Meeting commenced: 7.15pm (Chaired by President, Matthew Sommerville)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
Apologies: Jo Turner, Sandra Elsworthy, Nicki Walpole, Alex Garas, Tracey McDonald, Nadine Masia, Jacqui Bell, Andrew Liewes and Robyn Tooze.
Minutes of the previous MONTHLY meeting 18th March, 2013 read and accepted.

Moved: Karen Taylor
Seconded: Natasha Bilton

Special Guest: Mr. Andrew Cornwell

Welcome New Members
Matthew Sommerville welcomed Michelle Butler to the P&C Committee Meeting.
Mr. Andrew Cornwell and Ms. Butler both paid their membership subscription.

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

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

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 Closed.

Hand Dryers - (Nicki Walpole and Sandra Elsworthy)
There is a need for 7 new hand dryers in the childrens’ toilets. This is broken down into the following; 4 for the childrens’ toilets, 1 for the disabled toilet and 2 for the toilets in the hall. A Speed Flow Hand Dryer has been sourced that is vandalism proof, has a 10 second drying time and no sharp edges. The dryers need to be separately wired. A quote of $1,750 has been received for an electrician and the dryers cost $450 each. The total cost for all 7 dryers and installation is $4,900.

MOTION:
Put to next P&C Committee Meeting Members on 17th June, 2013 that we purchase and install 7 Speed Flow Hand Dryers.
Seconded: Karen Taylor
Toilet Doors - (Matthew Sommerville)
Doors have been replaced and locks fixed by Mr. Scott Bilton. Mr. Bilton was commended on his work in this matter.
Matter Closed

Installation of P&C Box - (Mr. Ian Graham)
Mrs. Cheryl Weir has received one quote and is awaiting a second one.
Matter Open

Succession Planning for the future of P&C Committees (Matthew Sommerville)
Mr. Alex Garas has posted the P&C Commitee’s visions and goals on the school website. Ideas are coming through for short, medium and long term goals e.g technology update and OOSH expansion. This issue is ongoing.
Matter Open.

Class and P&C Intermediary Volunteers – (Mark Streets)
A mailing list has been created with 6 or 7 new contacts. Mr. Matthew Sommerville is to place this list in the newsletter indicating which people are P&C Intermediary Volunteers for which classes and the classes that still require a volunteer.
Matter Open.

Air-conditioner in P&C Room (Matthew Sommerville)
The air-conditioner is now working again.
Matter Closed.

School Watch
Mr. Ian Graham informed the committee that a sandstone boulder had been thrown through a Kindergarten window.
Matter Closed.

School Watch Committee Meeting
Mr. Graham gave a list of the Committee Members as follows; Brett Woolaston, Max Broadbent, Marie Norris, Sharon Schmidt and Andrew Jones. Mr. Graham is to collect photos of all the committee members. Mr. Woolaston is also to organise a School Watch Committee Meeting.
Matter Open.
Replacement of 2 Air-conditioners – (Mr. Ian Graham)
Mr. Matthew Sommerville received two quotes. Mrs. Marie Norris and Mrs. Natasha Bilton, both recommended the Mitsubishi brand.

MOTION: P&C Committee to purchase two air conditioners for 1L and 4G at a cost of $5,100.
Moved: Frank O’Connor
Seconded: Marie Norris
Carried.

Parking in the Staff Car Park – (Frank O’Connor)
Mr. Graham explained that there are a small number of parents are still parking in the Staff Car Park. Offending Parents/Carers will continue to be targeted through the newsletter.
Action item: Ongoing.

REPORTS:

Correspondence: (Tracey McDonald) No report.

President – (Matthew Sommerville) – report attached and tabled.
Matthew Sommerville congratulated all involved in the Easter Raffle and Mothers Day Stall, with a special mention to Nicki Walpole. The recent Working Bee was a success also.
Mr. Jamie Pajtl is updating the P&C Website and Mr. Alex Garas has the Facebook page up and running.
Mr. Sommerville together with Mr. Graham expressed their sincere thanks to Mr. Rodney James from Insane Signs for donating the wonderful signage around the Kindy Cubby Houses.
OOSH will be holding a special meeting in 18th June to plan for its future. All relevant parents are encouraged to attend.
Mr. Sommerville expressed his gratitude to Mr. Andrew Cornwell for his support for the Kindergarten DOLA.

Treasurer – (Sandra Elsworthy) – No report.

Canteen – (Karen Taylor) – report attached and tabled
The Winter Menu has started with some necessary price increases. The annual inspection has taken place with the Lake Macquarie City Council health inspector. An excellent report was received.
Moved: Marie Norris
Seconded: Frank O’Connor

Band – (Stuart Horvath) – No report.
School Watch: - (Brett Woolaston and Marie Norris) - no report.

Fundraising – (Nicki Walpole) – no report

Grounds: - (Andrew Liewes) – no report

Principals Report - (Mr. Ian Graham) - report attached and tabled.
Mr. Graham mentioned how privileged he felt to accompany the children and teachers to Canberra for their recent excursion. The group were highly praised for their manners and politeness by the general public.
Mr. Graham explained that after considering her involvement with both the students and the school, Mrs. Michelle Sommerville was put forward for 2013 NSW Public School Parent of the Year. The Kindergarten Dola is due to start in June 2013 by ABT Motom.
Dr. Carl Leonard is managing this project.
Student reports will be available on Monday 17th June. Dr. Leonard is managing an online system using Sentral, to organise interview times between teachers and parents. Mr. Graham has applied again for school fencing funds. Parent Workshops will be held on the evening of the School Discos.
Mr. Graham congratulated all athletes who represented EPS at Region and Mr. Mark Lewis has, with the State PSSA Soccer team, brought back the trophy to EPS.
Mrs. Robyn Wrightson has written to Mr. Graham explaining that Emily Davis, Emma Wrightson and Abby Grant will represent Australia in Hawaii early next year for Gymnastics.

 Moved:               Karen Taylor
 Seconded:             Natasha Bilton

GENERAL BUSINESS:

Defibrillator – (Mr. Matthew Sommerville)
Mr. Sommerville put a suggestion to the P&C Committee for their consideration, to purchase a Defibrillator for the school. The company Australian Defibrillators will provide training for 6 Staff Members, however the unit also talks the user through the necessary process. The total cost including training is $2750.00.

MOTION:
Put to next P&C Committee Meeting Members on 17th June, 2013 that we purchase a Defibrillator EPS.

Moved: Natasha Bilton
Seconded: Marie Norris

Tables for Cubby Houses – (Mrs. Marie Norris)
Mrs. Norris suggested we purchase 2 children’s tables for the ‘coffee shop’ and ‘hospital’ cubby houses. Mr. Graham recommended the P&C contact the ‘Mens Shed’ in Gateshead.

Action Item: Mr. Matthew Sommerville to discuss with ‘Mens Shed’.
Chairs – (Mr. Matthew Sommerville)
As the school is growing, a need for extra chairs has become evident, especially for special events like Grandparents Day etc. We currently have 350 chairs and need another 200. Dr. Carl Leonard has spoken to Asset Management who will provide EPS with an extra 100 chairs, which leaves us short 100. Dr. Leonard also explained that we can put an extra 100 chairs on a ‘wishlist’ to Asset Management in early February 2014 with no guarantee of it being granted.

**MOTION:**
Put to next P&C Committee Meeting, purchase of 100 chairs at $30 each.
**Moved:** Frank O’Connor
**Seconded:** Karen Taylor

Employee of the Year Nomination – (Mr. Matthew Sommerville)
Mr. Sommerville expressed his wish on behalf of the P&C Committee to nominate Mr. Ian Graham for the above reward.

Letter of Gratitude – (Mr. Ian Graham)
Mr. Graham suggested the P&C Committee send a letter of thanks to Mr. Rodney James, for his wonderful management and co-ordination of the Cubby House signage. Mr. James spent a lot of time planning the project with his team and completed the project including the signage product at no cost to the school.
**Action:** Mr. Matthew Sommerville to write letter.

P&C Committee Magazine – (Mrs. Donna Jones)
Mrs. Jones suggested that the Cubby House Project undertaken from conception to conclusion, by Mr. Ralph Ellis, Mrs. Jacqui Bell, Mr. Rodney James (with the help of the Working Bee) be put forward, together with photographs, for publishing in the P&C Committee Magazine.
**Action:** Mr. Matthew Sommerville

Table and Toilet Door Coverings – (Mrs. Marie Norris and Mrs. Natasha Bilton)
It was suggested that both the outdoor tables and toilet doors could benefit from being covered by the product of Insane Signs. This would result in easier cleaning of the tables and perhaps some colourful pictures for the toilet doors.

Boys Toilets – (Mrs. Marie Norris)
One of the toilets needs to be cemented to the floor.
**Action:** Mr. Graham to speak to the GA Mr. Richard Stegh.
Spiders on Outdoor Furniture and Equipment – (Mrs. Marie Norris)
Mrs. Norris expressed her concern at the amount of redback spiders found on the furniture when cleaning them. Mr. Graham explained that the cleaners are responsible for de-webbing as part of their contract, however he will discuss this issue with them. Mr. Graham also explained that the GA sprays the Cubby Houses on a routine basis for spiders.

Action: Mr. Ian Graham to speak to Cleaners.

Meeting concluded: 8.25pm
Next meeting: Monthly Meeting
Eleebana School Staff Room
Monday, 17th June, 2013 at 7pm