

# Meeting Minutes

<b>Purpose:</b>	Mascot Public School P&C General Meeting
<b>Date:</b>	Monday 16 May 2022
<b>Time:</b>	7:00pm – 8:30pm
<b>Location:</b>	Zoom
<b>Attendees:</b>	Helen TeRata; Lauren Mishhawi; Jessica Welch; Lara Kerr; Elya Widjaja; Kerren Hosking; Rebecca Kelly; Beth Hill
<b>Apologies:</b>	Brad Gilchrest

Item	Details
<b>Opening</b>	<ul style="list-style-type: none"><li>• <b>Call meeting to order</b> Meeting started at 7:05pm by Kerren Hosking</li><li>• <b>Record of attendance and apologies</b> Attendance and apologies noted above</li><li>• <b>Conflict of Interest declaration</b> Nil advised</li><li>• <b>Declare any vacancies</b> Vacant positions were put top nomination: <b>1. Vice President 2</b> – Nomination of Lauren Mishhawi (moved by Lara Kell, seconded by Jessica Welch)</li></ul>
<b>Minutes</b>	<ul style="list-style-type: none"><li>• <b>Confirm minutes from previous meeting</b> Minutes were accepted as a true record of meeting on 28 March 2022.</li></ul>
<b>General business</b>	<ul style="list-style-type: none"><li>• <b>Welcome and introduction to the P&amp;C (incl. new members)</b><ul style="list-style-type: none"><li>- KH introduced members and welcomed meeting participants.</li><li>- KH advised that we will try to offer Zoom for all meetings going forward.</li></ul></li><li>• <b>Centenary Celebrations Update (working group)</b><ul style="list-style-type: none"><li>- A calendar of events is planned over the year.</li><li>- KH called for any other members to joining the working group.</li><li>- KH shared the Term 2 priorities and advised that the Time Capsule project had been moved to Term 4 and still searching for any previous Time Capsules on site.</li><li>- KH provided an update on the historical display and advised we have put a call out to the local community via the centenary Facebook page for people to lend old uniforms and memorabilia.</li><li>- JW suggested that replicas could be made using photos shared online.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>- Commemorative brick project was discussed with KH providing colour, style and costing options. Bricks will be sold via the uniform shop.</li> <li>- It was agreed that any sponsored pavers would be by invite only and limited to max 4 pavers with the design to be approved by Helen TeRata.</li> <li>- A suggestion was made that the P&amp;C could consider purchasing hello in different languages to be included in the project.</li> <li>- Pricing structure was amended and agreed to. JW and KH to speak with Anita regarding the sale of the bricks.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Calendar of school events and planned activities for Term 2 (including Election Day BBQ)</b> <ul style="list-style-type: none"> <li>- Election BBQ being led by Beth Hill and is well underway. JW to create a link to a Sign-up app to manage volunteers.</li> <li>- Cancer Council's Biggest morning tea being held on Wednesday 25 May. Students to wear mufti and donate online or with cash.</li> <li>- Crazy sock and cake day on 8 June.</li> <li>- KH suggested Red Apple Day as another option for a charity to support. Could ask Woolworths to provide apples.</li> <li>- KH advised that 24 June is World Refugee Day and that we could get a guest speaker organized through the council. HT and KH to discuss offline.</li> </ul> </li> </ul> <p><b>Colour Fun Run</b></p> <ul style="list-style-type: none"> <li>- KH mentioned holding a pizza party for the classes that raised the most funds for the Colour Fun Run. Week 6 was suggested as an option.</li> <li>- Prizes to be ordered before 18 May. Hope to have prizes by Week 10 and it was suggested that there be a special event to distribute prizes and certificates for the top 25 fundraisers (Sean Ninyo has created the certificates)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Community Grant Funding Update</b> <ul style="list-style-type: none"> <li>- KH advised that the money has arrived in the bank and that the grant agreement has been signed off. Working with HT on concepts and design and establishing a project plan and budget.</li> <li>- KH noted that the use of some P&amp;C funds was mentioned in the grant application and if this is required it will be tabled for decision at a future meeting.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>Association governance and administration</b> <ul style="list-style-type: none"> <li>- KH advised that she has updated the P&amp;C Federation with responsible persons and lodged financials with them.</li> <li>- KH advised that she is working with the ACNC to register the P&amp;C Association properly as a charity which provides GST benefits etc. Request has been lodged and waiting now for a response from ACNC.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>- It was agreed to move to the P&amp;C Federation's affiliate email system. KH to work with P&amp;C Federation to set-up and redirect the current Gmail account once established.</li> <li>- It was agreed to remove Lauren Smith as signatory on the bank account and add Kerren Hosking.</li> <li>- It was agreed to move from the current cheque account to an online business account with online banking.</li> <li>- It was noted that the primary contact details need to be updated with the bank to be in the name of Jessica Welch.</li> <li>- It was agreed to revoke the old ABN attached to the prior P&amp;C child care service (ABN# 57 408 640 702</li> </ul>
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>• <b>Share and notify both incoming and outgoing correspondence</b> <ul style="list-style-type: none"> <li>- NIL apart from the grant finalisation paperwork.</li> <li>- JW to check the P&amp;C tray in the office for any other correspondence.</li> </ul> </li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• <b>Treasurer</b> <ul style="list-style-type: none"> <li>- JW advised that the vouchers with the money raised from the Term 1 BBQ for the flood affected areas had not yet been purchased. However, JW had been in direct contact with a local school in Lismore who suggested that it would be best to do a direct transfer from Mascot PS to that school and they will purchase vouchers in the local area as needed. It was agreed that this was an acceptable and preferable solution.</li> <li>- Approximately \$1,200 profit was made from the Mother's Day stall.</li> <li>- It was suggested that the leftover items from the Mother's Day stall be sold at the cake stall on election day. JW to retrieve box.</li> <li>- It was agreed that the costs of the election day BBQ be covered.</li> </ul> </li> <li>• <b>Principal</b> <ul style="list-style-type: none"> <li>- KH provided the update on behalf of HT who had connection issues.</li> <li>- Big thanks for the Mother's Day stall.</li> <li>- Gemma (Yr 5/6 teacher) had a baby boy</li> <li>- NAPLAN went well</li> <li>- Reports will go out this Term.</li> </ul> </li> </ul>
<b>Other business</b>	<ul style="list-style-type: none"> <li>• <b>Open discussion</b> <ul style="list-style-type: none"> <li>- KH raised the issue of school security and the need for perimeter fencing to prevent unauthorised entry onto school grounds.</li> <li>- School security fencing is a high cost item and needs an allocation of funding.</li> <li>- KH will draft a letter and petition on behalf of the P&amp;C to go to NSW Government and distribute for feedback. Petition to be shared with the school community in person and not online.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>- It was agreed to try and have the petition ready for signatures at the election day BBQ.</li><li>- LK raised the issue of excess second-hand uniform items and suggested that a specific second-hand sale should be held as not a lot was sold at the uniform shop open day, people mainly purchased new items. It was suggested that Brad may already have something planned in this space so to check with him.</li><li>- Bec Kelly suggested supporting Juvenile Diabetes Research Foundation again during October. It was agreed that we would do a wear blue day with a gold coin donation.</li></ul>
<b>Closing</b>	<ul style="list-style-type: none"><li>• <b>Next meeting – Monday 6 June 2022</b></li><li>• <b>Close</b></li></ul>