



Parents and citizens association

Minutes : 10th of August 2011	Start Time : 7:10pm	Location: Library
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Present:	Stacey Furner, Ruth Tetly., Susan Brown, Isabelle LeCalvez, Lindsay Sawers, Fiona Day, Stephen Clarke, George Lombard, Todd McNeal, Michelle McTavish, Sybille Bauer
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Chair:	Michelle McTavish
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Minutes:	Isabelle LeCalvez
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1) Apologies:	Nadia Vigna, Andrew Ward, Eugenia Munro
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2) Minutes	Moved:	Seconded:
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Motion : "That the June 8th 2011 Minutes be accepted"	Lindsay	Stephen
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3) Preamble:	Read by Michelle McTavish
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4) Reports

4.1) Principals Report	Stacey Furner
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Thank you to the Parents and families for their support during education week.
 The Gymnastics program is underway, thank you to the P&C for sponsoring ½ of this program.
 The School Education Director will be running clay workshops with the children in Term 4.
 Next Wednesday: Athletics carnival with 4 other Infants' schools; Approx. 320 children. Great opportunity to sell coffee & cake to parents of visiting schools.
 Thank you to Andrew for talk at 'Information Night'. School received positive feedback from prospective parents.
 Dates set for Kindergarten 2012: Parent info night on 2/11, Kindergarten Orientation 9/11 + Transition visits will be on the 23/11 & 7/12.
 Upgrade of playground Painting - painter is running behind schedule with all the recent rain.

Action :	Person	Person
Organise coffee & cake for Athletics carnival	Ruth	Michelle
Motion :	Moved:	Seconded:
"That the Principals report be received".	Todd	Isabelle

4.2) Treasurers Report	Lindsay Sawers
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Thank you to Nadia- despite the fact that she has just had a baby she has not dropped the ball once!
 'Everyday Hero' (City 2 surf) has charges, written in fine print, for accounts running for a period of over 3 months they also take a percentage of \$ donations.
 Uniforms are now claimable (Tax). Tax Receipts can now be given on request.
 There are some outstanding receipts that still need to come in.

Tabled	In & outgoings spreadsheet (attached)	
Action Items	Person	Deadline
Check length of time YIPPIES have been signed up to Everyday Hero	Fiona	
Motion :	Moved:	Seconded:
"That the Treasurers report be accepted".	Susan	Ruth

4.3) Fundraising Report	Michelle McTavish
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Sales from organic hot chocolate, coffee and Tea raised \$249 profit, Thank you to Emily.
 City to Surf sponsorship has been a runaway success, \$2370. Thank you to Steve for coming up with this great idea and to Fiona, Zac, George, Isaac and Helen for putting their bodies on the line!
 Steve has secured \$1,100 worth of advertising for a Twilight cinema event. A 12 foot screen has been booked for Saturday the 17th September. We have space for an audience of around 200 people.
 Bunnings BBQ on Saturday 6th August. It turned out to be well worth it as we made \$2,000 profit. Thank you to those families who worked so hard to make this happen.
 Pizza and Pyjama night this Saturday
 Cake day, made \$22.80 today.
 Athletics carnival on Wednesday 17th - Ask parents to make cakes, slices etc. to sell to the attending parents.
 Wine sales: PayPal is working on our website and we can accept money for wine sales.

.....Full report attached

September Agenda: Vote on whether Cake Day prices should be increased.

Motion :	Moved:	Seconded:
“That the Fundraising report be accepted”.	Todd	Isabelle

4.4) Presidents Report | Michelle McTavish

We are well on track to achieve our fundraising goals for the year. Well done team!
 City 2 Surf – A huge thank you to Zac, George, Issac and Fiona for their efforts in raising a huge total for the P&C
 Bunning’s BBQ –Thanks so much to those dedication families who were able to help at such short notice.
 Fundraising Support – We really are appreciative of those families who continue to work hard to raise money for the P&C. I would like to extend a further plea to all parents to lend whatever assistance they can to help our fundraising team.
 Education Tax Refund (ETR) - Uniforms can now be purchased on line at www.yeoparkpandc.org.au.
 Schools Only web sites –The P&C Association as sent a letter to all schools P&C associations to advise that they “do not endorse nor recommend any website to your association”.
 Thanks to Susan & Jemma and other helpers for coordinating Cake Day today

.....Full report attached

Motion :	Moved:	Seconded:
“That the Presidents report be accepted”.	Stephen	George

5) Actions / Business arising from previous meetings

5.1) Wine Fundraising

Action : To liaise with Eugenia regarding order details	Michelle	
Action : To look into online purchasing on website	Susan / Peter	By: end term 3

5.2) Fundraising Artwork

Action : To liaise with Teachers	Todd	By: end term 3
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5.3) Lawn Bowls

Action: Canvass local Lawn Bowl clubs for Halloween fundraiser	Fiona	By: end term 3
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5.4) P&C Website | Possibility of Selling template to other P&C’s

Motion :	Moved:	Seconded:
“That the P&C Website template will not be sold”.	Michelle	Todd

5.5) Moonlight cinema | Sponsorships

Steve has secured \$1,100 worth of advertising for a Twilight cinema event.

Canterbury Hurlstone Park RSL (Gold Sponsor)	\$800
Inner West Music School	\$100
Plunge Café	\$100
George Lombard Consultancy	\$100

Action: Liaise with council regarding possibility of coffee van on site	Michelle
Action: ‘G’ Rated film shown on the night – yet to be decided	Fundraising committee
Action: Organise volunteers to clean school toilets on Sunday after the event	Ruth
Action: Check the safety of ‘Glow- sticks’	Isabelle

5.6) Uniforms | Source girls bootleg pants to sell

Overall quality of item sourced from ‘LW Reid’ was not great - Thin fabric & too long in the body
 Best & Less jazz pants more popular and same price.
 Circulate Best & Less ‘School Zone’ website for ordering. Possible group orders in future
<http://www.schoolzone.net.au>

Motion :	Moved:	Seconded:
“That the school does not sell the ‘LW Reid’ bootleg pants”.	Isabelle	Ruth

Finish time : 8:25pm

Yeo Park Infants P & C Meeting – 10th August 2011

Presidents Report

Sydney Region P&C Term 2 meeting was held on Monday 6th June focussing on increased communications from the Regional Council and the pros and cons of setting up and maintaining a website.

- It is noted that “At School” website design company who presented to the P&C last year has now ceased trading and a new company (Schools Only) has been set up in its place. Sydney Regional Council was not aware of any official affiliation of the company with the Federation. There appears to be no guarantee of any sponsorship deals being sourced to cover costs of set up and maintenance in the first two years as was suggested last year.
- The overwhelming majority of opinion of those at the meeting was that it would be very beneficial to have a centrally based portal / template / facility to create P&C websites, but there was a definite feeling of distrust in paying a private company to manage this. The main concerns were based on the longevity of the company (especially given the first attempt has already fallen through – also that the sponsorship “deal” with ANZ had fallen through so this would also be a concern if long term funding could not be guaranteed).
- There was a general discussion on the pros and cons of creating and maintaining a web site – I shared our thought processes following the “at school” presentation last year and how we came up with our own site. It was acknowledged that we were able to do this thanks to P&C members (Peter in particular) with the expertise and willingness to donate their time.
- Following the meeting, several P&C representatives approached me requesting further details of how we went about setting up our site (web builder / costs / usability etc). One school even suggested that they would like to purchase our template. Further investigations into the logistics of this are underway.

The Sydney Region P&C meet once a term to increase awareness of issues on a broader regional scale. They are an opportunity to come together to discuss and share information with other P&C Association members in the region. Anyone interested in attending meetings are encouraged to email me at info@yeoparkpandc.org.au and I will arrange for you to be included on the email distribution list for notices and agendas of meetings.

I have been invited to attend a morning tea with the State Member for Canterbury, Linda Burney on Friday 10th June with other P&C representatives from the local area to discuss those issues that are pertinent to our school. Anyone who would like me to raise an issue on behalf of the P&C is encouraged to forward details via email prior to Friday morning. Cake Day today – Thanks to Susan & Jedda for coordinating and everyone else for their help. \$23.60 was raised.

1 August 2011

Dear P&C President,

The Federation of Parents and Citizens' Associations of New South Wales would like to advise all affiliated P&C Associations that we do not endorse nor recommend any website to your association.

P&C Federation has had a number of enquiries in relation to a product offered by Schools Only. P&C Federation has previously met with Ben Sanders in relation to the Schools Only product and did not consent to engage with the products offered for ourselves as an organisation, nor as a product would we, or did we, agree to promote this product to our affiliated Associations, to be clear P&C Federation said no.

Before any local school P&C Association enters into agreement for a product P&C Federation urges each individual Association to look closely at financial implications before entering into any contractual agreement. Further, be sure to resolve expenditure at a general meeting of your association and seek alternate prices off competitors, best practice when undertaking long term expenditure they may be of significant expense to your school community.

P&C Federation offers each and every affiliated P&C Association a free webmail account. Contact our Office for more information or if you require assistance in accessing your P&C email. Further, note the latest resolution of Annual Conference 2011 where it was motioned that the P&C logo and intellectual properties be protected from all and any misuse. This means that where any entity or business other than the P&C Association wishes to use the logo or any materials they must seek permission from P&C Federation.

P&C Federation wishes all of our affiliated P&C Association best of luck with their activities and thanks you all for your continued contact to our Office. As New South Wales Public Education Week launches we invite our P&C Associations to take a moment and recognise the important contribution they themselves make to the best educational system in the Country.

Regards

A handwritten signature in black ink that reads "H. Walton." The signature is written in a cursive, slightly slanted style.

Helen Walton
President

**YEO PARK INFANTS SCHOOL P&C MEETING 10/08/2011
TREASURERS REPORT**

1. SUMMARY OF INCOME AND EXPENSES 07/06/2011 to 09/08/2011

Balance at 06/06/2011			24,486.44
Items	Sales/Income	Expenses	Balance
P&C Sundries (stationary etc)	0.00	68.11	(68.11)
P&C Meeting Food	0.00	24.15	(24.15)
P&C Memberships	4.00	0.00	4.00
P&C Affiliation & Dues	0.00	581.00	(581.00)
School Contribution – Music	0.00	11,200.00	(11,200.00)
Uniforms	154.00	0.00	154.00
Cake Day	23.60	0.00	23.60
Bank Interest Earned	75.04	0.00	75.04
Donations to P&C	221.65	0.00	221.65
Pay Pal Account Verification	0.21	0.00	0.21
Tea, Coffee & Hot Chocolate	810.00	567.00	243.00
City2Surf	1773.09	0.00	1773.09
Bunnings BBQ	3164.05	1150.00	2014.05
Pizza & PJ night	825.00	400.00*	425.00
Moonlight Cinema	100.00	0.00	100.00
	7150.64	13,990.26	(6839.62)

Opening balance as at 07/06/2011	24,619.44
Add: Sales/Income	7,150.64
Less: Expenses	13,990.26
Closing Balance	17,679.82

Business transaction account balance as at 09/08/2011	5,019.77
Business Online Saver account balance as at 09/08/2011	12,760.05
TOTAL	17,779.82

2. YEAR TO DATE SUMMARY OF INCOME AND EXPENSES

Balance at 01/01/2011			16,959.00
Items	Sales/Income	Expenses	Balance
General Income			
Bank Interest	425.48	0.00	425.48
P&C Membership	57.00	0.00	57.00
Uniforms	1,450.65	1,382.42	68.23
Pay Pal Account Verification	0.51	0.00	0.51
General Expenses			
P&C Affiliation & Insurance	0.00	581.00	581.00
Meeting Refresh	0.00	39.15	(39.15)
Sundries	0.00	68.11	(68.11)
Fundraising			
Stay in Bed Milk (AFD)	27.22	0.00	27.22
Cake Day	96.65	0.00	96.65
Bunnings BBQ	6,121.80	2,297.97	3,823.83
Bulbs	608.00	319.00	289.00

Cards & Diaries	0.00	52.00	(52.00)
Gala Day	6,826.85	1,374.54	5452.31
End Term 1 BBQ (Drink Sales)	31.00	10.00	21.00
Tea, Coffee & Hot Chocolate	810.00	567.00	243.00
City2Surf	1,773.09	0.00	1773.09
Moonlight Cinema	100.00	0.00	100.00
Pizza & PJ Night	825.00	400.00*	425.00
Donations to P&C	403.00	0.00	403.00
<i>School Contributions</i>			
Welcome BBQ	0.00	49.81	(49.81)
Student Insurance	0.00	300.70	(300.70)
Easter Eggs	0.00	63.66	(63.66)
Special Lunch Day	0.00	30.07	(30.07)
Music	0.00	11,200.00	(11,200.00)
	19,556.25	18,735.43	820.82

Opening balance as at 01/01/2011	16,959.00
Add: Sales/Income	19,556.25
Less: Expenses	18,753.43
Closing Balance	17,779.82

3. ATTACHMENTS

- 3.1 P&C Budget 2011
- 3.2 Account Summary/Bank Balance as at 09/08/2011
- 3.3 Bank Statements – Business Transaction Account and Business Online Saver

NADIA VIGNA
TREASURER, YEO PARK INFANTS SCHOOL P&C

ATTACHMENT 3.1

YEO PARK P&C BUDGET 2011

Expense	Amount	Payment Due:	Comments:
Running costs			
Website - Annual hosting fee	99.00	End year	Domain name registration (\$34.90) paid every 2 years – next due 2012
Gifts (teachers, volunteers etc), including gift for auditor 2009/2010	200.00		NB: Gift for auditor 2009/2010 approved P&C AGM for \$100
P&C Meeting – refreshments	80.00		<i>Paid - \$15.00</i>
P&C Events – refreshments (tea & coffee etc) – monkey puzzle night, welcome to kindy parents	80.00		
Purchase/replacement/repair of P&C equipment	200.00		
Misc (eg stationery, postage)	50.00		
<i>subtotal</i>	<i>709.00</i>		
Insurance			
Student Injury Insurance	300.70	April 6 2011	<i>Paid – \$300.70</i>
P&C Federation Affiliation & Insurance (includes Public Liability)	575.00	August 1 2011	
<i>subtotal</i>	<i>875.70</i>		
Contributions to school			
Welcome BBQ	50.00	Term 1	<i>Paid - \$49.81</i>
Easter Eggs	60.00	Term 1	<i>Paid – \$63.66</i>
Special Lunch Days	200.00	Term 1 - 4	<i>Paid – \$30.07</i>
Last day of term events	80.00	Term 2 - 4	
Music Program	11,200.00	Term 1-4	
Gymnastics	1255.50	Term 3	50% funded by P&C
Kindergarten Orientation	15.00	Term 4	
Year 2 Graduation Books	330.00	Term 4	
Digi Ed	1680.00	Term 4	
Bus for end of year excursion	490.00	Term 4	
<i>subtotal</i>	<i>15,360.50</i>		
TOTAL	\$16,945		

Balance carried over 01/01/2011 -

\$16,959

Fundraising Report – 10th August 2011

Sales from organic hot chocolate, coffee and Tea raised \$249 profit, Thank you to Emily for arranging this event.

City to Surf sponsorship has been a runaway success, \$2370, last time I checked. Thank you to Steve for coming up with this great idea and to Fiona, Zac, George and Helen for putting their bodies on the line!

Steve has secured \$1,100 worth of advertising for a Twilight cinema event. The very generous local business are;

Canterbury Hurlstone Park RSL (Gold Sponsor)	\$800
Inner West Music School	\$100
Plunge Café	\$100
George Lombard Consultancy	\$100

A 12 foot screen has been booked for Saturday the 17th September.

We have had confirmation from the screen company that 80 to 100 square metres is ample space for an audience of around 200 people.

At this stage we are thinking of screening Gnomeo and Juliet, this is a G rated movie, with some interest for adults too.

Proposed ticket price is \$12 per adult, \$5 per child and under 4 yrs free.

On Wednesday 3rd August Bunnings called to say they had a cancellation for their BBQ on Saturday 6th August. We bravely said yes, and through ourselves into organization mode. It turned out to be well worth it as we made \$2,000 profit. Thank you to those families who worked so hard to make this happen.

Pizza and Pyjama night, Stacey has given me a list of supplies for Saturday night and I will purchase these on behalf of P&C. I will also prepare the sandwiches and deliver to the school.

Cake day, made \$22.80 today. It has been suggested that we raise the price from 20 cents, so I shall put this on the agenda for next meeting.

Athletics carnival on Wednesday 17th last year we asked parents to make cakes and slices etc to sell to the attending parents. I feel that we have asked a lot of parents in recent weeks so I was thinking of perhaps just selling tea, coffee, soft drinks and perhaps some store bought biscuits.

Wine sales, Peter has confirmed that paypal is working on our website and we could accept money for wine sales. I just have to get the info from Eugenia and organize the dates with the supplier.