

# Deniliquin High School P&C Association

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## Minutes of the General Meeting

Tuesday 28 March 2023, 6.38pm

Deniliquin High School meeting room and via Zoom

1. **Present**

Sue Mulligan (Zoom), Sandy Dellwo, Meagan Rodda, Karen Luckel (Zoom), Leanne Mulham, Glen Warren, Robyn Kiley, Adrian Smith, Donna Van Lieshout, Laura Stahl (Zoom), Kate Butler (Chair), Leah Robinson

2. **Apologies**

Julie Crockart, Felicity Michael, Kylie Thompson, Peter Thompson, Michelle Hindriks, Peata Smith, Wally Bulmer, Shannon Bulmer, Christina Mildren

3. **Minutes of the previous meeting**

Accepted as a true record      Moved: Leah Robinson      Seconded: Sandy Dellwo

4. **Business arising**

- a. Fundraising to be put on the agenda at next meeting – carried over
- b. Registration with Office of Children’s Guardian – Sue and Kate to follow up
- c. Correspondence – secretary to draft what is to be included
- d. Clarification of wish list item payment method – carried over
- e. WWCC Register – Julie to update
- f. Code of Conduct – to be sent out for April meeting
- g. Book fair and cake stall – discuss as general business

5. **Correspondence**

- a. In
  - i. Bendigo Bank statement and Term Deposit review confirmation
  - ii. NSW Public Education political party flyer
- b. Out - Nil

6. **Reports**

- a. **Treasurer report** - nil
- b. **Canteen report** - nil
- c. **Drivers Ed report** – nil
- d. **Principal report** - tabled by Glen Warren

7. **Policies and key documents**

- a. Code of Conduct to be sent out for next meeting

8. **State representative support**

- a. Nil

9. **General business**

- a. Book fair / cake stall planning underway. Working group to meet 5pm Tuesday 4 April to sort books.
- b. Kate to create and update member register
- c. Kate has prepared folders for each office bearer that include key documents and resources
- d. Fundraising calendar to be a standing agenda item and sent out with minutes

- e. Kate to draft office bearer conduct declaration and add conflict of interest as a standing agenda item
- f. All committee to spread the word to fill secretary and treasurer roles.
- g. Robyn to advertise of FB for secretary and treasurer roles – Kate to send information
- h. **MOTION: Redeem \$4000 from Term deposit and reinvest residual for 12 months with Bendigo Bank**  
 Moved: Leanne Mulham      Seconded: Donna Van Lieshout
- i. Kate to add Term deposit renewal date to calendar
- j. Fleming Partners Brain Cancer Walk 4 Cure
  - i. Kate to send email out to P&C mailing list
  - ii. Leah to promote through school
  - iii. Kate to set up P&C team

**10. Meeting ended**

7.15pm

**11. Next Meeting**

Wednesday 26 April 2023, 6pm

**Action table**

<b>Action</b>	<b>Who</b>	<b>When</b>
Add conflict of interest to agenda template	Kate	April
Draft office bearer conduct agreement	Kate	April
Notify Fleming Partners of auditor decision	Treasurer	May
Fundraising to be put on the agenda at next meeting	Kate	April
Register P&C with Children's Guardian	Kate/Sue	April
Draft correspondence inclusions	Secretary	June
Clarify wish list item purchase process	Glen	April
Update WWCC register	Julie	April
Send out Code of Conduct for adoption at April meeting	Kate	April
Complete book fair actions	Working group	April
Update member register	Kate	April
Add fundraising calendar as standing agenda item	Kate	April
Find a new secretary and treasurer	All	April
Advertise for secretary and treasurer on FB	Robyn	April
Motion: Redeem \$4000 from Term deposit and reinvest residual for 12 months with Bendigo Bank	Leanne	April
Add term deposit renewal to calendar	Kate	April
Promote Brain Cancer Walk 4 Cure	Kate/Leah	April