KINGSWOOD HIGH SCHOOL

Executive P&C meeting

Date: 15th May 2013  Location: School Cafe  Time: 4pm
Present: Gordana Nestorovic, Ben Fox, Cheryl Campbell, Rod Nesbitt (appearance only – for introduction)

Apology: Mary-Anne Slaven (Mary-Anne’s daughter just had a baby)

<table>
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<th>AGENDA ITEM</th>
<th>PROPOSER</th>
<th>MATTERS RAISED</th>
<th>ACTION TAKEN</th>
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<tr>
<td>1. Opening</td>
<td>Ben</td>
<td>Welcome thank you for coming</td>
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| 2. GST registration  | Ben      | • As per our meeting in March, Ben has registered the P&C for GST so we can claim tax credits on the construction of the café.  
• Proposed that in the next we move that all fundraising events run by the P&C be input tax events. This will mean that no GST can be collected from sales and no GST credits can be claimed in association with these events.  
• Limited to 15 input tax events in the financial year. If more than 15 is recorded then all events will need to be treated as GST | • Put motion on agenda for the next P&C meeting                              | Secretary – Cheryl Campbell                                                |
| 3. Define roles of executive | Ben | **President** – run meetings, oversee events, oversee Facebook group on the KHS Facebook page, spokesman for the P&C to the school and media, Start and maintain Skype account  
**Vice president** – Assist president and fill in duties when the president is away.  
**Secretary** – Maintain minutes – ensure a meeting schedule is brought to the meetings, Keep on file all official documentation  
**Treasurer** – Maintain bank statements, report on earnings and expenditure, prepare or facilitate quarterly BAS, banking of cash collected/raised. |
|---|---|---|
| 4. Communication methods | Ben | • Discuss the use of different mediums for communication with in the P&C and the school community  
• Propose we open a Skype account in order to allow more people to access our meetings even though they are not able to physically attend.  
  o Propose in next meeting that we purchase a external microphone and speakers to facilitate this  
• Create a P&C group attached to the KHS Facebook page to allow community consultation on P&C events.  
• Among Executive only, use Dropbox to easily share minutes and other files.  
• Place on next P&C agenda  
  |
| 5. General | | • Gordana’s partner will be bringing her  
• Place in next P&C agenda  
  | Gordana |
| Business | Partner to discuss vending machine fundraising opportunity raised in last meeting  
- Ben to give minutes of last meetings to Simone to post on school website for members to access prior to our next meeting  
- Cheryl to Bank the $28 raised in membership fees from last meeting. This money has been in a locked tin in a locked cupboard in the principal’s office.  
- Due to Mary-Anne’s absence Ben will fill out the BAS for this quarter |  
| --- | --- |  
| 4. Next P&C meeting | Date confirmed for next meeting as Tuesday 11, 2012 at 7pm  
- We will need to discuss at that meeting how often we should meet and at what time. |  
| 5. Closing | Close at 4:30pm |