

YCS P&C General Meeting

Minutes

3rd June, 2019

Opened: 6.05pm

Yeoval Central School Staff
Room

Attendees: Petra Scanlan, Esther Gellert, Nicole Bliss, Renee McClure, Michelle Iles, Conrad Russell, Alison Smith, Megan Parker

Apologies Bonnie-sue Smith, Brooke Ryan, Susie Porch, Jacqui Morris

Minutes from last meeting: 13th May, 2019. **Mov.** Renee **Sec.** Megan

Correspondence Incoming: Letters from Helen Tremain, P&C Federation, Fathers Day Gift Catalogues

Correspondence Outgoing:

Minutes

Presidents Report Verbal Report Given

Treasurers Report Written Report received, attached
Closing Balance at 31st May, 2019. - \$8145.97

Principals Report Written report received, attached and spoken to.

Assessment & Reporting Policy Review Alison addressed some concerns with this policy. Nicole accepted all concerns and has taken copy of policy to share with the rest of the policy review team.

Protecting and Supporting Young People Policy Review Alison & Renée addressed some concerns with this policy. Nicole accepted all concerns and has taken copy of policy to share with the rest of the policy review team.

Drought Funding Grant Drought Funding Grant applied for from the Department, to resurface Basketball court & build an outdoor cover.
Angela received phone call from Developer Joss, indicating approval for funding. Angela is currently working on receiving this approval in writing.

Catering & Fundraising Report No fundraising for the last 3 weeks.

Report on Action Items from previous meeting

| Topic | Responsible Person | Outcome |
|--|----------------------------|------------|
| ✓ Constitution Review | Petra, Bonnie-Sue & Esther | Ongoing |
| ✓ Show bags for Quick shear. – <i>Esther reported on meeting between Show bag committee. 11 bags to be ordered. Discussed quantities</i> | Petra, Esther, Michelle | Ongoing. |
| ✓ Source quotes for Outdoor Cover for play equipment – <i>Recommendation for shade cover from meeting would be for Supplier B as our first choice and Supplier A as our second choice.</i> | Nicole | Completed. |
| ✓ Remove P&C from Meals on Wheels Roster | Alison | Completed. |
| ✓ | | |

GENERAL BUSINESS

Agenda item: Letter from Helen Tremain re: PBL Invitation **Presenter:** Renée

Discussion:

Request from Helen Tremain for a member of the P&C to join the PBL Team on Friday Lunchtimes, Week 5 & 10 each term

Conclusions:

The meeting nominated Alison. Accepted as our representative.

| Action items | Person responsible | Follow up |
|--|---------------------------|------------------|
| Inform Helen Tremain of Alison's appointment as our P&C representative for PBL Team. | Renee | Next Meeting |

Agenda item: Letter from Helen Tremain re: Big Gig Catering **Presenter:** Renée

Discussion:

Request from Helen Tremain to cater for the Yeoval Performance Night of Big Gig.

Conclusions:

Meeting decided that we would cater Hamburgers and drink for the Thursday Night 26th September, 2019. We would also be willing to provide a nibbles canteen during the day if the school would like us to.

| Action items | Person responsible | Follow up |
|---|---------------------------|------------------|
| Inform Helen Tremain of Big Gig Catering Decisions. | Renee | Next Meeting |

Agenda item: Letter from Helen Tremain re: financial support for Big Gig **Presenter:** Renee

Discussion:

Request from Helen Tremain for financial support for the Big Gig.

Conclusions:

The meeting decided to donate \$500 towards the costs of the Big Gig in addition to the catering of meals on the Yeoval Performance night for Yeoval Students.

| Action items | Person responsible | Follow up |
|---|---------------------------|------------------|
| Inform Helen Tremain of financial support for Big Gig | Renee | Next Meeting |

Agenda item: Letter from Helen Tremain re: Yr 12 Graduation Dinner **Presenter:** Renee

Discussion:

Enquiry from Helen Tremain for the P&C to Cater for the Year 12 Graduation Dinner.

Conclusions:

The meeting determined that the dates Helen was speaking about would be an evening through the week of the 9th – 13th September, 2019. Renee & Megan to get together and put 2 menu options together for the Year 12 students to choose from for their Graduation Dinner.

| Action items | Person responsible | Follow up |
|--|---------------------------|------------------|
| Inform Helen Tremain of decisions regarding Yr 12 Graduation Dinner | Renee | Next Meeting |
| Plan 2 Menu Options and send through to Helen Tremain for Yr 12 to decide. | Renee & Megan | Next Meeting |

Agenda item: Molong Players Catering **Presenter:** Alison

Discussion:

Would the P&C like to put in an expression of interest to cater for the Big Gig performances on August 10th, 16th, 17th, 23rd or 24th, 2019.

Conclusions:

The meeting determined to put in an Expression of Interest, and to speak with Simon regarding catering for this event.

| Action items | Person responsible | Follow up |
|--|---------------------------|------------------|
| Write & Send EOI for Molong Players Catering | Renee | Next Meeting |
| Speak to Simon regarding Catering for Molong Players | Esther | Next Meeting |

Agenda item: Yeoval Mulga Bill Quick Shear **Presenter:**

Discussion:

Has an Expression of Interest been submitted to the committee for the Quick Shear, asking approval to sell Tea, Coffee, Hot Chocolate, cakes and Show bags at the quick shear? Has there been any requests yet from the committee to submit our Expression of Interest.

Conclusions:

To speak to Eileen or Marissa to find out if we are able to submit an Expression of Interest. If so, to prepare and submit Expression of Interest.

| Action items | Person responsible | Follow up |
|---|---------------------------|------------------|
| Speak to Eileen Evans about EOI for Quick Shear | Alison | Next Meeting |

| Action items | Person responsible | Follow up |
|--|---------------------------|------------------|
| Speak to Marissa Smith about EOI for Quick Shear | Renee | Next Meeting |
| Prepare Expression of Interest for Quick Shear | | Next Meeting |

Agenda item: Form for Staff requesting support from P&C **Presenter:** Nicole

Discussion:

Request for a form for staff to use when requesting help from P&C

Conclusions:

Renee to create form and deliver to staff for use.

| Action items | Person responsible | Follow up |
|-----------------------------------|---------------------------|------------------|
| Create request form for staff use | Renee | Next Meeting |

Agenda item: Donation towards cover for outdoor equipment **Presenter:** Renee

Discussion:

How much would the P&C like to donate towards the cost for the Outdoor Play Equipment Cover.

Conclusions:

Alison to work out a healthy working balance for the P&C Account and bring to the next meeting.

| Action items | Person responsible | Follow up |
|---|---------------------------|------------------|
| Work out a healthy working balance for P&C Bank Account | Alison | Next Meeting |

Agenda item: Graduation Gowns **Presenter:** Conrad

Discussion:

Conrad has been offered the services of a Seamstress in Dubbo who would donate their time to sew together graduation gowns for use by our students as they graduate. We would need to provide materials for gowns.

Conclusions:

To provide samples of workmanship and idea of amounts of material needed to create gowns and bring to Nicole and then back to the meeting.

| Action items | Person responsible | Follow up |
|--|---------------------------|------------------|
| Provide samples of workmanship and quantities of material needed for graduation gowns. | Conrad | Next Meeting |

2019 P&C Calendar

JANUARY

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DECEMBER

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School Holidays

| Date | Event | Person Responsible |
|---|---|--------------------------------|
| Unknown Date | YCS Athletics Carnival | Alison & Renee to co-ordinate. |
| 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 | |
| Aug 10 th , 16 th , 17 th , 23 rd or 24 th | ?Molong Players | |
| 9-13 th Sept, 2019 | Year 12 Graduation Dinner? Not sure of exact Date | Renee catering |
| 26/09/19 | Big Gig Yeoval | |
| 2 nd Monday of Month | P&C Meetings | |

Other Information

Next Meeting

Monday 1st July, 2019. Yeoval Central School Learning Center at 6pm.

Meeting Closed:

8.00pm

Summary of Action Items

| Action items | Person responsible | Follow up |
|--|----------------------------|------------------|
| Constitution Review | Petra, Bonnie-sue & Esther | Ongoing |
| Show bags for Quick shear. | Petra, Esther, Michelle | Ongoing |
| Inform Helen Tremain of Alison's appointment as our P&C representative for PBL Team. | Renee | Next Meeting |
| Inform Helen Tremain of Big Gig Catering Decisions. | Renee | Next Meeting |
| Inform Helen Tremain of financial support for Big Gig | Renee | Next Meeting |
| Inform Helen Tremain of decisions regarding Yr 12 Graduation Dinner | Renee | Next Meeting |
| Plan 2 Menu Options and send through to Helen Tremain for Yr 12 to decide. | Renee & Megan | Next Meeting |
| Inform Helen Tremain of decisions regarding Yr 12 Graduation Dinner | Renee | Next Meeting |
| Write & Send EOI for Molong Players Catering | Renee | Next Meeting |
| Speak to Simon regarding Catering for Molong Players | Esther | Next Meeting |
| Write & Send EOI for Molong Players Catering | Renee | Next Meeting |
| Speak to Eileen Evans about EOI for Quick Shear | Alison | Next Meeting |
| Speak to Marissa Smith about EOI for Quick Shear | Renee | Next Meeting |
| Prepare Expression of Interest for Quick Shear | | Next Meeting |
| Create request form for staff use | Renee | Next Meeting |
| Work out a healthy working balance for P&C Bank Account | Alison | Next Meeting |
| Provide samples of workmanship and quantities of material needed for graduation gowns. | Conrad | Next Meeting |