

# 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

- Canteen Updates—Ice Machine quote, Healthy Canteen
- Athletics carnival—Volunteers
- Easter raffle—Hampers and draw
- Uniforms—Bucket hats
- Cadbury Fundraiser
- Outside school activities/excursions/school discos
- Introduce a face to face exec planning meeting

9. Action Items

# Plattsburg Public School



## P&C Minutes



<b>Meeting:</b>	Online Via Zoom		
<b>Date:</b>	15th March 2021	<b>Meeting Opened:</b>	7pm
<b>Minutes Prepared By:</b>	Larissa Wood	<b>Meeting Closed:</b>	9.10pm

### 1. In Attendance:

- Melanie Simpson (President) , Larissa Wood (Secretary) , Kim Gilbert (Treasurer), Kristin Halliwell, Amanda Mikulski, Donna Brooks (Relieving Principal) , Jessica Baxter, Sandra Moriarty, (canteen Supervisor), Tamara Parini, Alicia Brown, Jodi Robertson, Kristie O'Brien, Susan Saxby

### 2. Apologies:

No Apologies

### 3. Previous Minutes:

The minutes from the 15/02/2021 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.
Principal's Report	<p>Ellen is on leave for remainder of term 1 with Donna Brooks acting as Relieving Principal.</p> <p>School improvement plan is in final draft stages and will be presented to p &amp; c for approval when completed.</p> <p>Parents &amp; caregivers are allowed back on site with Covid regulations easing.</p> <p>Callaghan Education Pathways attendance target is being met and is increasing each week. A strong focus is being placed on school attendance.</p> <p>Thank you to previous committee! With a new committee now onboard a big thank you goes out to the previous committee and all of your hard work &amp; dedication to PPS</p>
Work Health and Safety	Inspection occurred from NCC Heath inspector and we passed inspection with no issues/complaints.

Topic	Discussion
Treasurer's Report	<p>Account Balances;</p> <p>P&amp;C: \$22,426.80</p> <p>Canteen: \$14,835.34</p> <p>CAPA: \$32.39</p> <p>All invoices/bills are up to date</p> <p>Job keeper payments are finishing</p>
Canteen	<p>Canteen to remain open for recess only and online orders for lunch.</p> <p>Canteen stats have increased since moving to the online platform and we will continue this way</p>
General Business	<ul style="list-style-type: none"> <li>• Sandra to proceed with the quote for the new ice machine—Total cost \$2,400. Motion resolved by Melanie Simpson, Seconded by Larissa Wood.</li> <li>• Healthy Canteen—Menu reviewed &amp; approved</li> <li>• Athletics carnival—1st April, Volunteers are required in which a note will be dispersed. Covid—19 regulations will be required &amp; a roster will be drawn up once volunteers are nominated.</li> <li>• Easter Raffle—Raffle tickets are coming in and money kept in safe in Canteen. Volunteers required to wrap hampers prior to raffle. Hampers will be placed on table the day of parade and raffle drawn during the parade.</li> <li>• Bucket Hats—Drawstrings to be taken off hat. Small/Medium hats to be ordered by Sharon. Logo to potentially be shortened for cheaper option.</li> <li>• Appreciation Certificates— Larissa to draw up appreciation certificates for businesses who have donated for eater raffle, Mothers day &amp; Bun-nings for lego</li> <li>• Canteen has donated ice blocks for Harmony Day—Thank you</li> <li>• Cadbury Fundraiser—Forms have gone home. 80 Boxes in total with \$1200 profit. Return date 29/04. Only 1 box given per family until full box sold. Left over boxes can be sold at Athletics carnival</li> <li>• School Disco/School camps—Extra activities to be looked an re-introducing this year now Covid regulations are easing</li> <li>• Face to Face Meetings—Post to go up to check availability however committee to meet up to discuss activities and fundraising for the year</li> <li>• Mothers day stall—Gifts are ordered and on their way. Will Require wrapping closer to date. Giftts to be stored in Breakfast club and raffle to be drawn at the Mothers Day Breakfast.</li> </ul>

5. Action Required	Responsibility	Timeline
- Sandra to order Ice Machine	Sandra	ASAP
- Easter Volunteers to be determined for raffle/wrapping	Melanie	ASAP
- Appreciation Certificates	Larissa	ASAP

## 6. Close

The Chairperson set the date for the next meeting at Monday 10th May 2021.

Chairperson Signature: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_

Date:     /     /