

MEETING HELD: Monday 6th April 2009

MEETING OPENED: 7.38pm

CHAired BY: Paul Buffey

ATTENDANCE: Paul Buffey, Deb Rendall, Nick Stylianou, Leanne Edwards, Ngaire Hobbins, Jackie Elder, Carol Fortey, Judith Price-Maljers, Suzanne Chandler, Rob Kellock, Rita Boys-Smith, Elle Hardcastle, Dianne Humphreys, Evelyn Colless.

APOLOGIES: Peter Whelan, Suzanne Sterling, Jacquie Thurlow, Kevin Myers, Fi Currie.

MINUTES FROM PREVIOUS MEETING: Accepted as true and correct. To be signed by Paul and Carmel and filed.

BUSINESS ARISING FROM PREVIOUS MEETING:

- **Woolworths Community Grant** – submitted by Paul and awaiting an August reply. No further action required.
- **RTA Drop Off Initiative** – Judith updated all on the meeting with department, council, Peter Whelan and Louise Duck. All agreed the need to keep kids safe. The meeting addressed short and long term solutions and ongoing education issues. Evelyn suggested a drop off zone opposite the teachers existing car park. Nick suggested it was best to use the existing bus zone as a drop off zone as bus is only there for minutes in the morning. It was discussed that the afternoon bus is where the issue remains as it has to wait for collection. Survey has been sent to parents and carers and results will be collated for term 2. Minutes of the first meeting were committed to filing. Paul advised this project was work in progress and any and all suggestions for solutions could be submitted to Judith prior to the next meeting which will be held on the 4th May.

ACTION 1: Judith to update progress at next meeting.

- **Communication between Teachers and Parents/Carers** – Di updated and advised it was work in progress. Teachers are continually readdressing. To date only one response has been received. Ngaire commented that the information published was very detailed. Evelyn tabled that a 2 way parent teacher meeting is best. Rita asked if a central email address can be established so parents/carers can have their say. Discussed incorporation in the website for feedback along with an auto responder.

ACTION 2: Rob to organise and discuss with Peter.

ACTION 3: Peter to update at next meeting.

- **Newsletter emailed to Parents/Carers** – Nick advised an electronic version was essential and should be emailed to parents after they register to receive. Rob advised no problem with the idea but that he was a volunteer and didn't have time to put to the website at a set time every Monday. Rob also advised there were restrictions with the website format. Di asked if office could scan a copy and put to the website? Paul advised that we should adopt this method for environmental reasons e.g. Parents and Carers register to receive an email and this reduces the number of hard copies we create and distribute. Otherwise we should just encourage parents and carers to use the website version. Evelyn advised sending a group email could be a problem as our provider could consider it spam. Rob suggested sending a link to remind parents/carers about the newsletter being posted to the site. Rob also discussed the issue of actually publishing a newsletter with names and photo's in hardcopy and both should be synchronised.

ACTION 4: Rob, Peter and Paul to meet in term 2 to discuss.

- **Spray Jackets** – Debbie Buffey ordering. No further action required.

- **Trivia Night** – there a 3 possible coordinators for this event. It was offered to Evelyn as the incumbent Trivia Guru and Evelyn advised she'd be happy to run it if no other came forward. Rob Carlton put his hand up to run it in the event no-one else does. The event needs to run in May or July but not close to the Ball.

ACTION 5: Nick to talk to Angus about running it and to set a date if so. Nick to advise Evelyn either way. If Angus will not run it Evelyn will.

- **Hypnosis Night** – Cancelled and no further action required.

- **Bunning's BBQ** – review next meeting as Jacquie and Carmel not in attendance.

ACTION 6: Jacquie and Carmel to advise date.

- **Sunday Markets** – revenue was \$252.50 and we will not do this market again. Other markets or venues with more children later in the day need to be sought.

ACTION 7: Paul to seek other venues/markets and advise/book.

- **Garden Beds at front of Admin Office** - Paul Hutchinson will do this.

ACTION 8: Paul H to organise a working B upon return from OS.

- **Swim Caps** – for uniform shop to sell at cost. Evelyn asked if 5 Star could donate and cheap cap and decided it was the better \$10.00 cap that swimmers wanted.

ACTION 9: Debbie R to give Debbie Buffey the details so she can order these and they will be sold in the uniform shop at cost price.

- **P&C Affiliation/Member Fees** - fees of \$0.50 per member (Principal excluded as an automatic member) are payable and due at the AGM. \$20.00 banked and paid is to register 40 members. As each new member attends a meeting they must register and pay their \$0.50. This enables them to vote at next meeting.

ACTION 10: Carmel to keep a member register which will be added to and ongoing.

- Reverse Raffle – to be held on the 21st August off school premises.

ACTION 11: Kerry to advise if Surf Club will allow us to use free.

ACTION 12: Paul to book a site if Surf Club is no.

- **New Mail Box** – Nick presented some options. Agreed to provide a \$500.00 budget for Nick to buy a new mailbox on condition it is waterproof and the locks are as secure as existing. Ask year 6 if they would like to reimburse these funds as their gift to the school at end of year.

ACTION 13: Nick to purchase and install.

ACTION 14: Leanne to discuss with year 6 leaving committee.

- **Head Lice Research** – Completed by Ngaire. Thanks given to Ngaire for all the hard work and research. Ellie suggested info should be put to the website. Evelyn advised a preventative measure is for girls to wear their hair up which helps stem the spread of Head Lice. Ngaire to add this to the document.

ACTION 15: Peter and Di to discuss with teachers how to access this information and how to distribute for best effect. Is hair up an option for uniform?

ACTION 16: Rob to put to website once copied doc by Ngaire.

- **Payment to the School Post Fair** – whilst not necessary to pay the actual funds until due 2 x Smart Boards were approved for purchase. It takes 2 to 3 months for supply and installation. A discussion followed regarding allocation and best use of the Boards.

ACTION 17: Peter to order 2 Smart Boards.

ACTION 18: Paul to discuss with Peter and Di how to allocate for best results.

- **Uniform Shop Payment** - \$3,000 paid and no further action required.

- **School Band Equipment Register** – Band to compile an inventory list of all equipment for future records. Band also to report regularly on repayment of \$1,500.00 loan. All equipment needs to be labelled if owned by the P&C.

ACTION 19: Karen Hutchinson to discuss with Leeanne Fletcher and provide register.

- **Books for Audit** – **Uniform Shop almost done.** Canteen and General Account to follow. Band done for months and awaiting return. Paul asked if Carol or Leanne can chase See Accounting once books submitted and ask them to return with haste all books so we can continue normal business.

ACTION 20: Carol and Leanne to chase books from all and submit. Ensure See Accounting return with haste.

- **Bank Account Signatories** – all reminded to sign.

CORRESPONDENCE IN:

- Mona's Chinese Kitchen letter and cheque received.

- Letter from Y's Men Snow Cones with congratulations for the fair and a cheque for \$500.00.

CORRESPONDENCE OUT:

- Letter to the RTA and Council on behalf of the Community written by Judith.

ACTION 21: Judith to copy to Carmel for filing.

PRINCIPAL'S REPORT: Given by Di Humphries.

- **Drop off/pick up zone** – covered in previous discussion. No simple answers.

- **Parent/Carer Communication** – only 1 reply to date. Changes to be made in the future in an attempt to improve communication. One solution may not be the answer. Parent conferencing to be addressed with better teacher/parent relationships targeted.

- **Commonwealth Funding** – still no news and in the process of deciding.

- **Info about Lexia Learning and Smartboards** – advised day sessions were being planned for term 2 but this relied on staff availability. Discussed the viability of a night session so working parents/carers can attend. P&C happy to fund a night session so all parents/carers can attend.

Action 22: Di/Peter to advise if night session can be managed.

- **Head Lice Report** – all issues addressed in previous discussion. Thankyou to Ngaire for her efforts.

TREASURER'S REPORT: Given by Leanne E.

General Account - \$29,140.75

Uniform Account - \$13,821.28

Canteen Account - \$4,246.26

MAXI i - \$20,001.00

- Fair delivered \$25,617.00 windfall so accounts are healthy.

- 2nd Smartboard easy to oblige.

MOTION: Paul moved that we supply the school with the funds for 2 Smart Boards (one from actual budget and one from discretionary budget).

SECONDED: Debbie Rendall. All in favour.

AGENDA ITEMS:

- **P&C Incorporation and Legal Cover** – Paul and Peter attended a workshop explaining the legalities of a P&C and responsibilities of the Principal and Executive. Paul explained the ramifications of OH&S as it relates to regular volunteers such as Uniform Shop and Committee plus staff such as the 2 canteen staff.

ACTION 23: Ngaire Hobbins to talk to Craig re preparing and implementing an OH&S Policy across all P&C related interests to include volunteers, Canteen and Uniform Shop. Rob to assist if needed.

MOTION: Paul moved that we Incorporate the P&C via the Federation for \$100.00. **SECONDED:** Leanne Edwards. All in favour.

ACTION 24: Paul to complete the forms and submit for Incorporation.

CANTEEN REPORT: Given by Paul B.

- A new Menu will be introduced in term 2, 2009.

- OH&S issues discussed with Kylie and all in support

- Add OH&S to agenda for all future meetings to table and address issues.

- Cash is tight in the Canteen at the moment as P&C took \$3,000.00 at the end of 2008 and had unplanned expenditure on capital items last year so cash depleted. Kylie getting on top of it but we need to keep an eye on it and advance money to her if needed for cash flow.

- Paul advised he had downgraded the budget for the Canteen and it is now \$1,500.00. Debbie asked if it was wise to negotiate a handover from Canteen to P&C at the end of the year. To be considered.

UNIFORM SHOP REPORT: Given by Paul

- \$13,821.28 in bank.

- Cheques drawn for \$2,633.81.

- Orders total \$3,550.00.

- Balance in the Account after all above \$7,637.47.

- Paid P&C \$3,000.00

- Increased Budget to \$9,000.00.

- Debbie R handed over details of Red T-Shirt Supplier for Debbie B to investigate and advise.

SCHOOL BAND REPORT: Given by Paul

- Inventory Manifest being worked on and we have an interim report.

- \$1,500.00 loan repayment in the planning.

- Otherwise Band all good and new committee managing well with all bills being paid.

FUNDRAISING COMMITTEES/REPORTS:

2009 BUDGET: Given by Paul.

- New adjusted Budget tabled. Essentially no changes. Expenditure and commitment definitely the same and \$59,300.00. Changes to Fundraising Revenue such as events renamed/changed and value of each contribution revisited. Canteen commitment reduced, Uniform Shop increased, Others manipulated to be more realistic.

- Carol and Leanne requested a copy for their approval and registered their concern that no consultation was entered into. Budget changes were however accepted by all including Carol and Leanne.

FAIR 2009: Given by Paul.

- Raised \$25,617 which was a great result.

- Vouchers left over from Fair to the value of \$1,000.00. IN addition to this there are 4 Heineken Kegs in the P&C Room for use at the Trivia Night.

ACTION 25: Paul to give to Judith for use of some in the Mothers Day Raffle with balance being passed to Evelyn or Angus for use at the Trivia Night.

- Discussed a Sponsors BBQ to thank all. This was rejected as it was considered most sponsors would not attend. Instead we will send home a note and special thankyou from each class to their sponsor.

ACTION 26: Judith to coordinate with Teachers for their students to write a thankyou to sponsors in Term 2.

MARKET RESEARCH: Given by Elle

- Elle discussed that a minimum number of people are required to justify research. An option is to combine with Star of the Sea School to make these numbers.

- Elle to write a newsletter article inviting participants.

ACTION 27: Elle to write in newsletter and manage this with a view to raising a minimum of \$500.00 over the year.

CHRISTMAS CAROLS: Given by Nick.

- Date changed from 16th December as it is the last week of school for 2009 to new date of 9th December.

75 YEAR ANNIVERSARY: Given by Debbie.

- Debbie has talked to a 4th Generation Family who is interested in taking part in the celebration, writing a recipe and buying a paver.
- All moving ahead and as planned.
- Nick asked that the Hunter Family be involved in the celebration as they also have a lot of history with our school. Deb to take this on board.

ALL OTHER FUNDRAISERS:

- Nothing to report.

GENERAL BUSINESS:

- Nick advised that Ian Charlton approached him to run the Street Party but on condition he can use our insurance. Various discussion was had regarding the logistics of running a Street Party, bad behaviour of some visitors, risk of rain, clash with other planned fundraisers (means something has to be cancelled as we are booked every month this year already) plus the burn out factor for committee and volunteers. Decided we have enough fundraising events planned for 2009 and we would prefer not run this event. We will however provide limited support to Ian Charlton if he decides to run it but will not permit the use of our insurance.

ACTION 28: Nick to advise Ian Charlton.

- Rita advised that as a new parent she took issue to shirts being worn out as part of the uniform. Also asked for a Polo Shirt to be included in the Uniform Range.

ACTION 29: Rita to book a time with Peter to discuss personally and Peter to decide next steps if any.

- Evelyn discussed that Assembly is very difficult to hear and could the teachers and main speakers wear a clip on microphone or use the hand held microphone please? Discussion involved the use of the same at info nights and Headstart as others had the same issue. P&C portable microphone can be used if needed.

ACTION 30: Paul to discuss with Peter for best solution.

MEETING CONCLUDED AT: 9.45pm

NEXT MEETING: 11th May 2009.