

Item (yr.mtg. #)	Action	Who/ Comments	Status (ongoing etc)
Standing	Attendees to send Secretary (Jenny Bramley) any updates of status of action items.		ongoing
Standing	Email communications officer (Melissa Turner) agenda, reports and meeting papers, one week prior to meetings for posting to website. Following meeting - finalised minutes, and any additional papers.	Secretary, President and Principal	Ongoing
	Trivia night to be raised at last meeting of the year - for early notice and volunteers and where should funds raised go? Advertise to the community.	For meeting T4	
	Budget to be approved by the end of term 4 (Kate and finance team).	For meeting T4	
	From ACT P&C council - P&C records which relate to events where the P&C had duty of care for students need to be kept for 20 years	Raeline to find out more details. To discuss at F&A meeting.	Awaiting details from ACT P&C Council
2016.1	Forum topics - week 8 was suggested to hold these.	Chris <del>Pilgrim</del> and executive	
2015.6.1	Forum on Chrome Books was suggested - Annual calendar to be published to include these forum dates to allow greater attendance.	Chris Pilgrim and Nicole Richardson	
2015.6.1	Outdoor clocks to be fixed/replaced if possible - can they be repaired? How much would it cost to buy weatherproof clocks?	Chris Pilgrim	Senior class fixed. <del>Looking at R-</del> replacing junior clock.
2015.5 2	Review of draft P&C strategic plan when school's strategic plan available	Tui Davidson	Awaiting school strategic plan
2014.3.1 3 3d	Raeline to progress the new privacy policy guidelines.	Raeline - ensuring full compliance.	In progress