**Opened:** 7:07pm

**Present:** Kylie Newton, Paula Kontor, Sen Ooi, Renae Ritchie, Darren Warwick, Jacqui Watts, Kylie McKivett, Robyn Menzies-Moore, Vicky Warwick, Teresa Kennedy, Sonya Wright, Vanessa Magee, Michelle Hall, Cris Partington, Vanessa Woodington, Serena Williamson

**Apologies:** Vanessa Gordon

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | | |
| **1** |  | Darren Warwick welcomed everyone to the meeting |  |
| **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 12th February 2018 be taken as read and confirmed as a true and accurate record with the following amendment 6. (7.4) should say Matt Keogh not Mark McGowan.  **Accepted:** Vanessa Magee **Seconded:** Theresa Kennedy | Carried |
| **3** | **Business arising from previous minutes** | | |
| (7.1) | Potential for additional roles/committee 2018 | Ideas to supplement fundraising. Other ideas re community events.  Helping hands happy to participate in something  Serena Williamson gets notifications of community grants available. She will forward any details to the P & C Secretary | For further discussion |
| **4** | **Correspondence In/Out** | | |
|  | **In** | Some bank satements |  |
|  | **Out** | Nil |  |
| **5** | **Treasurers Report** | | |
|  | **General account** | Summary of February general account tabled  $773 transferred from Canteen account which were voluntary contributions  **Accepted:** Kylie McKivett **Seconded:** Theresa Kennedy | **Carried** |
|  | **Authorised signatories** | To remove Vanessa Gordon and Renae Ritchie as authorised signatories from the bank account. Renae Ritchie to remain as signatory until Darren Warwick has authorisation rights | **Carried** |
|  | **Canteen account** | **Motion:** Sonya Wright put forward a motion “to close the canteen account”  **Seconded:** Jacqui Watts  **All in favour** | **Carried** |
| **5.1** | **Debit card account** | **Motion:** Sonya Wright put forward a motion “to open a new business zero transaction account to have a debit card attached to it in Paula Kontor’s name”  **Seconded:** Kylie McKivett  **All in favour**  Paula Kontor not to be included as an authorising person for transferring money into or out of the debit card account. This also needs writing into the fundraising terms of reference | **Carried** |
| **6** | **Other reports** | | |
| 6.1 | President | See attached |  |
| 6.1.1 | Fathering project | Will look into the project a little more and see what the requirements are | D Warwick |
| 6.2 | Principle | See report attached. A fundraising request raised re curtains for the classrooms. This needs to be brought to the next meeting |  |
| 6.3 | Fundraising | **5c Fundraiser:** Prize for most raised funds, based on how many kids per class  **Terry Healy:** Vanessa Magee will speak to Terry re bicycle donation |  |
| 6.4 | School Banking | Banking going ok. |  |
| 6.5 | School Board | Board has met. Discussions held around Terms of Reference and Code of Conduct. Looking for a school councillor that has mental health experiences. Budget talks |  |
| 7 | General Business | | |
| 7.1 | Keys to P & C Box | Darren Warwick asked if anybody else had keys to the P & C Box. Vicky Warwick is the only key holder |  |
| 7.2 | P & C Meeting dates for 2018 | Discussion around the dates. Will release first half of the year and the rest require further discussion | V Warwick to send out |
| 8 | Other Business |  |  |
| 8.1 | Terms of Reference | Awaiting for reviewers to return documents |  |
| 8.2 | Leavers | Discussion around leavers items to be owned by the P & C, to liaise with the uniform representative. Also management of the fundraising and concerns around insurance. Cris Partington to look into process | C Partington |
| 9 | Date of next meeting | | |
|  |  | Monday 9th April 2018  Bletchley Park School Staffroom 7.00pm |  |
| 10 | Closure |  |  |
|  |  | Meeting closed 20.14 |  |