Meeting commenced: 7.05pm (Chaired by President, Matthew Sommerville)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
Apologies: Jacqueline Bell, Natasha Bilton and Jo Turner
Minutes of the previous MONTHLY meeting 18th February, 2013 read and accepted.

Moved: Alex Garas
Seconded: Nicki Walpole

Welcome New Members
Matthew Sommerville welcomed Karen Thornton and Ronny Eidels to the P&C Committee Meeting.

Matters Arising from Previous Meeting (18th February 2013):

Uniform (Sandra Elsworthy)
Sandra Elsworthy to organise a Uniform Committee Meeting date with Jamie Pajtl.
Matter Open.

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

P&C Room, Workers Health and Safety Issue (Frank O’Connor)
Matthew Sommerville expects to receive a quote next week for a push out fire safety screen. However, this issue may not need a DA or any Fire Safety modifications. Frank O’Connor to email Carl Leonard with details of compliance specifications for the building in question.
Matter Open.

Printing/Cubby Houses
Mr. Rodney James has provided designs for all the Cubby Houses. These signs will be installed at the next Working Bee, to be held on Sunday 24th March. Mr. Ian Graham thanked Mr. Rodney Jones for his outstanding support to the school, on behalf of all the students and the P&C Committee.
Matter Closed.
Newcastle Permanent Presentation (Mr. Paul Skipp)
P&C Committee Members voted not to run with this offer at this time. However, on behalf of the school, the P&C would like to thank Mr. Paul Skipp for his time in giving the presentation at the last meeting.
Matter Closed.

Hand Dryers - (Nicki Walpole and Sandra Elsworthy)
One quote has been received for hand dryers. Brett Woolaston is to provide a second quote for different brands and designs.
Matter Open.

Sanitary Bins – (Carl Leonard)
Dr. Leonard contacted the private contractor and it will cost an extra $100 approximately a year per bin. P&C voted to support acquiring an extra two bins. One will be located in the primary girls’ toilets and one in the infants’ girls’ toilets.
MOTION:
- P&C to support the extra cost of two more sanitary bins.
Seconded: Nicki Walpole
Passed.

Toilet Doors - (Matthew Sommerville)
Doors need to be longer for privacy and locks fixed. Mr. Sommerville awaiting quotes.
Matter Open

Installation of P&C Box - (Mr. Ian Graham)
Discussed with Mrs. Weir. Awaiting quote from the contractor who built the cupboard in the foyer of the Office. It would be preferable to have the P&C Box looking similar and fitting in with the current unit.
Matter Open

OOSH - (Jo Turner, Stuart Horvath)
EPS OOSH needs to be expanded. P&C Committee to look at this issue as a long term goal.
Matter Closed.

Library Extension (Warren Spooner)
EPS Library needs to be expanded. P&C Committee to look at this issue as a long term goal.
Matter Closed.

Succession Planning for the future of P&C Committees (Matthew Sommerville)
Suggestions required from all members of the P&C Committee.
Matter Open.
Role of the P&C – (Monique Pritchard)
Explanation of the role the P&C Committee have to be placed on EPS Website.
Matter Closed.

Class and P&C Intermediary Volunteers – (Mark Streets)
Two volunteers are now in place, namely Karen Thornton and Alex Garas. More volunteers required.
Matter Open.

Air-conditioner in P&C Room (Matthew Sommerville)
Matthew Sommerville to make enquiries.
Matter Open.

REPORTS:

Correspondence: - (Tracey McDonald) report attached and tabled
Tracey McDonald provided the P&C Committee with an updated copy of the P&C Journal for Term 1.
Moved: Marie Norris
Seconded: Nadine Masia

President – (Matthew Sommerville) –
Matthew Sommerville informed everyone of the following:
- Various sub-committees are already planning activities for the year
- The first Working Bee will be held on Sunday 24th March
- We have two P&C Class Representatives, Karen Thornton and Alex Garas
- The Uniform Shop is delighted to have Nadine Masia as a new volunteer, but more is needed. Marie Norris to confirm if she can assist on Monday too.
Moved: Frank O’Connor
Seconded: Stuart Howarth

Treasurer – (Sandra Elsworthy) – reports attached and tabled for February 2013.
All accounts for the general EPS P&C have been reconciled to MYOB. This leaves a balance of $23,628.68 for February 2013.

Accounts for the EPS Canteen have not been finalised and will be tabled at the April meeting.
Moved: Alex Garas
Seconded: Tracey McDonald
**Canteen** – (Karen Taylor) – report attached and tabled

Easter Recess Bag Day will be held over two days for infants and primary students. The Canteen will be closed Wednesday 20th March due to the Athletics’ Carnival.

*Moved:* Sandra Elsworthy  
*Seconded:* Emma Rees

**Band** – (Stuart Horvath) – report attached and tabled

This year is the 30th Anniversary of the Band in Eleebana Public School. Also the first disco on Thursday 19th March, is being held for Band Fundraising.

*Moved:* Karen Taylor  
*Seconded:* Tracey McDonald

**School Watch:** - (Brett Woolaston and Marie Norris) - no report.

The School Watch Committee is to be joined by Mr. Grant Turner and Mr. Max Broadbent. Mr. Ian Graham informed the committee that a sandstone boulder had been thrown through a Kindergarten window.

*Moved:* Nicki Walpole  
*Seconded:* Sandra Elsworthy

**Fundraising** – (Nicki Walpole) – report attached and tabled

The first 3 fundraising events are underway for 2013. These are the Easter Raffle, Mothers Day Stalls and the Entertainment books.

*Moved:* Nadine Masia  
*Seconded:* Karen Taylor

**Grounds:** - (Andrew Liewes) – no report

**Principals Report** - (Mr. Ian Graham) - report attached and tabled.

Confirmation of a DA for the DOLA is to be resolved this week. Mr. Graham will apply again this year for school fencing from the Primary Schools Upgrade Program. Mr. Graham highly recommends attendance to the Interrelate Program which will be run on Wednesday 27th March at the school.

*Moved:* Alex Garas  
*Seconded:* Nicki Walpole
GENERAL BUSINESS:

Devil Ark Program – (Mrs. Robyn Forbes)
During Semester One, the Tasmanian Devil is being focused on during library lessons. Mrs. Forbes would like the students to have the opportunity to adopt a Devil through the above program, which will cost $2,500. Students will fundraise as much as they can and Mrs. Forbes asked the P&C to consider covering any shortfall.

MOTION:  
P&C to support the Devil Ark Program and to cover any shortfall up to an amount of $1,000. If more funds are required, Mrs. Forbes will need to contact the P&C Committee again.  
Seconded: Emma Rees  
Carried.

School Watch
Mr. Ian Graham informed the committee that a sandstone boulder had been thrown through a Kindergarten window.
Action item: Brett Woolaston to look at either concreting or removing the boulders at the upcoming Working Bee.

School Watch Committee Meeting
Action item: Brett Woolaston to organise date for a School Watch Committee Meeting.

Swimming Caps - (Mr. Ian Graham on behalf of Mr. May)
Mr. May has requested 50 swim caps for zone swimmers which bear the school name on the side. Mr. May provided a quote of $13.15 each. The current caps were bought approximately 6 years ago and need replacing. As the caps will not be required until 2014, the P&C Committee decided to discuss and move on this issue in our September monthly meeting.
Moved: Alex Garas and Marie Norris.

Replacement of 2 Air-conditioners – (Mr. Ian Graham)
Classrooms 1L and 4G need replacement air-conditioners. Three quotes in total are needed. A request for a 3rd quote to be placed in the Newsletter to give the opportunity for a family of the school, who may be involved in the industry. Quotes should include a choice of brands and types of air-conditioners. Notification is also to be placed in the Newsletter announcing that the P&C Committee will vote on this issue at the next meeting.
Action item: Matthew Sommerville to put details into Newsletter.

Band Succession – (Matthew Sommerville)
P&C are seeking a Corporate Supporter for EPS Band Succession Planning Meeting. Mr. Sommerville to suggest to Mr. Stuart Howarth that they search for a Corporate Supporter within the Band ‘family’.
Action item: Matthew Sommerville to discuss with Mr. Howarth.
Role of Treasury Explained - (Sandra Elsworthy)
Mrs. Elsworthy to a great extent, explained the role of working out funds that the P&C have raised to date. Presently money has been put aside for the following issues; DOLA and maintenance work on the toilet doors. Sandra described how Easter and Mothers Day are near to each other and this year the Fitness A Thon has been cancelled. This may result in less funds being raised. Funding that may not be required until 2014 will therefore be re-visited towards the end of the year, so that funds may be available for other issues that may arise throughout the early part of 2013.

Parking in the Staff Car Park – (Frank O’Connor)
Frank O’Connor expressed his concern of parents parking in the Staff Car Park in the afternoon.
Action item: Carl Leonard to investigate.

Recycling of Spotlight Costumes – (Tracey McDonald)
Tracey McDonald suggested we should recycle Spotlight Costumes e.g. plain black or plain white t-shirts. Due to lack of room in the P&C Office, it was decided that once everyone is aware of costumes required, the P&C would re-visit the issue.
Action item: (Matthew Sommerville to discuss closer to the date).

P&C Presentation – (Matthew Sommerville and Alex Garas)
Mr. Sommerville and Mr. Garas gave a presentation on the future of the P&C Committee.
Members gave the following suggestions:
Keeping everyone informed on the current balance of funds.
More communication on exactly where the money is spent.
Keep everyone up-to-date using the P&C Website.
Remind everyone what previous families have contributed to the school e.g. air-conditioners A ‘Parents Pay Forward’ attitude is needed.
The more formats we have the greater amount of people will be reached.
Legacy – A succession plan is needed for the committee. Encourage as many as possible to come along to a meeting.

Everyone is encouraged to make an input at the next P&C Meeting on short, medium and long term goals. Mr. Sommerville will then put these goals in the newsletter.
Action item: Mr. Alex Garas to place a note in the newsletter asking for comments re the above and giving the website address for the P&C Website.

Phones in Classrooms – (Mrs. Donna Jones)
Mrs. Donna Jones suggested that phones or intercoms be placed in classrooms to increase communication between the office and teaching staff. Skype was proposed as a solution.

Meeting concluded: 9.11pm
Next meeting: Monthly Meeting
Eleebana School Staff Room
Monday, 20th May, 2013 at 7pm