ELEEBANA PUBLIC SCHOOL P & C ASSOCIATION
MONTHLY MEETING
17\textsuperscript{th} August 2015

Meeting commenced: 6.35pm (Chaired by President Robyn Tooze)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
\textit{Apologies:} Max Broadbent, Marie Norris, Katherine Deer and Jamie Pajtl

Minutes of the previous MONTHLY meeting 20\textsuperscript{th} July, 2015 read and accepted.
\textbf{Passed:} Leah Morgan  
\textbf{Seconded:} Sandra Elsworthy

\textbf{Matters Arising from Previous Meeting (17\textsuperscript{th} August, 2015):}

\textbf{Uniform Availability Online}
Alex Morgan offered to have her name forwarded to Steve Bradbury for training and as a contact to receive orders online. Leah to pass on this information to Mr. Bradbury, so this process can get up and running.
\textbf{Matter Open.}

\textbf{Library Refurbishment}
\textbf{MOTION:}
Proposal to fund the Library refurbishment for the amount of $23,568.80.
\textbf{Moved:} Robyn Tooze  
\textbf{Seconded:} Maria Grew  
\textbf{Carried}

\textbf{Canteen Freezer}
Leah confirmed that the freezer has been fixed, however it is over 20 years old.
\textbf{Matter Closed.}

\textbf{REPORTS:}

\textbf{Correspondence:} - (Alex McCoy) no report
Sandra Elsworthy to explain this position to Alex McCoy.

\textbf{President} – (Robyn Tooze) – report attached and tabled.
\textbf{Moved:} Maria Grew  
\textbf{Seconded:} Leah Morgan

\textbf{Treasurer} – (Sandra Elsworthy) – report attached and tabled.
All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $73,209.60 for June 2015.
All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $72,182.22 for July 2015.
The Canteen accounts have yet to be reconciled.

**Moved:** Alex McCoy  
**Seconded:** Leah Morgan  

**Canteen** – (Leah Morgan) – report attached and tabled.

**Moved:** Maria Grew  
**Seconded:** Ann Marie Doughty  


Closing balance for July is $35,285.97  
Term Deposit balance is $16,024.64 which is used for instrument replacements.  
Uniform Account balance is $8,210.61 which is used for uniform replacements.

**Moved:** Alex McCoy  
**Seconded:** Sandra Elsworthy  

**School Watch:** - (Max Broadbent) – no report.

**Fundraising** – (Janelle Swadling) – verbal report.

**Moved:** Larissa Street  
**Seconded:** Sandra Elsworthy  

**Grounds:** - (Marie Norris) – no report.

**Principals Report** - (Mrs. Josie Bailey) - report attached and tabled.

Mrs. Bailey congratulated both the Aerobics Teams and Band for their respective competitions.

**Moved:** Leah Morgan  
**Seconded:** Ann Marie Doughty  

**GENERAL BUSINESS:**

**Canteen Volunteer Request Sheet**

Leah to organise a new sheet to be sent to parents via email, requesting extra volunteers for the canteen. Josie Bailey suggested the list of emergency volunteer contacts, be collated into an SMS list, so these people can be communicated with quickly, in one text.

**Action:** Leah Morgan  

**Infants Play Equipment**

A quote has been received for $14,000 to fix the current playground in the infants playground. OOSH has said they will put some money towards this project. Larissa Street to source suppliers and approximate costs from Mount Hutton school and Floraville who have recently purchased new playground equipment.

**Action:** Larissa Street
Oven for Canteen
Maria Grew mentioned that an oven is required for the canteen. She will source prices.
**Action:** Maria Grew

Asset Register
Maria Grew asked that the P&C be given an asset register of items bought by the P&C. Mrs. Josie Bailey is to obtain the register for P&C.
**Action:** Josie Bailey

Online Canteen
Leah Morgan mentioned that the canteen needs to purchase a computer and printer to support the Online Canteen process. Leah is to supply prices for both, to the P&C, for purchase. A generic email address and direct deposit account also needs to be set up.
**Action:** Leah Morgan

Meeting concluded: 8.11pm

Next meeting:  
**Monthly Meeting**
Eleebana School Staff Room
**Monday, 26th October at 6.30pm**