Meeting commenced: 8.35pm (Chaired by President, Matthew Sommerville)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
Apologies: Frank O’Connor
Minutes of the previous MONTHLY meeting 17th December, 2012 read and accepted.

Moved: Nicki Walpole
Seconded: Jamie Pajtl

Matters Arising from Previous Meeting (17 December 2012):
Disabled Parking/Parking Permit
Mr. Ian Graham read out documentation from Garry Wilson from Department of Education & Communities and also from Lake Macquarie City Council dated 12th February 2013 and 8th January 2013 respectively. Documentation attached.
Matter closed.

Uniform
A draft survey by previous committee to be referred to new committee.
Matter open.

Fundraising
The results of a survey completed by school staff and parents, to be given to Nicki Walpole from Warren Spooner.
Matter open.

P&C Room, Workers Health and Safety Issue
Identified at P&C Meeting on 17th December, as having only one entry/exit point.
Mr. Ian Graham and Matthew Sommerville to email Garry Wilson of the AMU at the Department of Education.
Matter open.

Printing/Cubby Houses (Jacqueline Bell)
Jacqueline Bell suggested a competition for the children of the EPS to come up with names for the Cubby Houses. Jacqueline Bell coordinating with Rodney James on signage.
Matter open.
REPORTS:

President – (Matthew Sommerville) – verbal report
Matthew Sommerville welcomed the new P&C Committee Members and thanked Warren Spooner for all his work as President in 2012.
Moved: Jo Turner
Seconded: Karen Taylor

Treasurer – (Sandra Elsworthy) – reports attached and tabled for December 2012 and January 2013.
All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $100,469.30 for December 2012.
All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $1,588.34 for January 2013.

All accounts for the EPS Canteen have been reconciled to MYOB to the end of December 2012. This leaves a balance at bank of $16,563.13.
All accounts for the EPS Canteen have been reconciled to MYOB to the end of January 2013. This leaves a balance at bank of $16,750.43.
Moved: Jamie Pajtl
Seconded: Alex Garas

Canteen – (Karen Taylor) – report attached and tabled
Karen Taylor stated the school has outgrown the current Canteen. There is a great need for the Canteen to be larger.
Moved: Andrew Liewes
Seconded: Tracey McDonald

Band – (Stuart Horvath) – report attached and tabled
Three bands have been created again this year. The Annual AGM was held on Monday 11th February and Band Committee Members were elected.
Moved: Jacqueline Bell
Seconded: Nicki Walpole

Fundraising – (Nicki Walpole) – report attached and tabled
The Fundraising Committee is delighted to have new members and is looking forward to another successful year.
Moved: Alex Garas
Seconded: Jo Turner

School Watch: - no representative or report.
Grounds: - (Andrew Liewes) – report attached and tabled
Mr. Liewes welcomed the new Committee Members. Request anyone who may have an hour a day to help Marie Norris, who does wonderful work on the gardens. A date for the next Working Bee to be set.
Moved: Sandra Elsworthy
Seconded: Andrew Jones

Correspondence: - (Tracey McDonald) report attached and tabled
Moved: Karen Taylor
Seconded: Natasha Bilton

Principals Report - (Mr. Graham)
Nominations are requested for Parent of the Year Award before May. Mr. Graham would also like to make an official presentation to Warren Spooner, at a convenient time for Mr. Spooner, in thanks for all his input into the school.
Moved: Marie Norris
Seconded: Nicki Walpole

General Business:
Newcastle Permanent Presentation - (Paul Skipp)
Paul Skipp gave a presentation, explaining how the Newcastle Permanent could give $600 to EPS for every successful home or small business loan, from a family who allocated EPS as the recipient of the funds. An ongoing space in the newsletter, would need to be allocated on a long term basis. There would also be a commitment from the school to capture the names of the families.
Action item: Matthew Sommerville to discuss at next P&C Meeting.

Transfer of funds - (Sandra Elsworthy)
MOTION: To transfer $5,000 from the Canteen Account to the general P&C Account for purchases in the Uniform Shop.
Seconded: Jamie Pajtl
Passed.

Draft Budget for Band - (Stuart Horvath)
MOTION: Draft Budget for Band.
Seconded: Jo Turner
Passed.
Student Toilets - (Nicki Walpole and Sandra Elsworth)
Request 4 hand dryers in both the girls and boys toilets and 2 sanitary bins in each of the girls’ toilets.
Action item: Nicki Walpole and Sandra Elsworth to coordinate with Brett Woolaston re hand dryers. Sandra Elsworth to collate information and put in the newsletter, informing everyone that this item will be discussed further in the next P&C Meeting.
Action item: Dr. Carl Leonard to contact sanitary bin contractor.

Toilet Doors - (Nicki Walpole and Sandra Elsworth)
Doors need to be longer for privacy and locks fixed.
Action item: Matthew Sommerville to contact builder.

Installation of P&C Box - (Nicki Walpole and Sandra Elsworth)
Request a permanent P&C box to be installed in the foyer of the office.
Action item: Mr. Graham to discuss with Mrs. Cherryl Weir.

Ethics Class - (Jo Turner)
Jo Turner explained the role of the Ethics Classes, which start on Tuesday 26th February.

OOSH - (Jo Turner, Stuart Horvath)
EPS OOSH is too small to cope with the growing amount of students and needs to be extended. There is currently an overflow of students requiring OOSH going to Mount Hutton.
Action item: Mr. Ian Graham and Matthew Sommerville to source a builder who can provide a scope of works and costings.

Succession Planning for the future of P&C Committees (Jo Turner)
Jo Turner suggested the P&C should be promoted in the Newsletter and suggestions/queries encouraged either through a designated Gmail account or suggestion box. Minutes could also be sent by email to parents/carers.

Role of the P&C – (Monique Pritchard)
Explanation of the role the P&C Committee have to be placed on EPS Website.
Action item: Mr. Ian Graham to put a notice in the Newsletter.

Class and P&C Intermediary Volunteers – (Mark Streets)
One or two intermediary Volunteers requested from each class to facilitate an intermediary role between parents and the P&C Committee.
Action item: Matthew Sommerville to put in an expression of interest in the Newsletter.
**Library Extension** (Warren Spooner)
An extension to the Library is required to increase the size of the current library. A designated computer room and a purpose built canteen storage room could also be included on the same site. Mr. Graham has applied for $50,000 from the State, which could come in September or October 2013.

**Fridges in Classrooms** (Sharon Schmidt)
Mr. Graham mentioned the school surveys are an ideal forum for suggestions, like the above, from parents.

**Air-conditioner in P&C Room** (Sandra Elsworthy)
**Action item:** Matthew Sommerville to make enquiries.

Meeting concluded: 9.50pm

Next meeting: Monthly Meeting
Eleebana School Staff Room

Monday, 18th March, 2013
7pm