treasurer’s Report be accepted as true and accurate.
Moved: Nicolette Vaughan
Seconded: Dave Kiel
Carried

Motion: That School uniform inventory be transferred to the St Columba’s School Account, from the P&F account, to simplify administrative functions. In addition, this is not to the financial detriment to the P&F because there is no mark up on uniform sales. There is to be stocktake of uniforms for the purposes of transferring, effective from the commencement of Term 3 (July 13th 2015).
Moved: Glen Brown
Seconded: Dave Kiel
Carried

Alana Kerin and Katie Keady have kindly volunteered to conduct inventory of School uniform items prior to the commencement of Term 3. Thank you.

Principal’s Report (verbal report Glen Brown):

Motion: That the Principal’s Report be accepted as true and accurate.
Moved: Glen Brown
Seconded: Nicolette Vaughan
Carried

Workplace Health and Safety Concerns:
Covered in Business Arising from Previous Minutes

General Business:

Working Bee:

Working bee will be required later in the year, but scheduling of this is pending completion of final works by Cabonne Council. To be advised.

P&F Communication:

Request that there is a clearer communication for activities that the P&F are involved in prior to event, eg Yeoval Show.

Stormwater Hole: yet to be fixed; work in progress.

Meeting Closed: 7:10pm

Next Meeting: Term 3: Monday August 3rd 2015, 6pm
Term 4: Monday October 26th 2015, 6pm