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| Meeting details |
| **Purpose** | P & C Meeting |
| **Date and Time** | Tuesday 3 December, 2019 Opened 6.00pm Closed 6.35pm |
| **Location** | Lake Cathie Public School – Library |
| **Attendance** | Attendance: as per attendance bookApologies: as per attendance book*Minutes: Linda Barnett* |
| Items  | Action |
| **Minutes of previous meeting reviewed**  | Minutes accepted – Kim McNiffSeconded – Roger Bussell |
| **President’s Report** | * It has been a busy few weeks sorting the volunteer’s night which was changed due to the fires. Not sure what the turn up will be but hopefully tonight is still a success.
* An email was sent to Camden Haven P&C about providing a BBQ for the Christmas concert as suggested at the last meeting, but unable to make contact. It was a great night and no pressure for families to have to help at a BBQ or arrive earlier than needed. The Christmas concert was a fantastic performance. Thank you to all the teachers and staff for making it happen.
* Bec will give a speech at the end of year final assembly. It will be kept brief and be more of a thank you for all families who have supported and donated gifts for our raffles.
* Looking forward to the build next year and will be putting our thinking caps on for future fundraising ideas to help raise money for the school.
* Thank you to all the executives and the committee for all your support over 2019. Without your support we don’t have a P&C so thank you and hope to see you all in 2020.
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| **Treasurer’s Report** | * Roger presented the account balances – Canteen $6344.34 – Main $2242.65 – Savings $19355.18 Total account balances $27942.17
* Payments $347.82 for the Canteen display board and $250 to the Canteen for kindy orientation.
* Jock – clarified the monies from the savings account that are required. Rachel has sent a request for the remainder of the trivia night monies. Ipads have been ordered and will be paid for from trivia night monies.
* $16,000 to transfer out of the savings account and about $5500 for the oven.
* Roger has been having troubles with the current Auditor. They have not been returning calls or answering emails. They are also located in Kempsey which is difficult. It’s not possible to operate with people who don’t get back to you. Roger requested consideration be given to finding an alternative Auditor. Motion: Roger Bussell Seconded: Bec Bouldin
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| **Principal’s Report** | * Jock requested canteen support on Presentation day. It was requested Kylie be paid to do preparation on Wednesday. Motion: Katy Haste Seconded: Roger Bussell
* Hand sanitiser dispensers. Should not be using these in schools. There is the possibility of children burning themselves with the product. The school will be providing pump soap dispensers on sinks in classrooms rather than sanitisers.
* $1000 was raised at our Christmas concert last night. These funds will be given to the RFS. A request has been made for a member to attend our Presentation day where a cheque will be presented.
* Swimming caps have been ordered. An executive decision was made and one design was ordered. Both the school and P&C logos are included, one on either side.
* Jock thanked everyone for what has been a really busy year. A very successful year. The Christmas concert last night was a representation of great things happening in our school.
* Love the comradery of this group and the togetherness and spirit of what we are here for.
* Jock will be receiving $2000 from Lions Club tonight which will be used to purchase additional sporting strip. Will look at a different cut for sporting tops as some of the young girls are feeling a little uncomfortable with the cut of the current ones.
* A full set of images should be received by Friday of the new buildings for consideration. 9 months for first phase. 18 months altogether.
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| **Canteen Report** | * Last day of canteen will be Thursday of next week (12 December). The canteen will be closed Friday for cleaning, as students will be at the reward day activities.
* Monday 16th will be a meal deal only day. Nothing else available to order. Recess will not be available. Free fruit will be held on Monday rather than Wednesday.
* The new oven will arrive during the holidays. The oven trolley will be collected last week of school to be cut down. Installation of the oven and other works will be done on a Monday or Wednesday so Adrian can be available to assist. Kylie to coordinate with Jock as to installation etc.
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| **Fundraising Information** | * Kim McNiff reported there have been two major fundraisers for the term.
* ‘The Other Chef’ jam and relish packs have been hugely successful. 209 packs ordered with approximately one third of students ordering. $2090 profit for the school. A post will be put on Facebook when the packs arrive. Hopefully the packs will arrive on Friday after Presentation day.
* Christmas Raffle – As at 26 November $917 dollars has been raised.
* Thanks to Katy Haste for wrapping all the hampers. 12 have been made up so far.
* Office staff will draw the winners on Presentation day and hampers can then be collected from the office.
* Consideration and discussion will be held on where monies raised will be spent to benefit school programs.
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| **General Business** | * No general business items were raised.
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| **Upcoming Meetings:** | Next Meetings: Tuesday 11 Feb  Wednesday 11 March followed by the Annual General Meeting |