

PORT MACQUARIE HIGH SCHOOL P & C Canteen/Uniform Subcommittee

Minutes for MEETING 19.11.2012 @3.45pm in the canteen

Meeting opened: 4pm

Present: Rose Bivona, Lesley Boswell, Leanne Burbridge, Julie Ho, Kylie McKechnie, Peter O'Neil, Tracey Walsh.

Guest: Judy-Anne Baber

Apologies: Kylie Sherwood

REPORTS:

1. Canteen Policy: Manager Rose Bivona will look at existing Canteen policy and attachments to see if it needs anything added or improved (also a copy of manager's job description needs to be provided).
2. Canteen manager contract: Subcommittee decided that Executive of P&C should write the new contract in consultation with Rose, as soon as possible.
3. Uniform shop report (read by Lesley): **Float** needs to increase from \$70, Rose recommended to \$300; Peter will implement this week. **Eftpos machine** requested for uniform shop or credit card slips – Peter will contact Suncorp and get necessary details to do this. **New shirts:** no new model this year so Kylie has ordered a stock of current polo shirts to get through summer.
4. Discussion on possibility of new shirts: Judy-Anne prefers keeping the current dark blue shirt, saying that students like it for comfort and wearability. Leanne said it might not be viable to change but we are discussing it, getting fabric samples to explore the options. Lesley said there would be a two or three year grace period if a new shirt is introduced.

GENERAL BUSINESS

Canteen Purchases (Peter): **steel bench** ordered from a new supplier in Coffs Harbour, the Gelato machine is still on order from original supplier when available. **Water dispenser** can be installed using silicone pipe, Peter is waiting on a plumbing quote. The dispenser involves a weekly hire fee for the machine, it needs to be serviced every 60 days. It will replace one of the existing drink fridges and will be profitable for the Canteen, which can also sell re-fillable bottles. Peter and Rose to negotiate when it is to be installed.

MOTION: That the subcommittee recommends installing the water dispenser at the end of January and approval of any associated expenditure by the P&C. Moved Leanne Burbridge, seconded Lesley Boswell, carried.

Uniform Shop remodelling or extending: carried forward to next meeting.

ANY OTHER BUSINESS

Tailored dark blue shorts for junior girls: this alternative uniform is now in the shop,

Orientation Day December 5: Rose asked for someone to speak to parents to recruit more volunteers; Lesley volunteered

Next meeting: February 2013

Closure: 5.10pm