



**Parents and citizens association**

**Minutes - Wednesday the 11<sup>th</sup> of May 2011 at 7.00 pm**

**Present:** Dianne Thompson, Ruth Tettly,, Peter Rusmussen, Susan Brown, Nadia Vigna, Isabelle LeCalvez, Michelle McTavish-Ward, Andrew Ward, Steve Clarke, George Lombard  
**Chair:** Andrew Ward  
**Minutes:** Isabelle LeCalvez

ITEM	DETAILS	MOTIONS
1) <b>Start time:</b>	7:15pm	
2) <b>Welcome</b>		
3) <b>Apologies</b>	Lindsay Sawers & Sybille Bauer	
4) <b>Preamble</b>	Read by Andrew Ward	
5) <b>Minutes of the Previous Meeting</b>	Minutes of the meeting held on 9 <sup>th</sup> March 2011	<p><b>Motion:</b> “That the May Minutes be accepted”.</p> <p>Moved: Nadia Seconded: Susan</p>
<b>6) REPORTS</b>		
4.1 <b>Principal.</b>	<p>Dianne Thompson as relieving Principal</p> <ul style="list-style-type: none"> <li>• Playground Grant-a playground grant of \$2500 has been issued to the school. The money will be spent on fixing the existing playground paintings (snakes and ladders) and painting new designs.</li> <li>• Fund Raising Opportunity-there is a fund raising opportunity when the combined Infants Schools have their annual Sports Day. This year the event is being held on 17th August (Term 3).</li> <li>• Vegetable Garden-the stir fry garden has been planted. Hopefully towards the end of term we'll all be enjoying a stir fry with cabbage, cauliflower, celery, snow peas, spinach and bok choi</li> <li>• The P&amp;C Shed- we all need to be vigilant about keeping the shed locked at all times.</li> </ul>	<p><b>Motion:</b> “That the Principals report be received”.</p> <p>Moved: Isabelle Seconded: Steve</p>
4.2 <b>Treasurer</b>	<p><b>PROPOSED BUDGET FOR 2011</b></p> <p>Proposed budget based on spending from 2010, requests for assistance from Yeo Park Infant School and availability of funds raised in 2010. Amendments made to budget presented at last meeting (09.03.2011) as projected overspend of \$1856.55. Reductions in spending have been made in relation to general expenses (eg refreshments for meetings, gifts, misc expenses (eg stationary/postage). All school related expenses (ie student insurance, contributions to school) remain the same.</p>	<p><b>Motion:</b> “Reductions in spending in relation to general expenses” (see ‘Running costs’)</p> <p>Moved: Michelle Seconded: Ruth</p>

## Yeo Park Infants School P&C Association

	<p><b>Tabled</b></p> <ul style="list-style-type: none"> <li>- Amended Budget for 2011</li> <li>- Bank Statements – Business Transaction Account and Business Online Saver Bank Balance as at 11/05/2011</li> </ul>	<p><b>Motion:</b> “That the Treasurers report be accepted”.</p> <p style="text-align: right;">Moved: George Seconded: Susan</p>
<p><b>4.3 President</b></p>	<p>What a monumental effort from everyone in first term. There really were some hectic weeks and I can't express how lucky we are to have so many committed and engaged parents willing to give their time.</p> <p>First term was a really busy period for fundraising and other events with the Bunning's BBQ, Bulb Sales, and the Election Gala Day all occurring in March</p> <p>Election Gala Day – The numbers were certainly down from what we saw at the federal election due to a combination of less voter turn out (due to electoral boundaries) and sketchy weather but despite this we returned a great profit which is a great testament to all the hard work done by the fundraising committee in the lead up and to all volunteers on the day. Further details in Treasurers &amp; Fundraising reports...</p> <p>Last Week of Term ended in a flurry of activity with several events funded by the P&amp;C;</p> <ul style="list-style-type: none"> <li>▪ Special Lunch Day</li> <li>▪ Easter Egg Hunt, and</li> <li>▪ End of Term BBQ</li> </ul> <p>Cake Day today – Thanks to Susan &amp; Jeda for coordinating and everyone else for their help.</p> <p>Australia's Biggest Morning Tea – last week of May to raise money cancer research. Ruth is coordinating this activity and further details will be advertised in the usual locations (lines, on the noticeboard and in the newsletter).</p> <p>Coles Junior Landcare Grant – last month we mentioned that Steve Clarke had submitted an application on behalf of the P&amp;C for a \$1,000 grant to spend on the vegetable garden and associated research materials. Unfortunately we were unsuccessful this time. This will not effect the ongoing work that the children are doing in the garden as there is funding within the current school budget for this.</p> <p>Web Site Committee – met on 16<sup>th</sup> March to finalise details for the new web site and further updates have now been made (Text finalised, documents added, Pay Pal set up for uniform sales). Peter &amp; Susan have both put in many hours of work on getting this up and running and it is looking great. Peter will be giving an update later in the meeting.</p> <p>I would like to encourage anyone who has any photos, artwork or articles they would like published please email to <a href="mailto:info@yeoparkpandc.org.au">info@yeoparkpandc.org.au</a>. Please also remember to return the permission slip to school to enable us to use your child's photo and/or artwork if you have not done so already.</p> <p>Federation News : <b><u>Post Election view</u></b></p> <p><i>Now the State has voted in the elections and we have a new government in office, it is time to take a look at what this may mean for education. Education has a new Minister in The Hon. Adrian Piccoli. Mr Piccoli is from a regional background and Federation is keen to ensure that all students under his care, including those</i></p>	<p><b>Motion:</b> “That the Presidents report be accepted”.</p> <p style="text-align: right;">Moved: Nadia Seconded: Isabelle</p>

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	<i>from regional and remote areas have access to the best educational resources available. The Federation will be working towards regular meetings with the Minister to allow for discussions around current and topical issues such as bus safety, the recent funding to students with disabilities from the Federal government, ongoing antibullying and cybersafety initiatives and the effect of teacher performance pay on the staffing of all schools across the state.</i>	
<b>4.4 PrimaryOSHCare</b>	PrimaryOSHCare were unable to attend. Report was tabled .	<b>Motion:</b> “That the PrimaryOSHCare report be accepted”.  Moved: Michelle Seconded: Andrew
<b>4.5 Fundraising</b>	<p>Bulb Sales, we had 19 families return orders for bulbs for a profit of \$289. While not huge, it was relatively easy to organize, didn't require lots of volunteers and required no financial outlay.</p> <p>Gala day: The rain held off for most of the day, but the chilly temperature and overcast sky may have reduced the crowds a little. State elections have traditionally drawn fewer voters to Yeo Park and I think this was the case again, numbers to be confirmed. We still managed to make a profit of around \$5,400 Treasurer to provide exact figures and break down. The big dollar earners were again the BBQ, and cake and coffee stall. New comer, fresh flowers made a decent amount for not too much work required. The kids stall made roughly the same as last year, despite charging \$3 per face paint instead of \$5 and having some competition from one of the stall spaces we sold. Rides did well again, as well as being a good earner they provide a lot of atmosphere and can be seen from Canterbury rd. Snow cones were not a success, possibly due to the cold day. But the people who run it said they often have a slow time the first time they do an event. Letters were written to all the major supermarkets for donations, but none of them came to the party or even replied to the request which was disappointing. Bunnings also declined to donate plants as they have done in the past due to a stock stake. Coca-Cola Amitel did donate some soft drinks which increased the profit of the drink stall. Less stall spaces were sold, mostly due to how soon it was after the last Gala day.</p> <p>Brochures for the Aussie Farmers Direct fundraising offer have been placed on the gate and approx six have been taken in two days. Combined with the five or so extra people I know of who joined up before the flyers went up, this could turn out to be a nice easy earner for the school.</p> <p>Ruth, social functions coordinator has suggested a date of 27th of May for the Australia's biggest morning tea fundraiser for the cancer Council.</p>	<p><b>Motion:</b> “That the Fundraising report be accepted”.</p> <p>Moved: George Seconded: Isabelle</p> <p><b>Actions:</b> Michelle to distribute a survey to parents regarding Their preference in future fundraising ventures, for 2011.</p> <p>Michelle to distribute letter asking parents for donations to the P&amp;C</p>
<b>7) BUSINESS</b>	<b>ARISING FROM PREVIOUS MEETINGS:-</b>	
<b>5.1 P&amp;C Website</b>	Peter Rasmussen unveiled the Website which is now live	
<b>6. Meeting closed:</b>	8.55pm	
<b>Next meeting date:</b>	Wednesday 9 <sup>th</sup> of June 2011	

**YEO PARK INFANTS SCHOOL P&C MEETING 11/05/2011  
TREASURERS REPORT**

**1. SUMMARY OF INCOME AND EXPENSES TO 11/05/2011**

<b>Balance at 09/03/2011</b>			<b>19,601.82</b>
<b>Items</b>	<b>Sales/Income</b>	<b>Expenses</b>	<b>Balance</b>
Uniforms	344.00	770.00	(426.00)
Bulbs	500.00	319.00	181.00
Cards & Diaries	0.00	52.00	(52.00)
Cake Day	25.05	0.00	25.05
Bunnings BBQ	0.00	84.00	(84.00)
Gala Day	6826.85	1374.54	5452.31
Student Insurance	0.00	300.70	(300.70)
Easter Eggs	0.00	63.66	(63.66)
Bank Interest	131.62	0.00	131.62
End Term 1 BBQ	31.00	10.00	21.00
	<b>7858.52</b>	<b>2973.90</b>	<b>4884.64</b>

Opening balance as at 09/03/2011	19,601.82
Add: Sales/Income	7,858.52
Less: Expenses	2,973.90
<b>Closing Balance</b>	<b>24,486.44</b>

Business transaction account balance as at 11/05/2011	4,678.97
Business Online Saver account balance as at 11/05/2011	19,807.47
<b>TOTAL</b>	<b>24,486.44</b>

**2. YEAR TO DATE SUMMARY OF INCOME AND EXPENSES**

<b>Balance at 01/01/2011</b>			<b>16,959.00</b>
<b>Items</b>	<b>Sales/Income</b>	<b>Expenses</b>	<b>Balance</b>
<b>General Income</b>			
Bank Interest	273.11	0.00	273.11
P&C Membership	53.00	0.00	53.00
Stay in Bed Milk	27.22	0.00	27.22
Uniforms	1,118.00	1084.76	33.24
<b>General Expenses</b>			
Meeting Refresh	0.00	15.00	(15.00)
<b>Fundraising</b>			
Cake Day	49.95	0.00	49.95
Bunnings BBQ	2957.75	1147.97	1809.78
Bulbs	608.00	319.00	289.00
Cards & Diaries	0.00	52.00	(52.00)
Gala Day	6826.85	1374.54	5452.31
End Term 1 BBQ	31.00	10.00	21.00
<b>School Contributions</b>			
Welcome BBQ	0.00	49.81	(49.81)
Student Insurance	0.00	300.70	(300.70)
Easter Eggs	0.00	63.66	(63.66)
	<b>11,944.88</b>	<b>4417.44</b>	<b>7,527.44</b>

Opening balance as at 01/01/2011	<b>16,959.00</b>
Add: Sales/Income	11,944.88
Less: Expenses	4,417.44
<b>Closing Balance</b>	<b>24,486.44</b>

### **3. YEAR TO DATE SUMMARY OF INCOME RAISED FOR SPENDING IN 2012**

<b>General Income / Fundraising</b>	<b>8,008.61</b>
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### **4. PROPOSED BUDGET FOR 2011**

Proposed budget based on spending from 2010, requests for assistance from Yeo Park Infant School and availability of funds raised in 2010.

Amendments made to budget presented at last meeting (09.03.2011) as projected overspend of \$1856.55. Reductions in spending have been made in relation to general expenses (eg refreshments for meetings, gifts, misc expenses (eg stationary/postage). All school related expenses (ie student insurance, contributions to school) remain the same.

### **5. ATTACHMENTS**

5.1 Amended Budget for 2011

5.2 Bank Statements – Business Transaction Account and Business Online Saver

5.3 Bank Balance as at 11/05/2011

**ATTACHMENT 5.1  
AMENDED BUDGET 2011**

<b>Expense</b>	<b>Amount</b>	<b>Payment Due:</b>	<b>Comments:</b>
<b>Running costs</b>			
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		
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>		
<b>Insurance</b>			
Student Injury Insurance	300.70	April 6 2011	Paid – 300.70
P&C Federation Affiliation & Insurance (includes Public Liability)	575.00	August 1 2011	
<i>subtotal</i>	<i>875.70</i>		
<b>Contributions to school</b>			
Welcome BBQ	50.00	Term 1	Paid - \$49.81
<b>Easter Eggs</b>	<b>60.00</b>	<b>Term 1</b>	<b>Paid – \$63.66</b>
Special Lunch Days	200.00	Term 1 - 4	
Last day of term events	80.00	Term 2 - 4	
<b>Music Program</b>	<b>11,200.00</b>	<b>Term 1-4</b>	
<b>Gymnastics</b>	<b>1255.50</b>	<b>Term 3</b>	<b>50% funded by P&amp;C</b>
Kindergarten Orientation	15.00	Term 4	
<b>Year 2 Graduation Books</b>	<b>330.00</b>	<b>Term 4</b>	
<b>Digi Ed</b>	<b>1680.00</b>	<b>Term 4</b>	
<b>Bus for end of year excursion</b>	<b>490.00</b>	<b>Term 4</b>	
<i>subtotal</i>	<i>15,360.50</i>		
<b>TOTAL</b>	<b>\$16,945</b>		

**Balance carried over 01/01/2011 - \$16,959**