



Minutes of the Planning Meeting held on Tuesday 2nd April 2019

1. Welcome

In Attendance

Y Hu (Chairperson), J Davis, S Bevan, G McCallum, Y Loke, K Ramani, M Pattinson, A Pattinson, N Sharmin

Apologies

R Singh, P Gale, S Bonthi

2. General Business

2.1 Regularity of meeting in a school year

The proposal put to members of week 3 and 7 of each term. **Carried**

Action by: Secretary, J Davis

2.2 Day/Time of meetings

Members were given a choice between Tuesday and Thursday at 7.30pm. All members agreed on Tuesday at 7.30pm. **Carried**

Action by: Secretary, J Davis

2.3 Place of meeting

The proposal put to members of the School Library (The Hub). **Carried**

Action by: Secretary, J Davis

2.4 Code of conduct put to members (in separate document attached to minutes) all members agreed to draft, no extra suggestions put forward. Members discussed the minimum members required for quorum and voting purposes going forward. 10 members required for quorum based on the size of school. **Carried**

Action by: Secretary, J Davis

2.5 P&C to have it's own logo, separate from the current school logo. Members decided against having it's own logo. Principal has granted permission for Secretary to use school logo for P&C documents, use outside of those documents will require permission from Principal.

2.6 Principal's direction of P&C, Principal expects the P&C to make it's own decision and direction with support of the schools teaching staff. Principal to help with

communication between P&C and school community. The P&C is not a forum to discuss school policy or air grievances. P&C 's primary aim is to fundraise, with Principal to put forward school priority's. Principal and P&C to set out a fundraising calendar once incorporated.

2.7 Upcoming events that the school may choose to participate in that the P&C can possibly fundraise at/with. Members discussed a possible Mother's Day raffle, Easter raffle. Principal to get back to P&C at a later date with possible school events for P&C to consider.

2.8 WACSSO training, All members were offered the opportunity to attend a P&C training session for 2.5 hours on how to run an effective P&C. Training session to be organised by Y Hu, preferred day for training Tuesday evening. Members interested in taking part Yishi Hu, Jemma Davis, Gemma McCallum, Yilin Lo.

Action by: President, Y Hu

3. Other Business

Bike Voucher donation from Rita Saffioti for fundraising purposes. J Davis to contact them to organise the voucher ready for incorporation. S Bevan proposed the use of a google home mini given to the school by a supplier, to also be used as a item for fundraising purposes by the P&C.

Action by: Secretary, J Davis

4. Date of next meeting

Tuesday 14th May 2019 at 7.30pm

5. Closure

Meeting concluded at 8.30pm