**Opened:** 7:10pm

**Present:** Bec Burns, Vanessa Gordon, Sonya Wright, Vanessa Woodington, Kylie Newton, Vanessa Magee, Robyn Menzies-Moore, Paula Kontor, Saran Yoo, Kylie McKivett, Sen Ooi, Vicky Warwick, Renae Ritchie

**Apologies:** Theresa Kennedy, Narelle Marinescu, Darren Warwick, Jacqui Watts, Joanne Ivey,

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | Renae Ritchie |  |
| 2 | Confirmation of previous meeting minutes | Distributed to all members. That the minutes of the Annual General Meeting of Bletchley Park PC held on the 13th February 2017 be taken as read and confirmed as a true and accurate record.**Accepted:** Vanessa Gordon **Seconded:** Vanessa Magee | Carried |
| **3** | **Business arising from previous minutes** |
| (6) | Requirement for a honorary or registered auditor | To follow up with WACCSO if we move forward from this point or required to go back retrospectively in relation to an honorary or registered auditor.  | R Ritchie |
| (7.4) | Tree seats  | These are no longer available anywhere in the state. Vanessa Magee will follow up and see if she can order any of them on line. To speak to Bec Burns when and if a costing has been found. | Vanessa Magee |
| (7.7) | P & C Survey | Paula Kontor discussed the survey results (see attachment)Issues around the parent rep role within the school. Suggestion of a parent rep meeting to discuss furtherTo start up a frequently asked questions pageAdd fundraising ideas to the term planner calendar | Closed |
| (6) | Presentation and adoption of audited financial statement for 2016 | Unable to proceed until an auditor is appointed | Sonya Wright |
| (8.3) | Banking representative | Vicky Warwick contacted Kerry Heliams who has agreed to continue with the banking | Closed |
| (8.4) | ToR for P & C Media coordinator | Robyn Menzies-Moore is proceeding with this document and will forward to the secretary when finalised | Robyn Menzies Moore |
| (9) | Appointment of honorary auditor | Renee Ritchie is looking into this appointment | Renee Ritchie |
| (10) | Acceptance of ToRFundraisingParent representativeUniform representative | All terms of reference currently under review. To be forwarded to the secretary for distribution to the committee for feedback | P & C Committee |
| (12.4) | Same as 7.7 | Repeated agenda item | Closed |
| (12.5) | Wireless PA | Bec Burns has received one quote but is awaiting another before finalising | Bec Burns |
| (12.6) | Stage blocks | Bec showed pictures of the stage blocks that she would like to purchase. The cost was cheaper than trying to extend the concrete of the outside stage.**Motion:** Vanessa Gordon put forward a motion to “purchase the stage blocks up to the value of $7000”**Seconded**: Vanessa Magee**All in favour** | CarriedClosed |
| **4** | **Correspondence In/Out** | Minimal mail. Vicky Warwick asked that mail was not removed from the P & C mail box as the correspondence list is not correct |  |
| **5** | **Presidents Report** | Renae thanked those that assisted with the meet and greet and also commented on the fundraising meeting she attended which had a very supportive atmosphere |  |
| **6** | **Committee reports** |
| 6.1 | Principal | Bec Burns has discussed the issue of school lunches being left in bags in the sun with the teachers. She will provide baskets to the classrooms for term 1 & 4 to assist. |  |
| 6.2 | Treasurer | Vanessa Woodington presented the financials for the General and canteen accounts for February 2017This should be the last canteen account Renee Ritchie requested that the bank statements be provided at each meeting for transparency |  |
| 6.3 | Uniform | Leavers shirts: This is not part of the P & C responsibility but it was been highlighted that there are no instructions on the process for ordering leavers clothing. Vanessa Gordon will write up a process and forward to Bec Burns | Vanessa Gordon |
| 6.4 | Fundraising | Paula Kontor will forward the year planner for inclusion in the minutesBe, think, grow hair day: 9th March with gold coin donationElection sausage sizzle: 11th March. Roster requires filling for the day. To check contents of gas bottle and old BBQHot cross bun drive: Order forms to go out next weekCommence advertising Maggie Dent eveningPaula is able to provide teachers with posters advertising upcoming events that can fit class windows |  |
| 6.5 | School Banking | No report |  |
| 6.6 | School Board | School Board is undergoing Board trainingContinuing to look at the school business planRules now established on community personnel sitting on the school boardSchool board Terms of Reference now finalised |  |
| **7** | **General Business**  |  |  |
| 7.1 | P & C weighted flag | These are the tear drop flags. Sen Ooi will provide a quote for two flags | Sen Ooi |
| 7.2 | Chalk Boards x 2 | These are metal A frames to put notices up on. Sen Ooi will provide a quote for two frames | Sen Ooi |
| 7.3 | Spending meeting | Bec Burns has a new form that has been developed for teachers to submit their requests for new items. Bec will collate them all and send through to the secretary for distribution to the committee so they can consider purchases before the next meeting  | Bec Burns |
| 7.4 | Setting the P & C meetings for the year | Dates agreed upon and put into the school calendar:* 27 March (Spending meeting)
* 1st May
* 29th May
* 26th June
* 31 July
* 28 August
* 23rd October
* 20th November (Final meeting for 2017)
 |  |
| 7.5 | Grants | Agenda item moved to next months meeting | R Ritchie |
| 7.6 | BBQs | **Motion:** Renee Ritchie put forward a motion for “up to $500 to purchase 2 x flat plate BBQs, 2 x BBQ covers and 2 x gas bottles”**Seconded:** Kylie Newton**All in favour** | CarriedClosed |
| 7.7 | Blank cheques | Sen Ooi showed a picture of the blank cheques and what they would look like | Closed |
| 7.8 | Old fete items | The shed on the oval has been cleaned out and there is some old fete items that belong to the P & C. All in agreement that they can be discarded | Closed |
| 7.9 | Archiving records | There are some boxes in one of the staff toilets that need to be sorted and ? items archived. Vicky Warwick will undertake this process in the near future | Vicky Warwick |
| **8** | **Next meeting** | Monday 27th March 2017  |  |
|  |  | 7.00pm Bletchley Park School staffroomMeeting closed 8.45pm |  |