Executive P&C Meeting held on 5th December 2011

Meeting opened: 1.10pm

Chairperson: Sarah Wilson

Attendance: Jill Carter, Sarah Wilson, Sue Coleman, Tim Hewitt, Bronwyn Barnes, and Kirsty Raff

Roles, Respect and Responsibility

Jill is looking forward to working with us, and we can make a difference by following a positive path and the Code of Ethics. Parents also commented on a fresh start and new enthusiastic approach. We could develop our own Code of Ethics to reflect this P&C and school. We were given a copy of the school’s Code of Conduct, P&C Federation example of Code of Ethics, a copy of the P&C Constitution and any amendments that have been made. Action – Exec P&C members and staff (future policy development)

School Committees

Executive P&C members are welcome to sit in on Budget committee meetings or for other areas of interest like Curriculum, time permitting. All matters discussed in these meetings are to remain confidential, please let Jill know if you are interested. Action – Exec P&C members

Communication

As Jill is ultimately responsible for everything regarding the school, all communication for Wordabout, website, notes / information for families and matters that need to be discussed must be given to Jill for approval. Please remember to keep Jill informed and in the “loop”. Action – P&C

Electricity Bills

Electricity usage for air conditioners is for summer only as the staff does not use the air conditioners in winter. Power bills could amount to somewhere around $2000 - $2500 per year. (Approximation from Spotless). P&C members expressed that we are happy to pay for the electricity charges and just added concerns that the amount needs to be affordable, achievable and sustainable for future P&C committees.

P&C Parent Survey

Short group of survey questions to be developed and posted on the School website regarding the P&C asking for suggestions and constructive criticism. Action – Exec P&C

Fundraising Ideas

Cookie Dough $5 per tub (amber light) prior to school hols. Walkathon or Fun Run, Olympics, Commonwealth games event, Yr 6 has already booked an Olympic event for 2012. Jill suggested utilising the afternoon time for a “fair” event between 12-3pm. Parents and children are already around M-F. Keep it smaller and more achievable for a few parents to organise. Jill will keep us informed of school events and
special staff dates as appropriate. Smencils available all year round on the website in bundles. (Sue.C) Bunnings BBQ’s (donations of bread, sauce, onions, sausages etc.) Something to coincide with Life Education in March? Wristbands/ necklaces, Sticky beaks permanent lunch order bags, Natural confectionary drive before school holidays, Xmas baubles with names. Open to suggestions.

**Dates for 2012 (ATM)**

**Term 1**

Life Education “Healthy Harold” Monday 5\(^{th}\) March – Tuesday 13\(^{th}\) March

Harmony Day with WF&CC, March 21\(^{st}\)

Performance March 20\(^{th}\)

**Term 2**

Mother’s Day May 13\(^{th}\)

Performance June 29\(^{th}\)

Olympics TBA

**Term 3**

Performance Aug 30\(^{th}\)

Father’s Day Sept 2\(^{nd}\)

**Term 4**

Performance Nov 1\(^{st}\)

**Meeting Agendas**

Need to be set, sent out and posted on notice board near the canteen 7days prior to the meeting. P&C to have a folder of information, minutes accessible to parents in the foyer / office. **Action** – Bronwyn & Sarah

**Second Hand Uniforms / New Uniforms**

Sell non-logo items on “Coasties” and offer the rest on the website. Second hand donations note in Wordabout, Helen still happy to co-ordinate this. **Action** – Sarah, Sue & Helen

**Welcome Afternoon Tea from P&C or BBQ**

Welcome back teachers, new and existing families to the start of the school year. Invite staff, children, parents, carers and families. **Action** – Exec P&C

**Group Photo**

Group photo of Executive P&C members for the website. **Action** - Sarah

**Meeting closed**: 2.55pm