



NARWEE PS P&C  
2024 MINUTES

Date	28 June
Start time	925am

	Agenda item
1	<b>Acknowledgment</b> that we are meeting on Bidjigal Land Motion to have S.M chair and P.H – <b>agreed</b> Motion to approve agenda - <b>agreed</b>
2	<b>Minutes</b> Minutes of 5 April and 10 May approved, no amendments
3	<b>Treasurer’s report</b> Current bank balance is \$8,020.91, P&C cash on hand \$236.85  <b>Income:</b> Interest in May \$16.36, Jun \$18.76 Club River Breakfast Club grant \$1,000 Sausage sizzle profit \$468.85 (after expenses of \$488.81) Donations \$32 Membership fees \$36  <b>Expenses:</b> Breakfast club \$350 estimated (\$291.91 as of 19 June). <ul style="list-style-type: none"><li>• Fruit expenses will be increasing (they had been donated).</li><li>• Organiser’s cash float for upcoming weekly expenses is \$250.</li></ul>
4	<b>Fundraising</b> Agreed to hold raffle for Father’s Day, including grandfathers, uncles and father figures. K.B and P.P will organize. C.S organized Narwee barber to donate a prize. Will draw at school event on Wed 28 August. Will aim to send raffle tickets home with students as well as sell tickets on gate. P.H will coordinate P.P and K.B to send proposal to Principal.
5	<b>Social event</b> Agreed to hold morning tea on Friday 2 August, 920am-11am. S.M will be overall organizer. C.S will make promotional materials, seeking to appeal to both men and women. P.H will make google forms RSVP. Encourage people to bring a plate but prioritise attendance. Aim to advertise on Dojo before end of term. Motion to allocate up to \$100 for morning tea expenses– <b>agreed</b> .

6	<p><b>Breakfast Club</b></p> <p>It is going well, but attendance was reported to be about 20 children per week. Concerns that this is much lower than attendance on Fridays in 2023. Parents raised concerns that it is harder for parents and children to remember to attend on a Monday, and harder for school to remind people on Dojo. Penny to explore with school possibility of switching to Wednesday. We will also advertise for more volunteers but need to settle day of week to ensure they are available. Could also use someone to back up Ana in organizing food.</p> <p>Agreed to start process of setting up a separate account to facilitate debit card use for Breakfast Club and other expenses, as per suggested P&amp;C Federation process. P.H will coordinate with Treasurer and bring a motion and proposed policy to the next meeting.</p>
6	<p><b>Annual General Meeting</b></p> <p>Agreed to be either Friday 16 August (preferred) or Friday 13 September, 9am, pending re-checking Principal's availability.</p>
7	<p><b>Improving communications</b></p> <ul style="list-style-type: none"> <li>Request to put the email addresses of members in CC not BCC so members can see each others' email addresses. However, issue was raised that this is now over 40 people, and we do not have consent from these people to share their email addresses with others. Staff members who are also P&amp;C members are also unlikely to want their email addresses shared with the rest of the community. The P&amp;C executive agreed to go away and discuss this further.</li> <li>All members have received a link to the minutes of past P&amp;C meetings, which are stored in an online Dropbox folder. If any member has issues accessing this folder, please contact Penny.</li> <li>Penny will do a short meeting summary to post on dojo and will also work on updating website.</li> </ul>

**Next meeting:** Friday 16 August 9am and Friday 13 September, 9am