**Welcome new members and observers**
by Yvette Schweiger

**Attendance**
Yvette Schweiger (President), Emma Denniss (Treasurer), Sally Carr (Secretary), Virginia Hunt (Vice President), Melanie Pitcher, Jeni Craig, Amanda Austin, Martin Howes, Vicki Pope, Deslee James, Tracey Mckewon (Deputy Principal), Michael Burgess (Principal), Carolyne O’Brien, Emma Smith, Wendy Clarke, Steve Daniel, Kelly King, Sola Panopoulos, Tiffany Spokes, Sharon Miller.

**Apologies**
Belinda Tolman (Vice President), Leza Atkinson, Richard Harris, Jo Way, Toni Formby (Deputy Principal)

**Visitors**
Paul Geronimi - Property Central

**New financial members**
Wendy Clarke, Steve Daniel, Kelly King. Also Julie Bromwich and Lisa Quinn prior to meeting.

**Acceptance of previous minutes**
Motioned: Virginia Hunt
Seconded: Vicki Pope

**Business Carried Forward**
nil

**Treasurer’s report**
presented by Emma Denniss
Please see financial reports. There have been a lot of outgoings in the provision of stock for the uniform shop for the new kindergarten students as well as finalisation of payments for slides etc. Account balance roughly $27000. Over $46500 has been donated to the school this year.
Emma Denniss explained the importance of prompt receipts in order to provide accurate updates of the finances. She has provided a purchase order book so that invoices can be chased and there are no unexpected costs. Emma also proposed a reimbursement policy that states that receipts need to be presented within 30 days of expenditure and reimbursement will in turn occur within 2 weeks. This was seconded by Mandy Austin. After some discussion about the need for this the motion was carried.
Carolyne O’Brien moved to accept the financial reports; seconded by Vicki Pope.

**Regional P&C report**
Mandy Austin
Nil to report

**Canteen Subcommittee report**
by Virginia Hunt
Deslee James reported that the canteen has again gained the Green Apple Award - well done. Canteen profits for Term 3 are $2144.85. Planning of the canteen upgrade is ongoing and the school community will be informed about any closure/ changes to service that may be necessary when more is known.

**Principal’s report**
By Michael Burgess
Michael explained that the school is working on the next 3 year plan and asked parents at the meeting to answer some questions about what they feel is important for the school to consider. These were written down and returned to Michael individually.
Out of zone enrolment was also discussed. More requests are coming for out of zone enrolments for various reasons. Michael was keen for a
member of the P&C executive to be available to sit on a panel to consider these on a case by case basis. Jeni Craig motioned for this to be Virginia Hunt and this was seconded by Melanie Pitcher. Virginia accepted this role and when she is not available other members of the executive can assist. Emma Smith was keen to explore Virginia’s opinions on such enrolments and a general discussion was had about school capacity/ pros and cons of out of zone enrolments/ the fact that a place at Terrigal Primary does not guarantee at place at Terrigal High/ new housing developments in the area etc. Vicki Pope enquired how many demountables can a school have before it qualifies for a more substantial building. The general consensus is that the school is at capacity and space is becoming an issue. More demountables is not the answer as we lose valuable outdoor space when this happens. Methods for highlighting this issue were discussed such as letters to politicians or a petition. Vicki motioned to send a letter detailing our concerns to our local MP. Seconded by Sally Carr.

<table>
<thead>
<tr>
<th>Uniform Shop report</th>
<th>New stock is in place for the 2015 Kindergarten group. Pre-orders are planned again for the Kindy orientation as this worked well last year.</th>
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<tr>
<td>Presented by Tiffany Spokes</td>
<td>Michael Burgess updated the P&amp;C about the Master Plan and what has been happening so far. Slides are finished. The Ena Street Path is almost complete. Feature logs at the main entrance look great and are a hit with the children. The cubby house has been relocated to the top playground and needs painting. Emma Denniss suggested it would be good to involve children in this if possible- Kelly King indicated she may be able to assist with this. Michael presented other projects that have been discussed with the master plan committee. A grant for cricket nets has been applied for and we are awaiting the outcome. A list of these projects and potential costs were discussed. Sally explained that fundraising from the previous TFFF was with the intention of providing more playground equipment and it would be equitable to consider some equipment for the bottom playground. Michael explained that a quote had been obtained from Timber Creations (who have done the other timber works) to reuse the felled logs for play equipment. This quote was for $15000. Mandy Austin motioned that $15000 be allocated for this and this was seconded by Tiffany Spokes and all were in agreement. Emma Smith has kindly agreed to liaise with Andrew from Timber Creations about the quote and works and to help with project management. The hope is to have it in place before next year. It was proposed that the master plan be available to view at the next meeting and that members be provided the project list again prior to the next meeting so they can discuss and decide on the next 3 projects to be tackled.</td>
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<tr>
<td>Master Plan presented by Michael Burgess</td>
<td>Belinda and Rachael plan to meet in November to start the planning process. The date is yet to be finalised. Belinda will liaise with Michael about this.</td>
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<td>Terrigal Family Fun Fair (TFFF)</td>
<td>Nothing to report. We need to determine whether Helen Green is able/ willing to continue in this role again next year.</td>
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<td>Parent Liaison</td>
<td>The Father’s Day Stall made $2788 ($300 more than last year) and the first Father’s Day Raffle made $330. The Movie Night was a good night but not a big money maker- receipts are being finalised. It was affected by the wet weather postponements; we need to consider whether there is an indoor back up next time so weather is not an issue. Martin Howes suggested we consider doing it every second year. Thank you to everyone for their efforts in the</td>
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<tr>
<td>Events Committee Yvette Schweiger</td>
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**Agenda Items**

**Property Central** - Paul Geronimi kindly explained his goal to raise funds to be used towards technology at the school. If we know anyone looking to sell their property Property Central will donate $1000 to the school upon settlement of seller referrals. The aim is to raise $10000 for the technology program. This is being advertised in the school newsletter.

**Living Fundraiser Update** - the selling of greetings cards and Xmas cards will commence this Friday morning before assembly.

**Calendar Update** - Carolyne O'Brien- the order is being sent this Wednesday. iphone cases have also been added.

**P&C meeting 24th November.** Sally suggested that the final meeting for the year commences at 6.30pm for 7pm and that food and drink be provided similar to last year. This was agreed and the executive will organise this.

**Parent Information Evening** - Tracey McKeown outlined a plan for a joint parent information night at Erina Heights on **Wednesday 26th November from 5.30-6.30pm**. This is a mathematics information evening with workshops for parents. A discussion was had about possible topics- apps for ipads/ games/ changes in pedagogy/ Naplan examples/ Mathletics/ Extension Maths/ teaching time/ year 6-7 transition. It was suggested that the time could be later if a further information evening was held.

Invoice presentation- see Treasurer's report
Event feedback- see Events Committee

**General Business**

**Stephanie Alexander Kitchen Garden Programme** - Kelly King announced that she has just got approval to run this programme which provides education on growing and cooking your own food. The Stephanie Alexander company provides subsidised training/ resources and branding for the project. The plan is to convert the mezzanine room into a home kitchen in order to cook the food. 4 classes and special education would initially be involved during their RFF sessions. The room can still be used for other lessons. Kelly plans to fundraise for this with events such as the school disco, selling herbs grown at the school, mufti days etc. Emma Smith enquired who decides where money raised by the school disco goes. Michael stated that the staff decide this. Emma Smith raised concern about the alignment of fundraising so that there is no clashing of events or competition for limited funds. The events committee is liaising with Michael about a calendar of events for next year to avoid this.
Kelly King requested that the P&C donate $1000 to assist with initial costs involved with this programme. Martin Howes expressed the benefit the school will derive from the programme. The motion to donate $1000 to the Kitchen Garden Programme was forwarded by Jeni Craig and seconded by Vicki Pope. It was carried. A request was made that more information be provided to the P&C to read prior to the next meeting on 24/11/14.

**Cash raffle** - it was decided that there is insufficient time to now run an end of year raffle. This has therefore been postponed.

**Newsletter Coordinator** - Yvette Schweiger normally provides weekly information about the P&C to the school newsletter. This is becoming
more difficult to do with other commitments. She is requesting whether anyone else is able to take on this task.

<table>
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<tr>
<th>Correspondence</th>
<th>Nil to report</th>
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<tr>
<td><strong>Action Items</strong></td>
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<tr>
<td>$15000 for playground equipment from recycled trees for bottom playground</td>
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<tr>
<td>$1000 for Stephanie Alexander Kitchen Garden Programme</td>
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<td>Cubby House to be painted</td>
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<td>Letter to MP about overcrowding at school and the need for permanent classrooms.</td>
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<td>Food and drink for next meeting to be organised by executive.</td>
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**Meeting closed 9.25pm**  
Next meeting is Monday 24th November, 6.30pm for 7pm start.