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|  | DATE | 6th May 2015 |  | VENUE | PIPS Outdoor Undercover Area |  |
|  | TIME FROM/TO | 3.10 pm  | 5.10 pm |  |  |  |  |
|  |  |  |
|  | PURPOSE | Monthly Committee Meeting |  |
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|  | 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 |  |
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| 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 | GCGC |  |
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|  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.
 | EWEW |  |
|  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 |  |
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| 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** |

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| 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  | EWBSBS |  |
| 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 extra canteen 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 |

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| 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 |