

New Theatre Building Sub-committee

Minutes: Meeting No. 2

Date: 22 November 2017

Time: 6 pm

Venue: Warren Daniel Conference Room

1. Welcome

RW welcomed all attendees

2. Attendance

Randal Wells, Rebecca Davis, Michelle Fornasier, Michelle DeRozario, Moya Thomas, Mike Buttery

3. Apologies

Stuart Haluszkiewicz

4. Disclosure of interests

Nil conflicts of interest

5. Minutes of previous meeting

Motion to approve the minutes of meeting No. 1 held on 23 October 2017. **Carried**

Proposer: Michelle F

Seconder: Rebecca D

6. Matters arising from the minutes

6.1 P&C membership

All NTB Sub-committee members must be paid up members of the P&C. **Noted**

Stuart Haluszkiewicz' membership form received by email and copied to P&C President. **Noted**

6.2 Additional NTB sub-committee members

At the School Board meeting of 23 October 2017 RW invited the Principal to nominate a representative from the school staff. Michelle De Rozario was subsequently nominated. **Noted**

6.3 Dropbox

RW set up a Dropbox folder to allow all NTB Sub-committee members access to information gathered by the Sub-committee.

6.4 Skills matrix

Skills matrix has been loaded to the Dropbox folder. **Noted**

All invited to add the skills that will be required for the NTB Sub-committee to be effective.

Action: All

6.5 Terms of reference

RW prepared draft terms of reference for the NTB Sub-committee. See item 8.

6.6 Shared facility agreement

John Pryor noted he would send RW a copy of the shared facility agreement between MLSHS and ECU for the Gymnasium building. RW to follow up with John Pryor

Action: Randal Wells, John Pryor

7. Dropbox

Access provided to Dropbox folder. Members confirmed they can get access. **Note**

New members to be given access.

Action: Randal Wells

The P&C membership form is available on the Dropbox folder. **Note**

Member list with contact details is included in the Dropbox folder. **Note**

8. Terms of reference

Draft terms of reference tabled and discussed. **Note**

Motion to submit the draft terms of reference to the P&C for approval as final next P&C meeting on 27 November 2017. **Carried**

Proposer: Rebecca D

Seconder: Moya T

9. Nomination and appointment of Secretary

Michael Buttery nominated for the role of Secretary.

Motion to appoint Mike Buttery as Secretary. **Carried**

Proposer: Michelle F

Seconder: Michelle DeR

10. Status quo

Relevant information on the existing facilities at MLSHS to the Status quo folder on Dropbox.

Action: All (as applicable)

11. Needs analysis

A discussion was held on needs (vs wants) and priorities. Relevant information to be added to the Best practice folder on Dropbox.

Action: All (as applicable)

12. Other business

Nil

13. Next meeting

6 pm, Wednesday, 13 December 2017 at Warren Daniel Conference Room.

Action: Michelle De R to arrange access to Warren Daniel Conference Room.

14. Meeting adjournment and close

Meeting closed at 7.05 pm