



MINUTES 13 May 2015

Start time: 7pm

Location: Library

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| 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 | Peter Murray; Sarah Lam; Steve Clarke; Caren Walters; Trudie Perkins; Pamela Chalmers; Steven Riley; Carolyn Jury; Kirstyn Bodell; Bevan Radburn; David Sutton; Emily Qereqeretabua; Amanda Fullerton; Fiona Wood (Principal); Stephen Brewer |
| NON-MEMBERS     | Kate Glastonbury; Dianne Thompson (Teacher); Danielle New (OSHCare); Kira Luther (OSHCare);   |
| CHAIR           | Maria Riley   |
| MINUTES         | Tim Pring   |

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| <b>1. OPENING &amp; APOLOGIES:</b>  | Maria Riley |
| Apologies: Tara Rees; Bill Clarke; Susan Casey; Andrew Yourn  |             |
| <b>2. MINUTES OF PREVIOUS MEETINGS:</b>   | Maria Riley |
| <p><b>MINUTES 12/NOV/2014: copy provided at meeting.</b></p> <p><b>ACTION:</b> Steve C to provide an electronic copy of the the advice received by P&amp;C Federation RE minute taking. <b>CLOSED 13/May/15</b></p> <p><b>MINUTES: 26/NOV/2014: Copy provided at meeting.</b></p> <p><b>ACTION:</b> Secretary is to provide copies of these and minutes of 12/Nov/2014 out of session for acceptance. <b>CLOSED 13/May/15</b></p> <p>Note: The list of attendees was inaccurate and that this needed to be updated. References to the time taken for individuals to speak is irrelevant and for this to be removed.</p> <p><b>ACTION:</b> Secretary is to update minutes based on the noted feedback. Amended minutes are to be circulated for approval out of session.</p> <p><b>MINUTES: 11/MAR/2015: Copy provided at meeting.</b></p> <p>Note: Beth Morgan (Principal) is to be listed as a member. Stephen Brewer’s name is spelled incorrectly.</p> |             |



**Parents and citizens association**

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| Motion: That the revised minutes for 12/Nov2014 be accepted   | Moved: Pamela Chalmers<br>Seconded: Neroli Butt |
| Motion: That the minutes for 11/Mar/2015 be amended as per the above notes and that they be accepted. | Moved: Stephen Brewer<br>Seconded: Steven Riley |

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| <b>3. PREAMBLE</b>   | Read by: Tim Pring |
| The preamble was read.   |                    |
| <b>4. REPORTS.</b>   |                    |
| <p><b>4.1. OSHCARE REPORT</b></p> <ul style="list-style-type: none"> <li>• New OSHCare Team Members at Yeo Park<br/>Danielle New has joined the team and undertaking completion of her qualifications and traing.</li> <li>• Lisa Seeney has joined as a Permanent Educator and will be at the centre 5 mornings and afternoons a week</li> <li>• OSHCare’s Vacation Care for term 1 holidays were a success with excursions to Baden Powell Scout Camp and Stardust Circus.</li> <li>• Term 2 activities will include events such as Australia’s Biggest Morning Tea and Jamie Olivers Food Revolution day, as well as Australian Child Care Week.</li> <li>• Full report available on P&amp;C website.</li> </ul>  | Kira               |
| <p><b>4.2. PRINCIPALS REPORT</b></p> <ul style="list-style-type: none"> <li>• School Plan has been published - Fiona and the teaching team has been working hard to introduce the new 3rd Strategic Direction around 'community'</li> <li>• A survey to parents around the school plan will be forthcoming</li> <li>• Changes to the student reports to improve formatting and readability – a sample report was presented. Feedback on the new reports will be presented to the P&amp;C in Term 3.</li> <li>• SENTRAL is being introduced across NSW schools and provides a central student information system. Initially this focuses on attendance and reporting first but will be extended to other areas such as programming over time.</li> <li>• School Expo for June 18 – A parent representative from the P&amp;C is sought</li> <li>• A survey of parent interests for learning and curriculum will come in Term 3. This is to be added to the Agenda for P&amp;C Meeting in June</li> <li>• Steve C – Requested that the data from Uniform Survey be made available. <ul style="list-style-type: none"> <li>○ Fiona noted that the survey data would not be made available and that the summary report as issued previously is the level</li> </ul> </li> </ul> | Fiona Wood         |

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| <p>detail available.</p> <ul style="list-style-type: none"> <li>○ Steve C noted that the survey did not include the Winter Tunic and therefore the decision to remove it was not based on the survey.</li> <li>○ Neorli/Carolyn/Dianne confirmed that indeed this was the case. The Uniform Committee discussed and agreed that the Winter Tunic be removed from the Uniform Catalogue due issues around availability.</li> <li>○ Fiona to amend the report to remove reference to the tunic.</li> </ul> <p>Full report attached</p>  |  |
| <p><b>4.3. TREASURER'S REPORT</b></p> <ul style="list-style-type: none"> <li>• Assistant Treasurer – Nominations are sought to assist the Treasurer particularly around collection of money and banking</li> <li>• Commonwealth Bank in Ashfield has introduced a deposit machine which greatly simplifies the banking of proceeds from fundraising etc.</li> <li>• Reporting assistance requested. <ul style="list-style-type: none"> <li>○ Steve R offered to run reports from the current spreadsheets.</li> </ul> </li> </ul>   | Larissa Mullan   |
| <p><b>4.4. FUNDRAISING REPORT</b></p> <ul style="list-style-type: none"> <li>• Gala Day was a huge success - Special thanks to all those that ran the Gala day</li> <li>• Mothers Day Raffle was also a huge success \$427 raised.</li> <li>• Trivia Night - Ticket sales will be done online <ul style="list-style-type: none"> <li>○ Funding approval for \$500 for the Trivia Night was sought.</li> </ul> </li> <li>• Seconded by Carolyn</li> <li>• Bunnings Stall at Alexandria is planned for 25th July</li> <li>• Brocoli Tree Cinema 29th August</li> <li>• City to Surf is confirmed for this year.</li> <li>• Maria mentioned that Masters (Hardware) in Marrickville will be opening soon and that this may present another fundraising opportunity.</li> </ul> | Neroli Butt  |
| <p>Motion: That funding of \$500 to support the Trivia Night be approved.</p>   | <p>Moved:<br/>Neroli Butt<br/>Seconded: Carolyn Jury</p> |
| <p>Motion: That funding of \$1500 to support the Bunnings Stall at Alexandria be approved.</p>  | <p>Moved: Neroli Butt<br/>Seconded: Carolyn Jury</p>     |

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| <p><b>4.5. PRESIDENTS REPORT</b></p> <p><b>ACTION:</b> Secretary to finalise P&amp;C email distribution list. <b>Closed 11/May/2015</b></p> <p><b>ACTION:</b> Secretary to Email to all parents requesting nominations. <b>Closed 11/May/2015</b></p> <ul style="list-style-type: none"> <li>• P&amp;C Magazine Received which provide info on fundraising opportunities and funding grants. A copy of this was provided to Carolyn Jury</li> <li>• Teacher excellence awards – Nominations are sought for the Teacher Excellence Awards.</li> <li>• A volunteer for nibbles and wine for the next meeting is sought.</li> </ul>  | <p>Maria Riley</p>         |
| <p><b>5. BUSINESS ARISING FROM PREVIOUS MINUTES</b></p>   |                            |
| <p><b>5.1. Functioning Soap Dispensers:</b></p> <ul style="list-style-type: none"> <li>• All soap dispensers in the children’s toilets had been tested and confirmed to be working.</li> <li>• CLOSED</li> </ul>  | <p>Fiona Wood</p>          |
| <p><b>6. NOTIFIED AGENDA ITEMS</b></p>  |                            |
| <p><b>6.1. Finalise School Funding Request</b></p> <p>Approval for funding of the following items is requested:</p> <ul style="list-style-type: none"> <li>• Music program \$14155.00, PA</li> <li>• Yoga to go \$2664.00</li> <li>• Gymnastics \$3375.00</li> <li>• Drama/Aesop \$4482.00</li> <li>• Digi Ed \$840</li> <li>• Yr2 Graduation Books \$500 approx</li> <li>• Buses to balmoral beach \$980</li> </ul> <p>It was noted that an overall balance was required to finalise a budget for 2015. However, it was noted that current it would be possible to approve a budget of \$27,000 without the final balance calculation.</p> <p>It was suggested that the finalisation of the school’s funding requests for the year be completed as early as possible in the school year to avoid delays.</p> | <p>Fiona Wood</p>          |
| <p>Motion: That a budget of \$27,000 be approved to support the school’s funding requests.</p>  | <p>Moved: Steve Clarke</p> |

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|   | Seconded: Sarah Lam                              |
| Motion: That the principal present the school's funding request at the first meeting of the year, and that P&C approval be finalised in the second meeting of the year. That the agenda's for these meetings be updated to include this as a standing item.   | Moved: Steven Riley<br>Seconded: Larissa Mullan  |
| <b>6.2.P&amp;C Governance Subcommittee</b> <ul style="list-style-type: none"> <li>The subcommittee's paper and summary findings on the first issue of membership and the timing of the AGM was tabled. Refer attached.</li> <li>Options were discussed and a poll of attendees preferred option was taken. The preferred option was Option 1: Move AGM to be the 2<sup>nd</sup> meeting of the year.</li> <li>The subcommittee will focus its efforts on Option 1 and will put forward a proposal to the P&amp;C for the August Meeting.</li> </ul>   | David Sutton                                     |
| <b>6.3.Helping Other Children</b> <ul style="list-style-type: none"> <li>In Bill's absence Maria read a statement from Bill on the progress and success of this initiative.</li> <li>Refer attached copy of Bill's statement</li> </ul>   | Bill Clarke                                      |
| <b>6.4.Scooter Racks</b> <ul style="list-style-type: none"> <li>Quote for the Scooter Racks is \$250 over the allocated budget due to freight costs. This cost can be reduced by delivering to the supplier's offices in Northmead, however this would require someone from the school to collect and deliver to the school.</li> <li>Pete Murray offered to collect from Northmead and install the racks at the school.</li> <li>Additional budget of \$250 is requested to ensure there is sufficient budget should there be further costs and to avoid the need to seek further funds to complete this acquisition.</li> <li></li> </ul> | Maria Riley                                      |
| Motion: That additional budget of \$250 be made available to complete the Scooter Rack acquisition and avoid further delays.  | Moved: Carolyn Jury<br>Seconded: Neroli Butt     |
| <b>6.5.Budget for Misc P&amp;C Expenses</b> <ul style="list-style-type: none"> <li>Approval is sought to permit incidental P&amp;C related expenses up to \$100 to be incurred without prior approval.</li> </ul>   | Maria Riley                                      |
| Motion: That approval be given to permit incidental P&C related expenses up to \$100 to be incurred without prior P&C approval.   | Moved: Carolyn Jury<br>Seconded: Pamela Chalmers |

| <b>7. General Business</b>  |              |
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| <p><b>7.1. Cake Day Proceeds</b></p> <ul style="list-style-type: none"> <li>It was proposed that proceeds from the cake day be donated to a charity involved in the response to the Nepal earthquake.</li> <li>The committee agreed.</li> </ul>   | Maria Riley  |
| <p><b>7.2. Skoolbag App</b></p> <ul style="list-style-type: none"> <li>The Skoolbag App is a smartphone application which provides an electronic means of communications between the school and parents.</li> <li>This was presented as a means of gauging whether this would be something that parents would see as beneficial. The general consensus of the committee was that this would be a good thing.</li> <li>There was discussions around whether this app could be used for electronic Scheduling/Rostering for things like parent interviews as the current system of booking times in person at the school does not suit some parents.</li> <li>Neroli noted that she had undertaken research into options for such a system previously and that it would be of value to revisit her findings.</li> <li></li> </ul> | Fiona Wood   |
| <p><b>7.3. Mother's Day Breakfast</b></p> <ul style="list-style-type: none"> <li>Steve Clarke acknowledged the schools changes to Mothers Day Breakfast to be inclusive of children who consider they have more than one mother. This is a very positive move to be inclusive of all.</li> </ul>  | Steve Clarke |

**ATTACHMENTS:**

OSHCare Report – “YP01F012-2 Management Report CoverT22015.pdf“ & “YP01F012-2 Management Report to P and C T22015.pdf”

Principal's Report – “PRINCIPALS REPORT(May2015).docx”

Governance Committee Summary on AGM and Membership Rules – “YPIS P&C Rules Change Proposal May 2015.rtf”

Note from Bill Clarke on helping other children