

## Lihir International School Parents & Wantoks Meeting

Week 7, Term 1

**Date:** 19<sup>th</sup> of March 2023 **Time:** 2:12 PM **Called to order by:** Anesia Wai

### Minutes

#### **LIS P&W Meeting # 3**

**P&W Committee:** Anesia Wai (**President**), Emma Grubb (**Vice President**) Neomi Walsh (**Treasurer**) Vivianne Soipang (**Secretary**), Jessica Bereicua (**Book Club Coordinator**) Phylis Gurra (**Canteen Coordinator**) Rebecca Daimol-Matson (**Bake Sale Event Coordinator**) Kate Daniels (**Bingo Event Coordinator**) Ruth Waram (**Orchid Ball Coordinator**)

**Attendance:** Anesia Wai, Emma Grubb, Neomi Walsh, Jessica Bereicua, Ruth Waram, Diana Saua, Lorna Daimol, Joanna Ling, Jeannette Bokame, Lex Ovepa, Leanne Ovepa, Jason Siegers, Vivianne Soipang

**Apologies:** Gregory Neville, Phylis Gurra, Rebecca Matson, Kate Daniels

<b>Agenda Item</b>	<b>Who</b>	<b>Comments and Actions</b>
1. Welcome	AW	Opening meeting and welcome remarks.
2. Apologies	AW	Apologies from Gregory Neville, Phylis Gurra, Rebecca Matson and Kate Daniels.
3. Accept minutes from previous Meeting 2	AW	A motion to approve the minutes of the previous 28 <sup>th</sup> of February, Meeting # 2 was made by Anesia Wai, and seconded by Jessica Bereicua.
4. Update from Sub Committees	AW	<p><i>Bake Sale Sub Committee</i></p> <ul style="list-style-type: none"> <li>• 8 tables to be set up</li> <li>• Countdown has begun and posters have been put on various notice boards</li> </ul> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Rebecca to set up a table on Wednesday 22<sup>nd</sup> March in front of the school to assist with any parent queries</li> </ul> <p><i>Bingo Sub Committee</i></p> <ul style="list-style-type: none"> <li>• Budget has been set up, tentative bingo dates have been marked, awaiting confirmation</li> </ul> <p>Action items:</p> <ul style="list-style-type: none"> <li>• Bingo dates to be confirmed</li> <li>• Prizes to be discussed and confirmed</li> </ul> <p><i>Orchid Ball Sub Committee</i></p> <ul style="list-style-type: none"> <li>• Tentative date is still <b>Saturday 12<sup>th</sup> August.</b></li> <li>• Ruth Waram will be in charge of the Orchid Ball Sub Committee. Other members are: Mrs Tavit, Collish, Robin, Emma, Neomi, Joanna, Jeanette, Rebecca and we are open to any volunteers who are interested in joining</li> <li>• All sub committees are to meet separately then bring back notes to the Executive Committee who are Anesia, Emma, Neomi and Vivianne.</li> </ul>

*Book Club Sub Committee*

- AUD conversion rate to be kept at 2.5
- Ordering - some parents do the orders online whilst others via the school. For orders via the school, the P&W will need to offset the fees associated with the exchange rate changes and/or wrong exchange rate calculated by parents
- Proceed with Scholastic for the book club
- Bookfair – Confirm if this will be done through Scholastic or ourselves as books are cheaper through other sellers
- From previous bookfairs via Scholastic - books would be pricey and parents would not purchase them. Price ranges were K40-K45. These books ended up being used for prizes
- The school Scholastic account has around \$100 in rewards expiring in August this year
- Additional note – Take a look at book sellers within the country. From the P&W meetings in 2022, it was noted that the school library books were old and ordering books via Scholastic was pricey. An option would be to order for the whole school and the students can then borrow - something to look in to.

Action Items:

- Set the budget for the year (Book clubs and bookfair)
- Use Booktopia as a reference guide in selecting the books for each grade/age group and order those books at cheaper sellers
- Confirm the book club and book fair dates
- The Executive Team will meet to discuss the budget for the year and advise accordingly.

*Canteen Sub Committee*

- Phylis requested for the popcorn machines to be moved back to the canteen room to facilitate canteen orders
- Canteen feedback forms were sent out and only four (4) were returned. The canteen coordinator continued with her menu

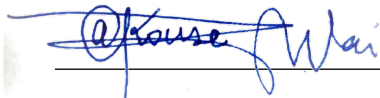
Action items:

- Emma to check the Club House to locate the two popcorn machines and the fairy floss machine and move them back to the school

5. School Representative	AW	<ul style="list-style-type: none"> <li>• Positive feedback received from school representative regarding canteen</li> <li>• Minimum ordering is encouraged i.e. purchase a pie and popcorn only</li> <li>• Canteen menu to be left as it for the time being</li> <li>• The school production will be next Term 2 and the Committee is expected to assist on things such as back drop, costumes etc. for each of the classes</li> <li>• This year Independence Day will be low key as the school will focus on the School Musical Production. The school has suggested that it will interchange between the Independence Celebration and Musical Production as the main event highlight of each year</li> <li>• 2025 will be 50 years of Independence for PNG</li> </ul>
6. AOB	AW	<p><i>P&amp;W Donation to Tumbapil and LIS</i></p> <ul style="list-style-type: none"> <li>• The P&amp;W Committee 2022 had assisted in setting up toilet blocks for Tumbapil Primary School and we will continue this year</li> <li>• A visit was made and a report of what the Committee will assist on to be written up</li> <li>• Key highlights from the visit - the school urgently need the two existing water tanks set up, desks, tables, chairs and teachers housing</li> <li>• Current situation - there are two locations for the school. There is an ongoing land dispute</li> <li>• The Committee must communicate with all stakeholders re this donation. These are; Newcrest Community Relations, LLG and the School.</li> <li>• Moving forward with Donations from the Committee - a specific guideline must be set to identify which schools/projects to assist and the key stakeholders and protocols to follow</li> <li>• 2023 Orchid Ball to identify the goal for this year</li> </ul> <p>Action items:</p> <ul style="list-style-type: none"> <li>• Connect with Ruth Waram at Community Relations</li> <li>• Identify what the Committee can donate and how we can support based of research and further interaction with the school and key stakeholders. Our donation will be based of the budget</li> <li>• Confirm the budget for this donation</li> </ul>

		<p><i>Change of Signatories on the LIS Bank Account</i></p> <p>Action Item:</p> <ul style="list-style-type: none"> <li>• Reach out to Maria Hosea regarding the internet banking for the account.</li> </ul> <p><i>Sending out calendar invites via email</i></p> <p>Action Item:</p> <ul style="list-style-type: none"> <li>• Lorna to check how we can send out the email invites to all parents 2 days ahead and on the day of the meeting</li> </ul>
Closing remarks	AW	Thanked everyone for their attendance and agrees to next P&W Meeting on <b>Sunday 7<sup>th</sup> May 2023.</b>
Close of meeting	AW	2:58 PM

Signed as true and correct:



P&W President

21/04/23

Date