



Parents & Friends Association

Primary Sub Committee of Cannon Hill Anglican College

MINUTES – Monday 25 February 2019 6:30pm

Attendees	Jodie Clayton, Briar Ballantyne, John Ryan, Elizabeth Chaplin, Gary O'Brien, Anita Spencer, Robert Nettleton, Karen Churchman, Freya Samson, Shauna Clowes,
Apologies	Bridget McLister , Sam Atterige, Rebecca Chesterfield
Time Commence	6:30
Time Conclude	7:44pm

Item	Agenda Item
1	Meeting Open Attendance and apologies
2	Minutes of Previous Meeting <ul style="list-style-type: none"> Read through minutes of previous meeting <p>Motion: That the minutes of the previous meeting 30 July 2018 be accepted as a true and correct record. Moved: Briar Ballantyne Seconded: Elizabeth Chaplin Motion Outcome: Carried</p>
3	Business Arising from Previous Meeting <ul style="list-style-type: none"> Children attending P&F meetings – carried over Active School Travel – program active, update later in agenda - MTA Toy Drive – catalogues were distributed, account to be checked for viability
4	Correspondence – incoming & outgoing <ul style="list-style-type: none"> Email correspondence between committee & Robert Nettleton regarding joining the committee Email correspondence between committee & Jacqueline Schultz regarding Cross Country / Sports Carnival (water sunscreen stall)
5	Standing Agenda Items <ul style="list-style-type: none"> Village Program Update <ul style="list-style-type: none"> Freya – Reps all doing a great job. Positive feedback to date, some minor teething issues as it is a new program but working through this. Parents & teachers are embracing the program. 1/3 to 1/2 each class have signed up to CHAC APP & completed form for permission for Class Rep to make contact. General Discussion regarding providing information to class rep & how the process can be improved Active School Travel Update <ul style="list-style-type: none"> Briar – provided update on the program and how this will work within College. Launching Wed 27 Feb at Primary Assembly. Friday will be Active Travel Day starting 8 March 2019, passports to be provided to students Sub Committee volunteers/nominations for committee 2019 <ul style="list-style-type: none"> 3 members (Convenor + 2 other members) <p>Motion: Current members to remain for in current roles for 2019 with succession planning for 2020 to be undertaken. (Briar Ballantyne – Convenor, Jodie Clayton – Secretary, Bridget McLister – Committee Member, John Ryan P&F Delegate) Moved: Karen Churchman Seconded: Shauna Clowes Motion Outcome: Carried</p> Upcoming Events <ul style="list-style-type: none"> List provided to all attendees Will need to look into convenors for each event / activity To be discussed with main P&F Committee after AGM

6	Submitted Agenda Items <ul style="list-style-type: none"> • Nil
7	Other Business <ul style="list-style-type: none"> • Mothers Day Stall Update <ul style="list-style-type: none"> ○ Convenor is Bridget McLister, 8 volunteers already, updated provided on progress to date ○ Steve Forster – Director of Marketing & Development maybe able to assist • Cross Country / Sports Carnival (water sunscreen stall) <ul style="list-style-type: none"> ○ Possibility of sausage sizzle, Briar to contact Jacqueline Schulz to discuss being convenor • Contact with College Communications Team <ul style="list-style-type: none"> ○ Email contact to be made via Elizabeth Chaplin to direct queries to appropriate College Representative in the first instance • Possible Fundraising Idea – Auction of Car Space of Elizabeth Chaplin Term 3 2019 <ul style="list-style-type: none"> ○ General discussion positively received, possible auction for every week of Term 3 2019 ○ Further investigation & discussion with Elizabeth Chaplin ○ Convenor will need to be appointed to manage fund raising activity
8	Next Meeting Date <ul style="list-style-type: none"> • P&F AGM Mon 18 Mar 6pm • P&F Sub Committee Tue 2 April 2019 6:30pm Room: 252
Meeting Close 7:44pm	