

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

- Mothers Day Summary—Stall & Raffle

- Free Fruit—Woolworths—Register

- Fairy Floss stall / attendance at the Callaghan Jesmond performance in term 3

- Bread Collectors Required

9. Action Items

Plattsburg Public School



P&C Minutes



Meeting:	Online Via Zoom		
Date:	10/05/2021	Meeting Opened:	6.30pm
Minutes Prepared By:	Larissa Wood	Meeting Closed:	7.55pm

1. In Attendance:

Larissa Wood (Secretary) , Melanie Simpson (President), Kristie O'Brien, Donna Brooks (Relieving Principal), Sandra Moriarty, Alicia Brown, Jodi Robertson, Kim Gilbert (Treasurer), Bernadette Jopp

2. Apologies:

Tamara Parini, Amanda Mikulski, Susan Saxby

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, Discussion and Decisions

Introductions	Welcome to new and existing members.
Principal's Report	<ul style="list-style-type: none"> Athletics Carnival was a success and all children thoroughly enjoyed themselves Walk to school safety Friday 14/05/2021 Handball competition happening of a morning to aim to boost attendance and getting to school on time. Stage 2 & 3 Gala day happening with other schools on the 24/06/2021, possibly a soccer day. Trying to have the house captains involved Attendance awards/rewards for children who are attending school more than 90% of the time. Donna to consult teachers at staff meeting about the frequency of in
Work Health and Safety	<ul style="list-style-type: none"> Dripping air conditioner in the canteen has been repaired Breakfast club has been cleaned and tidied by Deb and now has a space for the p & c to use. Cleaner will be cleaning the breakfast club regularly
	<p>Account Balances;</p> <p>P&C: \$25,888.18</p> <p>Canteen: \$13 157 58</p>

5. Action Required	Responsibility	Timeline
'Open' flag for uniform shop	Sandra	ASAP
FB Post for upcoming events to be planned	Melanie	ASAP
2X Garden projects—Donations	Melanie/Committee	ASAP
Breakfast Club Volunteers letter to parents	Donna	ASAP
ACNC Portal update	Kim	ASAP
Close Secretary email & forward	Larissa	asap

6. Close
<p>The Chairperson set the date for the next meeting at [insert date and time].</p> <p>Chairperson Signature: _____</p> <p>Secretary Signature: _____</p> <p>Date: / /</p>

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