

Illaroo Road Public School P & C Association
MINUTES
General Meeting

Date: Tuesday 8th May 2018
 Venue: Illaroo Road Public School
 Meeting commenced at 7.30pm

Item	Subject/Description
1.	Welcome Cristine Watson opened the meeting. The meeting time had been rescheduled by 30mins due to the School running an Opportunity Class 2019 Information session.
2.	Attendance – Cristine Watson, Karen Woods, Mandy Weissel, Adam Hodgkins, Clive Timmins, Tracey Robins, Lorna Hall, Tess Thomas (new email), Chantell Treier, Debbie Abello Yvonne Cole, Jacqui Piggott Apologies – Sherry Wearne, Liza Hodgkins, Steve Hall, Lyndal White
3.	New Members Nil
4.	Ratify Minutes Minutes of the April 2018 meeting were accepted. Moved by Adam, seconded Mandy.
5.	Matters Arising a) P&C Facebook trial Need people to look for group, may also advertise on school Facebook site.
6.	Guest Speaker / Presentation: Nil
7.	Treasurer's Report Adam circulated and tabled a report for Apr-18 and Year-to-Date figures. Accepted, moved by Adam, and seconded Tess.
8.	Canteen Report Karen provided a verbal report. Canteen operations continuing while Tracy is on holidays – thanks to those who are making big contributions to backfill. Actions identified for monitoring overall profitability and coffee machine profits (July review).
9.	Uniform Shop Chantell provided a report (included in the Meeting Agenda supporting notes). Discussion focused upon some instances of poor conduct by customers in the Shop. Jacqui to be advised if any customers are displaying poor conduct (verbal or physical) while on school grounds, and any customers wishing to register a complaint are to be directed to contact Chantell. A sign to be placed in shop reminding customers that the shop is staffed by volunteers.
10.	Correspondence Sherry provided a report.
11.	General Business
a)	Mothers' Day Stall – Friday 11th May Deb, Yvonne, Lorna and Karen reported that all planning in place for the event this Friday. Over 1200 gifts will be available.
b)	Other Fundraisers Tess Thomas indicated that a team effort would be required if we were to undertake a Fete / Movie Night this year, after a number of lessons learnt from the 2016 event with focus elements: Food, Movie, Stalls, Sponsorship, Ticketing (including price caps for families) & Raffles. A tentative date of September 16 th was identified. Father's Day BBQ was also identified for Friday 31 st August.
12.	Principal's Report (Jacqui Piggott) <ul style="list-style-type: none"> • Full report provided and added to Google Drive. Jacqui will take leave during Term 2 and Bob Lowe will be acting Principal.

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13.	<p>School Council No meetings had occurred since the last P&C meeting.</p>
14.	<p>Other Business</p> <p>a) Cash Handling Policy: a policy to ensure cash security and prevent loss was presented at the meeting. Some committee members had not had an opportunity to read the policy. The policy will be circulated to all committee for review and feedback.</p> <p>Motion: Policy be trialled and if successful be adopted as P&C policy. Moved by Adam and seconded by Tess. Passed</p>
15.	<p>Items for next meeting General Business: Tues 12th June 2018, 7pm</p> <p>a) July meeting: Review general canteen profit levels and obtain feedback regarding level of use of coffee/hot drinks machine. Determine if it should be retained at end of cooler seasons when customer sales decrease.</p> <p>b) Ratify Cash Handling Policy presented at May 2018 meeting.</p> <p>Reminder: Can all report contributors please provide reports on the Sunday night prior to meetings to allow them to be circulated/read on the Monday.</p>

Meeting closed 9.00pm

Cristine Watson, P&C Meeting Chairperson