



General Meeting Minutes

Tuesday 20 August 2024
7pm – 9pm School staff room

Attendees: Jessie Evans; Emma Dacker; Jo Fazzolari; Dave Waters; Stephanie Miller; Hannah Taufan; Roz Pursey; Suzie Stanford; Lauren Sciacca; Nicole Roughley; Kylie White; Kate Schlosser; Liz Ashley; Nastassja Lane; Leonie Netting

Apologies: Jasmine Quinn; Cassie Hotchin; Jessica Hodgkinson; Charlotte Bonnar; Louise Cotrell; Alle Grace

Item	Description	Responsible Person
1	Welcome and acknowledgement	Chair
2	Apologies	
3	Confirmation of the minutes of the previous general meeting Minutes dated 28 May 2024 confirmed and approved.	Chair
4	Business arising from the minutes of the previous general meeting Chair provided update on by-laws, membership registry, canteen and uniform shop.	Chair
5	Membership Resolutions: - That the P&C Association endorses and agrees to adopt the By-Laws for the Elanora Heights P&C Association as circulated on 29 July 2024 and as amended on 20 August 2024 - That the P&C Association agree to circulate membership application forms to the school community for new 2024 membership - That the P&C Association consult with the school on including P&C Association membership fees on the school fees in 2025 - Membership - All committee positions currently full	



6	Correspondence • The P&C Association will circulate Providoor Fundraising information to the school community. • The P&C Association will investigate grants for a Shade Cloth for the 3-6 handball court area using the letter of support received by the Sun Smart team	
7	Treasurers Report • Treasurer provided an update on P&C's current financial status	Treasurer
8	Principals Report • <i>Please see attached</i> • Special mention and thank you to Suzie Stanford for tremendous efforts in fundraising and school events • Thanked P&C for new home readers • Thanked P&C for resource boxes and volunteers who came to help assemble them	Principal
9	Sub-committee Reports • Canteen ○ That the P&C Association have completed and sent policies and protocols regarding the expectations and performance of canteen staff ○ That the P&C Association have arranged for all cash and invoices to be brought up to the office and taken to the bank ○ That the P&C Association have begun discussions on menu changes, possible themed days and PSSA lunches with the canteen • Uniform Shop ○ That the P&C Association are in progress of reviewing and/or develop policies and protocols regarding the expectations and performance of uniform shop staff ○ The P&C Association together with the school are investigating the uniform shop shelves and painting request. ○ The P&C Association together with the school are investigating whether the new phone system can have a direct line from the uniform shop ○ That the P&C Association are in progress of investigating options for online ordering. ○ Feedback from Uniform Manager received and shared	Convenors



	• Resolution: <i>That the P&C Association agrees to purchase and implement Flexi-schools for online canteen, uniform shop and P&C event ordering starting in 2025</i> • Second Hand Uniform Shop ○ The P&C Association acknowledged previous action to prepare and distribute a second-hand uniform shop flyer. ○ Suggestion from the floor as to whether we could have a space in uniform shop for second hand clothes. P&C acknowledged this would be useful but not an immediate priority. • Fundraising ○ An update on Father's Day preparations that are underway was given. Volunteers requested to help set up and volunteer on the day ○ EHPS School will ask GA to move stuff that should not be in P&C storage area (Stage riser, 3 boxes of sanitiser, screens)	
10	New business • Support for colour run prizes: The P&C Association have been asked to support the distribution of the colour run prizes • Deductible Gift Recipients (DGR) status ○ Resolution: <i>That the P&C Association agrees to apply for DGR status with the ATO.</i> • Canteen process: It was noted that some classes have requested to understand the menu and how cash payments work. P&C will look into an education piece.	Chair
11	P&C Roles • The P&C Association are in the process of drafting new roles for P&C and updating existing roles, including splitting the Fundraising/events role between different people who take complete ownership per event and a new Social Media/Graphics role. • Maintenance: EHPS School will look at nonslip tape at top of the bushtrack, in order to eliminate slips.	
12	General Business • Request to rejuvenate Mr Brooks veggie garden. Could be looked at during Green day or a working bee. EHPS School will investigate options.	Chair
13	Next Meeting	Chair



Elanora Heights Public School
RESPECT ACHIEVEMENT RESPONSIBILITY

EHPS P&C ASSOCIATION

	Week 5 Term 4, Tuesday, 7pm School staff room	
14	Close	Chair