Meeting commenced: 8.15pm (Chaired by President, Vanessa Price)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
Apologies: Max Broadbent

Minutes of the previous MONTHLY meeting 9th December, 2013 read and accepted.

Matters Arising from Previous Meeting (9th December, 2013):

Extension of the Vegetable Garden – (Mr. Ian Graham)
Another source still needs to be found for wooden or fibreglass boats or an alternative. Marie Norris mentioned there are spare bricks available at the school, and could be made into a boat shape. This matter has now been transferred to the Grounds Committee.

Matter Open – Grounds Committee

Future P&C Funding
Mr. Graham explained that an application for joint funding is possible for large projects. The P&C have to hold 50% of the funds needed for the project. Matt Sommerville explained how all the projects need to be prioritised by the P&C. Mr. Graham told how submissions need to be made for each project and applications made for state and federal funding. Mr. Andrew Cornwell may be of assistance with these matters.

Mr. Graham thanked the members for all the great ideas but we need to prioritise. He suggested a large project e.g OOSH extension may need to be funded by 2015.

Alex Garas agreed that the projects need to be prioritised, check if co funding is available and the complexity of the project.

All P&C Members discussed the following possible projects in the future.
- Canteen extension
- Sail covering between canteen and year 4 classrooms
- Cover for walkway down to the P&C Room
- Compactors
- OOSH and Library extension
- Band Room

Matter Open.

Asset Register – (Sandra Elsworthy and Jamie Pajtl)
Sandra Elsworthy spoke to Mrs. Cherryl Weir. This needs to be discussed with Mr. Ian Graham.

Matter Open:
**Kindy Starter Packs & Class Requirements Bulk Buy** – (Jamie Pajtl)
Jamie Pajtl suggested how the school could buy items in bulk and save on GST. Mr. Carl Leonard explained how the basic materials are consistent each year and the teachers have made decisions on the materials list by mid term 3. Jamie Pajtl to obtain from Cherryl Weir a materials list for each stage.
With relation to new Kindy starters, a list could be provided to parents for materials and uniforms at the Orientation in term 4, and if they wished to obtain the products by bulk, parents/carers would need to provide credit card details. Volunteers would be needed to pack up the parcels.
Mark Streeter explained how GNS are suppliers to retailers and he could obtain quotes from them.

**Matter Open:**

**Eftpos Machine** - (Jamie Pajtl)
Mr. Pajtl has received a quote from Westpac for $49.50 per month. We need to revise the current wireless system as it keeps falling out. A separate land line is needed for the uniform shop. Mr. Graham to find out if we can run a landline to the P&C. Jamie Pajtl also explained that every time we need to use the manual credit card machine, there is a charge of $2.00.
**Action:** Mr. Graham to inquire about landline and Jamie Pajtl to source more quotes.

**Yellow Brick Road** - (Mr. Matthew Sommerville)

**MOTION:**
The concrete pathway has been completed by Mr. Soprano between the cubby houses. To pay Mr. Soprano for work completed in the amount of $3,828.
**Moved:** Alex Garas
**Seconded:** Marie Norris
**Action:** Carried

**Airconditioner in Mrs. Hirds Classroom** - (Mr. Matthew Sommerville)

**MOTION:**
Replacement of Airconditioner in classroom at a cost of $2,409.
**Moved:** Alex Garas
**Seconded:** Marie Norris
**Action:** Carried

**Reading Recovery – Requirement for 30 Tablets** – (Mr. Ian Graham)
Mr. Graham explained that in term 4 of last year Mrs. Lyn Lee approached Mr. Graham with an idea of acquiring ipads for the reading recovery programme. Mr. Graham has received quotes from the following:
Apple Store in Charlestown x 18 = $7200
Mac One x 10 = $543 each
Dick Smith x 18 = $443.88 each.
These quotes include education discount.
Jamie Pajtl provides Dick Smith with ipads and tablets at wholesale price. Jamie will get a quote for the ipads/tablets needed.
**Action:** Jamie Pajtl to provide quote.

**REPORTS:**

**Correspondence:** - (Tracey McDonald) report attached and tabled.
- **Moved:** Tracey McDonald
- **Seconded:** Alex Garas

**President** – (Vanessa Price) – no report.
Vanessa Price thanked everyone for electing her the new P&C President. She expressed how she is very much looking forward to playing an integral part with the P&C this year, and she congratulated all the new incoming and returning committee holders.

**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 $108,183.96 for November 2013.
Accounts for the EPS Canteen have been reconciled for November. This leaves a balance of $21,852.11.

All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $11,3051.69 for December 2013.
Accounts for the EPS Canteen have been reconciled for December. This leaves a balance of $16,279.29.

All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $107,031.77 for January 2014.
Accounts for the EPS Canteen have been reconciled for January. This leaves a balance of $19,276.03.
- **Moved:** Sandra Elsworthy
- **Seconded:** Jamie Pajtl

**Canteen** – no report

**Band** – (Katherine Deer) – no report.

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

**Fundraising** – (Debbie Fenwick) – no report
Grounds: - (Marie Norris) no report
Marie Norris cleaned all the tables and disinfected the toilets with bleach during the school holidays. She explained how the cleaners are not allowed to use bleach. Marie has seen people in the school grounds. Mr. Graham clarified the amount of incidences of people in the school grounds after hours has significantly decreased. However all incidences need to be reported to Security so an accurate number can be noted.

Principals Report - (Mr. Ian Graham) - report attached and tabled.
An excellent start to 2014 with 595 students. Mr. Graham welcomed all new and returning families to the school.
Moved: Mr. Graham
Seconded: Matthew Sommerville

GENERAL BUSINESS:

Names and Contact Details for P&C Office Bearers – (Tracey McDonald)
Jamie Pajtl suggested a full list of names and contact details for all members of the P&C Committee including sub committees.
Action: Tracey McDonald to update contact list once all details have been received.

Replacement of Air conditioners
Two air conditioners need replacing in Jan Townsend’s Room 1L and Lauren Fletcher’s Room KLF. One quote has been received from Bretts Air Conditioning for $5,700.
MOTION: Move to purchase 2 air conditioners once 2 more quotes have been obtained.
Action: Vanessa Price to obtain 2 more quotes and to ask for an expression of interest to provide a quote, in the newsletter.

High Interest Account
MOTION: To open a high interest or Term Deposit Account.
Moved: Jamie Pajtl
Seconded: Sandra Elsworthy

Eleebana Public School Facebook Page
Mrs. Jacqui Bell offered to setup and maintain a Facebook Page explaining what the P&C does, dates and information about upcoming events for the school and advertising when and where extra volunteers are needed. It will be used to promote events for the school. No photos of children/students will be used. Mr. Alex Garas is to pass on details about a current Facebook Page onto Mrs. Bell. Mrs. Bell is to write a Facebook policy document for P&C consideration.
Nomination of Life Member

MOTION: Tracey McDonald read out a nomination made by Mr. Warren Spooner to select Mr. Matthew Sommerville as a Life Member of EPS P&C.

Moved: Tracey McDonald
Seconded: Matthew Sommerville

Action: To be voted on at next meeting.

New Signatories for Accounts
Mrs. Sandra Elsworthy gave the following names for Signatories for P&C Accounts for 2014.
Vanessa Price
Robyn Tooze
Tracey McDonald
Sandra Elsworthy

Meeting concluded: 10.15pm

Next meeting: Monthly Meeting
Eleebana School Staff Room
Monday, 17th February, 2014