

# LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

## GENERAL MEETING MINUTES

**Location:** Club Lennox

**Date:** 13 June 2023

**Time:** Meeting opened 6.00 pm

### 1. Welcome and Acknowledgment

### 2. Attendance and Apologies

**Present:** Deb Langfield, Sophie Leonard, Emily McKenzie, Meagan Dippert, Jacqui Lachmann, Ivy Yap, Miranda Ivey, Krista Smith

**Apologies:** Belinda Nelson, Karly Nimmo

### 3. Confirmation of previous meeting minutes

Motion to approve the minutes of previous meeting moved by: Ivy Yap    Second: Emily McKenzie

### 4. BUSINESS ARISING FROM PREVIOUS MEETING

#### 4.1 Ballina Shire Council Financial Assistance for Community Groups Scheme

The application was submitted on 2 June to purchase a pie warmer only as electrical wiring issues at the canteen prohibit the installation of a dishwasher. The outcome will be known in July.

#### 4.2 Purchase of outdoor furniture

Deb provided a quote of \$16,500 for outdoor furniture. Deb will advise cost of delivery and P&C finances should be finalised at next general meeting.

### 5. PRINCIPAL'S REPORT

Received and attached.

### 6. TREASURER'S REPORT

#### 6.1 Procure Xero accounting software

Report received and attached.

Motion to procure Xero accounting software, current offer is \$29/month for the first 6 months (\$59/month thereafter).

Moved: Sophie Leonard

Second: Krista Smith

### 7. CANTEEN REPORT

Received and attached.

### 8. GENERAL BUSINESS

#### 8.1 Review by-laws Section 2

Based on feedback received from members

- Maximum term for office bearers

Consensus reached that no time limit be stipulated

- Frequency of Executive Meetings

Suggestion to hold at least one Executive meeting per term to focus on canteen operations and employee well-being. The outcome of member discussions is to hold Executive meetings as/when required, and to adopt the following format for the canteen report

1. Operational matters requiring resolution
2. Workplace health and safety matters
3. Equipment planning - eg repair/replacement/obsolescence/purchase

Motion to incorporate this feedback and adopt the new by-laws released by P&C Federation NSW.

Moved: Jacqui Lachmann

Second: Krista Smith

### **8.2 Planned P&C events**

To stay informed, please use the Slack app for all communications regarding the following events.

- Fathers Day Stall Wed 30 Aug

Create \$10-\$15 gift packs (Surf Dad, Active Dad, Lucky Dip) and \$3 and \$5 individual items. [Follow up](#): Ivy to prepare a list of items to purchase for review.

- Halloween Disco Thu 26 Oct

[Follow up](#): Ivy to contact/book DJ Statik

- Colour Run Fri 3 Nov

Register with Australian Fundraising. The goal is to raise \$20,000 (with 40% of funds raised payable to Australian Fundraising) and to get the students and the school community involved in coral and tree planting. Additional prizes to be sourced/purchased from local business to encourage participation. Coloured powder to be used and will need to source "Finish" banner.

[Follow up](#): Krista to create a sub-committee

### **8.3 Any other business**

- NAIDOC week 2 term 3 - P&C has been approached to run a BBQ for Miss Morgan
- Athletics carnival - concern was raised regarding the additional cost and logistics involved in holding the carnival away from the Lennox local area, and not all the athletics events were completed on the day. The school requires support from Ballina Shire Council to use the local fields.

## **10. CLOSURE AND DATE OF NEXT MEETING**

Next meeting: 01 AUG 2023

Meeting closed: 7:25pm