Meeting Opened: 7.05

**Attendance:** Mr Benton, Frank Cross, Jonathan Helps, Derek Lightfoot, Norman Pacey, Elaine Pacey, Mark Rudlin, Linda Russell, Clair Scott, Anne Seage, Susan Stenning, Laurence Hibbert, Azin Radford, Giacomo Biviano, Laurel Brown

**Apologies:** Nick Fiennes, Kerri Cooley

**Minutes of Previous General Meeting 6.2.13**
Amendment needed
Outstanding Band Fees: document published to P&C only
Minutes Proposed: Susan Stenning
Seconded: Jonathan Helps
Minutes passed unanimously.

**Minutes of General Meeting 12.12.12**
Need recirculating.

<table>
<thead>
<tr>
<th>Action by</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td><strong>Mr Benton’s Report</strong> as per attachment.</td>
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**Ratification of Subcommittee Members:**
Band.
Proposed: Alix Helps
Seconded: Susan Stenning
Passed Unanimously.

Band Committee:
Chairperson: Frank Cross
Minute Taker: Rebecca Saunders
Banking: Lisa O’Reilly
Data Entry: Sarah Redshaw
Camp Coordinator: Alix Helps
Workshop Coordinator: Sherin Skews
Assistant Librarian: Lynda Fox
Instrument Coordinator: Tony Bhatti
Fundraising Coordinator: Karen Welch
Band Mums for each Band: Rebecca Saunders, Karen Welch, Rosie Merrigan, Olga Egan.

**Band Report** see attachment

**Band Items**

1. **Outstanding 2012 Fees**
   About 1/3 has been recouped
   Frank and Anne to continue following this up
2. Demountable Proposal  
Jonathan Helps gave update.
3 companies coming to quote.
Anne and Frank asked to give complete list of requirements for band and enrichment so both can be fully investigate
Jonathan Helps to prepare proposal for P&C. Anne and Frank to compile list for JH

<table>
<thead>
<tr>
<th>Canteen Report</th>
<th>see attachment</th>
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<tbody>
<tr>
<td>Canteen Items</td>
<td>Thank you to Nilu, Kerrie and Michelle for all their extra work and time in canteen</td>
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</tbody>
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| 1. Oven | approval for Euromaid 90 cm oven to be brought and installed $2174  
Proposed : Linda Russell  
Seconded: Susan Stenning  
Passed Unanimously |
| 2. Additional Admin Hours | these are needed for Deidre to get on top of administration process. Up to 12 hours additional at Clair’s discretion.  
Proposed : Susan Stenning  
Seconded : Linda Russell  
Passed Unanimously |
| 3. Volunteers | are still low, look for term 2 at each year having 2 weeks to fill on roster |
| 4. Float | in safe - $200 can be held for immediate purchases  
Proposed : Mark Rudlin  
Seconded: Alix Helps |
| 5. General discussion | Derek Lightfoot suggested that look at employing extra staff and opening 5 days  
Laurence Hibbert online ordering should improve the orders.  
When is Dads Day? fathers keen |
| To be discussed at class coordinator meeting on Fri 8/3 |

<table>
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<tr>
<th>Uniform Shop Report</th>
<th>see attachment</th>
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<td>Uniform Shop Items</td>
<td></td>
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</table>
| 1. Liaison Person | still needed  
Susan to oversee |
| 2. Additional Admin Hours | these are needed for Jane to get on top computer based processes. Up to 12 hours additional at |
| Ask Steph to look at figures  
Ask committee to organise |
<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Clair’s discretion.</strong></td>
<td>Proposed: Susan Stenning&lt;br&gt;Seconded: Derek Lightfoot&lt;br&gt;Passed Unanimously</td>
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<td><strong>3. Set Margin</strong></td>
<td>Do we have can we set budget with standard percentages on mark up</td>
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<td><strong>4. Second Hand goods</strong></td>
<td>Is it possible to separate in accounts for people to know whether worthwhile or not</td>
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<tr>
<td><strong>Finances</strong></td>
<td>All subcommittees have been reconciled to today&lt;br&gt;2 transactions on Band 2012 need following up&lt;br&gt;Approval of Payments will be done by circulation by Susan</td>
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<tr>
<td><strong>Spring Fair 7th September</strong></td>
<td>Committee has met and has big ambitions to raise $40000&lt;br&gt;Clair and Jo Jeffcoat will meet with class coordinator on 8/3/13 to get them involved&lt;br&gt;2. Louise Fiennes is staff liaison, teachers happy to be involved with guess the baby competition&lt;br&gt;3. Next meeting Tuesday 19th March 7pm 6 Mona St ALL WELCOME</td>
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<td><strong>3. School Disco 15th March</strong></td>
<td>Each session 1 hour with sausage sizzle in between 6-7PM</td>
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<td><strong>Amphitheatre Quote</strong></td>
<td>Susan Stenning obtained estimate for coloured concrete and extra smooth finish at $24000.&lt;br&gt;Look at aluminium seating / recycle from seating area</td>
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<td><strong>Volunteer Drive</strong></td>
<td>No one volunteered&lt;br&gt;Are volunteers at saturation point?</td>
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<td><strong>Ice Breaker Good Attendance</strong></td>
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New Business:
School Photos now by MSP. We decided on the whole class photo plus portrait option in green folder.

Correspondence in: Available to look at

Meeting Closed: 8.35 pm