# P & C Meeting Minutes

Five Islands School

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| **Date:** | **04/05/2017** | **Began at:** | **9:20am** |
| **Attendees:** | | **Apologies:** | |
| Ali Landers, Carrie Telfer, Julie Kelly, Andrew Proctor, Sharon Proctor, Suzie Handsley, Karen Bearnz, Darlene Jones and Brooke Twine. | |  | |

**Previous Minutes:** ACCEPTED

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| **FOLLOW-UP** | | **Who** | **Time** |
| 1 | **Bunnings BBQ -** *a great success!! Just over $1700 was banked (after expenses!). The production line structure worked very well. For next year we need to look at change over shift procedures along with streamlining the ordering system. SH has also kept a list of requirements due to the Bunnings manual being out of date.* | S. Handsley | 5 minutes |
| **GENERAL BUSINESS** | | **Who** | **Time** |
| 1 | **Trivia Night Proposal –** *SH gave an awesome proposal for running a Trivia Night: we may already have a free venue at Teralba Bowling Club, sits between 80-100 people. Parents do not necessarily have to attend, friends and family can attend and support the school. $15 a ticket, at a pre-paid cost to ensure non-attendees still pay. Tickets will come with a number for a lucky door prize. SH's brother-in-law has all the equipment from questions to technological requirements. $25 gift vouchers from various locations will be awarded to the winning table. $2 raffle ticket on the night, around 30-40 prizes. Look at big items such as mid-week stays in the Hunter Valley, Knights and Jets merchandise. Hair dressers and beauticians. Mary Kay, Jamberry, etc. Need to look at protocol for donating alcohol in case of restrictions from P & C by-laws. The proposed date for the Trivia night is the end of Term 3.* | S. Handsley | 15 minutes |
|  | **Action: BT to create a flyer for donation requests from businesses. All P & C members to assist with sourcing donations. SH to continue working on logistics.** |  |  |
| 2 | **Gardener –** *look at sourcing a landscape gardener who can donate their time to look at what we need and a provide a feasible starting point.* | S. Handsley | 5 minutes |
|  | **Action: BT to explore landscape gardeners.** |  |  |
| 3 | **Chocolate Drive –** *we will start with 50 boxes with $20 profit per box. This year we will have two different kinds of boxes. Cadbury also running a competition to win back start-up costs.* | J. Kelly | 5 minutes |
|  | **Action: BT to create flyer for chocolate drive.** |  |  |
| 4 | **P & C Information -** *the P & C will be publishing their own newsletter to disseminate news and upcoming events. There will be 2 newsletters per term. A P & C Facebook page will also be created with AL, SH and BT to be admins.* | S. Handsley | 5 minutes |
|  | **Action: BT to create first newsletter and set-up Facebook page.** |  |  |
| 5 | **General Business -** *after the Easter Raffle, there is $3977.98 in the P & C account. The P & C will continue to fund the buses. A request was made from the Playground Committee to purchase new equipment for the students. The P & C will contribute $1000. Other options for fundraising include McDonalds Happy Hour and also an All Abilities Fun Run where the students will get sponsorship. BT also discussed the possibility of an Outdoor Ed day being provided for our students on June 10 (further details to come).* | S. Handsley  J. Kelly  B. Twine | 10 minutes |
|  | **Action: $1000 to be provided to Playground Committee.** |  |  |
| 5 | **Next Meeting -** *Thursday, June 22, 9:00am* | All Members | 5 minutes |
|  | **Action:** |  |  |

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| **Adjourned at:** | **10:10am** |

Brooke Twine

*P & C Secretary*