

Parkvale Kindergarten

Minutes of Meeting held at 7.06pm on the 11th of May 2011 at Parkvale Kindergarten

Welcome

Ruth Bassett welcomed everyone to the meeting this evening.

Present

Ruth Bassett, Louise Steffart, Vanessa France, Amy Carrington, Karen McLaughlin, Vicky Simpson, Fiona Wiseman

Apologies

Amy Battersby, Anthea Taylor, Catherine McGrath, Kim Alebardi, Kylie Gilmore, Cushla McLaren

Previous Minutes

Minutes of the previous meeting were passed as a true and correct record.

Moved Ruth Bassett *Seconded* Amy Carrington *Carried Unanimously*

Matters Arising

Group photos of Children – Tuesday 17 May 2011, 9.15am and 1.30pm.

Correspondence Inwards

Resignation from Committee from Julia Read
HKFA Guidebooks for President and Secretary
TCs Fun for Kids Ltd – packs of sticks
Blossom Parade entry form
House of Fundraising – chocolates
Abacus Fundraising – calendars and diaries
NEITA – ASG Excellence in Teaching Awards
HFKA – Major maintenance schedule

Moved Vanessa France *Seconded* Louise Steffart *Carried Unanimously*

Correspondence Outwards

Banking Officers Report

Read by Louise Steffart

May 2011 Report

Closing balances as at 30 April 2011	- Cheque Account	\$ 827.64
	- On Call Account	\$ 31622.02

Accounts for Payment – May 2011	\$ 4646.46
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It was moved that the accounts be passed for payment to the amount of \$ 4646.46 (minus the payment for the new window).

Moved Louise Steffart *Seconded* Ruth Bassett *Carried Unanimously*

Head Teacher's Report

Presented by Fiona Wiseman

Please see report attached.

Some points of interest include:

- Lots of new children the settle in this term and roles are full
- Kitchen now installed, finishing touches required
- Paint room now operational, shelves to be installed for storage
- Underfloor insulation required, damp coming up from the ground and very cold in winter especially at rear of building
- All major tree trimming has been completed

Moved Fiona Wiseman *Seconded* Amy Carrington *Carried Unanimously*

Fundraising Report

Maintenance Report

Please see report attached.

Moved Ruth Bassett *Seconded* Louise Steffart *Carried Unanimously*

General Business

New Purchasing Officer is Louise Steffart

Meeting Closed at 7.43pm

Next Meeting 8 June 2011

Signed as a true and correct record by