



## Minutes of General Meeting

**Date:** 13 March 2018  
**Time:** 7.30pm  
**Location:** THPS – Teacher's Staffroom  
**Chair:** P&C Vice President  
**Attendees:** Amie Frankel  
Gai McLennan  
Shane Clements  
Tony Watson  
Sarah Gerdovic  
Curt Wilson  
Rebecca Purnell  
Leigh-Ann Hibbert  
Cathy McNamara  
Nikki Watts  
Sharon Donaldson  
Andrea Whitlock  
Zoe Howard  
Melanie Woolman

**Apologies:** Jennifer Clark

Matters arising from previous minutes

The minutes of the previous meeting held on 14 November to be accepted as a true and proper record.

Moved – Nikki Watts                      Seconded – Rebecca Purnell

### Agenda items:

Item	Discussion
1. P&C Secretary	1.1 <b>Correspondence In Sarah Gerdovic</b> – Events correspondence handed over to events team. 1.2 <b>Correspondence Out</b> – Flowers sent to the auditor Tracy
2. P&C Treasurer	2.1 Report: Curt Wilson <ul style="list-style-type: none"><li>Treasurer Report - total income YTD \$9713, main income beign from canteen and uniform shop.</li></ul>
3. Events Report	<b>3.1 Report:</b> <b>Movie night:</b> success all round, great response and a lot of extra's arriving on the night (I believe around 30 extra tickets were purchased, I'll confirm tomorrow). No issues or injuries reported. 95 families in total. Will send final profit of the night once we've finalised payments. Volunteers will be thanked properly via email. Great weather, and all the little ones were laughing. A great response from new families. The sky is the limit for next year!  <b>Entertainment Book:</b> Please check with P&C (needs a vote I think?), Entertainment Book Roll out. Families are sent an Entertainment Book home with the youngest family member. This increases sales and exposure. No work is necessary as Entertainment Book do all the work (with Committee). Last year \$830 was raised this way. The other way is making the books

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	<p>available through the office, without sending the book home to each family. Less sales this way. Agreed that it's to go out to families and returned if people don't want them.</p> <p><b>Grandfriends Day:</b> What has the committee done in previous years - can we help at all? Canteen to arrange as usual. Events to do the sign up genius to arrange for volunteers</p> <p><b>Mothers Day Stall and Raffle:</b> Justine has arranged gifts etc, will raffle a prize also similar to last year. 10<sup>th</sup> May. Mother's Day event planning is also underway.</p> <p><b>Class parents:</b> Is it possible to make contact with Class Parents - they can be good at filtering fun information to the class. Michelle is getting the list ready and will distribute.</p>
<p>4. Canteen Report</p>	<p><b>4.1 Report: Sharon Donaldson</b> <b>Committee nominations for 2018</b></p> <p><b>Convenor</b> Sharon Donaldson</p> <p><b>Purchasing officer – Vacant</b></p> <p><b>Roster Co-Ordinator</b> – Georgia Wilson</p> <p><b>Events &amp; Banking</b> – Lisa Hurlstone</p> <p><b>Admin Support - Vacant</b></p> <p><b>Paid person for Canteen 2018</b> - Georgia Wilson, Nikki Watts and Amie Frankel have been working on the job description and job specifications. Job description and job ad tabled at meeting. Sharon and Georgia to interview, second interview with Gai and Amie. Award Levels discussed Nikki believe it's a level 1 position at \$25.10 per hour. Workers Compensation will be approx. \$450.00 &amp; treasurer will need to do a business activity statement on a quarterly basis and do process pays and send pay slips. Or they could come in with their own ABN and check WC. Amie propose that we advertise and Andrea seconded.</p> <p>New person required to open up Monday and run Munch Monitor – approx. 1 hour. Email volunteers first to see if anyone can assist.</p> <p><b>New laptop</b> - Canteen has now purchased a new laptop.</p> <p><b>Sushi Bar</b> - The Sushi Bar very kindly gave the canteen a \$100 gift voucher for Christmas 2017. The canteen will be using this to purchase a new rice cooker.</p> <p><b>Hot Cross Buns</b> - The canteen will be selling hot cross buns 23 March till 28 March</p> <p><b>Lunch Baskets</b> - Canteen would like the teachers to ensure the children who are nominated to collect the lunch baskets are also tasked with returning them! Baskets that have been left out in playground seem to come back dirty and damaged!</p> <p>Farewell to Fabi and thanks for all her help.</p>
<p>5. Uniform Shop</p>	<p><b>5.1 Report: Andrea Whitlock</b></p> <ul style="list-style-type: none"> <li>• New microfibre track pants</li> <li>• New categories in MM to match the Order form update</li> <li>• Winter uniforms arrive this week and order forms have been sent out. Extended trading of uniform shop at the end of term up ensure everyone is ready for change of uniform – TERM 2 WINTER UNIFORM</li> <li>• Eftpos machine charges confirmed not sitting against uniform shop</li> </ul>
<p>6. School Council</p>	<p><b>6.1 Report: Nikki Watts, Amanda Coleman, Viv Sellars</b> – No Meeting held and need to revote</p>
<p>7. Principal's Report</p>	<p><b>7.1 Report: Gai MacLennan (Tony Watson)</b></p> <ul style="list-style-type: none"> <li>• Swimming Zone carnival on Monday – kids were amazing</li> <li>• Thanks Tony for Tour De Cure made over \$300</li> <li>• Learn and Earn Woolworths program</li> <li>• Sports for school buy what we need for next year</li> <li>• Dream Doors have done installation – ordered dishwasher and tiling to be done by Bruce and potentially some painting required. Approx \$8000</li> <li>• 3<sup>rd</sup> AP position being advertised currently and hope to appoint someone</li> </ul>

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	<ul style="list-style-type: none"> <li>• Interrelate (Sex Education) had some people enquiring if we are doing another program. Traditionally done parent night, other option is to have class lessons and the kids spend about 90 mins. Parent Night \$30 and 3 x 90 minute sessions \$30. Shane to look into the options of having both. Look at doing both and get pricing and P&amp;C to potentially subsidise.</li> <li>• Tony and Shane organising Easter Raffle to raise money for end of year events</li> <li>• Vandals &amp; Damages – pipe broke and was under slab for canteen – now been fixed. G Block roof teenagers climbing on roofs, smash tiles with branches. Setting fire to the roof. Could possible look at putting sensor lights in. People to call Dee Why Police not Security Company. Look at possibly of security camera etc.</li> <li>• Lots on the last week of school. Parent interviews. Mrs Wallis farewell 10<sup>th</sup> April and Grandfriends Day 12<sup>th</sup> April. P&amp;C will need to purchase a retirement gift.</li> </ul>
<b>8. Assistant Principal</b>	<p><b>8.1 Report: Tony Watson or Shane Clements</b></p> <ul style="list-style-type: none"> <li>• Zone carnival was outstanding – enthusiasm of parent body so supportive encouraging each student. Helping out and running of the carnival. Children were so happy with their efforts</li> <li>• Cross Country carnival coming up – training will commence soon.</li> <li>• IPlay – being active to be encouraged</li> <li>• Leadership Camp next week at Narrabeen – Student execs going to network with other leaders.</li> <li>• Excursions for geography programs and back in class has been outstanding. Year 1 &amp; 2 doing local excursions.</li> <li>• Easter Hat Parade 29<sup>th</sup> March – day after will draw easter hat raffle</li> </ul>
<b>9. General Business</b>	<p><b>9.1</b></p> <ul style="list-style-type: none"> <li>• Memory Books were donated to the Kindy Kids</li> <li>• Thanks to all the volunteers of movie night</li> <li>• Belrose Terrey Hills Raiders – training at school Sarah to liaise with Louise to arrange Kindy training day on a Wednesday and sign community useage agreement</li> <li>• Year 6 Yearbook – Gai to follow up Alison to see where it is at</li> </ul>
<b>10. Next Meeting</b>	Next Meeting – Tuesday 10 <sup>th</sup> April