

## DENILQUIN HIGH SCHOOL P&C ASSOCIATION

### Minutes of the meeting held 26.04.2022 6.00pm

#### 1. Present

Donna Van Leishout, Kate Butler, Glen Warren, Christina Mildren, Michelle Hindriks, Julie Crockhart, Kylie Thompson, Belinda Baker, Adrian Smith, Peata Smith, Leanne Mulham, Sue Mulligan, Robyn Kiley.

#### 2. Apologies

Leah Robinson, Lisa Wishart, Meagan Rodda

#### 3. Minutes of Previous Meeting: addition of Kylie Thompson to the attendee for both AGM and General meeting

Moved: Sue M

Seconded: Julie C

#### 4. Business Arising from Previous Meeting:

- a. Departing P&C members- Suggestion made for a dinner to be held to recognise the efforts of departing P&C members. To confirm when those people are available- Carried forward. Donna and Christina to action.
- b. DHS P&C Book Sale: Easter Saturday 17<sup>th</sup> April- Sue M presented summary of the organisation of the day. Raised \$1449.85. Suggestions- have targeted book collections throughout the year. System to be developed to help with culling and organising donations. Need to submit the notification of event 2 weeks to P&C.
- c. Copy of the Constitution to be emailed to new members- completed
- d. Trees: quote from Flemings Nursery and Rochester Nursery for trees suitable to this area and good shade trees. Glen has provided NSW education department guidelines for trees in school. Suggestion made that deciduous trees are more suitable. Sue currently confirming that  
Motion: Sue and Glen move forward on ordering suitable trees for planting to the value of \$3000.
- e. Shade Shelter- held up due to weather. Booked in for the first week of July.
- f. Letter to NESAs- Letter to be completed by working group. Sue, Leanne, Lynda B. Still to be actioned.

#### 5. Correspondence:

- a. IN- nil
- b. OUT- nil

#### 6. Reports:

- a. **Treasurer's:** tabled by outgoing treasurer Sue M. Action: outstanding homework club prizes to be followed up by Donna V.  
**Moved:** Sue M **Seconded:** Donna V  
**Role of Treasurer:** Kylie Thompson has resigned from the Treasurer's role. Leanne Mulham has been nominated. Nominated: Sue M **Seconded:** Julie C  
Move to MYOB essentials would cost \$12 per month which assists with data and the audit process.

Motion: Subscribe to MYOB essentials through Fleming Partners with Leanne facilitation this

Moved: Leanne Seconded: Sue M

Sue to organise handover of signatories

- b. **Canteen:** tabled minutes from last meeting and will be attached to minutes. Request for DHS canteen to provide services to St Michaels. Committee representatives are meeting with St Michaels to gain further information. Ongoing issues with upright freezers. To investigate insurance options for payment of repairs

**Moved: Julie C Seconded: Leanne M**

- c. **Driver Ed: No meeting held this year**
- d. **Principal:** tabled to be included with minutes.

## **7. General Business:**

- a. Membership fee remain at \$1 for this financial year. Moved: Sue M seconded: Julie C unanimously accepted.
- b. Constitution and by-laws- Constitution is set by P&C NSW. By laws to be presented and discussed.  
Quorum to be set at 5 members.  
Limited tenure- limit to the tenure of the positions. Suggestion to have a tenure of 3 years for all executive positions.  
Terms of reference to include  
Action: all members to consider above suggestions and review constitution, by laws and present at next meeting.
- c. Email address- has been unused at this stage. Suggestion to use
- d. ACNC report-Leanne to action
- e. P&C Association details update- Christina
- f. Aus Business register- details to be updated Action: Leanne/Sue
- g. Suggestion for DHS P&C to have their own FB with the aim of improving access of information for P&C activities, elevating the profile of P&C.  
Action: Kate to investigate P&C Federation existing guidelines and possible  
Suggestion: include a P&C summary in the school newsletter weeks 3,6,9 of each term. 5 point summary of meetings/actions to be provided by secretary to Leah Robinson for inclusion in the DHS newsletter.
- h. Year 6 into 7 Monday 16<sup>th</sup> May 4.30-6pm
- i. Election Day fundraising: suggestion for a cake stall on election day. Canteen committee to be approached to see if they are interested.

**8. Meeting closed : 7.08pm**

**9. Next meeting:** Tuesday 24th May 2022 6.00pm