

**WOOROLOO PRIMARY SCHOOL P&C MEETING
AGENDA & MINUTES**



DATE: Monday 27 November 2017

TIME: 7.00 pm

CHAIR PERSON: Kerry Congdon

SECRETARY:

ATTENDEES: Sarah Barton, Kerry Congdon, Deborah Taylor, Angus Taylor, Haley Clothier, Vanessa Van Der Swaagh, Carmen Wallace, Kerrie-Lee Marrapodi, Tash Kent.

APOLOGIES: Georgina Oakman

MAIL IN: Bank Statements,

MOVE TO CONFIRM LAST MINUTES AS A TRUE & CORRECT RECORD: Moved: Kerry, Seconded: Deborah

ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION & TIMELINE
Business Arising		Camel Fundraising	Has been sent, has been mailed and is soon to return.
Presidents Report		Nil	
Treasurers Report			\$1170 deposited funds \$7600.56 available funds \$1000 still to be allocated to sports uniforms matching grant Bendigo Bank
Principals Report		<p>To be attached</p> <p>Discussion to fund a water slide inflatable object or similar for end of school celebrations. Kerry to investigate.</p> <p>Discussion re: sports uniforms. Kerri-Lee to finalise payment and logo with The Agency.</p> <p>Ice-creams remaining in Canteen to be given away on end of school celebrations – P&C to donate sausage sizzles for also.</p>	<p>Motion: to allocate \$1000 towards hire of fun safe water activities for all students to enjoy at end of school celebrations. Firsted: Carmen Seconded: Angus, moved unopposed</p> <p>Note to go home for pre-orders of sausage sizzle. Motion: to provide students with sausage sizzles on Thursday 14th December free of charge Vanessa/Kerrie-Lee, Carmen and Deborah to cook and serve. Firsted: Kerry Seconded: Vanessa, moved unopposed. Rolls to be requested from Wooroloo Prison Farm. Pork/Beef sausage and sauces to be purchased</p>
General Business	Kerry	Cinema Under Starlight Booked with the Shire for 17 March 2017 (Despicable Me 3) Week 7 Opportunity for 2018 Camp Fundraiser Sub Committee to fund raise for the senior camp	Motion: P&C to do refreshments stand. Kerry to co-ordinate that with the shire. Firsted: Carmen Seconded: Haley, moved unopposed.
	Kerry	2018 Calendar - sausage sizzle Sunday 20 th May at Bunnings . Calendar has raffle opportunity days marked. Grant date opportunities etc	
		Secretary Position – Thank you to Cilla Wilson for all her hard work and commitment to the P&C, she has resigned and the position is open. Proposed date for 2018 P&C AGM Monday the 12 th of February 6:30pm to allow for voting process and Camp Fundraising Committee	
	Kerry	Communication If a P&C member wishes to send communication to the P&C they must send their email to the Secretary for approval from the Executive Committee. This will ensure that all messages regarding P&C business	Ideas discussed. Opportunity for Gmail Secretary's account to be made for distributing communication. WPS P&C email address. Expectations of P&C commitment via Kerry as she is an employee.

		<p>are coming from the correct P&C source.</p> <p>Motion for a communication procedure to be developed for approval at the next P&C Meeting 2018.</p> <p>Discussion about streamlining list of events to include in P&C calendar.</p>	<p>Communication to be encourage via electronically to new P&C inbox, or into P&C drop box in office.</p> <p>Motion: For a communication procedure to be developed. Code of Conduct to be distributed at AGM.</p> <p>Firsted: Kerry Seconded: Vanessa, moved unopposed.</p>
		<p>Library Budget</p> <p>We have worked really hard this year to modernize our library and 'weed' out all of the old books. Our librarian has been working on her budget request for 2018 and would love to develop a graphic novel collection for the students.</p> <p>Would the P&C like to put some money toward the purchase of graphic novels? \$500 would be great \$1000 would be amazing!</p>	<p>Motion: To allocate \$1000 for purchase of graphic novels. Firsted: Haley Seconded: Deborah</p>
		<p>Presentation / Graduation evening 4 December .</p> <p>Traditionally we have run a raffle. Do we want to do another one this year?</p>	<p>Motion: To collate 10 prize bundles for the evening to raffle at \$2 a ticket. Ticket books of 10 to go home with students. Prizes to be drawn on Tuesday the 12th to allow better opportunities for sales.</p> <p>Firsted: Vanessa I Seconded: Angus</p>
		Wooroloo Community Social	45 tickets \$5267 Income/\$3327.70 expenses \$1939.30 profit
	Vanessa Deborah	<p>Due to generous donation of \$4000, we have \$24,000 in total for purchase of solid structure shade for playground upgrade. Quotes still being sourced.</p> <p>Discussion by everyone on fundraising goals for 2018 – online encyclopedias, lap-tops and software programmes, senior class camera and tripod.</p> <p>Lighting tower has been purchased</p> <p>No stall at Beyond Blue event in Chidlow at Tavern this year.</p> <p>Opportunity to continue to communicate with Norm and Katie to participate in fundraising in 2018.</p> <p>Card to be done and given to students families to summarise the P&Cs achievements & donations towards education/fun that they have provide to the students of Wooroloo Primary.</p>	<p>Sarah to donate cards, Carmen and Deborah to make</p>

NEXT MEETING: Monday 12th February 2018 6:30pm

MEETING CLOSED: 8.10 pm

SIGNED:
(CHAIRPERSON)

DATE:

*All welcome to P&C Meetings. Play area for small children available.