



MINUTES 11 June 2014

Start time: 7pm

Location: Library

PRESENT	Kim Davies, Maggie Barry, Maria Riley, Neroli Butt, Louise Gunter, Bill Clarke, Carolyn Jury, Karen Rol Chalmers, Stacey Furner, Steve Clarke, Susan Casey, Effy Savidis, Fiona Day, Sarah Lam
CHAIR	Steve Clarke
MINUTES	Sarah Lam

1. APOLOGIES Kate Wake, Jennifer Fang, Keri Lovi	
2. MINUTES Motion: "That the Minutes from May 14 be accepted with amendments	Moved: Maria Seconded: Ner
Preamble	Read by: Magg
4. REPORTS.	
4.1 PRINCIPALS REPORT	Stacey Furner
<p>No after school care report because of staff changes and management changes that are occurring at present.</p> <p>School reports will go out on the last Thursday of term.</p> <p>Tree risk assessment completed, Stacey to will consult with council regarding action. Only one high priority one was flagged, has already been removed (didn't need permission).</p> <p>Urgent issue: Cleaner Georgina left last year when funding was cut. But cleaning contractors are cutting hours again only 6 months later. Losing another 1 ¼ hours leaves only 3 ½ hrs for the cleaning of the entire school (including the main building – both floors, library, toilet block and playground) . Potential hygiene concerns with many young children.</p> <p>MOTION: The P&C is seriously concerned about the about continued reduction of cleaning hours to the school. This will lead to deteriorating hygiene levels, and could have potentially serious ill effects on the health of the young children in the school</p> <p>Quote for external power points received. They are expensive. \$946 to put one on library. Concerns that this may be most vulnerable to vandalism. Alternative locations quoted at \$495 – western wall of main building underneath existing power board) and \$695 to place one on the eastern side. These would be close to power board.</p> <p>Also quoted was \$330 for 8m heavy duty 20 amp extension cord, which would be necessary for coffee machine cord to reach power point.</p> <p>Motion: to purchase heavy duty power point for \$495 and cord for up to \$330</p>	<p>Moved: Louise Seconded: Ma Carried unanin</p> <p>Moved: Maria Seconded: Sar Carried unanin</p>
Motion: That the Principals Report be Received.	Moved: Steve Seconded: Lou



4.2 Treasurer's Report

Presented by Bill Williams, assistant treasurer
YEO PARK INFANTS SCHOOL P&C MEETING 11/6/2014

TREASURERS REPORT

1. SUMMARY OF INCOME AND EXPENSES 13/05/2014 to 04/06/2014

Income

Opening Balance from 13/05/2014	\$	34,436.96
Uniforms	\$357.65	
Bank Interest	\$63.61	
CakeDays	\$167.30	
Raffle Ticket	\$228.00	
Broccoli Tree Cinema	\$3,102.20	
Family Fun Night	\$557.00	
Sub Total	\$	4,475.76

Less Expenses

Uniforms	\$1,015.41	
Raffle Ticket	\$5.59	
Broccoli Tree Cinema	\$226.05	
Family Fun Night	\$690.00	
Bank Charges	\$22.00	
Sub Total		\$1,959.05

Book Balance	\$	36,953.67
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Bank Statement Reconciliation

Business Transaction Account as at 4/6/2014	\$	6,215.95
Business Online Saver Account as at 4/6/2014	\$	31,451.72
Pay Pal account as at 4/6/2014		-
Less Unpresent cheques		714.00
Total as per Book Balance	\$	36,953.67

2 BUSINESS

2.1 P&C ASSETS

Stock take of P&C assets will be carrying out in the last week of June.

The purpose of the stock take is to verify the quantities and condition of items hold.

If you have purchased any new assets on behalf of P&C during this year, please provide detail of the item and the location to be included in the Assets list. Also don't forget to submit your expense claim.

2.2 AFFILIATION FEE & INSURANCE

P&C Federation Affiliation & Insurance are due for renewal at end of July. We are waiting for the P&C Federation to release 2014-2015 affiliation and insurance form.



The current General Public Liability Insurance is due to expiry on 1 August 2014.

2.3 2014 YEO PARK INFANT SCHOOL P&C BUDGET

Please see attached updated 2014 Yeo Park Infant School P&C Budget.

Total uncommitted funds available for expenditure by P&C and School: **\$7,026.00**

2.4 2014 FUNDRAISING ACTIVITY

P&C had number of very successful fundraising events, the total YTD profit: **\$6,520.80**

Congratulations to the fundraising committee and big thanks to everyone help out on those events.

Also thanks to Peter Murray and Ruth for your generous donations.

3. ATTACHMENTS

3.1 Yeo Park P&C Budget 2014

3.2 P and C Fundraising 2014



**ATTACHMENT 3.1
YEO PARK P&C BUDGET 2014**

Expense	Allocation	Payment Due:	Actual Spend	Comments:
Running Costs				
Website - Annual hosting fee	99.00	November		
Website - Domain name registration	20.00	November		
Gift from P&C (to teachers and staff)	280.00	Decmeber		
P&C Meeting - refreshments	80.00			
P&C Parent Events - refreshments, tea&coffee, welcome kindy parents	80.00			
Purchases/replacment/repair of P&C equipment	1,050.00			Note: \$1,050 carried over from 2013 CHPRSL grant. \$400 allocated for new power point, \$200 for facepainting training. Other requests: extension cords, portable lights
Misc (eg stationery, postage)	50.00			
Bank Fees	160.00		\$112.75	
Subtotal	1,819.00		112.75	
Insurance				
Student Injury Insurance	460.75	6 April 2014	\$431.65	\$4.85 per student, 89 students enrolled (budgeted at 95 students). Dowload application form - www.pandc.org.au
P&C Federation Affiliation & Insurance (including Public Liability)	582.00	31 July 2014		Download application form - www.pandc.org.au
Subtotal	1,042.75		431.65	
Contribution to School				
Welcome BBQ	150.00	Term 1	\$68.40	Term 1 last day BBQ
Easter Eggs	95.00	Term 1	\$0.00	Kerri Lovi kindly donated the easter eggs, thanks Kerri
Special Lunch Days	760.00	Term 1-4	\$134.24	\$2 per student per lunch day
Last day of term events	150.00	Term 2-4	\$0.00	
Kindergarten Orientation	100.00	Term 4	\$0.00	
Music Programme	8,180.00		\$0.00	\$16,267 Less \$8,087 (retained from 2013 funding)
Gymnastics	3,560.00	Term 3	\$0.00	89 student at \$40 per student - 8 weeks
Digi Ed	1,400.00	Term 4	\$0.00	
Drama - Aesop	4,482.00		\$0.00	
Year 2 Graduation Books	550.00		\$660.09	
Bus fare for end of year outing	1,034.00		\$0.00	
Subtotal	20,461.00		862.73	
Other items to be identified by P&C and School	7,026.00			
Subtotal	7,026.00		-	
TOTAL	30,348.75		1,407.13	

**ATTACHMENT 3.2
P and C FUNDRAISING 2014 - AS AT 4/6/2014**

Events	Sales	Costs	Profit (Loss)	Status	Comments
CakeDays	517.20	0.00	\$517.20	On Going	
Aussie Farmers	100.06	0.00	\$100.06	Closed	
Style Swap	876.80	0.00	\$876.80	Closed	
Bunnings BBQ	3,365.15	1,158.47	\$2,206.68	Closed	
Raffle Ticket	273.00	5.59	\$267.41	Closed	
Broccoli Tree Cinema	3,842.20	1,156.55	\$2,685.65	Open	\$100 donation from Ruth.
Family Fun Night	557.00	690.00	-\$133.00	New	\$385 donation from Peter Murray
Total	\$9,531.41	\$3,010.61	\$6,520.80		

<p>Jennifer Fang TREASURER, YEO PARK INFANTS SCHOOL P& C</p>	
<p>Motion: That the Treasurers report be received.</p>	<p>Moved: Pamela Seconded: Mar</p>
<p>4.3 Fundraising Report</p>	
<p>Broccoli tree cinema very successful, still awaiting for final figures for money raised, Warm weather on night, use of last year poster and great food beverage stall contributed to success.</p> <p>Trivia night will be on sat 2nd August, Yeo Vision theme. Hoping to get donations for auctions, last year these raised thousands of dollars. Please spread word and think about potential donors. Can provide letter for businesses. Maggie suggested approaching bigger businesses such as bridgeclimb, taronga, etc.</p> <p>Pizza and wine tasting this Friday, organised by Pamela. 56 tasters prebooked, pizzas ordered. Volunteers still needed. Chemist has donated hall hire and rubbish removal. IGA Dulwich Hill donated cheese. Gus the butcher in summer hill donated 200 for plates. Sasha's dad gave \$385 for entertainers. Louise to organise thank you certificates for all businesses that have contributed, Carolyn to acknowledge on website. Pamela asked about music, Louise said that Damian provided cd with music for broccoli tree, this is probably still available.</p>	
<p>Motion: That the Fundraising Report be accepted.</p>	<p>Moved: Steve Seconded: Sar</p>
<p>5. PRESIDENTS REPORT</p>	
<ul style="list-style-type: none"> - - Kate Wake and Friends did very successful Camp Quali-Tea fundraising raised over \$450. - Website - to date have not made use of paypal for online payments for uniforms, but can be used now. Susan noted that orders paid via paypal provide no info re child's name, has required Kris Killorn to decipher email address. Carolyn to investigate if these options can be included - Group of P&C parents went to CHPRSL biggest morning tea. - MOTION: The membership list as tabled be approved. - 	<p>Moved: Steve Seconded: Kar Motion carried</p>
<p>Motion: "That the Presidents report be accepted."</p>	<p>Moved: Sarah Seconded: Ma</p>
<p>6. GENERAL BUSINESS</p>	
<p>6.1 Sunsafe policy</p> <p>Early in year, Minister requested each school devise sunsafe policy. Kirsten from Cancer Council has talked to staff answer questions. Policy has now been signed</p>	

off.

Areas covered were:

- Scheduling outdoor activities for low sun times – done in previous years
- Shade: position of school means that many outdoor areas are shady
- Uniform – already sunsafe
- Sunscreen – in ‘planning’ column. Teachers had been concerned about how to manage this item without losing classroom time. Guidelines and ideas from other schools given by Kirsten. Priority is to develop good habits in kids, eg, wearing hats, applying sunscreen. Sunscreen pumps have been supplied. As kids come out for lunch, will be given squirt of sunscreen. Will start in term 3. Will be ongoing cost when these pumps run out.
- Role modelling staff – all staff wear hats on duty
- Inform school community – metal sign on building; info in newsletter about sun safety, posters for notice board.
- Sunglasses – have decided not to take up this option.

Changes to be reviewed at later date.

Parents still to apply sunscreen before school.

6.2 P&C email list (proposal to create one - Steve Clarke)

Aware of potential for creating outside decision making process which would be problematic. However, there have been occasions that it would be handy for PC executive to be able to broadcast information to PC members, for example, when Bunnings BBQ scheduled at short notice. Also for distribution of minutes etc.

Proposal is that there is a blind broadcast list that secretary can use to broadcast, but not for discussion by members. People can still contact P&C through info address

Stacey noted that there used to be a P&C list, but advice from mediators some years ago was to disband it. There had been problems at other schools, such as intimidating and bullying comments towards people. Any list would need strong

protocols.

Stacey also noted that a P&C list would replace class liaison lists. Steve explained that functions would be quite separate, and P&C list would be blind, therefore not for contacting others. Only to be used for P&C business.

Discussion was held on the merits of a P&C list. Concerns included: receiving more emails; place extra burden on the secretary; potential for errors if members were accidentally copied rather than blind copied into the list. It was pointed out that if minutes and agenda were available on the website, it was unnecessary to email them. Steve suggested that it may be useful to know when the minutes were on the website.

It was agreed that P&C members would have to opt in to list

Motion – To trial a blind list managed by the secretary for a term that people can opt in to. Motion carried (show of hands)

6.3 More information from principal regarding changes to status of principals of small schools – deferred until next meeting

6.4 Funding suggestions

Steve explained that this is an annual process where school requests funds from P&C. Most funds raised go to paying for school activities, a small proportion for P&C costs. Many items were originally parent suggestions, school then has to decide whether activity is feasible and can be managed. This year and last year there have been opportunities where school has been able to make funding request. Ideas from parents include the following:

Neroli: 1. Scooter rack, as scooters cannot be chained to bike racks. Perhaps incorporate with scooter safety/bike safety

2. community farm to make better use of beds. Many grants available for sustainability etc, would need working bee etc.

3. language in school. Language clubs can be run after school, various languages are available.

Stacey supportive of scooter racks, and suggested that a local police officer could come and talk about scooter and bike safety.

Stacey reported that last year she was contacted by a Padstow TAFE teacher, who offered services of horticulture students, she is awaiting more information in order to do further planning for garden beds.

Stacey noted that school will need to write environmental policies next year. Some of above suggestions can feed into these policies when they are written.

Keri – suggested that each class teacher could have allocation to use for own resources for own class. Stacey noted that teachers all felt touched that this level of trust had been placed with them.

Carolyn – solar panels

Possible fencing for gardens, mini greenhouses for garden.

(Stacey said has been discussed in past, police believe that fencing would attract more attention)

Under cover sport area.

Steve suggested sensor light focussed on garden.

Stacey suggested that Solar panels may be appropriate for consideration when writing environmental policy. Could be problems due to appearance on heritage building.

Steve and Stacey to write grant apply for CHPRSL grants before next meeting, will need to go through formal approval process. Loose categories to be used to allow some flexibility.

Stacey to talk about language classes at next meeting.

Stacey - restorative practice training was done some years ago, could potentially organise staff refresher and parent workshop. Has been pricing courses, waiting to hear back.

Restorative practice is a process of dealing with inappropriate behaviour and conflict by using series of careful questions. Child comes to point where knows has to fix situation. Get away from blame and shame and work out what happened. Ethos of restitution.

Stacey mentioned trying to get document readers for school, perhaps for each room. Perhaps more funds for home readers.

Also technology to broadcast ipad screen onto large screen in classroom (apple tv).

Stacey and steve to discuss rsl application and submit, those who would like input should contact steve.

6.5 Kinder ambassador (Kate Wake) - deferred

Next meeting to be held Aug 13th 2014

Meeting Closed – 8.55