Meeting commenced: 7:20pm (Chaired by President, Warren Spooner)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
Apologies: Max Broadbent, Michelle Sommerville.
Minutes of the previous MONTHLY meeting (19 NOVEMBER 2012) read and accepted.

Moved: Karen Taylor
Seconded: Matthew Sommerville

Matters Arising from Previous Meeting (19 November 2012):
Disabled Parking / Parking Permit – signage/access issues
Matters are being investigated to have works completed to address this issue. Carried over to 2013.
Matter open.

Footpaths
Need for footpaths along Bronwyn Ave, especially during inclement weather to allow access for EPS parents. Contact has been made with Local Riding Member (Kay Fraser) who has inspected the site. Mr Peter McMurray (DET) has conducted a site visit – some prospect of paths on Mariner Dr (Eleebana Oval) side of the school. Waiting for some further instruction on this matter. Carried over to 2013.
Matter open.

Uniform
Action item: Draft survey being completed by Jamie Pajtl. Final survey to be completed and forwarded to Warren Spooner and Mr Graham for review. Carried over to 2013.
Matter open.

Fundraising
Action item: A survey for completion by school staff and parents to be drafted in relation to Spring Fair. Completed by Jamie Pajtl and forwarded to Warren Spooner for review. Results to be tabulated and released in 2013.
Matter open.

P&C donation to Callam Lang – representing NSW at the National Athletics Carnival. Cheque made payable to Lang family drawn and presented to Lang family.
Matter closed.

Suggestion box (Sandra Elsworthy)
Placed in school foyer area – to be used to suggest ideas for P&C and all other matters.
Matter closed.
**Dogs in school grounds** (Jo Turner)
Some issues highlighted dangers and possible confrontation with dogs and owners in grounds on weekends and after school operating hours.
**Action item:** Item to be placed in school newsletter highlighting owner responsibilities.
**Matter closed.**

**Letters of thanks** (Warren Spooner)
**Action item:** To be completed by Tracey McDonald for all those who assisted with the supply of materials for the cubby houses.
**Matter open.**

**EPS Disco and parking** (Warren Spooner)
Suggestion to block bottom entry to Ian Street car park (staff car park area) when the school holds the disco to prevent traffic congestion and danger to pedestrians.
**Action item:** Mr Spooner to include item in newsletter advising changes
**Matter closed.**

**Student supplies and 2013 requirements** (Natasha Bilton obo Barbara Tilley)
To assist parents purchasing stationery (and other) items for the 2013 school year, request to have teachers supply a list of requirements.
**Action item:** Item to be included in newsletter.
**Matter closed.**

**Band** (Jacqueline Bell)
Suggestion to have information evening prior to the Expression of Interest for Band selection. Mr Horvath and Mr Graham provided an overview of how the current process works.
**Action item:** EPS Band Information booklet to be published on the EPS website.
**Matter closed.**

**P&C Room; Workers Health and Safety Issue** (Warren Spooner)
Identified it only has one entry/exit point. Potential danger to occupants/users of the facility in case of an emergency.
**Action item:** Mr Spooner to make enquiries about install of suitable removable security windows to allow for a secondary point of exit. Carried over to 2013.
**Matter open.**

**School Sport** (Jacqueline Bell)
Enquiry relating to how any new suggestions about sport activities for the school can be raised. Mr Graham advised that Mr Lewis to be contacted.
**Matter closed.**
Printing / Cubby Houses (Rodney James)
Request to place printing over newly constructed cubby houses and potential for other projects in the school e.g. prints applied to window blinds.
Action item: Mr Graham to meet with Mr James and discuss.
Matter open - ongoing into 2013

Garden house / contents (Marie Norris)
Enquiry about the bricks currently located in the greenhouse on school premises. Agreement reached they could be used as a ground base in the same area.
Matter closed.

REPORTS:
President – (Warren Spooner) – verbal report.
Thanks to all involved with EPS P&C and the various activities that have been conducted during 2012.
Moved: Nicki Walpole
Seconded: Jamie Pajtl

Treasurer – (Sandra Elsworthy) – reports attached and tabled for November (all accounts).
All accounts for the general EPS P&C have been reconciled to MYOB (to 23/11/2012). This leaves a balance at bank of $107,689.93
All accounts for the EPS Canteen have been reconciled to MYOB to the end of November 2012. This leaves a balance at bank of $24,179.32
Moved: Jamie Pajtl
Seconded: Tracey McDonald

Canteen – (Karen Taylor) – report attached and tabled
Enquiry in relation to the coin counting machine – matter carried over to 2013.
Moved: Andrew Liewes
Seconded: Natasha Bilton

Band – no representatives or report. Band had held meeting on 17/12/12 prior to the EPS P&C (December 2012) monthly meeting.

Fundraising – (Nicki Walpole) – no report as all activities have been finalized for 2012.

School Watch – no representative or report
Grounds – (Andrew Liewes) – report attached and tabled
Moved: Nicki Walpole
Seconded: Matthew Sommerville

Correspondence – (Tracey McDonald) – report attached and tabled.
Moved: Karen Taylor
Seconded: Jamie Pajtl

Principals Report – (Mr. Graham) – report attached and tabled
Moved: Andrew Liewes
Seconded: Matthew Sommerville

General Business:
(Warren Spooner) – Letter of thanks
Request to a letter sent to Mr Lavacombe for having completed various work around the school
Action item: Tracey McDonald to complete letter and send as requested.

(Warren Spooner) – 2012 Spring Fair Survey
Brief overview of some comments (both positive and negative). Results will be tabulated and presented at February 2013 monthly meeting.

(Warren Spooner) – Gifts for school helpers
Action item: Mr Spooner to arrange purchase and presentation of gifts to canteen co-coordinator Michelle Sommerville and the EPS P&C Uniform Shop volunteers.

(Rodney James) – Insane Printing
Presentation of some products that will be suggested for use at the newly constructed cubby house area of the school.
Action item: Mrs Jacqueline Bell (parent of the school) and other representatives to be involved in a meeting to discuss design and use of the products.

A thank you by Mr Graham on behalf of those present for all the work Mr James has completed in 2012 and is proposing for 2013.

(Warren Spooner) – Annual General Meeting
Date allocated is Monday 18 February 2013, commencing at 6pm; monthly meeting to follow at 7pm.
Action item: Tracey McDonald to send letters to the EPS P&C Patrons, Life Members and Corporate Sponsors to thank them for their support and to request their continued membership and support of Eleebana Public School.

Action item: Mr Spooner and Mr Graham to arrange to have EPS P&C positions pre nomination forms to be placed on the EPS website
Meeting concluded: 7:57pm

Next meeting:
Annual General Meeting – Eleebana School staff room

Monday, 18th February 2012
6pm

Monthly Meeting to follow at 7pm