**Opened:** 7:07pm

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

**Apologies:** Joanne Ivey

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | Renae Ritchie gave out ‘What is a P & C flyer’ (attached) and Rules and conduct information (attached).P & C members where given folders with P & C information. Renae thanked all outgoing executive committee members and then declared all positions vacant. |  |
|  | Confirmation of previous meeting minutes | Distributed to all members. That the minutes of the general meeting of Bletchley Park PC held on the 20th November 2017 be taken as read and confirmed as a true and accurate record.**Accepted:** Jacqui Watts **Seconded:** Darren Warwick | Carried |
| **2** | **Elections: Office bearers** |
| 2.1.1 | President | **Nominated:** Darren Warwick**Accepted:** Renae Ritchie**Seconded:** Vanessa Gordon**All in favour** | Carried |
| 2.1.2 | Vice President | **Nominated:** Vanessa Magee**Accepted:** Jacqui Watts**Seconded:** Teresa Kennedy**All in favour** | Carried |
| 2.1.3 | Treasurer | **Nominated:** Sonya Wright**Accepted:** Vanessa Magee**Seconded:** Vanessa Gordon**All in favour** | Carried |
| 2.1.4 | Secretary | **Nominated:** Vicky Warwick**Accepted:** Sonya Wright**Seconded:** Kylie Newton**All in favour** | Carried |
| 2.2 | Executive Committee (Office bearers plus 3 others) | **Nominees:** Kylie McKivettPaula KontorRenae Ritchie**All in favour** | Carried |
| **2.3** | **Sub Committee** |  |  |
| 2.3.1 | Fundraising | Paula Kontor (lead) Kylie McKivett, Jacqui Watts, Kylie Newton, Teresa Kennedy, Sonya Wright, Vanessa Gordon, Sen Ooi, Renae Ritchie, Michelle Hall (President and vice president) | Carried |
| 2.3.2 | Banking | Vicky Warwick to contact Kerry Heliams to see if she would like to continue on in the position | Vicky Warwick |
| 2.3.3 | Grounds Committee | **Nominated:** Vanessa Magee & Renae Ritchie**All in favour** |  |
| **2.4** | **Representatives** |  |  |
| 2.4.1 | Uniform | **Nominated:** Vanessa Magee**All in favour** | Carried |
| 2.4.2 | Parent Representative Co-ordinator | **Nominated:** Narelle Marinescu**All in favour** | Carried |
| 2.4.3 | P & C Media Coordinator | **Nominated:** Robyn Menzies-Moore**All in favour**Paula Kontor to be liaison when Robyn not available | Carried |
| **3** | **Appointments** |  |  |
|  | Appointment of signatories to bank account | **To be added as signatories for 2018**Darren Warwick (President)Renae Ritchie Vanessa Magee (Vice president)Sonya Wright (Treasurer)Paula Kontor  | Accepted |
| **4** | **Terms of reference** |  |  |
| 4.1 | Fundraising | Feedback to be emailed to Vicky Warwick | Committee |
| 4.2 | Parent representatives | Feedback to be emailed to Vicky Warwick | Committee |
| 4.3 | Statement of duties-Uniform Rep | Feedback to be emailed to Vicky Warwick. This is now a liaison role | Committee |
| 4.4 | Media Coordinator | Feedback to be emailed to Vicky Warwick | Committee |
| **5** | **Added motions** |  |  |
|  | Monetary spending caps | **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****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****AGM Officially closed 19.47** | CarriedCarried |
| **6** | **Business arising from previous minutes** |
| (7.4) | ANZAC Garden | Renae has completed and Mark McGowan will assist with finalisation | Closed |
| (7.5) | 10yr Celebrations | All went well  | Closed |
| (7.1) | Potential for additional roles/committee 2018 | Ideas around someone to undertake grant writing. For further discussion | Ongoing |
| (7.3) | Removable goal posts | Was to be addressed by the school. No further action | Closed |
| **7** | **Correspondence In/Out** | Advertising material and bank statements mainly  |  |
| **8** | **Presidents Report** | Renae congratulated the incoming president |  |
| **9** | **Committee reports** |
| 9.1 | Principal | Smooth start to the year. Under 1000 students.New teachers settling in wellMonitoring the kiss and drop in the afternoonsMembers asked if a survey would be undertaken following the Kalgoorlie camp. Chris to consider the idea |  |
| 9.2 | Treasurer | There was a deposit into the P & C account by a parent that has now been cleared.Around $12,000 transferred from the canteen accountWe have around $37,000 in the bankMembers had heard that cheques may be being phased out so we may have to look at other options  |  |
| 9.3 | Fundraising | Lots of plans for the year already in place**Motion:** Paula Kontor put forward a motion for “up to $4000 to purchase items for the mother’s day stall”**Seconded:** Teresa Kennedy**All in favour** | Carried |
| 9.4 | School Banking | No report, but looking for volunteers to assist Wednesday and Thursday mornings |  |
| 9.5 | School Board | No report to give as no Board meeting held as yet. Only 1 position will be available on the Board this year. Renae Ritchie suggested that the P & C and school board should meet at some point |  |
| **10** | **General Business**  |  |  |
| 10.1 | Committee training | Renae Ritchie has booked in a P& C training day for Tuesday 20th February. All can attend |  |
| 10.2 | Fathering project | To check that the project is still running and then to start considering ideas on how to progress | For further discussion |
| **11** | **Next meeting** | Monday 26th February 2018  |  |
|  |  | 7.00pm Bletchley Park School staffroomMeeting closed 8.15pm |  |