

LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

GENERAL MEETING MINUTES

Location: Club Lennox

Date: 09 May 2023

Time: Meeting opened 6:01pm

1. Welcome and Acknowledgment

2. Attendance and Apologies

Present: Deb Langfield, Sophie Leonard, Krista Smith, Karly Nimmo, Ivy Yap, Belinda Nelson, Kiri Dicker, Jaymie McNamara, Emily McKenzie, Tonya Ranyard, Aisling Roberts

Apologies: Jacqui Lachmann, Meagan Dippert

3. Presentation and confirmation of previous meeting minutes

Motion to approve the minutes of 14 Mar 23 made by K.Nimmo. Second: K.Smith.

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1 Easter Raffle debrief

Held on 5 Apr raised \$3,300. Funds will be allocated to purchase outdoor play mats.

4.2 Square payment update

P&C to purchase Square from Belinda Nelson.

4.3 Storage space in the canteen

Storage space is presently adequate.

4.4 School build update

Please refer to Principals report.

5. PRINCIPAL'S REPORT

Received and attached.

Follow up: Karly and Krista to make flyer with QR code for Kindy Orientation 24 May. P&C to advise Deb who will be the P&C representative at the Orientation.

Follow up: P&C to continue clearing dated P&C documents stored at school.

6. TREASURER'S REPORT

6.1 Update on P&C accounts

Received and attached.

6.2 Funds for outdoor furniture

Follow up: Deb will provide the quotes for the outdoor furniture.

6.3 Provisions for canteen operations

Provisions held in Southern Cross Credit Union term deposit maturing in March 2024.

6.4 Update bank account signatories

To add Meagan Dippert to, and remove Tonya Ranyard from the P&C Southern Cross Credit Union Canteen and Fundraising bank accounts.

Moved: Ivy Yap

Seconded: Karly Nimmo

7. CANTEEN REPORT

Volunteers required for Sports Carnival on 13 June at Cavanbah Centre. [Follow up:](#) To source a mobile coffee service to be on site for the carnival whilst the canteen provides food service. Pie warmer will require replacement.

8. NEW BUSINESS

8.1 Email marketing

Thanks to Karly for the set up, Ivy to learn how to use the software.

8.2 New By-laws released by P&C Federation NSW

P&C Federation strongly recommends Associations adopt a new set of by-laws. The by-laws helps to improve the transparency and understanding of the functions of the Association. The by-laws will be reviewed by section as a rolling agenda item in upcoming general meetings.

8.3 Discussion item: Change general meeting schedule

This year there has been one cancelled meeting, and 2 meetings not occurring due to school holidays. To help establish more regular meetings and to ensure meetings are held during school term, the schedule will change to Tuesdays of Weeks 3 and 8 of each school term. This change will commence from Week 8 of term 2, 2023.

8.4 [Ballina Council Financial Assistance for Community Groups](#)

Applications now open, close 02 Jun. Submit application for canteen equipment specifically dishwasher, reusable bento boxes and pie warmer. [Follow up:](#) Ivy to work with Belinda for quotes and submit application.

Moved: Krista Smith Seconded: Emily McKenzie

8.5 School build - write to Minister for Education

Communication to the Minister to be placed on hold till next general meeting.

9. GENERAL BUSINESS

9.1 Mothers Day stall debrief

Held on Wed 3 May, raised approximately \$2,800 excluding cost of goods. Thank you to all volunteers for making the day successful.

9.2 Colour Run

Venue will be the school, date to be confirmed at next general meeting.

9.3 [Stuck On You](#) fundraising option - carry forward to next general meeting

9.4 Other Business

Halloween Disco tentative date 26 Oct. [Follow up:](#) Krista will check the date with Deb.

10. CLOSURE AND DATE OF NEXT MEETING

Next meeting: Tue 13 Jun 23

Meeting closed: 7:35pm