

Plattsburg Public School

P & C AGENDA

1. Welcome and Introductions

2. Apologies

3. Previous Business

4. Principal's Report

5. Work, Health and Safety

6. Canteen

7. Treasurer's Report

8. New and Arising Business

9. Action Items

10. Set date for next meeting

Plattsburg Public School



P&C Minutes



Meeting:	Online Via Zoom		
Date:	15/11/2021	Meeting Opened:	6:30pm
Minutes Prepared By:	Kim Gilbert	Meeting Closed:	7:36pm
1. In Attendance:			
Melanie Simpson (President), Ellen Bax (Principal), Jodi Robertson, Tamara Parini, Alicia Brown, Sandra Moriarty, Susan Saxby, Kim Gilbert (Treasurer), Kristie O'Brien, Bernadette Jopp, Jessica Baxter			
2. Apologies			
Larissa Wood (Secretary), Jessica Baxter, Amanda Mikulski, Kristen Halliwell, Kristie O'Brien			
3. Previous Minutes			
The minutes from last meeting held on 11/10/2021 have been uploaded onto the Plattsburg P&C Facebook page for review.			
Following meeting they can be moved & seconded online with the decision to be documented in our next meeting.			
4. Agenda, Discussions and Decisions			
Topic	Discussion		
Introductions	Welcome to new and existing members.		
Previous Business	<ul style="list-style-type: none"> McDonalds Fundraising night - date set as Wednesday 17th November 2021 at Wallsend McDonalds. Details have been circulated/advertised to the school community. Wine Fundraiser—readvertised 100 Club Ideas 		
Principal's Report	<ul style="list-style-type: none"> 2022 School Leadership position interviews were conducted. Many thanks to Melanie Simpson for her assistance. 2022 Class Planning Enrolments are on the decline, like last year, which would mean one less class. Ellen has decided to use budget savings from this year to 		

Principal's Report
(continued)

maintain our class levels. We only need another 14 students to enrol and this additional class will be funded by the Dept.

- School Photos

This year the school will have MSP professional photos in addition to those taken by Grace. Many thanks to Grace for her efforts in ensuring the school year was captured with a photo.

- School reports—out in the last week of term 4.

- Year 6 Graduation/Celebration Day

Excursion organised for Tree Tops Adventure Park at Minmi. School will cover cost and students contributing \$5/head for pizza. Graduation will be outdoors on netball courts to allow for each student to have two people attend. COVID risk managed with masks, double vaxx and being outdoors.

- Presentation Day

Tuesday 14th December 9:30—10:30am

No parent attendance due to numbers and COVID rules.

- Attendance Sprint

Funding of \$2,700 secured to provide activities for students who achieve 100% attendance during 22 Nov—3 Dec 2021.

Confirmed sick leave is justified leave and will not rule out students from attending.

Unjustified leave examples include arriving late, leaving early, leave for appointments or just taking a day off for holidays/birthdays etc.

Event will be on Tuesday 14th December 2021 and split as follows:

11:30am – 1:30pm

K— 2 Petting zoo, bouncy castle, pony rides

3 - 6 Bouncy castles, bungy trampoline, slide, inflatable games

1:30pm

Pizza lunch

2—3pm

Colour run for all students

- Assistant Principal—Curriculum Instruction Positions

Interviews have been conducted, with many thanks to Odette Radburn for her assistance in this process. The successful candidates were Emily Bruce (0.4 FTE) and Anne Lunudie (1.0 FTE). The roles will commence in 2022.

Work Health and Safety	<ul style="list-style-type: none"> • Water quality issue in H Block—Ellen will investigate as only aware of it this week. • School pick up working well. School community has been praised for waiting in park. • Kiss & Ride—working well, although can get congested of a morning.
Treasurer's Report	<ul style="list-style-type: none"> • Account Balances: <ul style="list-style-type: none"> P&C \$10,602.21 Canteen \$10,581.03 CAPA \$119.39 • EFTPOS Terminal for School Office School Administration Staff have raised getting an EFTPOS machine for the office. This will help with uniform sales that are now managed by the School. P&C machine to be reassigned to school. • Bills Paid/Upcoming Year 6 chocolate fundraising stock invoice paid recently (\$650), invoice for uniforms (approx. \$1,700) to be paid utilising the extended credit arrangement by the supplier. This will allow time to sell the shirts before payment is due in Feb 2022.
Canteen	Canteen has been busy since return to school.
General Business	<ul style="list-style-type: none"> • Melanie Simpson advised the Committee she will be moving to Tasmania in December. The P&C thanked Mel for leading the committee this year and all the support she has provided to the school. She will be greatly missed. • Tamburlaine Wine Fundraiser—to run until 15 December 2021. \$462.50 raised to date. • Pie Drive Fundraiser— postponed until new year. • All further fundraising events are to be held off until next year. • McDonald's Fundraiser—will require P&C to issue to Tax Invoice for payment of 10% of sales to be processed.

5. Action Required

Action	Responsibility	Timeline
Tax invoice template to be sourced for McDonald's fundraiser	Susan/Amanda	ASAP
EFTPOS terminal to be transferred from P&C to School for use in Office	Sandra	ASAP
Bread collection arrangements over Christmas/School holiday period to be confirmed.	Jodi	ASAP
February meeting to be advertised to encourage participation prior to the AGM in March 2022.	TBC	January
Minutes from meeting on 11/10/2021 to be reviewed on the Plattsburg P&C Facebook page. Two attendees at the meeting to second & adopt them with it to be minuted at our next meeting.		ASAP

6. Close

The Chairperson set the date of the next meeting for Monday 8th February 2022

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