

Mimosa Public School P&C Association INC

ABN 982 422 096



General Monthly Meeting Minutes

Meeting date: Tuesday 12th February 2019

Attendees:	Matthew Fuller (MF), Fiona Smith (FS), Noel Basile (NB), Gretta Eastmead (GE), Cat Haines (CH), Amy Eaton (AE), Amanda Clark (AC), Deb Moss (DM), Janelle Jordan (JJ), Marc Cottey (MC), Simon Hopkins (SH), Jenny Greig (JG)
Apologies:	Shawn Addison (SA), Ellen Woodcock (EW), Jo Loneragan (JL), Stuart Patch (SP), Emma McNeilly (EM)

Item	Information discussed	By who m	Actions required	By whom
Opening	Meeting called to order at 8.47PM Attendance and apologies recorded.	GE	N/A	
Minutes	Motion: Minutes from 11/12/2018 approved by MF Seconded AC	GE	N/A	
Reports-Q&A	Principal <ul style="list-style-type: none">- As per Principal report (Attached)- P&C Video - Video presentation was shown at meeting on what the P&C does and what we have achieved so far. Special thanks to Vice President Emma McNeilly who prepared the video	MF	N/A	
	President Incoming President Cat Haines welcome to all.	CH	N/A	
	Treasurer	GE	N/A	

Item	Information discussed	By who m	Actions required	By whom
	- As per Annual Financial Statements and Annual Report (Attached)			
	Band committee - Election Day will be assigned to Band Fundraising on 23rd March 2019	AC	N/A	
	Canteen committee - Recruitment drive for canteen volunteers	AE	Matthew to send call out in Newsletter	MF
	Uniform shop committee - Ordering for winter - Govt requirement to offer girls shorts and blouse within 3 years, working group established, two suppliers being considered - Recruitment for coordinator (paid role – see below)	DM	Matthew to send call out in Newsletter	MF
	Social & Fundraising - Calendar of upcoming events for 2019	GE	Handover to new coordinator	GE
Correspondence	- no discussion	GE	N/A	
Business arising from last meeting or carried over	P&C Funds transferred to school Motion to request that 65K be transferred to the school for supporting the wish list 2018. This excludes fireworks profit from November 2018. Motion: DM moved to approve transfer of funds to school Seconded: NB	GE	N/A	
	Uniform shop co-ordinator paid position: Motion: GE moved to make the coordinator role a casual part time paid position. Seconded: NB	DM	Finalise the job description, confirm salary, advertise on e-news and Seek and then interview any suitable	JL DM

Item	Information discussed	By who m	Actions required	By whom
			candidates, adopting similar process for Canteen paid position.	
	Fund Sourcing Workshop <ul style="list-style-type: none"> - March meeting to start the meeting with the fund sourcing workshop for 60 minutes 7-8pm, followed by the P&C meeting. 	CH	Prepare agenda with Lou New wish list to be prepared MF and CH	CH
	Data management <ul style="list-style-type: none"> - All P&C files will now be housed on the mimosa school website https://mimosa-p.schools.nsw.gov.au/ - Files to be emailed to Jodie (Office) who will upload it - Meets P&C requirement for having communication accessible for parent community 	GE	N/A	
Agenda items placed on notice	N/A			
General business	N/A			
Business carried over to next meeting	School community survey results	GE	Emma to present report on survey	EM
Closing	Meeting closed 10:04pm Next meeting Tuesday 12th March 2019 Agenda items and written reports to be submitted by COB Fri 22nd Feb 2019.			