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| **P&C Agenda** | **Oakhill Drive Public School** | | | |
| Date: Monday 11th March, 2024 | | Next meeting: Monday 8th April, 2024 | | |
| Type of meeting | P&C Monthly Meeting – Lib Lab | | | |
| Facilitator | John Richards - President | | | |
| Minute taker | Jyotsna Pai (Jo Cope) - Secretary | | | |
| Attendees |  | | | |
| Apologies |  | | | |
| Acceptance of previous minutes/financials | Accepted: |  | Seconded: |  |
| Report on Health and Safety Issues |  |  | | |

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| **Outstanding Actions Review** | **Time:** | | **Speaker:** | |
| Action Items / Progress | Responsible | Original | | Expected/  Outcome |
| Update re: cleaning of Music HQ | BP and AM |  | |  |
| Budget planning for the band? |  |  | |  |
| Motion to discuss that: 1. We move the date of fun day forward to September 2024  2.Decide if we should pay a convener to organise the event. | KH to discuss. Outline of current quote attached |  | |  |

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| **Presidents Report** | **Time: 5 min** | **Speaker: JR** |

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| * Acknowledgement of Country |

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| **Principal’s Report** | **Time: 10 min** | **Speaker: BP, NR and SC** |
| Principals report will include:   1. Sharing new reporting format to meet the needs of the new Maths & English curriculum 2. Reviewing the school Behaviour Support and Management Plan. | | |

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| **Treasurer’s Report** | **Time: 10 min** | **Speaker: TF** |
| 1. Update on sub-committee financials.  - Of concern is the canteen which has been recording a loss in the last couple of months and 3 out of the last 5 months. Cost of items and expenses are being reviewed and may need to increase prices. Next canteen sub-committee meeting is Friday 15th March.  - Uniform Shop financials are still not available. Gillian and Georgina are working hard to ensure all past transactions not recorded in Xero are accounted for correctly. This is taking time as they are working on one transaction at a time to ensure amounts are reconciling in Xero and Square, made more difficult when there has been refunds. Hopefully we will have all transactions recorded and reconciled in Xero for the next meeting.  2. There are amounts owing by staff and students to the canteen since December which I have requested more details and may need assistance to recover if possible. We are talking about $55.80 and $163.75 respectively so not big numbers but hoping we can clear these outstanding amounts.  3. Request by Gillian (book keeper) and Georgina (uniform shop coordinator) for new computers. Current ones in use are around 10 years or older and very slow and have crashed before. Can look into quotes and present to the committee at the next meeting.  4. Review of ongoing budget items v other contributions to the school. Do we need to revise or re-allocate ongoing budget? Do we need to reconsider continuing contributions for learning support?  5. Update on Xero accounting system. We are going to continue using this system as no system we have looked at will enable a fully integrated inventory management system with our point of sale system (SQUARE). We will continue to have some manual workarounds in place going forward to make sure the required details of uniform sales are recorded in Xero. Most of this manual work will be completed by Georgina unfortunately but will help when she completes the stocktake. | | |

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| **Band Report** | **Time: 10 min** | **Speaker: AM** |
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| **Canteen Report** | **Time: 5 min** | **Speaker: BP/JC** |
| Canteen is running smoothly . We’ve had an amazing response to Dawn's recruitment for volunteers over 20 new people added to our WhatsApp group which has been unbelievably helpful.  Canteen will be selling orange jelly cups on Harmony Day 21/3 for a special treat .....50c | | |

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| **Community Events** | **Time: 5 min** | **Speaker: KH** |
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| **Uniform Shop** | **Time: 5 min** | **Speaker: JP** |
| The uniform shop will be completing a stocktake on Friday 22 March. From that date the winter uniform will be available to be purchased.  I have set up a limited amount of appointments (QR code is in the newsletter) for new parents and kindy parents to make an appointment if they wish to get an idea of sizes for their children. Most appointments will be available on Friday 5 and 12 April (after Easter). However, generally the sizes will be the same for the winter uniform (except for boys trousers which run through sizes 4, 5, 6, 7 and 8 before reverting over to even sizes in the larger trousers).  Generally the school transfers over to winter uniform in term 2 with a two week grace period where students can choose to wear either the summer or winter uniform. Betty will be able to confirm whether this is the case this year. A note will be sent out shortly to all parents via Sentral.  Thank you to the P&C for organising a number of helpful volunteers. The uniform shop has never had so many willing volunteers! This year must be the best year in many, for parents who are willing to help out. | | |

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| **YMCA Report** | **Time: 5 min** | **Speaker: KM** |
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| **General / New Business/Correspondence In** | | |  |
| Items | Responsible |  | |
| Class parents - meet and greet  A contact list has been set up | BP |  | |
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| Next Meeting: Monday April 8th, 2024 | | |