

## MINUTES

### General Meeting - Monday, 27 November 2017

#### Attendance and Apologies

Committee (3):	Marc Dal Cortivo (President) Mac McCann (Vice President), Jason de Rooy (Secretary), Scott Emerson (Treasurer), Ellen Laenen.
Members (10):	Alice Pommer, Emma Kate McGuirk, Kylie Charlesworth, Georgina Thomsen, Justine Bourke, Meg Ferguson, Karen Carmody, Jill Hayes.
School (1):	John Manders.
Apologies (3):	Kylie Charlesworth

#### 1. 2. 3. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.05pm and welcomed all. Apologies were noted as above.
- The draft minutes from the October 2017 General Meeting were accepted as final.  
Action: **Jason** to arrange publication on school website.

#### 4. Treasurer's Report

- Attachment A provides Scott's tabled report, which the group discussed.
- Scott also provided the in-progress summary of the School Fete's finances, which would be resolved in the coming weeks (and ideally attached to these Minutes as Attachment B). Broadly, the Fete was a substantial financial success.

#### 5. Community Activities and Engagement

- The 4 November 2017 **Bunning BBQ** was a huge success, generating a profit of \$2,241. The group thanked Emma Kate and her volunteers for their efforts. Good weather was influential. There was very little excess food, and what there was was able to be passed to the Fete. Fete raffle tickets were also discretely sold.
- The 19 November 2017 **School Fete** was also a huge success, with an excellent turnout and atmosphere generating a surplus of several thousands of dollars more than the previous year, and in the vicinity of \$14,000 overall. Informal feedback has been uniformly positive. A full operational and financial report was being drafted for the Committee. The group conducted an extensive debrief, which would be incorporated into the report. The rain in the days preceding saw some other school fetes cancelled, but great weather on the day itself was a key factor. A number of key learnings were identified for the trash and treasurer stand, sale of toys and showbags, fairy floss (particularly using less colouring), and pony ride management. The group thanked Emma Kate and all the involved volunteers.

Action: The P&C agreed to investigate holding the 2018 School Fete on either Sunday 18 or Sunday 25 November. **Emma Kate** and **John** to investigate bookings.

Action: The P&C agreed to the purchase of additional sausage sizzle holders and a fairy floss bag sealer at a total cost of approximately \$250. **Emma Kate** to sort.

- The P&C also confirmed providing of a BBQ for the School's **end of year concert** on Wednesday 6 December 2017, with cooking starting at 5.30pm for a 6pm concert start. The event would absorb any remaining fete consumables, and the Gelato Man is coming.

## 6. Principal and School Board Report

- John began with the successful launch of school mascots **Wanda and Wally** as a key part of the positive behaviour framework. As noted in last week's newsletter, **ePraise** was now largely available to parents, using their child's student number and password.
- **Swim school** had gone well, but there were challenges with booking next year. The P&C indicated it was willing to provide financial support to ensure continuity of the program.
- **Report cards** and next year's class placements were a focus this week. John also gave an overview of staffing and class arrangements for 2018.
- John reminded the P&C that he would be hosting the annual school **volunteers thank you morning tea** on Tuesday 5 December at 11am. The **Kindy Information Night** is this Thursday 30 November at 5pm.
- John hopes to receive the draft **landscape design** from the consultants this week – he anticipates arranging for part of the work to commence over the Summer school holidays.
- The P&C thanked John for his engagement with them through 2017.

## 7. Other Business and Open Mic

- The group discussed use of the School's online calendar.
- The Committee noted receipt of an expression of interest from Mel's Kitchen, to provide a school lunch service.  
Action: **Mac** to responding suggesting Mel contact the school directly to discuss.
- The group discussed and agreed that Friday 2 March 2018 be considered for the next Ride to School event.

## 8. Close and Next Meeting

- P&C Thank You Dinner - Southern Cross Club on Monday 4 December 7pm (Term 4 Week 9).
- Annual General meeting - Monday 19 February 2018 (Term 1 Week 3).
- Marc closed the meeting at 8.40pm.

## Attachment A: Treasurer's Report

### TREASURERS REPORT

27 November 2017 Meeting

#### 1. Financial Statements

The bank account reconciliation is below.

#### 2. Comments

The balance of the P&C main account as at **27 November 2017** is **\$67,113.45** up from \$51,949.00 as at 11 September 17 (Last P&C Meeting)

The balance of the P&C Clothing Pool account as at **27 November 2017** is **\$8,572.27** up from \$8,536.84 as at 11 September 17 (Last P&C Meeting)

Significant financial transactions since September 2017 were:-

##### Income

- Cash Deposit (Bunning BBQ) of \$3272.90 (refer note 1)
- Cash Deposit (2017 Fete) of \$18743.60 (refer spreadsheet)
- Direct Deposit \$947.60 (Canberra Southern Cross Club)
- Interest \$17.81

##### Expenditure

- Bunning BBQ \$1031.90
- Fete 2017 Expenditure (pending) \$7917.70
- Year 6 Farewell Bears of \$543.95
- Insurance \$796.59

#### 3. Outstanding Items

Paperwork to finalise the Bunning BBQ expenditure

Paperwork to finalise 2017 Fete expenditure

#### 4. Commitments

#### 5. Other Business

Fete Spreadsheet (Attachment A)

##### Comments/notes

**Note 1.** Bunnings BBQ deposited \$3272.90, expenses of \$1031.90, Total profit on day = \$2241.00 (Sold approx. 1140 sausages and 269 drinks).

##### Cash Payments made on Fete Day:

Bubble Soccer – Made \$995 on the day (- Float \$200 and **Cash Payment of \$900**). Net = - **\$1005.00**

Ride Operators - Cash Payment **\$1591.00**

Donations (x2) Cash Payment **\$100**

##### Other Comments:

Raffle – Made \$5121.25 (-raffle books, Permit, Nintendo and \$1500 prize money) Net = **\$2506.00**