Action Items from 16 August 2022 General Meeting

Type	Assigned to	Description	Status
Existing	Stewart Jones, Lyndal Dobbs	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 – pour during Admin Block did not occur so will look for other opportunities
Existing	P&C Executive Committee	Work with Tal Mitchell to donate $2,000 under the 2021 Volunteer Grants grant for volunteers donated to school and topped up for PA Working with Tal Mitchell regarding $2,000 for PA system.	Awaiting correct invoice from Annalyse/ Sheridan.
Existing	Annalyse/ Sheridan	Look into installing nappy disposal bins in the disabled toilets.	In progress – Awaiting confirmation of cost to proceed.
Existing	Sally Herrett	Look into purchasing CHSS P&C portable flags and banners to use for events.	Handed back to Events. Alice to progress
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	Stewart Jones	Invite Elizabeth Watson-Brown to a P&C meeting/to tour the school.	In progress.
New	Exec, Tal	Exec to confirm with Tal a final date for the free dress day (potentially 14 October 2022).	In progress
New	Chappy Carolyn, Bec Kierle	Chappy to coordinate with Bec Kierle to put out information about Dough for the Dog to be posted on social media post and newsletter	In progress
New	Tal Mitchell	Advertise Tree Planting Day at senior school assemblies.	In progress.
New	Feedback Friday crew	Working Bee to be promoted at Feedback Friday, via Parent Reps and social media.	In progress
New	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
New	Annalyse/ Sheridan	Annaleyse/Sheridan to organize new dead locks on Uniform Shop.	In progress

Email and Postal Correspondence Register

Incoming				
Date	**Email/Post**	**From**	**Description**	**Action**
06/10/2022	Email	P&Cs Qld	October 2022 Newsletter	Filed
28/09/2022	Email	Cr Greg Adermann	Pullenvale Post	Filed
14/09/2022	Email	Annelyse Strong	Request for confirmation that P&C will fund this year's annual air conditioner servicing.	President checked expense was budgeted and responded to confirm.
05/09/2022	Email	Robyn Arthur	Request to advise of change of contact details for T&T container supply.	Supplier advised of change of contact details. Invoice sent to Sally who advised invoice was outdated.
02/09/2022	Email	P&Cs Qld	State Conference 2022	Filed
23/08/2022	Email	Annelyse Strong	Outstanding invoices	Invoices including for PA system resolved and paid.
25/08/2022	Email	P&Cs Qld	Annual Report 2021/22	Filed

Outgoing Email and Postal Correspondence Register

Outgoing				
Date	**Email/Post**	**To**	**Description**	**Action**
01/09/2022	Email	David Jackson	Thank you for contribution to running of Fathers' Day Stall.	Filed

Urgent Executive Actions Report

Date	Matter	Type	For	Against	Decision
4/9/2022	Decision to cancel September General Meeting due to lack of availability.	Exec	Oriel Morrison (via Watsapp) Penelope Jessup Jacquelyne Cope	-	Passed
8/10/2022	Approval to reimburse Ian Burns for payment of Sitelio invoice in the amount of $473.22.	Exec	Oriel Morrison (via Watsapp) Penelope Jessup Jacquelyne Cope	-	Passed