



MINUTES 11 March 2015

Start time: 7pm

Location: Library

OFFICE BEARERS	Maria Riley (President); Neroli Butt (Vice President – Fundraising); Caren Walters (Vice President – Social); Tim Pring (Secretary); Steve Clarke (Assistant Secretary); Larissa Mullan (Treasurer)
MEMBERS PRESENT	Amanda Fullerton; Carolyn Jury; Bill Clarke; Pamela Chalmers; Susan Casey; Kirstyn Bodell; Trudie Perkins; David Sutton; Steven Riley; Beth Morgan (Principal);
NON-MEMBERS	Jennifer Fang; Lisa Studley; Stephen Brewer; Tara Rees; Peter Murray; Kira Luther (OSH Care); Suzanne Blythin (OSH Care); Maritsa Azzoini (OSH Care); Emily Ireland
CHAIR	Maria Riley
MINUTES	Tim Pring

1. OPENING & APOLOGIES:	Maria Riley
Apologies: Sarah Lam; Louise Gunter; Diane Thompson; Ariane Blanch; Caren Walters	
2. MINUTES OF PREVIOUS MEETINGS:	Maria Riley
<p>Minutes 12/Nov/2014: Copy provided at meeting.</p> <p>Note: It was noted that this version of the minutes did not include reference to the departure of Kate Wake.</p> <p>Motion: That a copy of the advice from the P&C Association on minute taking and other matters be provided to all members. <i>Moved by: Bill Clarke. Seconded by Steve Clarke</i></p> <p>Minutes: 26/Nov/2014: Copy unavailable at meeting.</p> <p>Note: Without a copy provided these minutes cannot be accepted.</p> <p>ACTION: Secretary is to provide copies of these and minutes of 12/Nov/2014 out of session for acceptance.</p> <p>Minutes: 11/Feb/2015: Copy provided at meeting.</p>	<ul style="list-style-type: none"> Steve C to provide the advice received by P&C Fed electronically re minute taking
Motion: That the minutes for the meeting 11/Feb/2015 be accepted.	Moved: Pamela Chalmers Seconded: Steve Clarke

3. PREAMBLE	Read by: Maria Riley
The preamble was read.	
4. REPORTS.	
4.1. PRINCIPAL'S REPORT <ul style="list-style-type: none"> • Funding request for 2015 submitted to P&C for consideration. • Yeo Park's Annual Report for 2014 will be available end of March 2015. • Teachers are busy preparing the 2015-2017 School Plan. Due for completion end Term 1 and will be shared for feedback Term 2. • Anzac Day plans are underway for visit to CHP RSL club as done in previous years. • Teachers and Principal continue implementing the new Syllabus for the Australian Curriculum. Beth is happy to answer any questions parents may have about this. • Feedback on sound field systems – Refer agenda item below. • Full report available on P&C website. 	Beth Morgan
4.2. TREASURER'S REPORT Treasurers Report: Larissa <ul style="list-style-type: none"> • Income and Expenses report for Jan and Feb • \$8000 income • \$127.69 expense (BBQ and Bank Charges) 	Larissa Mullan
4.3. FUNDRAISING REPORT <ul style="list-style-type: none"> • Request to Kindy parents for volunteers • 15th April first meeting at CHP RSL club • Brocoli Tree Cinema needs a volunteer • Gala Day is 22nd March – Volunteers are still needed. • Books and Toys week • Volunteers for Stall Holders (Own Stalls) • Yipees Farm stall in memory of Stacey • A question was asked: Is there room for people to hold their own stalls and if so how much would it cost? • NB – Yes people can hold their own stalls. A \$49 stall holders fee applies. 	Neroli Butt

<p>4.4. PRESIDENTS REPORT</p> <p>Kindy Flyer – Feedback has been positive</p> <p>Gala Day - Permissions - We must seek permission sought and approved.</p> <ul style="list-style-type: none"> • Notification of event form: A form must be completed. <p>P&C Email list this is currently being built.</p> <p>ACTION: Secretary to finalise P&C email distribution list.</p> <ul style="list-style-type: none"> • Easter Egg Hunt - P&C to purchase. However, previous years the school received a donation of allergy friendly chocolate eggs and we're looking into sourcing these again. If payment is required this is budgeted for. <p>P&C Vacancies</p> <ul style="list-style-type: none"> • Assistant Treasurer Vacancy - Seeking nominations • 2nd Uniform Coordinator - Seeking nominations <p>ACTION: Secretary to Email to all parents requesting nominations</p>	<p>Maria Riley</p>
<p>5. BUSINESS ARISING FROM PREVIOUS MINUTES</p>	
<p>5.1. OSHCARE Report:</p> <ul style="list-style-type: none"> • Requested that OSHCare attend the first meeting of each term. AGREED. • Summary of report presented by Kira • Taste of harmony in line with Harmony day - cooking and craft • Maritza will be leaving at the end of Term 1 (Maternity) • Full version of the OSHCare report tabled by Suzanne 	<p>Maritza/Kira</p>
<p>5.2. Language classes</p> <ul style="list-style-type: none"> • The School has offered their classroom on Tuesday evenings. A trial of the language classes will be conducted in Term 2. • Selection of a language is to be determined. This will largely depend on the availability of teachers and the languages they offer. • Steve C asked a question about why not in the School Curriculum Beth M - Languages are not a mandatory part of the curriculum. The solution put forward is a good compromise. • Cost of the classes will be \$250/term for each student. • Classes will be 1hr and will be held from 3:30pm to 4:30pm on Tuesday 	<p>Neroli Butt</p>

<p>afternoons.</p>	
<p>5.3. Helping Other Children</p> <ul style="list-style-type: none"> • In keeping with other initiatives around students helping underprivileged children an opportunity exists whereby unsold items from the Gala Day could be donated to charities for supply to underprivileged children. • There are a number of possible charities that would make good use of such items: Examples were: <ul style="list-style-type: none"> ○ A local Child/Women’s refuge ○ Barney Children’s Home in Nairobi ○ A charity supporting children and schools in Vanuatu • Items that are of value to such charities likely to be, Toys, books, clothing etc. • Steve Riley asked what consideration for shipping costs had there been. Bill suggested that in the first instance his family will take items with him when visiting later this year and that he would be happy to store items until then. 	<p>Bill Clarke</p>
<p>Motion: That the P&C approve Bill to redistribute unsold Books, clothing and toys to nominated charities.</p>	<p>Moved: Neroli Seconded: David</p>
<p>5.4. Sound Field Systems</p> <p>Sound field systems are intended to enhance learning outcomes especially by ensuring that all students regardless of proximity to the teacher can easily hear the teacher’s voice.</p> <p>A trial of 2 systems (1x Infrared and 1x FM based) was undertaken at the school over February.</p> <p>Beth’s Feedback: (refer Principals Report for more detail)</p> <ul style="list-style-type: none"> • Teachers found them easy to use • The systems worked without flaw, although there was one case of the system picking up a nearby FM transmission. • Student response to the system was generally neutral or positive. • A small number of students responded very negatively and asked for it to be turned off • It didn't work well when working in small groups, as the teacher needed to switch it off when working in small groups only then to switch it back on to address the class. Beth's own experience was that she was turning on and off 5 or 6 times a day. • Room sizes are small and do not need this level of amplification. 	

Given the limitations experienced during the trial the teachers do not believe that this is a good system. However, they appreciated the suggestion.

Pamela requested that the Teaching body look at other big picture items that would make a significant contribution to the teaching and learning outcomes.

6. NOTIFIED AGENDA ITEMS

6.1. P&C Governance Sub-committee

Maria – Noted that a small group of P&C Members (Maria Riley, Steven Riley, Tim Pring, David Sutton, Carolyn Jury met informally to discuss issues surrounding the AGM, the P&C rules, and the P&C Association Constitution. The following is the outcome of this discussion.

David then outlined the following:

There are a number of identified issues with the our own Rules, and the P&C Association Constitution that need to be resolved. These include:

- AGM and membership. Presently the AGM is the first meeting of the year, voting at the AGM requires that nominees and those voting be members, however, membership submitted at a meeting is not effective until the meeting is closed and the Membership Register is updated.
- Alignment of Rules and P&C Constitution. In some instances the P&C rules contradict the Constitution and this needs to be resolved.
- Grievance procedure. It is currently unclear how grievances are to be handled.
- Code of conduct. It is currently unclear what code of conduct applies to the committee.

Anyone interested in participating in this sub-committee should contact David

David Sutton

Motion: That a sub-committee be established for the purposes of addressing the 4 items and report back with options on how these may be resolved.

Moved: David
Seconded: Maria

6.2. Historical Finance Analysis

Steven in his role as Financial Auditor has performed some analysis of the P&C's accounts. His report was circulated to meeting attendees but is not included in these minutes as the financial data is confidential.

Steven Riley

6.3. Soap Dispensers/Foam Wash

Maria presented in Louise's absence.

There is currently an issue with the schools soap dispensers in the children's toilets. These are old and the mechanisms are sticky and consequently do not work. This compromises hygiene at the school.

Louise Gunter

<p>Beth agreed that this was an issue and that she would look at how this could be fixed.</p>	
<p>7. General Business</p>	
<p>7.1. Harmony Day Clarification</p> <p>At the previous meeting the school had provided clarification that Harmony day was a celebration of cultural and social inclusion and to this end all students are encouraged to wear orange. However, a recent school notice had been issued which encouraged students to wear orange or cultural dress which appears to be in contradiction to the previous clarification.</p> <p>Beth confirmed that the school prefers that students wear orange and that this is in line with the Harmony Day intent. The communication to parents however, had been drafted to be inclusive of those wishing to celebrate their cultural heritage.</p> <p>This was seen as sending a confusing message, and Beth agreed that they would remove the reference to Cultural Dress and request that all students wear orange.</p>	<p>Steve Clarke</p>
<p>7.2. Mothers & Fathers Day Breakfasts</p> <p>Previous advise from the school in relation to Mothers & Fathers Day breakfasts was that only one mother or father was to attend. This does not represent those families who have more than one mother or father.</p> <p>Would this position be maintained at this year's Mothers/Fathers day breakfasts, or could children bring more than one mother or father should that reflect their family.</p> <p>Beth confirmed that students were welcome to bring more than one mother or father in cases where this represented their family.</p>	<p>Steve Clarke</p>
<p>7.3. Special Thanks for Service to P&C</p>	<p>Bill Clarke</p>
<p>Motion: A special thanks to the following people for recognition of their individual contribution to the P&C in past years.</p> <p>Jen Fang – The ultimate quiet achiever as Treasurer for 2014.</p> <p>Kate Wake – Tireless and worked hard on all that she did for the school, and her enourmous contribution to P&C fundraising</p>	<p>Moved: Bill Clarke Seconded: Steve Clarke</p>



7.4. Apologies for prior hurt

In recognition of prior hurt to members past and present a motion be passed apologising to all those involved.

Motion: Apology to members past and present for any hurt they may have incurred.

Moved: Steve Clarke

Seconded: Pamela Chalmers

ATTACHMENTS:

OSH Care report

Principal's Report