

Plattsburg Public School

P&C AGENDA

1. Welcome and Introductions

2. Apologies

3. Principal's Report

4. Work Health and Safety

5. Canteen

6. Treasurer's Report

7. Previous Business

8. New and Arising Business

- Sale Of Handballs
- Confirm date for School performance in Term 3
- Confirm stall and helpers for Callaghan performance

9. Action Items

Plattsburg Public School



P&C Minutes



Meeting:	Online Via Zoom		
Date:	07/06/2021	Meeting Opened:	6.35pm
Minutes Prepared By:	Larissa Wood	Meeting Closed:	7.42pm

1. In Attendance:

Melanie Simpson (President), Jodi Robertson, Tamara Parini, Alicia Brown, Sandra Moriarty, Larissa Wood (Secretary), Susan Saxby, Kim Gilbert (Treasurer), Kristie O'Brien

2. Apologies:

Donna Brooks, (Relieving Principal), Jessica Baxter, Amanda Mikulski, Bernadette Jopp, Kristen Halliwell

3. Previous Minutes:

The minutes from the 10/05/2021 general meeting have been read and confirmed as a true and accurate record.

Moved by Melanie Simpson, Seconded by Larissa Wood, Carried unanimously.

4. Agenda, Discussions and Decisions

Topic	Discussion
Introductions	Welcome to new and existing members.
Previous Business	<ul style="list-style-type: none"> Bread collectors going well. Note to continue in newsletter for Breakfast club volunteers ACNC Portal all updated. Will move to having another log in set up over the coming weeks Still waiting on Free fruit feedback from Woolworths.
Principal's Report	To be provided.
Work Health and Safety	No new items to report
Treasurer's Report	Account Balances; P&C: \$21,201.41 Canteen: \$12,456.86 CAPA: \$112.39

Canteen	<ul style="list-style-type: none"> • New products selling well • Canteen running smoothly, year 6 children still helping out • Canteen not to open prior to school starting
General Business	<ul style="list-style-type: none"> • Committee to start to look at Fathers day fundraising. Larissa To email Bunnings for donations • 3rd September for fathers day breakfast, stall prior. Larissa to look at completing order in the coming weeks • Handballs—to be sold of a morning for \$3. Will also be placed on canteen for sale and through Quickcliq app. Notice to be placed in newsletter advising parents. • School performance: Date to be confirmed with donna however possibly a Thursday. Volunteers required • Callaghan Performance: 28/07/2021 4pm—6pm. To confirm volunteers in newsletter and a note to go home with children. Melanie to look into Toffee apple idea to be provided. • Smiling minds—Wellbeing/mental health app for the children. Schools can enter to win an area to be fitted out for a type of relaxing space for the children. Melanie to chat with Donna • Fairy Floss learners Day— Organise a day to practice on fairy floss machine prior to Callaghan performance. Possibly the last Friday of term with proceeds going to beanie day. • Yates (seedlings) - Melanie to chat with donna about applying online for garden plantation. • Laptop for school promotion—link in p & c group. Donna to apply

5. Action Required	Responsibility	Timeline
Confirm volunteers for Callaghan performance	Melanie	Asap
Confirm day and volunteers for fairy floss stall at school	Melanie	Asap
Email to bunnings & organising of Fathers day gifts	Larissa	Prior to meeting
Several grants to be applied online—links in p & c group	Donna	Asap
Handball sales to be set up on Quickcliq / Canteen	Sandra	Asap

6. Close
The Chairperson set the date for the next meeting at 19th July 2021
Chairperson Signature: _____
Secretary Signature: _____
Date: / /

Voting on a motion

When a motion or decision needs to be minuted, you need to document the motion and the decision. It will look similar to;

Motion: to change general meetings to Wednesday

Carried: unanimously OR not carried