**Opened:** 7:02pm

**Present:** Renae Ritchie, Joanne Ivey, Kylie Newton, Eleisha Newbey, Vanessa Woodington, Vanessa Gordon, Sonya Wright, Theresa Kennedy, Jacqui Watts, Kerry Heliams, Nahin Ahmed, Sarah Yoo, Paula Kontor, Robyn Menzies-Moore, Sue Garland, Bec Burns, Vicky Warwick, Vanessa Magee, Kylie McKivett

**Apologies:** Darren Warwick, Sen Ooi

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | Renae Ritchie welcomed the new members |  |
| **2** | **Invited guest** | Terry Healy attended the meeting. Lots of discussion on how he could assist the school.  2 x new junior schools will be built in the future  Looking at how we can resolve the parking on Balfour street  Will donate a bike each year to the P & C for fundraising  Renee requested 2 x flag poles if possible  Bec Burns to inform Terry of any school requirements and he shall see what he can do  Terry suggested holding a quiz night and he would be happy to MC. Fundraising will follow this up |  |
| 3 | Confirmation of previous meeting minutes | Distributed to all members.  That the minutes of the General Meeting of Bletchley Park PC held on the 27th February 2017 be taken as read and confirmed as a true and accurate record.  **Accepted:** Vanessa Magee **Seconded:** Kylie Newton | Carried |
| 4 | Spending and purchasing requests | Lots of discussion on the requests that had come through  Document attached with approvals  It was requested that Robyn Menzies Moore receives updates on the nature play area as it is constructed for the P &C news  Funds from the Mother’s Day stall will also be put towards the ANZAC garden |  |
| **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 |
| (7.4) | Tree seats | Vanessa Magee has got quotes, round ones $599. Still looking into where we can get them from | Vanessa Magee |
| (6) | Presentation and adoption of audited financial statement for 2016 | Unable to proceed until an auditor is appointed | Sonya Wright |
| (8.4) | ToR for P & C Media coordinator | Robyn Menzies-Moore has finalized the document  **Accepted:** Theresa Kennedy **Seconded:** Kylie McKivett | Carried  Closed |
| (9) | Appointment of honorary auditor | Renee Ritchie is looking into this appointment | Renee Ritchie |
| (10) | Acceptance of ToR  Fundraising  Parent representative  Uniform representative | Fundraising: Under review  Parent representative: Under review  Uniform representative: Now called Uniform Liaison Representative  **Accepted:** Vanessa Magee **Seconded:** Paula Kontor | P & C Committee  P & C Committee  Carried |
| (12.5) | Wireless PA | Bec Burns has received funds for this so no longer requires assistance from P & C | Closed |
| (6.3) | Leavers shirts process | Vanessa Gordon has spoken with Kylie Avery in regards to this and the process has all been sorted | Closed |
| (7.1) | P & C Weighted flag | For further discussion | Sen Ooi |
| (7.2) | Chalk Boards | These have been purchased following an Executive vote. The novelty cheque is being stored with them | Closed |
| (7.9) | Archiving boxes | Vicky Warwick to follow this up and look at archiving process for the library | Vicky Warwick |
| **4** | **Correspondence In/Out** | Minimal mail. Vicky Warwick handed out what was in the box  Anonymous letter re spending:  Please update year 2 playground |  |
| **5** | **Presidents Report** | Renae thanked those that assisted with the sausage sizzle and crazy hair day. Has been talking with past  P & C members |  |
| **6** | **Committee reports** | | |
| 6.1 | Principal | Enrolment numbers : 1053  New administration building to arrive early May  35 bays available in the new car park which is now open  New signage around the school is almost complete. LED sign at the front of the school should be installed soon  Stage blocks have been ordered at $6094. Thank you to the P & C for their support in purchasing these  Continue to educate parents around the kiss and drive areas  Successful in gaining a cross walk attendant. Thank you to Sarah Sims for her help. Hopefully will be in attendance by midterm 2  A new primary school will be opening in 2019. We shall keep taking kindy enrolments until further notice  Fantastic to see so many parents at the harmony day picnic. Thank you to Paula for setting up the P & C information stand  ANZAC service will be held on Monday 24th April at 10am.  10yr anniversary is coming up, will put a committee together to discuss celebrations |  |
| 6.2 | Treasurer | Sonya Wright presented the financials for the general account for March 2017.  Tokens have arrived for Paula and Renee |  |
| 6.3 | Uniform | This report is no longer required as we do not have a uniform representative | Closed |
| 6.4 | Fundraising | Paula Kontor showed gifts that the committee had been making for the mother’s day stall  Crazy hair day went well  Hot cross bun drive: Order forms have gone out  Entertainment books: Order forms will go out before the end of term |  |
| 6.5 | School Banking | Made over $2,500 commission in 2016  Still looking for volunteers to assist on Wed & Thurs |  |
| 6.6 | School Board | School Board is undergoing training modules  Looking at NAP PLAN results  Photos have been taken of all the school board |  |
| **7** | **General Business** |  |  |
| 7.1 | Grants | For further discussion | R Ritchie |
| 7.2 | Year 6 educational tour 2018 fundraising | No Canberra trip after this year, will be WA based in the future.  No fundraising in the school for the year 6 trips after this year.  Icy pole sales are ok | Closed |
| 7.3 | Special committee meeting-Maggie Dent event | Lots of discussion around the need for this meeting. Fundraising happy to lead the event. Venue is already booked. Fundraising will have a special meeting in term 2 and others will be invited if they want some input. We can undertake reciprocal advertising for the event with other associations to get as much publicity as possible | Closed |
| 7.4 | ANZAC garden, design and quotation | Renee showed some pictures for the ANZAC garden design. As the event will be over before they are ready, to keep on agenda for further discussion | R Ritchie |
| 7.5 | Banking cash limits | ? $100 limit, to be discussed further | R Ritchie |
| 7.6 | Parent representative terms of reference | These are currently under review and already an agenda item that has been carried over from last meeting | Closed |
| 7.7 | Purchase of wreath for ANZAC day | An agreement of $50 and the purchase of a pot of rosemary for the ceremony | Closed |
| 7.8 | Request for float for Mother’s Day stall | Paula Kontor put forward a  **motion** for “$100 float for the mother’s day stall” **Seconded** by Jacqui Watts  **All in favour** | Carried |
| **8** | **Next meeting** | Monday 29th May 2017 |  |
|  |  | 7.00pm Bletchley Park School staffroom |  |