

**COFFS HARBOUR PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION  
Minutes of the meeting of 13<sup>th</sup> February 2007**

1. **Opening** Meeting opened with Joe Parry as chairperson.
2. **Acknowledgement of Country** Joe acknowledged the Gumbayngirr people as traditional owners of the land.
3. **Attendance** Elaine Norman (am/pm), Joe Parry (am/pm), Ray Spies (am/pm), Tracy Durie (am) Michelle Jones (am), Margaret Spies (am), Caitlin Mackie, (am) Sharon Buckley (pm), Mick Haywood (pm), Amanda Langfield (pm)
4. **Apologies** Robyn Spies (am), Debbie Polack (pm) Ian Muldoon (am/pm)
5. **Minutes of the Meeting of 12Dec06.** Moved Amanda Seconded Sharon *That minutes of the meeting of 12Dec06 be accepted as a true and accurate record of that meeting.* **Passed**
6. **Matters Arising**
  - a. School Photos. Moved Michelle Seconded Tracy *That the photo provider for 2006 be invited to undertake school photos for 2007.* **Passed**
  - b. School Dance. Moved Michelle Seconded Joe *That the school dance be held on Friday 2March07 with free admission.* **Passed**
  - c. Moved Robyn Seconded Amanda *That a band be procured at a cost not to exceed \$350 to play from 6-9pm.* **Passed**
  - d. It was agreed that:
    - i. An RSVP message be included in the school newsletter to provide some idea of anticipated attendance to help with catering to be organized by Amanda.
    - ii. The Spies family to arrange popcorn, fairy floss and ice cream sales profits to be split 50/50.
    - iii. A barbecue will be arranged.
    - iv. Face painting to be arranged through School Council with assistance from Mrs Lacey and Mrs Campbell.
  - e. School Fete
    - i. Moved Ray Seconded Margaret *That the school fete be held on Saturday 26<sup>th</sup> May 2007.* **Passed**
    - ii. Agreed that the Canteen will open that day and provide tea and coffee with a sausage sizzle in the vicinity.
    - iii. Sharon Buckley will investigate Naranga School for stall ideas.
    - iv. A “garage sale white elephant” stall will be run with donated goods requested through Newsletter promotion.
    - v. Students will be invited to suggest Stall Ideas.
    - vi. Secretary to advise on Insurance.
  - f. Cancer Council Michelle to investigate address to parents by Cancer Council.
7. **Treasurer’s Report** No report.
8. **Canteen Report** National Foods, the new suppliers, have provided a new refrigerator for the school. Big M school milk promotion of 1 in 8 chance of receiving a free milk has proven very popular.
9. **Principal’s Report**
  - a. Enrolments There are 302 students enrolled. Staff numbers are maintained.
  - b. New Work Safety fencing has been erected in anticipation of the widening of the student entrance and exit gate and the provision of a pram ramp.
  - c. Parent Teacher Meetings Teachers will be available to meet with parents on the afternoon and evening of Wednesday 21st February.
  - d. School Education Director Visit Ms Dianne Marshall will visit the school on Wednesday 14<sup>th</sup> March 2007.
  - e. Quality Teaching Programs New programs in Maths and Literature, which have been developed in consultation with the University of Western Sydney, are being implemented in 2007. Mrs Trainer invites parents and caregivers to a presentation on Wednesday 21<sup>st</sup> February 2007 at 3.15pm.

10. **General Business**
- a. Moved Michelle Seconded Margaret *That \$100 is paid to the school to cover photocopying.* **Passed**
  - b. Moved Sharon Seconded Amanda *That the school hold a BLUE day on Thursday 5<sup>th</sup> April 07 with gold coin privilege donations going to Motor Neurone Disease Association.* **Passed**
  - c. Moved Amanda Seconded Joe *That the P&C fund a morning tea in the Common Room immediately following School Assembly on 7<sup>th</sup> March to mark the 100<sup>th</sup> Anniversary of the establishment of Parents and Citizens Associations in NSW and that an invitation be offered to parents and members to attend.* **Passed**

11. **Next Meeting Annual General Meeting.**

The following members are entitled to nominate and vote for positions at the 2007 AGM at the close of which membership fees are due. Parents may join at any General Meeting of the P&C Association.

Joe Parry, Robyn Spies, Ray Spies, Margaret Spies, Tracy Durie, Annette McConville, Libby Feez, Kerri-Lee Prendergast, Amanda Langfield, Debbie Pollack, Kate Kennedy, Lisa Cannon, Noela Van Houts, Marianne Berentzen, Michelle Jones, Ian Muldoon, Mark Townsend, Sharon Buckley

The following are members until the close of the AGM 2008:

Ray Spies, Margaret Spies, Robyn Spies, Joe Parry, Tracy Durie, Michelle Jones, Kate Kennedy

Elections will need to be held as follows:

**Association: President, Two Vice Presidents, Treasurer, and Secretary.**

**Canteen Committee: Convenor, Scribe, and Representative of the Treasurer (may be treasurer of the Association as well).**

Delegates (up to 3) to Annual Conference in Sydney in July 2007 are to be elected.

Delegates to Regional Council are to be elected.

The more involved the better.

9am and 7pm Tuesday 13<sup>th</sup> March 2007.

Ian Muldoon  
Secretary  
04239742870

Thanks to Joe Parry for taking minutes