## HINTON PUBLIC SCHOOL P&C MEETING MINUTES – 19 MARCH 2014

| Opening | The meeting was opened at 7.05 pm by Donna Morris, Secretary (in the absence of the President and both Vice Presidents) |
| Present | Karin Hines, Donna Morris, Kerrie Fischer, Katrina Farley, Jan Douglas, Steve Morris, Jade Hopkins, Steve Welsh |
| Apologies | Holly Moore, Belinda Walterback, Fleur Dives, Jaime Munro |
| Previous Meeting | **Motion:** That the minutes of the previous meeting be endorsed.  
**Moved:** Steve Welsh  Seconded: Karin Hines  Carried. |
| Business Arising from Previous Meeting | • Jaime Munro to contact Mercury. |
| Correspondence | • Annual Conference – Karin Hines would like to attend.  
**Motion:** To proceed with Entertainment Book fundraiser, to be organised by Donna Morris.  
**Moved:** Donna Morris  Seconded: Karin Hines  Carried.  
• School Global Funding – Donna Morris to provide letter for viewing. |
| President’s Report | As the President was not able to attend the meeting there was no President’s report tabled. |
| Treasurer’s Report | Treasurer’s report was tabled.  
• Tea Towels – The Treasurer advised that the account for the tea towels fundraiser was paid twice, and that we are waiting for a refund cheque. Steve Morris questioned how the account could be paid twice.  
• Cross Country BBQ – cleared around $300 – this will be included in the March report.  
• Canteen – Karin Hines explained the format for the recording or canteen orders, purchasing of stock, reconciling of monies and stock on a weekly basis.  
**Motion:** That the Treasurer’s Report be endorsed.  
**Moved:** Steve Welsh  Seconded: Kerrie Fischer  Carried. |
| Uniform Coordinator’s Report | As the Uniform Coordinator was not able to attend the meeting there was no report tabled. Though it was noted that the uniform shop is running smoothly. |
| Canteen Coordinator’s Report | Everything in readiness for our first day this week. Orders have been received. jade Hopkins looking at other suppliers. Karin Hines organised milk, and will be delivered each Thursday. Jade Hopkins to attend each Wednesday AM to count the money and take the orders home.  
Due to the amount of work involved agreed to not use the order slip, but revert to orders being written on lunch bags, or if using the reusable bags to ensure order is showing through the plastic window.  
Jade Hopkins advised that she is investigating other suppliers. |
HINTON PUBLIC SCHOOL P&C MEETING MINUTES – 19 MARCH 2014

Principal’s Report

- Evacuation drill held last week – identified areas for improvement.
- Morpeth Butchery trying new sausage skin – may be more expensive, but healthier. Karin Hines suggested getting sausages from Paterson Butchery. Steve Welsh stated that he would like to try the new sausages from Morpeth for our weekly sausage sizzle.
- OOSH surveys have been sent to assets, and if viable will go out to tender.
- Work program – roof on eastern weather shed to be replaced, pavers to be replaced near library.
- AASC for Term 2 – Golf and Croquet max of 20 kids for golf – only available to years 3 – 6.
- Kerrie Fisher raised concerns about K-2 not being able to do AASC in Term 2, and that some kids have not been enjoying the AASC activity choices this year.
- Easter Hat Parade – starts at 10 am – 9 April – pre-schoolers welcome. Fax received from Metford confectionery re: Easter eggs available.
- Arborist has attended the school – no trees with immediate concerns.
- Uniform Policy – will be put onto website this week.
- Premiers Challenges – all kids have been registered.
- Starstruck – audition successful.
- Child Protection Program to commence.
- Uniform Policy – will be put onto website this week.
- All future P&C meetings to be held in the Computer Room.
- Preview of new school letterhead, now looking at merit certificates.

Motion: That the P&C pay approximately $700 for the softfall.
Moved: S Welsh
The motion was not seconded or carried as it was decided to wait until next meeting when we would have an exact cost of the softfall.

Motion: That the executive be able to meet to approve payments if not able to wait until a regular meeting.
Moved: S Welsh
The motion was not seconded.

Items for Discussion

Motion: That the school purchase bali flags for each of the three sporting houses.
Moved: Steve Welsh  Seconded: Karin Hines  Carried.
- Katrina Farley offered to donate the money to pay for the signs. Karin Hines to provide a quote at the next meeting.
- Easter raffle – To be drawn at the Easter Hat Parade on Wed, 9th April. Tickets $1 each, 10 per book. Ask for donations of easter eggs etc in the next newsletter (Donna Morris). Raffle tickets to be prepared and issued, with a note that all
tickets are to be returned whether sold or not (Karin Hines). Wrapping of prizes to occur at 2pm in the Library, Tuesday 8 April (helpers needed). Cellophane to be purchased (Donna Morris). Request for helpers to be added to the school newsletter (Donna Morris) for the following: wrap gifts, someone to wear the bunny suit (special helper), someone to send a note home for the bbq pre-order and collate bbq orders, someone to cook the bbq, donations of cakes/slices for morning tea, and helpers in the canteen. Contact Karin Hines if able to help or fill any of these roles.

- Easter Eggs – Katrina Farley stated that she would investigate the purchase (possibly donation) of eggs for the Easter Bunny to give out, from Metford Confectionery. Karin Hines to provide Katrina with quantities from last year. Katrina to bundle eggs in bags.
- Mothers Day – Karin Hines advised that the mothers day gifts have been received. Karin Hines, Leanne Smith, Kerrie Fischer & Holly Moore to sort and wrap gifts in the holidays. Kerrie Fisher to confirm number of bags needed for gifts. Katrina Farley offered to do new tags for the gifts. Note in the next newsletter for extra helpers (to help Kerrie Fischer) on the day of the stall, to assist children with the selection of gifts (Donna Morris). Note to be sent home for purchase of Mothers Day gifts on 29 April, with note and money to be returned by 6 May (Donna Morris). Kerrie Fisher to collate orders and bank monies received.

**General Business**

- Masters BBQ – Booked for Sunday 4 May. All equipment provided, we need to supply food & drinks. Steve Morris to coordinate. Ordering (Holly Moore), collection of food items (Steve Morris). Steve Morris (along with Neil Munro and Scott Spackman) to man the bbq, but note needed in the newsletter for extra helpers (Donna Morris).
- Athletics Carnival – To be held on 23 May. Need to put a note in the newsletter seeking a coordinator (notes to parents, collating orders and banking, ordering, coordinating), and need other helpers on the day (Donna Morris to put in the newsletter).
- Picture Plates – Belinda Walterback – to be discussed at the next meeting.
- Meet n Greet – cancelled – look at holding a Meet n Greet in the early part of Term 1, 2015.
- Kerrie Fischer raised the purchase of readers for Kindergarten. Steve Welsh to look into this.
- Teddy Bears Picnic – 13 May 2014 – Nothing needed from P&C.

**Close of Meeting**
The meeting was closed at 8.20 pm. Next meeting scheduled for Wed, 9th April at 2.30pm.
following Easter Hat Parade clean up.