**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 McKivett  Paula Kontor  Renae 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** | | Carried  Carried | |
| **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 well  Monitoring the kiss and drop in the afternoons  Members 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 account  We have around $37,000 in the bank  Members 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 staffroom  Meeting closed 8.15pm | |  | |