Meeting commenced: 6.45pm (Chaired by President Robyn Tooze)

Attendance and Apologies read and accepted as per ‘Attendance Sheet’.

Apologies: Jamie Pajtl and Maria Grew

Minutes of the previous MONTHLY meeting 26th October 2015 read and accepted.

Passed: Sandra Elsworthy
Seconded: Alex McCoy

Matters Arising from Previous Meeting (26th October, 2015):

Uniform Availability Online
This process is progressing successfully. Leah Morgan is happy to sit with Sandra Elsworthy to help her set up a paypal account for P&C. There will be 2 options to pay for uniforms. One will be paypal and the other will be cash on delivery. Anyone wishing to pay online through the paypal account can access it as a visitor and don’t need a personal paypal account. P&C email account is already set up. Alex McCoy and Leah Morgan are happy to monitor the orders on the email account and Alex has also given a commitment to be in the Uniform Shop every Friday from 8.30 to 9.15am.

Matter Open.

Canteen Volunteers
Leah Morgan explained that with the canteen only opening for recess on Friday’s, the issue with canteen volunteers has lessened. All volunteers are happier with the shorter hours as they now finish at 12 midday. Leah also met with Sandra last Friday to discuss the new menu and prices for 2016.

Matter Open.

Online Canteen
Leah Morgan stated that we need to buy a printer and then the Online Canteen can be trialled.

Action: Leah Morgan

Infants Play Equipment
Maria Grew will obtain a firm quote from Bunnings in Boolaroo for playground equipment. Carl Leonard is also acquiring alternative quotes.

Matter Open

Christmas Carols
Mrs. Bailey explained that unfortunately the Carols won’t go ahead this year as the Army Band had previous commitments. We will endeavour to hold it next year.

Matter Closed.
REPORTS:

**Correspondence:** - (Alex McCoy) verbal

**President** – (Robyn Tooze) – report attached and tabled.
Robyn mentioned that if anyone has any information that may assist the Spring Fair co-ordinators next year could they please pass it on to either Robyn, Sandra Elsworthy or Maria Grew to give next year’s co-ordinators a head start.
If anyone would like to help in an assistant role to the treasurer it would be greatly appreciated. This needs to be addressed with some urgency.

Moved: Leah Morgan
Seconded: Alex McCoy

**Treasurer** – (Sandra Elsworthy) – report attached and tabled.
Sandra explained that with regards to the Profit and Loss Accounts there have been a number of issues with reporting and reconciliation of late. We now need to move forward quickly to rectify this problem as we realistically can’t move on any spending before all accounts are current. It was noted that the bills however are all up to date. We need to get all paperwork from April to now. It was agreed that a request be made to Jamie Pajtl for the return of the laptop and all financial records so all accounts can be reconciled. We do have a time constraint as an audit is needed.
Extra help is therefore required and anyone with MYOB experience who is willing to help is asked to get in contact with either Robyn Tooze or Sandra Elsworthy.

The Canteen Account Balance is $4,345.31
The General P&C Account Balance is $76,654.70 with approximately $26,000 to be deducted for the Library refurbishment.

Moved: Leah Morgan
Seconded: Alex McCoy

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

Moved: Jamie Pajtl
Seconded: Katherine Deer

**Band** – (no report)

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

**Fundraising** – (Alex McCoy) – no report.

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

**Principals Report** - (Mrs. Josie Bailey) - report attached and tabled.
2016 will have 24 classes with composites throughout primary. At this stage there will be 610 students. Wellbeing with a whole school community approach to develop independence
and resilience will be one point that shall be focused on next year. Continued quality teaching and 21st century learning will also be part of EPS focus.

Moved: Alex McCoy
Seconded: Sandra Elsworthy

GENERAL BUSINESS:

Library Official Opening
Tonight’s meeting began with a visit to the updated and refurbished Library. The President Robyn Tooze and Treasurer Sandra Elsworthy marked the official opening of the Library by cutting a red ribbon. All members present were very impressed with the new shelving, layout and colour scheme. The P&C Committee hopes that it will encourage all students of EPS to read and continuing reading for long into the future. Mrs. Bailey also reiterated the hard work and dedication that Mrs. Forbes has put into our new Library.

Red Day - Disco
Sandra Elsworthy suggested holding a Red Day for lollies and soft drinks at the disco this Thursday 19th November.

Air Conditioners
MOTION:
Sandra Elsworthy proposed a motion for the P&C to purchase 4 new air conditioners, to replace existing non repairable units.

Moved: Sandra Elsworthy
Seconded: Robyn Tooze

To be voted on at the next meeting dated 14th December, at 6.30pm

Years 3 – 6 Lunch Basket Collection
Leah asked that years 3 to 6 trial collecting their lunch baskets at 10.55am from the canteen to alleviate queues. Mrs. Bailey to inform the relevant class teachers.

Action: Mrs. Bailey

Skorts for Girls Uniform
Mrs. Bailey suggested we look into getting skorts as a uniform option for girls. Josie will forward a catalogue to Alex to peruse.

Action: Mrs. Bailey and Alex McCoy

Cleaning Issues in Canteen
Leah Morgan mentioned the canteen has not been cleaned properly of late. Mrs. Bailey explained that she has contacted the cleaning agency to complain of other cleaning issues too.

Compactors
Sandra Elsworthy pointed out that the P&C Compactors are filling up again with non P&C things. Mrs. Bailey to discuss with staff.

Action: Mrs. Bailey
Teacher Canteen Credit.
Sandra asked Josie Bailey to remind all staff members that teachers can no longer receive credit for canteen purchases.
**Action:** Mrs. Bailey

Captain’s Boards
Sandra indicated it would be nice for current captains to see their names on the Captains Boards before they left Year 6. Mrs. Bailey to organise.
**Action:** Mrs. Bailey

P&C Sign for Slot in the Foyer
Sandra asked that a sign be made up for the P&C Locked Box in the foyer. Josie Bailey will organise for one to be made.
**Action:** Mrs. Bailey

Outside School Sign
The outside school sign is missing some letters. Josie Bailey explained that new signs will be made in the near future.

Meeting concluded: 8.20pm

Next meeting: Monthly Meeting
Eleebana School Staff Room
Monday, 14th November at 6.30pm