



Parents and citizens association

| DRAFT - Minutes: 21 st March 2012 | | Start Time: 7:15pm | | Location: Library | |
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| Present: | Stacey Furner, Fiona Day, Karen Roberts, Nadia Vigna, Andrew Ward, Garrett Wreford, Sarah Lam, Gary Browne, Effy Savidis, Maria Riley, Barbara Vasiliadis, Kate Wake, Jennifer Acklin, Alba Centra, Francesca DiBenedetto, Maggie Barry, John Chudleigh, Nina Lord, George Lombard, Michael Campbell, Brian Welat, Kerri Lovi, Michelle Mary Durumary, Jeni Mavraidi, Isabelle LeCalvez, Felicity Halloran | | | | |
| Chair: | Andrew Ward | | | | |
| Minutes: | Isabelle LeCalvez | | | | |
| 1) Apologies: | Natanya Mandel, Ruth Tetley, Michelle McTavish, Eugenia Munroe, | | | | |
| 2) Minutes | | | Moved: | Seconded: | |
| Motion: "That the Minutes from 9 th of November 2011 be accepted" | | | Susan | Fiona | |
| 3) Preamble | Read by Andrew Ward | | | | |
| 4) Reports | | | | | |
| 4.1 Principals Report | Stacey Furner | | | | |
| <p>Rod Magahey will be attending a P&C meeting in term 2 to discuss the school boundaries.</p> <p>Playground resurfacing; to add to the money we have from Telstra and the generous parent donation we have received, the Canterbury Hurlstone RSL has agreed to make a donation of \$10,000 to the school for this purpose.</p> <p>The Annual school report for 2011 will be on the school website from the last week of term</p> <p>Information night is on the 2nd of May for anyone interested in enrolling their children in 2013. This is an adult only evening.</p> <p>P&C shed needs some volunteers to reorganise and tidy.</p> <p>The Education Minister announced some changes taking place in our schools. "Local Schools, Local Decisions" Stacey outlined the five points:</p> <p>1. Managing resources 2. Staff in our schools 3. Working Locally 4. Reducing red tape 5. Making decisions</p> | | | | | |
| Tabled | 2011 Annual Report Draft. | | | | |
| Volunteers to tidy P&C shed | Maggie, Felicity, Karen and Emily | | | | |
| Motion: | | | Moved: | Seconded: | |
| "That the Principals' report be received". | | | Andrew | John | |
| 5.2 Treasurers Report | John Chudleigh | | | | |
| <p>We have a balance of \$21,998</p> <p>Motion to change Commonwealth bank accounts from Netbank service to Commbiz. Transferring the CBA accounts from Netbank to CommBiz would enable authorisation by 2 signatories at different locations/times</p> <p>A reminder that for all expenses, please keep your receipts and present them with a completed payment slip to myself or lodge them in the P&C mailbox addressed to me.</p> <p>For cash collections (eg cake day, other fundraising activities), please lodge them with Kris Killorn with a completed Money Counting Sheet.</p> <p>Proposed 2012 Yeo Park Infant School P&C Budget, based on previous years' expenditure and allowable expenditure for 2012. Allowable expenditure for 2012 is \$21,037.49</p> <p>Is looking into setting up a new PayPal account for P&C</p> | | | | | |
| Tabled | Summary of Expenditure Summary of Income and Expenses - both of which can be viewed on the P&C notice board | | | | |
| Motion: | | | Moved: | Seconded: | |
| "To change Commonwealth bank accounts from Netbank to Commbiz". | | | Andrew | Nadia | |
| Motion: | | | Moved: | Seconded: | |
| "That the Treasurers report be accepted". | | | Nadia | George | |

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| 5.3 Fundraising | |
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A fundraising target of \$17,000 has been tentatively set

Term 1 we will hold a lawn bowls social event on the 25th March with additional funds to be raised through a raffle. An order form for Bulbs went home with children last week. The P&C keep 50% of all sales. Orders will be delivered in Term 2. Thanks to Michelle for organizing this one

When we return in Term 2, we will distribute a survey to see what type of events and merchandise will interest our school parents and include a donations form to attract cash donations

Term 2 the plan is to sell organic tea/coffee/hot chocolate and children's nut-free snack foods, a Trivia Night event with class art auctions - target date for this event is Saturday 23rd June. We will explore a theme of Christmas in Winter / Winter Solstice

Term 3 – City2Surf on 12th August and the local election gala on 8th September, this will be something of a “mini” gala day with the focus on running a BBQ and cake and coffee stall. We have also secured a Bunnings BBQ date for 12th August. We will try to reschedule this if possible as it is on the same day as the City2Surf, but if not possible, we will proceed with this date. We also plan to hold the annual Broccoli Tree Cinema night on 15th September before Daylight savings begins

- Full report can be viewed on the P&C Notice board

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

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| 5.4 Presidents | Andrew Ward |
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Firstly I'd like to acknowledge and thank the new and returning P & C executive members and thank you for your efforts this far. Please remember to return your bulb order forms asap, but given that year 2 didn't get the order forms until Friday we have extended the due date until the end of next week.

Lawn bowls this Sunday.

Thank you to our cake day coordinator, Jedda and all of her helpers for today. Cake day made around \$60 today and as there were so many cakes left over. Cakes were also sold after school thus making a further \$70 odd

I attended the regional P& C meeting last month where Ros Bastion, the Sydney Region Schools Promotions Officer gave a presentation titled "getting parents involved- effective P&C websites and use of social media".

Some of the points made by Ros included;

1. Acknowledged the positive impact that P&C members can have on the local community in and out of school.
P&C should listen to - What students are saying, what parents are saying - discuss with principal & what staff members are saying
2. What does a successful active P&C look like?
Actively involved in school via uniform sales and extra curricular activities such as music, sport, veggie gardens, school grounds etc.
3. Focus on and actively engage with parents. There should be a number of social as well as fundraising events such as; Welcome bbqs, Annual parent dinner, Xmas in July drinks as end of year too busy, Fun social events & Quiz nights.
4. Websites a very useful tool for keeping members and the school community updated but a word of caution - keep up to date and ensure back end is easy to operate.
5. Active participation in meetings can be encouraged by ensuring it is welcoming for parents with nibblies wine etc. Lighting to and from meeting safe?
6. Canvas parents to see what they want to know
7. Find guest speakers of interest.

Above all else remember the focus is on the well being of the students at the school.

Overall the biggest thing that I took out of this meeting was that we have a great P&C and that we already are doing most of the things that were suggested.

- Full report can be viewed on the P&C Notice board

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| Motion: | Moved: | Seconded: |
| “That the Presidents report be accepted”. | Isabelle | Maggie |

6) Actions/Business arising from previous meetings

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| 6.1 P&C insurance | Andrew's discussions with the P&C Federation clarified that the policy will cover all volunteers doing volunteer work on behalf of the P&C P&C to keep a registry of volunteers to keep for future reference. Insurance covers personal injuries only |
| 6.2 Drop off Zone | Process to apply for changes: Written request needs to be from the school principal Consultation with local residents Nadia to conduct school survey |
| 7.4 New Occupational Health & Safety rules | Under the Volunteer Workers Health and Safety Act: <ul style="list-style-type: none"> Under the new WH&S legislation Incorporated P&C Associations are exempt. Safe food handling regulations do apply when cooking and selling food on site. Safe Food Australia has a number of easy to follow checklists available to use when organizing Sausage Sizzles Stalls. Andrew to forward further info to Fiona. |

7) Proposed P&C Budget

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| Motion: | Moved: | Seconded: |
| "Adoption amended of Budget for 2012". | Nadia | Isabelle |

8) Schools funding request

| Proposed Funding | Approx Cost |
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| Music Program | Approx \$12 938 |
| Gymnastics –Term 3 | \$3456 (ex GST) |
| Digi Ed – Term 4 | \$1680 |
| Traditional Funding | |
| Easter eggs for students | \$60 approx |
| Year 2 Graduation books | \$300 max |
| Bus Fare for the end of year outing | \$990 approx |

Requests total - \$19,364.

The budget allocation for funding requests is \$18,680 – thus leaving a \$684 shortfall.

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| Motion: | Moved: | Seconded: |
| "That requested funds for 2012 be accepted, with the exception of the Gymnastics program for which the P&C will fund up to \$2,772 (/available funds)" | Andrew | Isabelle |

9) Uniforms

Karen brought up that some uniform item are being sold at below costs
Maggie to source info on school badge suppliers as uniform shop is running low

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| Motion: | Moved: | Seconded: |
| "Adjust Uniform prices to cover costs" | Karen | Isabelle |
| "Change uniform prices online to - add 10% to the cost price of all " | Karen | Isabelle |

10) General business

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| 10.1 P&C Nibblies | Isabelle asked if anyone would like to take over the purchase of cheese and crackers for P&C meetings in the future. Felicity volunteered to take over. |
| 10.2 Easter Eggs | Kerri Lovi offered to make a donation of dairy free, gluten free chocolate bunnies for the children's Easter hunt. |

Next Meeting to be held on the 9th of May

Meeting Closed – 9:45pm