**Opened:** 7:07pm

**Present:** Vanessa Gordon, Kylie Newton, Paula Kontor, Sen Ooi, Renae Ritchie, Darren Warwick, Joanne Ivey, Jacqui Watts, Kylie McKivett, Robyn Menzies-Moore, Narelle Marinescu, Vanessa Woodington, Vicky Warwick, Teresa Kennedy, Bianca Brisset, Bec Burns, Sonya Wright, Vanessa Magee

**Apologies:** Kerry Heliams

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | Renae Ritchie |  |
| 2 | Confirmation of previous meeting minutes | Distributed to all members.  That the minutes of the general meeting of Bletchley Park PC held on the 7th November 2016 with the following amendment **(7.2) Uniform supplier contract: there are no ongoing financial issues, the education department would not support any if they occurred.**  be taken as read and confirmed as a true and accurate record.  **Accepted:** Renae Ritchie **Seconded:** Darren Warwick | 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 |
| (7.3) | Canteen agreement between Robyn and P & C | The canteen is now run by Robyn and she liaises with the school. Fundraising will arrange to meet with Robyn when required to discuss fundraising activities of the P & C that may involve food and beverages | Closed |
| (7.4) | Tree seats to be taken to grounds committee | These are no longer available. Vanessa Magee will follow up and see if she can locate them | Vanessa Magee |
| (7.6) | P & C feedback email | Following discussion this will no longer be required as the presidents email is on the newsletter and the school will forward any emails they receive | Closed |
| (7.7) | P & C Survey | Paula Kontor handed out the results of the survey. For tabling at the next meeting | Paula Kontor |
| **4** | **Correspondence In/Out** | Advertising material mainly distributed from the P & C mail box |  |
| **5** | **Presidents Report** | Renae thanked everyone for their hard work in 2016 |  |
| **6** | **Presentation and adoption of audited financial statement for 2016** | Financial statement not yet available. | V Woodington |
| **7** | **Other reports** | | |
| 7.1 | Principal | Enrolments for 2017 stand at 1057  **New staff:** New deputy Kylie Avery, 5 new teachers and 3 new education assistants  New buildings have been installed and were ready to go on 1st day of school  11 transportable classrooms now have reverse cycle air conditioning with donation received from the P & C  New parent car park being built and should be completed end of February  New business plan and vision has been developed by the staff.  New signage is being put up around the school along with a LED screen  Staff continue to monitor Kiss and Drive areas to help maintain the flow of traffic when they are able  Application for a cross walk attendant has been submitted  A new school will be completed in 2019 for southern river which will assist in relieving some of the pressure on Bletchley Park |  |
| 7.2 | Treasurer | Vanessa Woodington presented the financials for the General and canteen accounts from December 2016– end of January 2017.  The canteen account has now been reconciled |  |
| 7.3 | Canteen | To be discontinued | Closed |
| 7.4 | Uniform | The new faction shirts appear to be a size smaller than previous shirts, so when purchasing order the size larger than you would normally purchase  Taylored shorts have now been discontinued  New jackets will not be looked at until at least the end of the year due to stock issues |  |
| 7.5 | Fundraising | Lots of plans for the year based on feedback from the survey.   * Election day sausage sizzle * Hot Cross Buns Drive * Maggie Dent evening * Disco * 10yr anniversary celebrations   **Motion:** Paula Kontor put forward a motion for “$1000 to purchase items for the sausage sizzle”  **Seconded:** Jacqui Watts  **All in favour**  **Motion:** Paula Kontor put forward a motion for “$4000 to purchase items for the mother’s day stall”  **Seconded:** Kylie Newton  **All in favour** | Carried  Carried |
| 7.6 | School Banking | No report |  |
| 7.7 | School Board | No report to give as no Board meeting held as yet |  |
| **8** | **Elections: Office bearers** | | |
| 8.1.1 | President | **Nominated:** Renae Ritchie  **Seconded:** Jackie Watts  **All in favour** | Carried |
| 8.1.2 | Vice President | **Nominated:** Vanessa Gordon  **Seconded:** Darren Warwick  **All in favour** | Carried |
| 8.1.3 | Treasurer | **Nominated:** Sonya Wright  **Seconded:** Theresa Kennedy  **All in favour** | Carried |
| 8.1.4 | Secretary | **Nominated:** Vicky Warwick  **Seconded:** Vanessa Magee  **All in favour** | Carried |
| **8.2** | Executive Committee (Office bearers plus 3 others) | **Nominees:**  Vanessa Magee  Kylie McKivett  Sen Ooi  Paula Kontor  **All in favour** | Carried |
| **8.3** | **Sub Committee** |  |  |
|  | Fundraising | Paula Kontor (lead) Kylie McKivett, Jacqui Watts, Kylie Newton, Teresa Kennedy, Sonya Wright, Vanessa Gordon | Carried |
|  | Canteen | Committee no longer required | Closed |
|  | Banking | Vicky Warwick to contact Kerry Heliams to see if she would like to continue on in the position | Vicky Warwick |
|  | Book club | Position no longer required | Closed |
|  | Grounds Committee | Bec Burns would like a couple of representatives to sit on the grounds committee from the P & C. Meetings early in the morning but not very often. Renae Ritchie volunteered |  |
| **8.4** | **Representatives** |  |  |
|  | Uniform | **Nominated:** Vanessa Gordon  **All in favour** | Carried |
|  | Parent Representative Co-ordinator | **Nominated:** Narelle Marinescu  **All in favour** | Carried |
|  | P & C Media Coordinator | **Nominated:** Robyn Menzies-Moore  **All in favour**  ToR required for the position. Vicky Warwick to work with Robyn to create | Carried  Vicky Warwick  Robyn Menzies-Moore |
| **9** | **Appointments** |  |  |
|  | Appointment of Honorary Auditor | Total Book Keeping will no longer be able to audit our books due to unforeseen circumstances. Will need to appoint an auditor after following up with WACSSO in relation to outstanding agenda item (6) | Renae Ritchie |
|  | Appointment of signatories to bank account | **To be added as signatories for 2017**  Renae Ritchie (President)  Vanessa Gordon (Vice President)  Sonya Wright (Treasurer)  Paula Kontor (already signatory)  Joanne Ivy (already signatory)  **Signatories to be removed for 2017**  Vanessa Woodington  Bianca Brisset | Accepted  Accepted |
| **10** | **Terms of reference** |  |  |
|  | Canteen | To be discontinued | Closed |
|  | Fundraising | Feedback to be emailed to Vicky Warwick  To add a statement that a co-ordinator be elected at the AGM | Committee |
|  | Parent representatives | Feedback to be emailed to Vicky Warwick | Committee |
|  | Statement of duties-Uniform Rep | Feedback to be emailed to Vicky Warwick. This is now a liaison role | Committee |
| **11** | **Added motions** |  |  |
|  | Monetary spending caps | **Motion:** Renae Ritchie put forward the motion to “Allow the Executive committee to approve spending up to and including $5000 before committee approval required”  **Seconded:** Vanessa Magee  **All in favour**  **Motion:** Renae Ritchie put forward the motion to “Allow the treasurer to approve spending up to and including $1000 before committee approval required”  **Seconded:** Vanessa Magee  **All in favour** | Carried  Carried |
| **12** | **Non AGM Business Arising** |  |  |
| 12.1 | Novelty cheque purchase | These are the large dummy cheques that are presented to personnel when they receive donations  Sen Ooi is happy to provide a quote for one of these  **Motion:** Renae Ritchie put forward a motion for “$200 to purchase novelty cheques once the quote has been received”  **Seconded:** Darren Warwick  **All in favour** | Carried  Closed |
| 12.2 | Bag rack LA14 | These will no longer be installed. Any issues regarding bags being in the sun or not being taken into classroom to be brought to the attention of Bec Burns | Closed |
| 12.3 | Payment of PAYG tax invoice $1204 | An invoice has been received for $1204 that requires payment. **All in favour** | Carried |
| 12.4 | P & C Survey Results | Paula Kontor will discuss the results at the next meeting | Paula Kontor |
| 12.5 | Wireless PA | Bec Burns asked if the P & C were still interesting in supporting a wireless system. $10,000 had been agreed upon in 2016. Bec Burns to bring back a 2nd quote for sign off | Bec Burns |
| 12.6 | Stage Blocks | Bec Burns would like to look at purchasing some large stage blocks for school use. She has received a quote for $5000. For P & C consideration  Bec will also look at costings to expand the concrete stage outside the school | Bec Burns  Bec Burns |
| 12.7 | Extra tax invoice | There was an invoice for an overdue tax statement received for $1454” Vanessa is unsure if it is a legitimate invoice. Kylie McKivett will look into it  **Motion:** Vanessa Woodington put forward a motion “to pay the overdue tax statement of $1454 if it is deemed as a legitimate statement”  **Seconded:** Theresa Kennedy  **All in favour** | Carried |
| **13** | **Next meeting** | Monday 27th February 2017 |  |
|  |  | 7.00pm Bletchley Park School staffroom  Meeting closed 8.53pm |  |