Action Items from 11 October 2022 General Meeting

Type	Assigned to	Description	Status
Existing	Annalyse Strong	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – quote coming shortly to have concreting done by the end of October.
Existing	An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress
Existing	Exec, Tal	Exec to confirm with Tal a final date for the free dress day (potentially 14 October 2022).	In progress – to be confirmed for Friday of Week 8
Existing	Emma Doulan/ Mel Venz	Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant.	In progress
Existing	Annalyse/ Sheridan	Annaleyse/Sheridan to organize new dead locks on Uniform Shop.	In progress – Larsons to come out next week and will change locks.
New	Annalyse	Ask the Government's current position on funding air-conditioning;	In progress
New	Oriel	Check P&Cs Qld's position on air-conditioning.	In progress
New	Committee	Next meeting to consider whether we should move the current air-conditioning units in the prep classroom area up onto the roof at a cost of approximately $13k.	In progress
New	Oriel/ Bec	Oriel to check with Stewart regarding notice boards. Bec to look at costings.	In progress
New	Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	In progress – to be considered after the Fete.

Email and Postal Correspondence Register

Incoming				
Date	**Email/Post**	**From**	**Description**	**Action**
05/10/2022	Email	Davelle Airconditioning	Quote for repairs and replacement of air conditioning unit	Sent to B&G Committee for consideration
14/10/2022	Email	Budget School Gifts	Fundraising gifts sale	Emailed to Events.
19/10/2022	Email	Sally Herrett	Estimate of costs for damage to shipping container (graffiti - $126.30).	Invoice processed by Treasurer.
19/10/2022	Email	Marsh Advantage Insurance	Invoice for additional insurance.	Emailed to Treasurer
31/10/2022	Email	Saver Plus	Request to include advertising for Saver Plus program in P&C News section of the school newsletter.	President confirmed Saver Plus would be included in the newsletter.
01/11/2022	Email	Sow 'n Sow	Sow 'n Grow Fundraiser	Sent to Events Committee
04/11/2022	Email	P&Cs Qld	November 2022 Newsletter	Filed

Outgoing Email and Postal Correspondence Register

Outgoing				
Date	**Email/Post**	**To**	**Description**	**Action**
17/10/22	Email	Marsh Advantage Insurance	Insurance form for Fete	Filed.

Urgent Executive Actions Report

Date	Matter	Type	For	Against	Decision
21/10/22	Decision to pay invoice for airconditioning maintenance in the amount of $9,790.	Exec	Oriel Morrison Penelope Jessup Jacquelyne Cope	-	Passed