



<b>P &amp; C Meeting</b>	
<b>Date &amp; Time</b>	Thursday, 18 August 2011. 1pm
<b>Meeting called by</b>	John Paterson
<b>Note taker</b>	Donna White
<b>Attendees</b>	John Cowan, Elizabeth Chant, Maureen Dagg, Corrina Donalson, Kirsty Fisher, John Paterson, Donna White, Kylie Hyland-Ward
<b>Apologies</b>	Colin Ward, Rebecca Wray, Elle Walmsley, Sara Spurr

<b>Previous Meeting Update</b>	
<b>School Bus Run</b>	<ul style="list-style-type: none"><li>• Maureen handed out Expenditure and Income Jan – Aug this year. See Attachment A (Expenditure/Income)</li><li>• Maureen and John closed the general account and left the bus account open as we were only using bus account and general account was incurring monthly fee. You will notice this has been rolled into the bus account</li><li>• Westpac advised this account can be locked for 6 months at 5.8-6%</li><li>• Commonwealth offered the same rate</li><li>• We are researching comparing interest rates of various banks \$75 000 for 6 months.</li><li>• Idea to leave \$50 000 in bus account and fix the remaining. Kylie will research various rates with banks Liz will follow up Commonwealth rates</li><li>• DEC are bringing in new finance system and will centralise accounts. There will be 1 bank accounts (DEC). Concern is how this will be managed and spent. In future we may channel donations into the P&amp;C account. Idea raised to look into P&amp;C becoming a charity organisation.</li><li>• Maureen will raise this idea with Michael Brent and feedback.</li></ul>
<b>Fundraising Events</b>	<ul style="list-style-type: none"><li>• See Proposed extension to building notes below</li></ul>
<b>Social Events</b>	<ul style="list-style-type: none"><li>• All actions from previous meeting completed</li></ul>

<b>Item : Proposed extension to building</b>	
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Need to additional space for end of year functions and meetings.</li><li>• John had preliminary brief with space 150 approx people with space for meeting area and toilet facilities. Need to discuss building site.</li><li>• John discussed issues arisen from building Pre School and neighbours who identified issues with parking. John advised we need to find a location that will not upset neighbours and be approved with DEC.</li><li>• 2 locations stand out.<ol style="list-style-type: none"><li>1. Extended beyond shed and BBQ area of school. Negative sewer and storm water that comes down the hill.</li><li>2. Build between swimming pool between CC and Pool area. 12.5m wide. Stand up 300 people. Stand up 120 people approx.</li></ol>John identified a few issues in both locations however advised these could be overcome with sky</li></ul>

lights and window access to allow cross ventilation. John would re pitch the roof to keep water on outside. Could double glaze between hall and pool room to allow light but not allow noise through. Power (switch board) would need to be thought about. John would need to comply with BCA9b – Building Code of Australia. Classification 9b.		
<ul style="list-style-type: none"> <li>John advised both options would be comparative in price.</li> </ul>		
<b>Conclusion</b>		
<ul style="list-style-type: none"> <li>John will gather information about our options and feedback a reverse brief for both options and explore further</li> <li>Next step get man who built Pre-School (Phil Gates) to walk around with John to identify a price.</li> <li>This will give us an option to go ahead.</li> <li>John took with him a copy of the existing school plans and he will begin the process.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
John will gather information based on school plans and send Reverse Brief to John Paterson.	John Cowan	asap

<b>Item : Netbanking</b>		
<b>Discussion</b>		
<ul style="list-style-type: none"> <li>Maureen draws 2 cheques that are processed each fortnight. She discussed this with Commonwealth Bank.</li> <li>For this to be an option, two people need to be given passwords to allow access to Netbanking</li> <li>Signatories have not been updated for awhile.</li> </ul>		
<b>Conclusion</b>		
<ul style="list-style-type: none"> <li>Liz Chant moved the motion that John Paterson and Donna White become additional signatories for Netbanking.</li> <li>This was seconded by Kylie Hyland-Ward. Motion carried.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
John, Maureen and Donna will complete this at Commonwealth Bank.	John, Maureen Donna	End Week 7

<b>Item : School/Website Update</b>		
<b>Discussion</b>		
<ul style="list-style-type: none"> <li>New website links added to SEW Website.</li> <li>Wheelie Warriors booked to visit SEW on November 15<sup>th</sup>.</li> <li>Ylanna Bloom visiting SEW to work with staff implementing communication programs for students.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Add Wheelie Warriors visit to Website	Donna	End Wk 5

<b>Meeting Closed</b>	2.00pm
<b>Next Meeting</b>	Term 4. Date tba based on update from John Cowan john@rocklynne.com
<b>Minutes Emailed</b>	Minutes emailed to parents on email list and John Cowan also to school website.