



Hammondville P&C Association

ABN: 45 331 861 671  
[hammopandc@gmail.com](mailto:hammopandc@gmail.com)

**P&C MINUTES**

**Date: Monday 3rd Feb**

**Attendance:** Steph Philpott, Marlene Greenwood, Sue Solger, Nichole Burrows, Kristen Kenny, Shona Waugh, Rebekah Murray, Mark Betts, Steve Gauld, Sarah Williamson, Catalina Czech, Sophie Coperean

**Apologies:** Amy Rehuti

**Meeting Opened: 7:06pm**

Issues Discussed & Outcomes	Follow Up By	Amendments
<p><b>Minutes Taken by:</b> Stephanie Philpott  <b>Last Minutes Accepted by:</b> Sue  <b>Seconded by:</b> Catalina</p> <p><b><u>Correspondence In:</u></b>            Mothers Day Stall catalogues</p> <p><b>Presidents Report</b>            Rebekah and Marlene did Sue and Tracey’s canteen performance review last year. Marlene to hand over to next President and give feedback and documentation.</p> <p>Nicole in the office has dates for funding acquittal. Marlene to liaise with Nicole. Stephen to read through before finalised.</p> <p>Marlene to pass on info and assistance to Catalina who will take over grant applications for this</p>		

<p>year.</p> <p>Email for new grant that came through – Marlene to send to Steph to pass onto Catalina. Club grants opening soon.</p> <p><b><u>Treasurer’s Report</u></b> Balances: Canteen: \$606.83 Cheque: \$68376.54</p> <p>Online canteen ordering – now in full service. Using last year’s classes til new classes formed.</p> <p><b><u>Principal’s Report</u></b> Bubblers now installed. One still left to install – Friday.</p> <p>Hoping to have stencilling done in holidays but due to weather it wasn’t competed. Due to be done this Wednesday.</p> <p>Area 2 playground – Garden Makers coming in a week and a half. Construction to start soon. Sandstone available for free from quarry – at Benedicts. Just need to transport it.</p> <p>2020 classes – Still waiting on final numbers – hoping to finalise by Wednesday and then will form classes.</p> <p>2 new teaching staff – Catherine Bender on stage 1, Brooke Shiels – stage 2.</p> <p>Assistant Principals – to minimise impact of APs off class – they will have 1 whole day a week off class to give instructional leadership to teachers during RFF or in class support.</p>	<p>Marlene/Catalina</p> <p>Marlene/Steph</p>	
---	--	--

<p>Shona Waugh – will be AP of learning support this year – Mon – Wed. Her role will be taking Extension groups – to push kids who are excelling and taking Remediation students – who need extra support. Shona will also be doing Social and Emotional support for students – Tuesday afternoon – new Resilience building program. Doing as well as bounce back.</p> <p>Build parent helper program –looking for interest from parents this year. Tailoring a program to utilise their skills.</p> <p>Spelling focus this year. Worked on a lot last year with staff – take into classrooms this year. K-2 Jolly phonics and grammar. 3-6 rules based program for spelling.</p> <p><b>Fundraising Report</b> Need more sauce bottles for colour run – newsletter announcement.</p> <p><b>Business Arising</b></p> <p><b>Canteen Deep Clean</b> Monday – get 3 companies to give quotes. Marisa to get quotes. Sue to let Tracey know. Sue and Tracey to compile cleaning list.</p> <p><b>P&amp;C Lifetime achievement criteria</b> Look at criteria – Steph, Sue and Sarah and bring to next meeting.</p> <p><b>Uniform – shorts &amp; room clean out</b> Tracey started to move things into P&amp;C storeroom. Need a clean up of P&amp;C rooms. Saturday 29th Feb. 8am – 12pm. Put in newsletter and facebook page. Sue to talk to Louise and Sandy.</p> <p><b>Fridge Update</b> Still pending. Marisa to check with Amy. Marlene to follow up with Good Guys.</p>	<p>Steph</p> <p>Marisa / Sue</p> <p>Steph, Sue &amp; Sarah</p> <p>Steph / Sue</p>	
--	---	--

<p><b>P&amp;C communication</b> Sue to write down events and Steph to liaise with Rebekah to finalise dates – then get info out to parents.</p> <p><b>Fundraising Helpers facebook group</b> No need to create facebook page as we can use my school connect for volunteers. Steph to send out reminder to download app in newsletter and facebook page.</p> <p><b>Welcome BBQ and letter</b> Do at meet the teacher evenings. Free BBQ. Could run games – possibly ask After school care. 25th &amp; 26th Feb. 5pm – 7pm. Free BBQ to be added to note going out to parents. Note on P&amp;C information to be handed out at BBQ – P&amp;C. BBQ - On grass in Kindy play area.</p> <p><b>Contact fundraiser</b> Friday 6th March. Nicole &amp; Kristin to organise.</p> <p><b>Other Business</b> Certificate for Hammondville Cellars for donation.</p> <p>Sponsorship and donations packages need to be handed out earlier - before end of financial year.</p> <p><b>Sub committees and Roles</b> List of roles and description of duties to be done. Put in newsletter before next meeting. Marisa to type up and give to Steph for newsletter and facebook.</p> <p><b>Executive Roles</b> President</p>	<p>Marisa / Marlene</p> <p>Sue / Steph</p> <p>Steph</p> <p>Nicole &amp; Kristin</p> <p>Steph</p> <p>Marisa</p>	
---	--	--

<p>Vice President Treasurer Secretary</p> <p><b>Sub committees/Roles</b> Uniforms – Micharla Grants &amp; sponsorship – Catalina Kristin – purchasing officer Fundraising – Sophie &amp; Sarah &amp; Kristin <i>Communication</i> <i>Canteen Liaison Officer</i> <i>Volunteer Coordinator</i></p> <p><b>Entertainment book</b> Nichole – subscription is digital – 12 months for date of purchase. Put into calendar for the year. Nicole to follow up and get fundraiser started.</p> <p><b>Reusable Lunch Bags</b> Fundraiser possibility.</p> <p>As a P&amp;C try to think through what we are promoting by our fundraisers – healthy/unhealthy foods. Plastic free/ reducing waste.</p> <p>Setting up return and earn – P&amp;C as a charity so people can donate to there. – Catalina to follow up.</p>	<p>Nichole</p> <p>Marlene</p> <p>Catalina</p>	
<p><b>Meeting Closed: 8:58pm</b> <b>Next Meeting: Monday 2nd March</b></p>		

