

**Parents & Wantok Committee Meeting Minutes
Minutes of Meeting No. 03 of 2022**

Held Tuesday 26 April 2022 from 6.10pm – 7.02pm
LIS Year 9/10 Classroom

1. P&WC Members Present

Name (alphabetical)	Designations
1. Annie McKeiver	P&WC Member
2. Joanna Ling	P&WC Member
3. Kate Daniels	Canteen Coordinator
4. Leone Bu	Book Club Coordinator
5. Lorna Daimol	P&WC Member/Teacher
6. Nellie Lagisa	Canteen Coordinator
7. Neomi Sawicki	Fundraising Coordinator
8. Sarah Gordon	P&WC Secretary

2. Apologies

Maria Hosea, Joan Rogea

3. Minutes

This is the record of the minutes of the third Parents & Wantok Committee (P&WC) meeting, held at LIS Year 9/10 classroom on Tuesday 26 April 2022.

The meeting started at approximately 6.10 pm.

Agenda Item	Main Points	Comments	Action/ Decision
1. Opening & welcome remarks	1.1 The committee discussed that in the absence of Maria Hosea, President, we should agree on a member to preside over the meeting. Annie McKeiver (AM) volunteered and the members agreed. Annie then welcomed those present to the 3rd P&WC Meeting for 2022.		

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2. Accept minutes from previous meeting	2.1 The minutes of the last P&WC meeting were circulated and accepted by Kate Daniels.		Meeting minutes accepted.
3. Resignation of VP and appointing a new VP	Members decided that we should wait until the majority of members return to discuss and vote on VP role.		Item to be added to next meeting's Agenda
4. Canteen menu for Term 2	<ul style="list-style-type: none"> • Kate Daniels (KD) advised that the menu would largely remain the same as the kids are liking the menu, but they would look into possibly adding other healthy option/s eg. Chicken burger. • Lorna Daimol (LD) advised feedback from some kids was that the food was dry/cold etc. • KD noted they would discuss improvements with the Club and also request different food packaging eg. pizzas in boxes; and possibility of other food options eg bulk lasagne that could be heated and served at the school canteen. • AM shared other canteen items that were served in the past – popcorn, smoothies, chocolate milk, chicken salad. 		<ul style="list-style-type: none"> • KD and NL to follow up Club about quality and packaging of canteen food

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	<ul style="list-style-type: none"> LD shared that the P&WC are welcome to use the school kitchen to cater for canteen day in order to bring cost down and increase profit margin. It's also possible to order from suppliers in Port Moresby eg. The Meat House, for catering purposes. LD's understanding was that P&WC can make a profit from canteen activities, but if it were to be run by the school then they would not be allowed to make a profit. SG asked if the hospitality students would like to be involved in some canteen catering. LD advised there had been initial discussions about extent of hospitality students catering services. Nellie Lagisa (NL) noted that the Club had requested that the P&WC's account be paid for last term. They provided a printout to NL of the outstanding invoice/s and NL forwarded these to Joan Rogea for payment who advised she would pay them shortly. 		<ul style="list-style-type: none"> Joan Rogea to pay Club invoice for Term 1 canteen food supplied
<p>5. Any other business</p>	<p>AM noted that the last P&WC fundraiser – the bakesale, had been a great success, and Neomi Sawicki (NS) commented that the baked goods had sold very quickly. AM then promoted discussion on forthcoming P&WC activities:</p> <ul style="list-style-type: none"> Bingo Night - Saturday 14 May – 3-5/6pm – NS confirmed that Leone Bu (LB) had circulated photos of prospective prizes via the committees whatsapp group and recently purchased prizes. LB confirmed prizes were arriving on the island sometime this week; 10 games could be called; approximately 30-40 kina per ticket; likely catering is cake and tea/coffee; townsite and broader community to be invited; after discussion on venue and in the interests of keeping it simple decided that the school's green would be a nice venue and families/participants could bring mat/beanbags/chairs and NS suggested we could also have on hand a few tables and chairs if needed. LD confirmed that in case venue was to be basketball court, it needs to be booked through town and camps. 		<ul style="list-style-type: none"> . Prizes to be collected this week . Final arrangements to be advised by LB

Agenda Item	Main Points	Comments	Action/ Decision
	<ul style="list-style-type: none"> • Family Fun Day – Saturday 11 June – 2pm – KD shared ideas for activities: sack race, egg&spoon, tug of war and other members shared past activities being: musical chairs, 3 legged race and slip n slide. After discussion likely format would be – ask for likely attendance beforehand for catering purposes; catering suggestions - popcorn, fairy floss, drinks, ice-cream; organise families and attendees on the day into groups with variety; colour code teams with eg. ribbons/clothes; in the past there has not been an entrance fee and sponsors were organised so that the prizes could be awarded eg. water bottles, caps etc • Scholastic Book Club order – LB shared that it was a tight timeframe to receive the booklets and place order, and that if the booklets arrived eg. tomorrow Wednesday then she could distribute for orders this week. • Ball (August) – there was discussion on whether there was a maximum number of participants allowed with covid directives but that this had/would probably change and be discussed closer to the time; would be cost effective if we use decorations that have already been purchased for club/school functions. 		<p>. Future Agenda item</p> <p>. LB to report back on status of Scholastic Book Club ordering</p> <p>. Future Agenda item</p>
<p>6. Next Meeting</p>	<p>It was decided that the next P&WC meeting date would be finalised at a later stage, in consultation with Maria Hosea, once most members were back on island.</p> <p>The Meeting was closed at 7.02 pm.</p>		