

YCS P&C General Meeting Minutes

1st July, 2019
Opened: 6.05pm
Yeoval Central School
Learning Centre

Attendees:	Petra Scanlan, Esther Gellert, Nicole Bliss, Renee McClure, Michelle Iles, Conrad Russell, Alison Smith, Kylie Bunning
Apologies	Bonnie-sue Smith, Brooke Ryan, Megan Parker, Jacqui Morris
Minutes from last meeting:	3 rd June, 2019. Mov. Renee Sec. Esther
Correspondence Incoming:	Commonwealth Bank, Molong Players, YMBQS, Cabonne Council, Responses from Helen Tremain, Bunnings Confirmation, P&C Federation, Various Fundraising Catalogues.
Correspondence Outgoing:	Email to Nicole Bliss re: Request Form for Support to be used by staff, Helen Tremain re: Big Gig, Year 12 Formal, EOI to Molong Players, EOI to YMBQS, AIS to ACNC.

Minutes

Presidents Report	Written Report Received & spoken to.
Treasurers Report	Written Report received, attached & spoken to. Closing Balance at 30 th June, 2019. - \$8253.53
Principals Report	Written report received, attached and spoken to. Education Week Term 3, Week 3. Open Day 7 th August, 2019. Theme: Every Student, Every Voice. BeYou School Nicole showed a video regarding a new program the school will be implementing for Growing a mentally healthy generation. Share our Space At this time, YCS has not been selected as a school that can share it's space during the next school holidays. The meeting decided to send a letter from the P&C regarding this decision.
Catering & Fundraising Report	Verbal Report Given.

Report on Action Items from previous meeting

Topic	Responsible Person	Outcome
✓ Constitution Review	Petra, Bonnie-Sue & Esther	Ongoing but progressing
✓ Source quotes for Outdoor Cover for play equipment – <i>Nicole requested colour samples to choose from</i>	Nicole	Completed
✓ Inform Helen Tremain of Alisons appointment as our representative for PBL	Renée	Completed.
✓ Inform Helen Tremain of Big Gig Catering Decisions	Renée	Completed
✓ Inform Helen Tremain of financial support for Big Gig	Renée	Completed
✓ Inform Helen Tremain re: Catering for Yr 12 Dinner	Renée	Completed
✓ Plan Menu for Year 12 Dinner and forward to Helen Tremain	Renée & Megan	Completed
✓ Write & Send EOI for Molong Players	Renée	Completed
✓ Speak to Simon re: Catering for Molong Players	Esther	Completed
✓ Speak to Eileen Evans re: YMBQS	Alison	Not Required

✓ Speak to Marissa Smith re: YMBQS	Renée	Not Required
✓ Prepare EOI for Quick Shear	Renée	Completed
✓ Create Request Form for Staff Use	Renée	Completed
✓ Work out healthy working balance for P&C Account.	Alison	Completed
✓ Provide Samples of workmanship and quantities of material needed form grad gowns	Conrad	Ongoing

GENERAL BUSINESS

Agenda item: Work out healthy working balance for P&C Account **Presenter:** Alison

Discussion:

How much would we like to donate towards the Outdoor cover for fixed equipment. Alison indicated that a working balance in our P&C Account would be around \$3000.

Conclusions:

The P&C agreed with decision to leave a minimum working balance of \$3000. The agreed \$5000 to go to the school would be passed on when the cover is purchased.

Motion moved by Renée.

That as a P&C we donate \$5000.00 towards the cost of the outdoor cover for the Fixed Equipment.
Sec. Conrad. Passed.

Agenda item: Response from Molong Players **Presenter:** Renée

Discussion:

Molong Players has confirmed that we have been given Friday 23rd August to cater for. Simon agreed to manage the kitchen & menu for the night, and Alison to manage the floor for the night.

Conclusions:

To organise help and support for the night. Simon & Alison to manage the night.

Action items	Person responsible	Follow up
Molong Players Organisers	Simon & Alison	Next Meeting

Agenda item: Confirmation from Bunnings **Presenter:** Renée

Discussion:

Forms have been returned to Bunnings confirming our catering date – 31st July, 2019. Renée, Pete & Conrad to look after this event. Alison indicated to count drinks in the Shipping container left over from the Athletics Carnival.

Conclusions:

Renée, Pete & Conrad to manage this event.

Action items	Person responsible	Follow up
Bunnings BBQ Organisers	Renée, Pete & Conrad	Next Meeting

Agenda item: Response from YMBQS

Presenter: Renée

Discussion:

We need donations of cake & slices for YMBQS.

Conclusions:

Petra to organize the helpers for the stall, Alison to manage Coffee Machine for this event.

Action items	Person responsible	Follow up
YMBQS Organisers	Petra & Alison	Next Meeting
Letter requesting Cake & Slice Donations	Renée	Next Meeting

Agenda item: Canteen for Gononderry/NARRAF Carnvial

Presenter: Alison

Discussion:

Expectation of around 300 people in attendance. The Secondary Athletics Carnival will be held in Dubbo a fortnight earlier. To go and inspect the kitchen as it is used.

Conclusions:

Alison, Petra & Renée to organize & manage this event.

Action items	Person responsible	Follow up
Athletics Carnival Organisers	Renee, Alison & Petra	Next Meeting

Agenda item: Letter to Parents

Presenter: Renée

Discussion:

Suggested to write a letter to parents regarding the upcoming fundraising commitments of the P&C over Term 3 and request help.

Conclusions:

Renée to write a letter and get it distributed to families of the students.

Action items	Person responsible	Follow up
Write Letter	Renée	Next Meeting

2019 P&C Calendar

JANUARY

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY

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MARCH

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31						

APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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29	30	31				

School Holidays

Date	Event	Person Responsible
Tues & Thurs	Eat 'n' Go	Renée & Susie
27/07/19	Yeoval Mulga Bill Quick Shear	Petra
27/07/19	Bunnings BBQ	Renée
13/08/19	Gobonderry Athletics Carnival Canteen	Petra, Alison & Renée
23/08/19	Molong Players	Simon & Alison
12/09/19	Year 12 Graduation Dinner?	Renee catering
26/09/19	Big Gig Yeoval	
2 nd Monday of Month	P&C Meetings	

Other Information

Next Meeting

Monday 12th August, 2019. Yeoval Central School Learning Center at 6pm.

Meeting Closed:

7.15pm

Summary of Action Items

Action items	Person responsible	Follow up
Constitution Review	Petra, Bonnie-sue & Esther	Ongoing
Provide Samples of materials for graduation gowns for students	Conrad	Ongoing
YMBQS Organisers	Petra & Alison	Ongoing
Bunnings BBQ Organisers	Renée, Pete & Conrad	Ongoing
Gobonderry Athletics Carnival Canteen Organisers	Petra, Alison & Renée	Ongoing
Molong Players Organisers	Simon & Alison	Ongoing
Year 12 Graduation Dinner Organisers	Renée	Ongoing
Big Gig Yeoval		Ongoing