

# **MINUTES OF P&C MEETING**

## **Tuesday 8<sup>th</sup> August 2017 8am in the CCPS Library**

### **PRESENT**

Eugenie Bestic, Margie Byrom, Stephanie Crowley, Jeanette Cope, Sarah Dandy, Clare Dunstan, Susannah Gallagher, Jane Godfrey, Harriet Hill, Melinda Holmes, Tom Huckerby, Susan Jacobs, Anne Leyton-Smith, Emily McCutcheon, Anne Palmer, Bernice Winoto

### **APOLOGIES**

Keith Bentwitch, Tanya Boys, Graham Clare, Karen Downes, Tracey Garrett, Alex Gerber, Christine Kelly, Trent Moses, Kellie Munn, Gudny Palsdottir, Simone Porter, Adam Wechsler

### **MINUTES FROM PREVIOUS MEETINGS**

Minutes from the P&C meeting on 13.6.17

- Moved by S Gallagher
- Seconded by T Huckerby

### **MATTERS ARISING FROM PREVIOUS MINUTES**

Items from previous meeting:

- Upload Finance Reports to P&C website – complete
- Business Banking nearly complete – awaiting tokens from St George – expected 11/8/17.
- Procedures for collection and expenditure of fundraising money to be written up and posted to website – complete.
- Band Fundraising event – in progress.
- Band Camp venue & dates to be finalised – in progress.
- Set date for meeting to discuss role of the Sports Committee - hold over to next meeting
- Organise separate meeting to discuss School Year Book for 2017 - in progress
- Information regarding Teacher Nominations for the ASG Teacher awards to be forwarded to J Cope – No more action required. Did not apply
- You Can Sit With Me – convenor to provide information pack to J Cope for implementation - in progress.
- Schedule information / community consultation session for community input on Shell fitout requirements (J Cope / G Clare) – scheduled.
- WWCC Policy - Circulate the P&C Federation Member Guidance document amongst the P&C and school community, via the P&C website and Community Facebook page, and Organise meeting to formulate the policy – information circulated, meeting to be scheduled.
- Gonski 2.0 – complete

## PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- Shell Update – information was emailed to community regarding community consultation to be held Wednesday 9<sup>th</sup> August 7–9pm. Update to be provided following the session.
- **Action: Update at next meeting – C Dunstan / G Clare**

## TREASURER'S REPORT

The Treasurer's Report was presented by H Hill and will be uploaded to the P&C website for reference. Refer to the report for details.

**Action: Upload reports to website – S Dandy**

**Action: DGR Status requirements to be researched – C Dunstan and H Hill to discuss and review**

**Action: Advise ATO of office bearers for online access**

**Action: Yumiko to raise invoice for \$5k Teaching support and \$5k Technology support**

## COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS

The Communications, Sponsorship and Fundraising teams presented their reports, and these will be uploaded to the P&C Website for reference. Refer to the reports for details.

**Action: Team to meet to review roles and responsibilities – Fiona Robson will be taking on newsletters**

**Action: Volunteers to be contacted to find additional people to fill P&C roles including P&C newsletter copy, survey for 2017, grants and secretary and president**

## BAND REPORT

S Dandy read out the Band Report on behalf of the Band Committee Report. The Band Report will be uploaded to the P&C Website for reference. Refer to the reports for details.

- It is proposed to have a BBQ/cake stall at the school during the upcoming Council Elections to be held on 9<sup>th</sup> September 2017. P&C agreed to usage of the BBQs.
  - Action: J Cope to confirm that event can take place and the Band will be the sole fundraising activity at the election.**
  - Action: Communicate event details with School community and C Dunstan to let Ireson's know how they can be involved in this opportunity. Eg: raffle / bbq etc. G Palsdottir**
- Band Breakfast 2017 – Date required to be confirmed
  - Action: School Office to advise date for Term 4 A-Day assembly so this date can be confirmed.**
- The Band Camp Committee has recommended a change to the venue for 2018. Available dates are being looked at, however it is recommended that a 'hold' is placed at Collaroy in case the new option doesn't work out.
  - Action: G Palsdottir to liaise with Band Camp Committee and arrange as required.**

## **SPORTS COMMITTEE REPORT**

E Bestic presented the Sports Committee report. This will be uploaded to the P&C Website for reference. Refer to the reports for details.

Athletics Carnival - Notes for future events. Request that the cake stall start after the first events have been run, and the schedule of events be distributed earlier.

**Action: Confirm days to hold lunchtime training sessions for Zone Athletics – N Reynolds & Sports Committee.**

## **CORRESPONDENCE**

- General Fundraising brochures provided to M Holmes
- Bank Statement provided to H Hill
- General P&C information provided to C Dunstan

## **OTHER BUSINESS**

### **Shell Project:**

A Community consultation evening is scheduled for 9.8.17.

**Action: Findings from the evening will be presented at the next committee meeting – C Dunstan / G Clare**

### **Grants:**

S Hilmer identified a grant from NSW Government for building projects. This will be researched and applied for to supplement funds for the Shell.

Action: G Clare and C Dunstan to meet with Mrs Cope on 8 August 9.20am for her review prior to submission

### **Survey:**

The Survey needs to be prepared and sent out to the school community in order to prepare the 2018 budget.

**Action: B Winoto to approach the community to recruit a Survey coordinator**

### **WWCC Checks:**

The P&C Federation have requested that all P&C groups formulate a policy to ensure that they are compliant with the Child Protection Act. It is noted that the Federation recommends that the Policy should be in place by 31.3.2018.

The P&C Federation Member Guidance document has been circulated amongst the P&C and school community, via the P&C website and Community Facebook page.

**Action: Draft document to be prepared and circulated, after which, a separate meeting will be held to finalise the policy – S Dandy**

## ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
• Upload Finance Reports to P&C website	S Dandy	8.8.17
• Business Banking forms for signatories to be finalised	H Hill	11.8.17
• Invoice for \$10k to be raised by school	Yumiko	30.8.17
• DGR status to be reviewed & confirmed	H Hill / C Dunstan	12.9.17
• Band fundraising event to be approved by J Cope.	J Cope	14.8.17
• Iresons to be contacted to see what support they can offer	C Dunstan	14/8/17
• Details to be included in School Newsletter and Facebook page	M Holmes	18/8/17
• Organise the event	G Palsdottir / Band Team	asap
• Band Camp venue to be finalised and dates set - or book Collaroy as back up	G Palsdottir / Band Camp Comm	Asap
• Date for A-Day Term 4 to be advised to G Palsdottir for organisation of the Band Breakfast	Yumiko	12.9.17
• Set date for meeting to discuss role of the Sports Committee	J Cope / N Reynolds / Sports Committee	In progress
• Organise days for lunch training for Zone	Sports committee / N Reynolds	In progress
• Organise separate meeting to discuss School Year Book for 2017	C Dunstan / K Munn	In progress
• Coordinator for the Survey to be organised	B Winoto	asap
• Recruitment for vacant P&C positions as well as replacements for 2018	B Winoto	In progress
<b>WWCC Policy</b>		
• Draft and send out suggested policy.	S Dandy	In progress
• Organise meeting to formulate the policy.	S Dandy	TBC
<b>You Can Sit With Me project:</b>		
• YCSWM convenor to provide information pack to J Cope for program implementation	K Huckerby / J Cope	tbc
• Communicate initiative through school newsletter and community facebook page	K Huckerby / M Holmes	tbc
<b>Shell Project:</b>		
• Feedback from Community consultation evening to be presented	C Dunstan / G Clare	Next meeting
• Grant for Shell project to be reviewed and applied for	C Dunstan	

**Meeting closed at 8:56**

**Next General meeting will be held on Tuesday 12<sup>th</sup> Sept. 2017 at 7:30pm in the Teachers Staffroom.**