MONDAY 9th May 2016, QPS Staffroom

1. Meeting Open

The meeting opened at 6.35pm with a welcome to all present and an Acknowledgment to Country.

Present: Gina Rocks (President), Shyamala Durvasan (Vice President), Cassandra Perry (Secretary)
Kym Hawes, Leanne Catanzariti, Janene Tanzey, Kym Bush, Eva Gilbert, Vicki Bresnik

2. Apologies

Apologies were provided by: Al Bevan (Treasurer), Cynthia Dolan, Sally Nesbitt, Cathy Duke

3. Acceptance of Previous Minutes

Moved by Cass, Seconded by Leanne

4. Matter’s Arising From Previous Minutes

Leanne presented a summary of the Mother’s Day Stall, advising that it raised approximately $2400.

5. Executive Reports

Kym provided a Principals report

Due to Al’s absence, no Treasurer’s report was presented. It was however noted that the balance of the account as at the 30th April 2016 was $30,987.77. A budget will need to be prepared for the next meeting outlining our projected income and expenditure.

ACTION: (i) Al to draft a budget for 2016, including projected annual costs of Ecomist, Insurance for Ambulance cover and P&C cover.

6. Other New Business

A vote to change the meeting start time to 7pm was proposed. Majority (6) voted for the half hour later starting time, with 1 being against it and 2 having no preference. This will be trialled starting next meeting and reviewed at a later date.

Bathroom hygiene was raised as a parental concern after several parents approached the committee commenting on the lack of soap available, particularly in the junior toilets. Kym will raise this issue with the cleaners.

ACTION: (ii) Kym Hawes to discuss refilling of soap dispensers with the cleaners
It was explained that Ecomist provides a safe and natural mosquito repellent that is billed for each term. The annual cost of this will need to be advised and presented to the committee at the next meeting as part of the projected budget for 2016.

It was raised that some of the Kindergarten and Year 1 readers are in need of updating due to damage from years of use. The P&C committee discussed providing some funds for this to occur. Kym Hawes will look further into this and have information for the next meeting.

**ACTION:** (iii) Kym to look into condition of readers and potential purchase of new books for the program.

A second notice board will need to be purchased to be positioned near the Isabella street entrance for the P&C to utilise as discussed

**ACTION:** (iv) Kym Bush to forward notice board details to Cassie for organisation of purchase of new board.

7. **Fundraising**

An Election Day BBQ will be held on the 2nd of July for the Federal Election. Queanbeyan & District Preschool Association will hold a cake stall at QPS, and a coffee van will be approached with the intention of having on site also. Cassie will co-ordinate the event and follow up with Insurance & attempting to source volunteer’s for the day.

**ACTION:** (v) Cassie to oversee the organisation of the Election Day BBQ

A Father’s Day stall was briefly discussed, with Leanne to co-ordinate.

**ACTION:** (vi) Leanne to coordinate and source products for Father’s Day stall

8. **Next Meeting**

   6th June 7pm
   8th August
   12th Sept
   10th Oct
   14th Nov

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<tr>
<th>Action Item</th>
<th>Action Officer</th>
<th>Date to be Completed</th>
<th>Status</th>
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<tbody>
<tr>
<td>(i) Budget for 2016 to be drafted including outgoing expenses</td>
<td>AL</td>
<td>6th June</td>
<td>Ongoing</td>
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<td>(ii) Kym to discuss soap refilling with Cleaners</td>
<td>Kym Hawes</td>
<td>ASAP</td>
<td>Pending</td>
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<tr>
<td>(iii) Kym to review condition of readers and research possibility of Committee purchasing more</td>
<td>Kym Hawes</td>
<td>6th June</td>
<td>Pending</td>
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<tr>
<td>(iv) Kym to forward Cassie details for purchase of new notice board</td>
<td>Kym Bush</td>
<td>ASAP</td>
<td>Pending</td>
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<tr>
<td>(v) Cassie to organise and coordinate election day BBQ</td>
<td>Cassie</td>
<td>1st July</td>
<td>Pending</td>
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<td>(vi) Leanne to begin to organise Father's Day Stall</td>
<td>Leanne</td>
<td>Sept</td>
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