# Parents and Friends Minutes for 31st May 2016

## BRIGHT P-12 COLLEGE COUNCIL

For School Council Meeting to be held 1st June 2016

<table>
<thead>
<tr>
<th>ITEM &amp; DETAILS</th>
<th>STATUS/ ACTION [Recommended or taken]</th>
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<tbody>
<tr>
<td>1. Welcome: Fiona Forbes, Hayley Batters, Roshelle Harrision and Rene Rosser</td>
<td>N/A</td>
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<td>3. Declaration of conflict of interest</td>
<td>Action: Nil</td>
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<td>4. Minutes of the Previous Meeting 4.01 Moved: Roshelle Harrison Seconded: Rene Rosser</td>
<td>Action: For Approval</td>
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<td>5. Business Arising from the Previous Meeting 5.01 Autumn Festival Float. Well done to all involved with Float. Lisa Anders, Kirsty Barker, Teagan Nugent, Doddsy, Katie Ferrito, Janmarree Dugiud and Chris Blazek. This event has been added to Parents and Friends Calender of Events to aid in supporting the school. Theme for next year? Vanessa Burgess will contact Autumn Festival committee and ask for theme so future planning can take place earlier.</td>
<td>Action: Vanessa Burgess to follow up and report back to P&amp;F.</td>
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<td>5.02 Make Bake it Grow it – Who is doing June Market? No user group for June market as yet. Antipodians will do it if no one does.</td>
<td>Action: Fiona will put a call out to user groups for June BBQ</td>
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<td>5.03 Canteen Volunteers. Tuesday not filled. Sam has asked to hold off on this call out and wait for it to get busier on Tuesdays.</td>
<td>Action: Noted</td>
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<td>5.04 Fun Run Update: well done working Party. Thank you to: Ty Caling, Tracy Carey, Bianca Dooley, Roshelle Harrison, Marthijs Heuperman, Neil Kinder, Georgie Matters, Kim Murrells and John Signorini.</td>
<td>Action: Noted</td>
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<td>5.04 Requirements for Purchase Orders – Follow up. Is this being done now. Roshelle will communicate with Wendy and Kellie to collate information bookelelt for BBQ users which will include Finance process and contract of Acknowlegment of use. The contract is to be signed before the user group takes the BBQ. There was a discussion about who is responsible to restock the BBQ of product; napkins, tomato sauce etc. Roshelle will follow up with Kellie and Wendy and report back.</td>
<td>Action: Roshelle: to communicate with Kellie and Wendy to collate information booklet for user groups. Roshelle will liase with Jean and Fiona Hurst afterwards to write a contract.</td>
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5.05 Finance Process for BBQ - Hayley done Finance Process

5.06 Contract Acknowledgement of Use. Jean and Fiona Hurst to write up a contract for user groups to sign to acknowledge responsibly and costing’s/payment percentage to P&F.

Action; Hayley to check with Jean and Fiona Hurst that contract of acknowledgment has been done. A draft for P&F to check over.

6. New Business

6.01 Antipodian Fundraising Requests – Movie night and Disco.

Action: Noted

6.02 Wish List Process.

Action: To be discussed at later date.

6.03 Katrina Ciolli request for fundraising date for Woolworths BBQ for German Exchange Students. Date: June 18th

Action: Noted

6.04 Tracy Carey – Item: Date for the next Fun Run is to be Sunday 23rd April 2017. Need to have this event and date endorsed by school council.

Action: Fun Run Date and event approved by School Council

6.05 Fair Update by Hayley. Had first meeting and preparations are underway for it.

Action: Fair Date to be approved by council. 30th October 2016

7 Notice of Essential Business

7.01 Finance Report – Hayley
$37,084.00 – to date.
$16,000 already been taken out for playground.

Action: Noted
Report attached.

8 Correspondence Inwards and Outwards

8.01 -Email from Katrina Ciolli for German exchange fundraising.
-Email from Bianca Dooley outlining fundraising events for Antipodeans.

MEETING CLOSED: 8:10pm

Action: To be Noted.

RECOMMENDATIONS REQUIRING SCHOOL COUNCIL DECISION.

Acceptance of

Approval of: Fun Run date for 2017 on Sunday 23rd April. Date and event needs to be endorsed.
Approval of: School Fete Sunday 30th October 2016 date/event to be endorsed

Details of the next meeting

Next Meeting: Tuesday 19th July 2016 at 7pm

Convenor: Fiona Forbes

Definition of Terms

For Noting: to make a record so as not to forget

For Recording: to make a record for legal purposes

For Approval: an item needs College Council approval, the item may require discussion before approval is given

For Discussion: an item is to be discussed and further action to be considered