

MINUTES OF P&C MEETING

Tuesday 12th December 2016 at 7.30pm in the CCPS Staffroom

PRESENT

Leanne Ambrogio, Keith Bentwitch, Jeanette Cope, Craig Curtin, Clare Dunstan, Sarah Dandy, Susannah Gallagher, Tracey Garret, Alex Gerber, Jane Godfrey, Harriet Hill, Melinda Holmes, Susan Jacobs, Trent Moses, Simone Porter, Bernice Winoto, Mandy Zimbounellis

APOLOGIES

Belinda Abbott, Eugenie Bestic, Tanya Boys, Margie Byrom, Celia Crosby, Anne Leyton-Smith, Adam Wechsler

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 8.11.16

- Moved C Curtin
- Seconded by L Ambrogio

MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Ensure line items are added to SAP for Shell Budget, P&C Voluntary Fees and Building Fund – J Cope and Yumiko to check and confirm.
- Copyright details regarding school photos from Advanced Life Photos – held to 2017 - C Dunstan
- Pickles Uniform Shop Rebate – held to February 2017 – M Zimbounellis
- Confirmed swimming caps in sports house colours are ordered and pool is booked.
- That Great Market – carry over to meeting in 2017.
- Review of use of school rooms by music tutors – see below.
- List of students in each band and instrument list provided.
- Concourse costings obtained to review Grant in 2017.

PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- Noted busy term and successful Christmas Concert.
- Announced during A Day Assembly of staff changes for 2017. 2 x permanent staff moving to other schools, Stacey Lydon and Joel Alexander, and 3 x temporary staff - Bethany Foord, Jeff Mecina and Tim Horsley. The differences between permanent and temporary staff were explained at the meeting.
- 1 x permanent replacement is confirmed so far, being Anne Palmer.
- 20 classes planned for 2017 - 4 being senior classes.
- Shell Update - G Clare has been appointed as the Project Manager and has received a scoping document. The Dept. will manage the tender process, but progress is being made.

TREASURER'S REPORT

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

- The accounts will be subject to the final audit which will occur on-line in January or March 2017.
- A draft budget for 2017 has been prepared and will be uploaded to the P&C Website for community review and comment, and to be voted on at the February 2017 meeting. Note that it is suggested that the fees and fundraising estimates will remain the same as 2016.
- C Dunstan thanked M Zimbounellis for her work as Treasurer in 2016. H Hill has agreed to be nominated as Treasurer. A Welcher has confirmed he is happy to continue as Assistant Treasurer, managing Paypal.

Action: upload budget to website with plan to ask the community to review and vote on at the first meeting of 2017

SCHOOL PARENT CO-ORDINATOR REPORT & FUNDRAISING REPORT

L Ambrogio presented the School Parent Coordinator and Fundraising Reports.

- Year book has been printed and invoice to be paid.
- Calendars are running late and will hopefully be delivered by Friday.
- Has been a great year for small event fundraising.
- Introduced new team
 - Simone Porter - Sponsorship
 - Susannah Gallagher – Fundraising
 - Bernice Winoto & Melinda Holmes - Communications / Social
- Initiatives – Facebook Community Website has been set up.
- C Dunstan thanked L Ambrogio for her years of service.

BAND REPORT

A Gerber presented the Band report and update.

A review of bands and tutors from other schools was conducted, and the main information found was:

- 7 schools provided information - 6 of those have tutors that use the facilities and only 1 school charges for it.
- 1 school used to charge and then withdraw it.
- No school has a permanent band set up.
- The suggested proposal for room use for 2017 is that all music tutors will be asked to make a \$20 per week payment for use of CCPS facilities for tutoring directly to P&C Band fund, as there may be some additional complexities with the new SAP system that tutors may be required to complete extra paperwork similar to that of a contractor.
- Any tutor that has not made a payment for facilities in 2016 will be asked to complete payment or won't be allowed to use school facilities for their tutoring in 2017.
- G Steinman will be advised that there will be no payment for sick leave.

Action: A Gerber to confirm arrangement with tutors for 2017

- The following positions are vacant for 2017:
 - Band Coordinator/s
 - Instrument Coordinator
 - Tutor Coordinator – enquiries have been made regarding this role.

SPORTS COMMITTEE REPORT

J Godfrey presented the Sports Committee report on behalf of the Sports Committee.

- No further sporting activities this year. Next event is the School Swimming Carnival in 2017 (usually held in Week 3 of Term 1), followed by the Zone Carnival.
- Looking at venues for training for those kids that make it through to Zone.
- N Reynolds will be Sports Coordinator for 2017.

CORRESPONDENCE

- Federation of P&C provided information regarding Student Injury Insurance.
- **Action: J cope to review and advise Committee if required.**
- General fundraising brochures provided to L Ambrogio.

OTHER BUSINESS

- Top line budgeting for 2017 - based on the survey and discussion at P&C meeting. Fees will not be increased in 2017 and the funds should be provided to school again in the 4 areas used in 2016.
- C Dunstan thanked C Curtin as departing VP, and thanked all P&C volunteers for their hard work during the year.

ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
Rebate from Pickles Uniform Shop – to be chased	M Zimbounellis	February 2017
Review of legal requirements relating to That Great Market, then discuss with P&C as required	J Cope / C Dunstan	Early 2017
Upload budget to website with plan to ask the community to review and vote on at the first meeting of 2017	C Dunstan	February 2017
Band to confirm arrangement with tutors for 2017	A Gerber	February 2017
Federation of P&C Student Injury Insurance Information to be reviewed and advise Committee if required.	J Cope / C Dunstan	February 2017

Meeting closed at 9:10pm.

Next General meeting will be held following the AGM which is scheduled to be held on Tuesday 14th February 2017 at 7:30pm in the Teachers Staffroom.