**P and C Meeting – 3 May 2023 Held at Cafe63 Springfield**

Present: - Danielle, Sarah, Arundhati, Fleur, Trudi, Tino, Sylvia

Apologies: - Josie

**Acceptance of Previous Minutes from 22/3/23 Danielle**

1st: Fleur 2nd: Sarah

**Secretary Report Sylvia**

Verbal.

**Treasurer Report Arundhati**

Lodged.

1st: Sarah 2nd: Danielle

Trudi to investigate how to refund pyt

We accidentally paid the $210 invoice to GSS for Senior Secondary Camp twice.

Approve payment of Marsh Insurance invoice totalling $611.55.

SR to pay Marsh Ins invoice and then get approved

1st: Sylvia 2nd: Danielle

**Principal’s Report Fleur**

Lodged.

School Financial Report Lodged.

1st: Sarah 2nd: Arundhati

**Fundraising/Grants Sarah**

Sarah has prepared a Flyer for the Mothers Day Stall (thank you Sarah!) which has been emailed to Jess for printing and distribution asap. Stall to be held on 10/11 May in the Library. We currently have 338 items and three price points of $3, $5 and $8.

DB to follow up purchase of more Gift Bags

Raise the budget allocation for the gift bags to $150.

1st: Arundhati 2nd: Sylvia

DB has sent letter to Bunnings Springfield regarding holding a Fundraising BBQ later in the year.

Consider QKR App to manage payments for future stalls, tuckshop etc.

No new Membership Applications.

**Calendar of Events Sarah**

P and C wasn’t aware of the school ANZAC ceremony on 28/4/23 so did not attend/purchase a wreath.

Trudi to follow up and email COE to P and C

To assist both the School and the P and C it was agreed that an updated

Calendar of Events needs to be shared. This was apparently updated

 at the end of last Term.

Jess is the official ‘Communications Person’ and works Tues – Friday.

**Other Business**

**School Celebration Events Trudi**

There are many ‘Celebration Days’ (eg. Teachers Day, Cleaners Day, Support Staff Day etc etc), far too many to acknowledge individually. Trudi cited reference material from Dept of Education stating the Schools are not supposed to fund these events. It has been decided to amalgamate acknowledgement of all these special Days on ‘World Teachers Day’ on Thursday 5 October 2023. It will be discussed at a later date how the P and C will be involved with this celebration.

**Commonwealth Bank (CBA) Community Donation Trudi**

CBA Goodna Branch contacted the school to invite participation in their Community Donation program. This round will run from 3/7/23 to 27/10/23 and the successful candidate can receive $500 (based on a voting system). Thank you to Trudi for following this up.

DB to complete and lodge registration form with CBA

**Staff Leaving Arundhati**

Concern was expressed that there have been instances where Staff have left with little or no notice Also, there have been cases where a Teacher has had an extended absence but no info communicated to parents as to length of absence, replacement teachers etc.

It was noted that in some cases the Teacher absences were unexpected or had been communicated just prior to leaving etc which made advising parents difficult.

**Community Book Box Arundhati**

There is a Community Book Box at Sunnybank Special School where students can freely donate or take books. Arundhati to take a picture of the Sunnybank Box to show the P and C for further consideration.

Next Meeting: Thursday 25/5/23

Meeting Closed 10.47am