



MINUTES Sep 10 2014
Library

Start time: 7pm

Location:

PRESENT	Maggie Barry, Pam Maddock, Cecilia Mulcahy, Susan Casey, Karen Roberts, Carolyn Jury, Tara Rees, Bill Clarke, Jennifer Fang, Maria Riley, Effie savidis, Brian Welch, Stacey Furner
CHAIR	Steve Clarke
MINUTES	Sarah Lam,

1. APOLOGIES Neroli Butt, Emily Qereqeretabua, Kate Wake, Sonam, Louise Gunter, Keri Lovi	
2. MINUTES Motion: That the minutes from August 14 be accepted	Moved: Jennifer Seconded: Maggie
3. Preamble	Read by: Pam Maddock
4. REPORTS.	
4.1 PRINCIPALS REPORT	Stacey Furner
<p>Resources have been purchased – kindy lockers; document cameras; literacy centre prices have increased, so some resources costlier but technology for ipads/IWB is likely to be cheaper. Need to discuss scooter rack with Neroli. Thanks to P&C for funds.</p> <p>Local government election Sat 15th November. School has been booked. Fundraising opportunity, perhaps BBQ or cake stall?</p> <p>School is currently enrolling for next year. Many children are leaving this year (over 40) Orientation coming up soon, dates will be published. All invited to the morning Orientation on 4/11.</p> <p>Restorative practice day on Wed 5th November. Includes parent evening. Stacey suggested that P&C may like to have catering/refreshments to provide an informal social event before the session begins. May be possible to invite 2015 Kindy parents</p> <p>New planning system in schools to be implemented. Stacey will start bringing items for new strategic directions to P&C for feedback.</p> <p>The BEAR Programme is to be implemented to train parents to be tutors to work with year 1 children to assist with literacy development. Training will take place in term 1 2015, and the programme will start in term 2 and 3. Interested parents will need to commit to attending training and also to tutoring on 2 mornings per week.</p> <p>Term 4 will be busy with many activities planned.</p>	
Motion: That the Principals Report be Received.	Moved: Sarah Seconded: Steve

4.2 Treasurer's Report	
See attached	
Motion: That the Treasurers report be received.	Moved: Bill Seconded: Maria
4.3 Fundraising Report	
<p>Louise was unable to attend the meeting. Steve noted that as louise will be unable to coordinate fundraising activites for rest of year, coordinators needed for fruity fiesta, and also for Gala Day March 2015.</p> <p>Maggie said that she and Kate Glastonbury will coordinate the fundraising calendars this year. She noted that the tradition has been to have tea towels followed by 2 years of calendars and cards. This year is the second year of calendars/cards. However, this year, suggestion has been made that tea towels would be better. There was general agreement that it should be kept as calendars/cards this year, also that this is a decision for the fundraising committee. Cecila suggested also making cards of the trivia night class artworks.</p> <p>Maggie and Kate will coordinate calendars</p>	
Motion: That the Fundraising Report be accepted.	Moved: Sarah Seconded: Steve
4.4 PRESIDENTS REPORT	
<p>New streamlined P&C Federation has been set up, elections are approaching. Yeo Park P&C members were eligible to nominate, steve sent out information previously. Y eo Park P&C can vote for a delegate and committee member to represent South West Sydney, the ballot papers were posted yesterday, and should be available next meeting.</p> <p>Steve attended CHPRSL with Kate Wake re forum on how to incorporate ANZAC day into school curriculum. Other attendees were all teachers. They were invited by Paul Kougias at CHPRSL. Also discussed was a plan for a big school event in Yeo Park in 2015 centred on Rotunda, this used to be where ANZAC ceremonies were held. Next year is centenary of anzac day. Stacey noted that prior to becoming involved with these commemorations, the school will need to ensure that they are appropriate for our age group</p> <p>Copies of P&C magazine available to anyone who is interested.</p> <p>Steve mentioned 2 interesting articles he has come across. He will bring copies to next meeting. If you would like details prior, email him. One article is on bullying, from Psychology Today, The second is on teaching children to say sorry.</p> <p>Many thanks to Stacey and Kris for taking kids on a Saturday night for Pizza and Pyjama night.</p>	Moved: maggie Seconded: sarah

Motion: "That the Presidents report be accepted."	Moved: Sarah Seconded: Maggie
5. GENERAL BUSINESS – SCHOOL BUSINESS	
<p>5.1 Student welfare policy – Stacey</p> <p>See attached document</p> <p>Discipline: Terminology has changed from "code of conduct" to "school rules" – easier language. These have been taught to children. Have tried to keep them positive, include: be safe; take responsibility; always do my best; care for and respect myself, others and the environment. Includes information about restorative practice and restitution</p> <p>Document was circulated to parents and is attached.</p> <p>Other aspects of the policy include: Promote positive behaviour and learning – appropriate to curriculum. Values - see table. Support student to achieve success – including continue to promote and implement leadership programme. Display of student work. Visitors have commented on how nice the school looks. This is included as increases pride in the student work and the school. Unacceptable behaviour. See table Rights and responsibilities. For students, teachers, and parents.</p> <p>Will be on school website. Link in newsletter</p> <p>Stacey asked if there was any feedback from parents. Carolyn noted that she would need some time to thoroughly read and think through the document. She said that if she had feedback she would email Stacey in a few days.</p> <p>There have been some changes to assembly. Code of conduct award discontinued, now 2 class awards. New award (not assembly) exists, to encourage pride in school uniform</p> <p>At next meeting, uniform committee will put forward proposal. Anyone interested should attend meeting.</p> <p>Feedback from a few parents on uniform awards (Steve): had found out about uniform awards via children, but not clear exact nature of the awards, leading to a bit of anxiety before school about ensuring they were wearing correct uniform, and parents wanted to help them with this but there was uncertainty about what the correct uniform was, did it need to incorporate school crest, did tights need to be a certain colour?</p> <p>Perhaps a reminder could go in the newsletter about what the correct uniform is?</p> <p>Stacey: there is no official colour for tights. Children not wearing correct uniform are not named. Designed to be a positive encouragement, as a number of parents / teachers had commented on uniform standards slipping a bit. The new uniform encouragement draw/awards are aimed at students. At this point the uniform has not changed so parents are aware of correct uniform requirements.</p> <p>Feedback from other parents was that uniform awards were helping to motivate children to get</p>	

dressed in the morning, making life easier for parents.

6. GENERAL BUSINESS: P&C BUSINESS

6.1 Review of P&C roles for 2015:

6.1.1 Cake day coordinator

Cecilia suggested that there should be at least 3 other people who are formal cake day coordinators. Have a model like Special Lunch Day.

Steve suggested social committee (ie a group of 'helpers' like the fundraising committee) to help with all events - bbqs etc.

Susan suggested this would be helpful, it works well for fundraising to have a list of people who could be called upon if help is needed.

Cecilia noted there is plenty of help available if call out is made, what she needs is others in coordinators position.

Carolyn commented that we she felt we should not be over complicating P&C and suggested a slightly different process rather than new committee. Unhelpful to have too many positions, can be demoralising if not filled.

Perhaps alter process for organising help for events, eg, online roster

Karen noted that this year, there have been many fundraising people, perhaps could get more even distribution between social and fundraising help

Steve said the advantage of having names down in advance is that it is easier to ask them at last minute.

Brian suggested send out call for 2 more people through class liaison to assist with cake day co-ordination.

Decision:

Next term send call for more cake day coordinators.

Will be put on agenda again in term 4 as neither Vice President present to have input.

6.1.2- Kindy ambassador (Kate Wake)

Steve noted that is easy to forget that new kindy parents are unfamiliar with school routine. For example, some parents said they did not know about cake day, or did not understand what contribution they had to make, and would've appreciated a memo attached to a newsletter.

Stacey commented have to be careful not to bombard new Kindy parents. Bill suggested should be called 'point of contact' rather than ambassador. Cecilia suggested she can make a flier regarding cake day

Jennifer was under impression that kindy parents had to bake the cakes

Tara said has been great having kate to ask questions. A point of contact rather than ambassador, someone who has older children, and doesn't mind being bombarded by lots of questions.



Maria suggested flyer for kindy parents a few weeks into term 1. Only include info about P&C. Kindy parents at meeting agreed that would have been helpful to have note in week 3 or so. And also someone to ask questions.

Must be careful not to be seen as a school role.

Motion: P&C to send flyer to new kindy parents in week three of term 1.
 Maria volunteered to draft this during holidays. Will send to Carolyn who has started some work on a P&C user guide.

Carolyn noted that a good first step is to write relevant P&C information down, for example P&C manual/ user guide.
 Steve said that this idea has come up previously, we are losing internal organisational knowledge this year, need a Yeo Park P&C user guide for not just new parents but also people taking on new roles. Important to get things down on paper.

Suggested that anyone who has a specific job should write down the information, and email it to Carolyn who offered to coordinate this information. Include what works, who to use or not use, etc.
 Carolyn has done a draft to illustrate how it could be formatted, this was passed around.

Other suggestions made:
 Vice presidents should be made aware that there are many new parents who need extra support. could be specifically incorporated into Vice President and president role to support new parents.
 Names of P&C executive in kindy flyer
 photos of the P&C executives on display early in term 1

Kate Wake not present to talk to or move her proposal for Kindy ambassador role, so Deferred until a later meeting. It was raised that a time limit be placed on this agenda item at the next meeting.

6.2 Suggestion to support a disadvantaged school (Felicity)
 We have had successful fundraising, in affluent and well resourced area. Maybe we can support a school that is less well resourced. Perhaps indigenous community or overseas school.
 Brian noted that we have much more than other schools. Opportunity to establish for kids insight into different way of life, other kids who don't have as much.
 Send proposals and ideas to steve.
 New curriculum has push for asian connections, perhaps link with Asian school.

Moved: Maggie
 Seconded: Pam

Meeting Closed – 8.55pm
Next meeting 8th October (now rescheduled to 15th October 2014)



YEO PARK INFANTS SCHOOL P&C MEETING 10/09/2014

TREASURERS REPORT

1. SUMMARY OF INCOME AND EXPENSES 13/08/2014 to 10/09/2014

Income

Opening Balance from 13/08/2014	\$ 34,952.63
Uniforms	\$344.74
P & C M'ship/Donations	\$10,500.00
Bank Interest	\$47.25
CakeDays	\$151.65
Trivia and artwork	\$1,421.00
City to Surf	\$1,791.87
Pizza & PJ Night	\$1,005.00
Father's Day Raffle Ticket	\$357.00

Sub Total **\$15,618.51**

Less Expenses

Trivia and artwork	\$105.66
Pizza & PJ Night	\$296.70
Bank Charges	\$12.10
P&C equipments	\$825.00
Gymnastics	\$3,560.00
Drama - Aesop	\$4,482.00
Bag Lockers	\$1,599.90
Teaching Centres	\$3,927.27
Document Camera	\$1,495.00

Sub Total **\$16,303.63**

Book Balance **\$ 34,267.51**

Bank Statement Reconciliation

Business Transaction Account as at 10/9/2014	\$ 20,461.61
Business Online Saver Account as at 10/9/2014	\$ 23,663.43
Pay Pal account as at 10/9/2014	\$ 46.74
Add: Cash on Hand	\$ -
Less Unpresent cheques	\$ 9,904.27
Total as per Book Balance	<u>\$ 34,267.51</u>

2 BUSINESS

2.1 2014 YEO PARK INFANT SCHOOL P&C BUDGET

Updated 2014 Yeo Park Infant School P&C Budget. (Attachment 3.1)



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

2.2 Canterbury HP RSL Club Grant Scheme

Canterbury RSL club grant of \$10,500 has been received and will be allocated to number of items requested from school. (Attachment 3.3)

2.4 2014 FUNDRAISING ACTIVITY

P&C had number of very successful fundraising events, the total YTD profit: **\$17,479.21** (Attachment 3.2)

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

3. ATTACHMENTS

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	December		
P&C Meeting - refreshments	80.00			
P&C Parent Events - refreshments, tea&coffee, welcome kindy parents	80.00			
Purchases/replacement/repair of P&C equipment	1,050.00		825.00	Note: \$1,050 carried over from 2013 CHPRSL grant. \$825 spend on Power Points
Misc (eg stationery, postage)	50.00			
Bank Fees	160.00		\$156.50	
Subtotal	1,819.00		981.50	
Insurance				
Student Injury Insurance	460.75	6 April 2014	431.65	\$4.85 per student, 89 students enrolled (budgeted at 95 students). Download application form - www.pandc.org.au
P&C Federation Affiliation & Insurance (including Public Liability)	582.00	31 July 2014	571.00	Download application form - www.pandc.org.au
Subtotal	1,042.75		1,002.65	
Contribution to School				
Welcome BBQ	150.00	Term 1	68.40	Term 1 last day BBQ
Easter Eggs	95.00	Term 1	-	Kerri Lovi kindly donated the Easter eggs, thanks Kerri
Special Lunch Days	760.00	Term 1-4	297.61	\$2 per student per lunch day
Last day of term events	150.00	Term 2-4	7.63	
Kindergarten Orientation	100.00	Term 4	-	
Music Programme	8,180.00		8,180.00	\$16,267 Less \$8,087 (retained from 2013 funding)
Gymnastics	3,560.00	Term 3	3,560.00	89 student at \$40 per student - 8 weeks
Digit Ed	1,400.00	Term 4	-	
Drama - Aesop	4,482.00		4,482.00	
Year 2 Graduation Books	550.00		660.09	
Bus fare for end of year outing	1,034.00		-	
Subtotal	20,461.00		17,255.73	
Other item to be identified by P&C and School	\$ 7,026.00			
Subtotal	7,026.00		-	
TOTAL	30,348.75		19,239.88	



Parents and citizens association

ATTACHMENT 3.2

P and C FUNDRAISING 2014 - AS AT 13/8/2014

Events	Sales	Costs	Profit (Loss)	Status	Comments
CakeDays	1,053.15	0.00	\$1,053.15	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	
Mother's Day Raffle Ticket	273.00	5.59	\$267.41	Closed	
Broccoli Tree Cinema	4,387.20	1,508.30	\$2,878.90	Closed	\$100 donation from Ruth. \$500 donation from Rich and Oliva
Family Fun Night	2,858.40	1,446.88	\$1,411.52	Closed	\$385 donation from Peter Murray \$200 donation from Butcher
Trivia and artwork	5,773.55	105.66	\$5,667.89	Open	\$50 donation from Pam & Ian Maddock Auction total \$4,762 balance to be collected
City to Surf	1,951.50	0.00	\$1,951.50	Closed	
Pizza & PJ Night	1,005.00	296.70	\$708.30	Closed	
Father's Day Raffle Ticket	357.00	0.00	\$357.00	Open	
Total	\$22,000.81	4,521.60	\$17,479.21		

Jennifer Fang
SCHOOL P&C

TREASURER, YEO PARK INFANTS

To attach – Welfare policy