Action Items from 10 May 2022 General Meeting

Assigned to	Description	Status
Le Tong	Working with subcommittees over coming months to go through and transfer P&C records and data to the Google drive.	In progress.
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 – temporary paving completed for immediate safety purposes; final fix in progress. Stewart to follow up
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.	In progress – demos for appropriate system. School to pay the gap between grant and final amount.
Events Committee	The Events Committee to coordinate with Tal whether the Colour Run should be on the same day as cross country.	Complete.
Tal Mitchell	Tal to publicise the flock of friends scheme to parents (e.g. in school newsletter).	In progress.
Oriel Morrison	Obtain information from Lyndal Dobbs to complete P&Cs Qld Flood Assistance Request Form.	Complete
Alice Cottrell	Alice to look into holding the Premier's Reading Challenge as a fundraiser.	In progress – Rysia to come back to Alice.
Lyndal Dobbs	Stuck senior bathroom door to be fixed asap.	In progress.
Lyndal Dobbs	Look into installing nappy disposal bins in the disabled toilets.	In progress.
Sally Herrett	Look into purchasing CHSS P&C portable flags and banners to use for events.	In progress.
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.

Incoming Email and Postal Correspondence Register

Incoming				
Date	**Email/Post**	**From**	**Description**	**Action**
03/06/2022	Email	P&Cs Qld	P&C e-News June 2022	Emailed to Exec
02/06/2022	Email	P&Cs Qld	OneMusic Licensing for P&C Associations	Emailed to Exec
27/05/2022	Email	Tina Myrteza (Cardia Counselling)	3 free consultations	Emailed to President, Festival
25/05/2022	Email	Holly Carson	Request for refund of 2 x Roaring 20s Tickets	Dealt with by Events
10/05/2022	Email	Antonia Holland	Request to rent small space for Yoga Class	President has responded and will follow up
09/05/2022	Email	Ian George	Rubber sports or play surfacing	Emailed to Buildings and Grounds Committee

Nil outgoing

Urgent Executive Actions Report

Date	Matter	Type	For	Against	Decision
12/05/2022	Decision to reimburse Matt Butcher for cost of drawings prepared for grant submission.	Exec	Oriel Morrison Penelope Jessup Jacquelyne Cope	-	Passed
14/05/2022	Decision to proceed with mango drive in Q4 2022.	Exec	Oriel Morrison Penelope Jessup Jacquelyne Cope	-	Passed
5/06/2022	Decision to absorb cost of additional adult Seniors' t-shirt in the amount of $36.	Exec	Oriel Morrison Penelope Jessup Jacquelyne Cope	-	Passed