

**COMO PRIMARY SCHOOL P&C ASSOCIATION
AGENDA FOR GENERAL MEETING NO. 17/06**

General Meeting to be held on **Wednesday 6th September 2017** commencing at **7.00pm** in the school staff room.

1. Present and Apologies

2. Confirmation of previous minutes.

3. Business arising from previous minutes

Action 1: Develop PD, role to include menu planning, food preparation and budgeting as decided previously (P&C: 10/5/17) – Jeff

Action 2: get 3 quotes for food safe kitchen first aid kit – Emma Rose

Action 3: Check to see if can beat food prices; try Sea Lions – Emma Rose

Action 4: check specifics of contract to be clear on what Jellybeans have access to as things going missing – Andrew

Action 5: Jeff going to contact Tania overseas to get her to contract bank to close account.

Action 6: Craig getting specific details on bank accounts for next meeting and will make decision on amount next meeting.

Action 7: Mel using class reps to sell tickets. Andrew to advise staff.

Action 8: need more info on pricing, process, transition (summarise what we can return within the 6-month period) for new uniform provider - exactly what stock is going to change. Could get example of Manning clothes.

Action 10: Lydia to send receipt for working with children license to Andrew

Action 11: Emma Rose looking into the option of using biodegradable bags

4. Correspondence

5. Reports

5.1 President

- Nan Marlow awards - congratulations to Emma Rose and Angela from school canteen for making the top ten
<http://www.waschoolcanteens.org.au/nan-marlow-award-excellence-volunteering-3/>
- Offer of breakfast to kids in need

5.2 Board

- Board Report

5.3 Principal

- Principal's Report

5.4 Treasurer's

- Treasurer's Report

6. Matters arising from Committees

6.1 Fundraising Committee

6.2 Banking Report

6.3 Uniform Shop Report

6.4 "Comovers"

6.5 Class Representatives

6.6 Safety Committee

6.7 Canteen Committee

- **First Aid Kit** -- cost of \$119.75 approved via email by Jeff, Nick, Lydia and Helen on 14th Aug 2017.
- **New canteen assistant** - Tess Harris started 1 Aug 2017, Employee contract requires signing by majority of committee members

7. General Business

7.1 Uniform Shop Management Review – document outlining business case

7.2 Nature park update

8. Other Business

9. Date of next meeting

10. Close of meeting