## AGENDA ITEM | PROPOSER | MATTERS RAISED | ACTION TAKEN | BY WHOM
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1. Opening | Gordana | • Welcome and Thank you for attending  
• Apologies – Cheryl and Simone |  |  
2. Minutes | Ben | • The Minutes from 15th may were emailed to Members | Confirmed | Moved by Frances  
Accepted by Effie
3. Business Arising | Gordana | • FB P&C page created for contact between Members  
• Executive Dropbox created for Correspondance | Simone McCullen |  
Ben Fox
4. Correspondance | Gordana | • Invitation to Western Sydney District Council P&C Association on 13th June | Gordana will be attending and bringing back info for P&C executives to decide whether to join |  
Gordana
5. Reports  
- Treasurer | Ben | • That P&C events be ‘input tax’ events, limited to 15 events/ financial year | Ben to pass by Allen (accountant) |  
Motioned by Effie  
2nd Frances  
- Vice President | Ben | • Café:  
- No funds left to completely finish |  |  

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<th>Principal</th>
<th>Rod Nesbitt</th>
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| - Industrial dishwasher needed  
- Plants needed for screening out door area |
| - Check constitution about quorum  
- Standardise P&C meetings, advertise, more community input needed  
- Create a P&C blurb on KHS website for advertising when meetings are held, have an email address so that community can have access to P&C for input. Check email once a week and respond and invite to meetings  
- Look at other schools to see how they have set theirs up  
- A possible way to have members of the community attend P&C meetings is to invite Head Teachers along to speak about their subjects |
| Frances may have contact for a discount  
Frances has a contact  
- ask the council to donate plants  
Ben to speak to Marguerite |
| Suggested lease of 3yrs + 1yr + 1yr option  
Lease drawn up by finance Dept with specifics about what is needed |
| 6. General Business | Gordana | - Need a statement from P&C supporting the tender  
- Need a community member to be on the selection panel | Ben to speak to Dawn about a letterhead |
|---------------------|---------|--------------------------------------------------------------------------------------------------|---------------------------------------|
|                     | Frances | - Skype for members who are unable to attend meetings  
- P&C to provide rewards such as gift cards or vouchers to students achieving great results in their subjects  
- P&C to have updated info and items in each school newsletter  
- Set P&C meetings | To be discussed at a later date when P&C have been operating for a while |
|                     | Ben     |                                                                                                  | Tuesdays of week 5 each Term at 7pm |
|                     |         |                                                                                                  | Motioned by Ben 2nd Gordana          |
| 7. Guest Speaker    | Jason Williams | - Spoke to P&C about a new fundraising idea  
- Lolly vending machines placed at work or business venues  
- No cost to school or businesses  
- Will generate ongoing funds to our school | To be discussed by P&C further at a later date |
| 8. Closing          | Gordana | - Thank you for attending  
- Meeting closed at 8.35pm | |

Gordana Nestorovic  
KHS P&C President