St Columba’s P&F General Meeting Minutes

Date: November 3\textsuperscript{rd} 2014

\textbf{Opened:} 5:15pm

\textbf{Present:} Julia Englert, Glen Brown, Nicolette Vaughan, Alana Kerin, Jhing Pastor

\textbf{Apologies:} Dave Kiel, Yenda Kerin, Rana Hunter

\textbf{Motion:} That apologies be accepted.

\textbf{Moved:} Nicolette Vaughan

\textbf{Seconded:} Julia Englert

Carried

\textbf{Minutes from Previous General Meeting:}

Read by Alana Kerin

\textbf{Motion:} That minutes from the previous P&F general meeting held on Monday September 1\textsuperscript{st} 2014 be accepted as true and accurate record.

\textbf{Moved:} Nicolette Vaughan

\textbf{Seconded:} Jhing Pastor

Carried

\textbf{Business Arising from the Minutes:}

\textbf{Staff room step:}

Work yet to be completed, however Peter Brown is still co-ordinated to complete task.

\textbf{Yeoval Phone Book Fundraiser:}

Work in progress with a view to have it completed by mid-November.
**Bore Repairs:**

Bore is up and running. P&F extends a huge thank you to Dave Kiel for installing the pressure pump and co-ordinating the installation process etc. Water is running beautifully. A temporary tap is installed and just needs to be run into the main line.

A new pressure pump has been purchased via AgnVet Services.

**Motion:** That the P&F will cover the cost of the new pressure pump to run the bore water for the school grounds (approximately $460).

**Moved:** Alana Kerin

**Seconded:** Nicolette Vaughan

**Arborist/Tree Removal:**

Entire task has been completed, including trees removed and trimmed (as previously identified). Bark chips have been dumped around one tree in school grounds.

**Yeoval Show:**

From 2015, all school displays will be moved to main pavilion area where more of the public will be able to view the children’s work.

**P&F Visa Debit Card**

Refer to Treasurer’s Report (below).

**Correspondence In:**

Nil

**Correspondence Out:**

Nil
**Treasurer’s Report:**

As presented by Julia Englert (presented by Julia, copy attached).

**P&F Visa Debit Card**

Pre paid card has been organised and $999 has been transferred to account, ready to use. Register and process to be set up.

**Other items:**

A small amount of remaining soft drinks are to be sold at upcoming presentation night, as previously discussed.

Motion: That Treasurer’s report be accepted and the following expenses be approved for payment in upcoming quarter:

- Cabonne council rates ($154)
- Pressure pump from AgnVet (as previously discussed, approx. $460)

Moved: Nicolette Vaughan

Seconded: Glen Brown

Carried

**Principal’s Report:**

As presented by Glen Brown (verbal report presented by Glen).

Motion: That Principal’s report be accepted.

Moved: Glen Brown

Seconded: Nicolette Vaughan

Carried

**Workplace Health and Safety Concerns:**

Nil
General Business

1. Just an Hour (Thurs Dec 4th, 6:30pm) & Presentation Night (Thurs Dec 11th, 6pm)

Just an Hour: script has been distributed today to students to commence rehearsals. Parents and friends attending to bring along finger food and drinks for the evening.

Presentation Night – Community Meal:

As in past years, the P&F will purchase a ham as a contribution to the community meal, together with school families contributing various dishes (meats, salads and desserts). This year we will also have a separate children’s meal table, including typical children’s party food (eg cocktail frankfurts, chicken wings etc etc). However, in a bid to reduce excess wastage of food, this year we will ask families to contribute:

- One item for children’s meal table
- Dessert/salad/meat

Presentation Night – Chocolate Wheel Hampers:

Again, P&F will conduct a chocolate wheel fundraiser activity on presentation night. Prizes will be various Christmas hampers, comprised on donated items from school families. As in past years, we anticipate this will also add to the festivities of the night.

Notes will be sent home with children in the coming weeks, closer to the date, with further details of community meal and chocolate wheel contributions.

Presentation Night – P&F Fundraiser:

Discussion of options to have a major raffle prize, 500 club etc.

Motion: That a 500 club be conducted as fundraiser at upcoming presentation night with the three cash prizes consisting of: $300, $150 and $50 for 1st, 2nd and 3rd prizes, respectively. Tickets shall = $10/square (100
squares) with final takings to consist of $500 fundraiser amount to go to P&F and remaining $500 to go towards 1st, 2nd and 3rd prizes (as above mentioned).

Moved: Nicolette Vaughan

Seconded: Glen Brown

Carried

Presentation Night - Santa Gifts:

Again, this year there will be a visit from Santa at presentation night for the children.

Further details will be sent to parents in the coming weeks, closer to the date.

2. School Computers

At the beginning of 2014 (Feb 2014 P&F general meeting) one of the fundraising priorities established was to spend approximately $1,500 on computers.

At present, the school is trialling Google Chrome Books (approximately $300/each). The Bathurst Diocese IT expert has suggested purchasing laptops, rather than desktops for the children’s computer room as the ongoing replacement strategy for a variety of reasons, including space, access to wireless connections etc. Once the school has had the opportunity to adequately trial the Google Chrome Books (above mentioned) etc, this is to be reviewed in the new year (2015) and decisions made to best upgrades.

3. P&F General Meetings: process of notice of meetings & calling for agenda items

Discussion of existing process of notification of upcoming meetings, minutes distribution and calling for agenda items.

The dates and times of P&F general meetings for the 2014 year were set earlier in the year, as indicated and distributed in the minutes.
Existing methods of notifications/reminders of meetings are as follows:

- Newsletter reminder
- School term calendar
- School website
- General meeting minutes – indicates the date and time of next scheduled meeting (distributed to whole parent body via newsletter and website)

Existing methods of minutes distribution to whole parent body are as follows:

- School Newsletter
- School website

Motion: That existing processes of meeting notification and minute distribution remain in place, as there are a number of different methods already in place that are visually accessible to whole parent group.

Moved: Nicolette Vaughan

Seconded: Alana Kerin

Carried

Process of calling for agenda items:

The P&F general meetings format include both standard agenda items and general business items. Attendance and contribution to P&F meetings are welcome from the whole parent body. To date, agendas have been drafted prior to each meeting (including both standard and relevant general business items). There is always the opportunity however to add additional general business agenda items at each meeting.

Attached is the format/template of each P&F general meeting, indicating all standard agenda items and the general business section.

In a bid to ensure there is one simple and effective method of capturing all general business items, the following motion was carried.

Motion: That standard agenda items be listed on each drafted agenda. Additional general business items are to be called for and listed at the
commencement of the general business section of the meeting. This allows for a transparent and open discussion forum for meeting participants and one simple method of communication.

Moved: Nicolette Vaughan

Seconded: Alana Kerin

Carried

4. **Other Agenda Items:**
   - Kitchen Garden: to be reviewed at the commencement of 2015

**Next P&F AGM & General Meeting:** Tentatively scheduled for Monday February 16th 2015, 5pm: AGM, followed by general meeting

**Meeting Closed:** 6:51pm
St Columba’s P&F General Meeting Agenda Template

Date: _______ date and time indicated

Open Meeting:______ time meeting was opened

Present: _______ individuals’ names present at meeting

Apologies: _______ individuals’ names who submitted meeting apologies

Minutes from Previous General Meeting:

Read aloud to confirm an accurate record of meeting discussions and decisions.

Motion moved to accept those minutes as a true and accurate record.

Business Arising from the Minutes:

Discussion of any relevant items arising from previous minutes.

Correspondence In:

Correspondence Out:

Treasurer’s Report:

Written report presented by Treasurer outlining:

- income and expenses for the most recent month/s
- balance of bank accounts
- upcoming expenses to be approved for payment

Motion moved to accept report as true and accurate record and approve payment of invoices (where applicable).

Principal’s Report:

Written report presented by Principal including all relevant school activities at local and Diocese level. Note: these items are always reported on in weekly school newsletters also.

Motion moved to accept report as true and accurate record.

Workplace Health and Safety Concerns:

Opportunity to identify any workplace health and safety concerns, issues or hazards etc.

Motion/s moved (where applicable) to address items as required.

General Business:

All other agenda items are called for and addressed in this general business section.

Motion/s moved (where applicable) to address items as required.

Meeting Closed: _______ time meeting was closed

Next Meeting: _______ date and time indicated