



# PARKHURST STATE SCHOOL

## Parents and Citizens' Association

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# AGENDA AND MINUTES

<b>Chairperson</b>	Ashley Welfare	<b>Date and Time</b>	20 <sup>th</sup> February 2018 6.40pm
<b>Venue</b>	The Zone	<b>Minute Taker</b>	Orietta Essery
<b>Attendees</b>	Dayle Bray, Jason Bray, Julie Woods, Martin Wollaston, Bryron Eldridge, Kristie Eldridge, Aleesha Swanson, Susan Neill, Olivia Todman, Glenn Olive, Lyle Walker, Ashley Welfare, Dianne Stace, Michelle Welfare		
<b>Apologies</b>	Rebecca Bunn		
<b>Guests</b>	Nil		
<b>Presentations</b>	Nil		

### Business arising from previous minutes

### Confirmation of previous minutes

Minutes of last meeting confirmed and accepted by Di Stace and Susan Neill

<b>Details of Discussions</b>	<b>Actions</b>	<b>Responsible Officer</b>	<b>Timeframe</b>	<b>Outcome</b>

### Correspondence

<b>Inward</b>	<p>Email from Carmen – Off the Grid – Fundraising Idea</p> <p>Email from Trish – Lunar Markets – Sausage sizzle dates</p> <p>Email from Mel Doyle – Flexi School</p> <p>Letter from Dave St Henry – request for choir shirts</p> <p>Mother's Day catalogues</p> <p>Fundraising Catalogues</p> <p>Bank &amp; Merchant statements</p> <p>Drakes Community Dollars – to collect Cheque \$199</p> <p>P&amp;C Insurance</p> <p>Email from Lyle Walker – meeting dates 2018</p>
<b>Outward</b>	<p>Email to Off the Grid</p> <p>Email to Trish from Lunar Markets</p>

<b>Business arising from Correspondence</b>				
Off the Grid – Fundraising Keyrings	Email Off the Grid and accept offer.	Orietta	After meeting	
Lunar Markets Sausage sizzle dates	Moved J Woods 2 <sup>nd</sup> B Eldridge Accept dates	Orietta Byron	Before next meeting	
Flexi School	Moved B Eldridge 2 <sup>nd</sup> O Todman		Ongoing	
<ul style="list-style-type: none"> <li>❖ Online ordering system for lunches, uniforms, voluntary contributions etc</li> <li>❖ Stock control</li> <li>❖ \$1000 set up comes with thermal printer for labels</li> <li>❖ A4 printer needed to be purchased for reports</li> <li>❖ Endorsed by P&amp;C</li> </ul>	Explore further – <ul style="list-style-type: none"> <li>❖ IT side for privacy issues</li> <li>❖ Look into if this is recognised by school auditors</li> <li>❖ Explore other platforms of same principal</li> </ul>	Lyle		
Choir Shirts	3 written quotes needed. L Walker to talk to Mr St Henry re quotes for next meeting			
Meeting dates	Term 2 and 3 meetings would be held on first day back at school so will postpone until following month and have optional meetings in June and September			
<b>Confirmation of Executive Decisions</b>				
<b>NIL</b>				
<b>Treasurer's Report</b>				
See Report				
<b>Principal's Report</b>				
See Report				
<b>Tuckshop Report</b>				
New menu has a 5 star rating – Congratulations Kristie Job well done on compiling new menu Kids and Parents on board with new menu – Lots of positive comments from both parents of the school and parents from outside the school. QAST would like to hold a conference in May at The Zone. Discussions being held with principal to make this work. First Aid Kit needed for the tuckshop				

**Uniform Report**

Sales going well Sales before school started were very busy  
All stock is in except some shirts still at Echidna

**Fundraising Report**

Rebecca Bunn has volunteered to do the Parkhurst Tavern Raffles – ensure that if it gets too much roster is made up

**General Business**

Voluntary Contribution – ❖ Go ahead for 2018 ❖ Prize of up to \$500 per term	Buy envelopes for letters to go out Webber BBQ for term 1 - Quote from Thommos	Orietta	Monday	
Mothers Day Stall gifts	Olivia will order gifts for Mother's Day stall			
Classroom Fridges ❖ New building ❖ 4 classrooms sharing 2 fridges – some children not able to put lunch in fridge due to no room	Get quote for 3 fridges from Thommos and Good Guys to compare prices.	Orietta	Thursday	Quote taken to exec meeting. Ashley to talk to Thommos re fridges and BBQ
First Aid Kit – Tuckshop	Buy First Aid kit	Orietta		
Tuckshop Air Conditioner ❖ Needs cleaning	Deep Clean Air and conditioning cleaning	Orietta	Monday	Booked for Mon 26 <sup>th</sup> Feb

**Applications for Membership 2017**

Bronwyn Macchia, Dianne Stace, Ashley Welfare, Michelle Welfare, Rebecca Bunn, Kim Renton, Kristie Eldridge, Cara Ryan, Taija Wilson, Aleesha Swanson, Byron Eldridge, Olivia Todman, Susan Neill, Orietta Essery, Jason Bray, Dayle Bray, Karen Noble, Trudy Spreadborough, Julie Woods, Martin Wollaston

**Next Meeting****Meeting Closed**

Minutes endorsed as true and correct

X

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President

X

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Principal