**Opened:** 7:05pm

**Present:** Renae Ritchie, Vanessa Magee, Kylie Newton, Theresa Kennedy, Robyn Menzies-Moore, Vanessa Gordon, Sonya Wright, Paula Kontor, Jacqui Watts, Kylie McKivett, Darren Warwick, Rebecca Burns, Vicky Warwick

**Apologies:** Joanne Ivey, Sarah Yoo,

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | Renae Ritchie welcomed everyone |  |
| 2 | Confirmation of previous meeting minutes | Distributed to all members.  That the minutes of the General Meeting of Bletchley Park PC held on the 29th May 2017 be taken as read and confirmed as a true and accurate record with the following amendments:  Business arising (7.1) should say **plus (not includes)** a helmet and first service  General business: (7.1) Completion of office bearer form and send (not sent) to WACSSO and Bec Burns  **Accepted:** Theresa Kennedy **Seconded:** Robyn Menzies-Moore | Carried |
| **3** | **Business arising from previous minutes** | | |
| (6) | Requirement & appointment for a honorary or registered auditor & presentation and adoption of 2016 audited financial statement | Renae Ritchie has looked into some auditors, nobody available to provide a reduced fee for service, may have to consider paying an auditor. Has one other contact to follow up  Sarah Yoo’s contact unable to assist  Vanessa Magee may be able to assist, will approach a potential contact | R Ritchie  V Magee |
| (10) | Acceptance of ToR  Fundraising  Parent representative | Fundraising: Under review  Parent representative: Under review  Vicky Warwick to follow up with Vanessa Gordon | P & C Committee  Vicky Warwick |
| (7.1) | P & C Weighted flag | Await designs from Sen Ooi, potentially no longer required | Sen Ooi |
| (7.9) | Archiving boxes | These have been collected and Vicky Warwick will archive when she has time | Closed |
| (7.4) | ANZAC Garden | Renae Ritchie completing write up of proposal for DVA | Renae Ritchie |
| (7.5) | 10yr celebrations | Bec Burns has met with Paula Kontor and Vanessa Gordon and began preliminary discussions around the celebrations. To celebrate on the 21st November. Lots of ideas including a time capsule, quilt and cake. All for further discussion | Bec Burns |
| **4** | **Correspondence In/Out** | Minimal mail: Vicky Warwick handed out mail at end of the meeting including the bank statements. |  |
| **5** | **Presidents Report** | No report to give |  |
| **6** | **Committee reports** | | |
| 6.1 | Principal | Principles report attached  Web site: Documents and pages being uploaded, should be ready term three |  |
| 6.2 | Treasurer | Treasurer report attached June 2017  Discussion around the request for a debit card for fundraising to utilise. Could have a set amount on it and receipts provided for each transaction.  Paula Kontor buys gifts for fundraising on line to allow more choice and it is cheaper most of the time. Buying in bulk has proved effective. Currently using own credit card and claiming back. Sonya Wright to look into process  We have received a couple of invoices for Football gurnsey purchased last year. Sonya currently going through previous minutes to find anything documented re approval or amount to be provided. If nothing found invoices to be returned to the school.  No further requirement for PAYG for May or June so can be cancelled  Bank Statements available at meeting if anyone would like to review them  Sonya Wright to look into current insurance policy for P & C |  |
| 6.3 | Fundraising | **Entertainment books:** Orders going well.  **Hair accessories:** Orders now closed. 343 pieces sold raising $944.00 for P & C. Possibility to sell more at the sports carnival. Invoice to be paid $1010.00  **PJ Day:** 8th June raised $1011.65  **Maggie Dent:** Tickets now on sale. Flyers up on school website and face book page. Looking at trying to get sponsorship/donations of raffle prizes for the night. To put an advert in the newsletter.  Discussion around the raffling off of a car space.  **Father’s Day Stall**: Orders placed and stock starting to arrive. Looking at ‘my Dad, My Hero theme’.  **Disco**: Discussion around holding it at the school. Date 20th October  **Motion**: Paula Kontor put forward a motion “$600 required to pay the bond for Amherst Village”.  **Seconded**: Theresa Kennedy  **All in favour**  **Motion**: $224 required to pay the remainder of the hire fee for Amherst Village”  **Seconded**: Renae Ritchie  **All in favour**  The process for the certificate of appreciation needs to be reworded. Vicky Warwick to send to Paula Kontor. School has a template of a certificate  Plans for a PJ day, winter solstice.  School still would like to acquire (STEM) science technology, engineering and maths electronics | Carried  Carried |
| 6.4 | School Banking | Nil to report |  |
| 6.5 | School Board | Nil to report |  |
| **7** | **General Business** |  |  |
| 7.1 | Extraordinary Executive meeting | Not an extraordinary meeting. Meeting held with Executive members on the 16/06/2017. Agenda and minutes attached. Discussion items below:  Motion raised by Paula Kontor for $5000 to purchase products for the Father’s day stall. Approved  Motion by Renae Ritchie to buy flowers for Joanne Ivy and new baby. Rejected. Following advice from WACSSO this is not appropriate use of P & C funds. Extract from the constitution documented in executive minutes.  Discussion: We could open a subsidiary account and use the funds to provide gifts on behalf of the school, or we could change the constitution. Committee decision to stay as per the current policy. Card and gift provided by collection from committee.  Motion by Renae Ritchie for reimbursement of folders, dividers and art line pen to the value of $74.30. Rejected. Purchase of items not discussed with committee prior to purchase. School can provide dividers  Motion: Vanessa Gordon put forward a motion “ to reimburse Renae Ritchie for the files and art line pen to the value of $26.30”  Seconded Robyn Menzies Moore  All in favour |  |
| 7.2 | Notation made as amendment to Minutes of the 29th May 2017 | Past treasurer Vanessa Woodington continued to use Bianca Brisset’s bank token, with Bianca Brissets’ knowledge, to make payments for P & C | Closed |
| 7.3 | Hansard Report | Terry Healey had requested names of the P & C to be included in the Hansard report. Renae Ritchie sent out an email asking if anybody did not want to be included | Closed |
| 7.4 | Previous P & C Minutes | Previous minutes to be sent to Sue Bachman for placing on the website | Closed |
| **8** | **Next meeting** | Monday 28th August 2017 |  |
|  |  | 7.00pm Bletchley Park School staffroom |  |