|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
|  | DATE | 6th May 2015 | | |  | VENUE | PIPS Outdoor Undercover Area |  |
|  | TIME FROM/TO | 3.10 pm | 5.10 pm | |  |  |  |  |
|  |  | | | | | | |  |
|  | PURPOSE | Monthly Committee Meeting | | | | | |  |
|  |  | | | | | | |  |
|  | PARTICIPATION | | | | | | |  |
|  | Chair | Margie Johnson | | | Scribe | | Gail Campbell |  |
|  | Organiser | Margie Johnson | | | Meeting Open | | 3.10 pm |  |
|  | Attendees | Gail Campbell (GC) | | Belinda Skelton (BS) | | | Margie Johnson (MJ) |  |
|  |  | Ellie Wiseman (EW) | | Jacquie Croft (JC) | | | Carley Grayson (CG) |  |
|  |  | Rachel Durrington (RD) | | Mel Swift (MS) | | | Roz Mather (RM) |  |
|  | Apologies | Fiona Smith | | Kylie McIntyre | | | Belinda Sanna |  |
|  |  | Kelly Martini | | Karen Bouveng | | | Belinda Parker |  |
|  | | | | | | | | |

| TOPIC | DISCUSSION | | | | WHO |  |
| --- | --- | --- | --- | --- | --- | --- |
| PREVIOUS MEETING MINUTES | | | | | | |
|  | True Record of previous meeting minutes 1st April 2015 | | | |  |  |
| True Record | | GC | **Seconded** | BS | | |
| BUSINESS ARISING FROM PREVIOUS MINUTES (TBCF to be carried forward) | | | | | | |
| Books | * All appropriately sized children’s books are to be donated to schools in Vanuatu. * Approach Ulmarra book store to see if they are interested in purchasing the remainder of books. * If unwanted EW will check what may be suitable for the school library. And the rest stored for future sales. | | | | KM | TBCF |
| Flag Pole | * RC to be approached to fix flag pole. | | | | EW | TBCF |
| **REPORTS** | | | | | | |
| Treasurers Report | Opening Balance as of the 1st April 2015 **$6490.04**  Closing Balance as of the 30th April 2015 **$2394.20** | | | |  |  |
|  | **True Record** GC **Seconded** RD | | | |  |  |
| Correspondence IN/OUT | IN   * Coles $50 gift card (donation) * Invoice for Mothers Day gifts   OUT | | | | GC  GC |  |
|  |  | | | |  |  |
| Principals Report | **Summary of what has been happening at our school since our last meeting and upcoming events.**  Important points are:   * 7 Steps for Success writing course attended by teachers as per identified school learning target. * All are enjoying the course. * Cyber Bullying meeting to be held at Yamba Public Monday 11th May…All P.I.P.S teachers will attend. * Small Schools Cross County Carnival Friday 8th May. * School performance meeting Monday 11th May. Venue for the event is yet to be decided. * Naplan 12th – 14th May * Maclean High transition day 29t May * Soccer Competition (knockout) - 1 team from P.I.P.S – first opponent is Ulmarra PS. * K.I.T.K 3rd June * Ellie will be on maternity leave from week 8. The director is in charge of filling the temporary position and the process will take two weeks. | | | | EW  EW |  |
| GENERAL BUSINESS | | | | | | |
| Touch Footy Gala Day - canteen | The gala is scheduled for September and a basic menu has been suggested due to the success of past events. ie: pies, sausage rolls, softdrink and cupcakes.  All parents are urged to participate due to the very profitable fundraising opportunity for P.I.P.S P&C. | | | |  |  |
| Uniforms | Jacket price to be increased due to new charges.  Skorts have been reported as too small in the waist and of too short a length.  A suggested payment plan was decided to be unfeasible.  Dress, blouses and shirts are to be ordered in mainly small sizes.  Embroidery on some items have been reported as faulty. | | | | CG |  |
| Sports Uniform orders | Order information to be passed to Carley for SSA | | | | GC |  |
| Flag Pole | A new pole may be sourced pending further investigation | | | | EW |  |
| |  |  |  |  | | --- | --- | --- | --- | | Motion BS | P&C to pay $1000 per month for next 2 months to the painting contactors | **Seconded** | **MS** | | Motion MJ | KM to be paid ASAP for Mothers Day gifts | **Seconded** | **BS** | | | | | | | |
|  | | | | | | |
|  | | | | | | |
| ACTION LIST | | | | | | |
| Coles gift card | To be added to the next P&C raffle | | | | KM&RD |  |
| Mothers Day invoice | Kelly to check then to be handed to Fiona for payment | | | | MJ |  |
| Painting contractors | To be paid $1000 per month for next 2 months | | | | FS |  |
| Mothers Day Invoice | To be paid ASAP when verified by KM and given to FS | | | | KM,MJ & FS |  |
| Embroidery of winter jackets | Local venders to be approached for quotes | | | | CG |  |
| Embroidery on shirts | Mr Charles to be contacted about noted embroidery faults on merchandise | | | | FS & CG |  |
| Sports shirts | Order information for Sports Shirts Australia and email of introduction to be given to Carley | | | | GC |  |
| Flag Pole | Follow up on new flag pole enquires | | | | EW |  |
| Centenary Plan | A meeting date to be set in conjunction with P.I.P.S staff.  A letter of invitation to be drafted for interested members of the public and the Palmers Island Shop | | | | EW  BS  BS |  |
| Uniform orders | Sports shirts, blouses, dresses and shirts | | | | CG |  |
| BUSINESS WITHOUT NOTICE | | | | | | |
| Our lovely canteen co-ordinator Belinda Skelton has a new job and will require extracanteen assistance.Mel (MS) and Rachel (RD) have kindly volunteered their time with Mel eventually taking on the role fulltime. | | | | | | |
| Centenary planning: Another meeting date is needed along with notification to the public. | | | | | | |
| MEETING CLOSED 3.50pm | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
| Next Meeting | **Time** | 3:10pm | **Chair** | Margie Johnson |
|  | **Date** | 3rd June 2015 | **Scribe** | Gail Campbell |
|  | **Venue** | PIPS Outdoor Undercover Area | **Organiser** | Margie Johnson & Gail Campbell |