

MINUTES OF P&C MEETING

Tuesday 12th December 2017, 7pm

PRESENT

Keith Bentwich, Margie Byrom, Jeanette Cope, Alison Cowley, Chris Cowley, Sarah Dandy, Karen Downes, Clare Dunstan, Helen Eldershaw, Susannah Gallagher, Tracey Garrett, Jessica Gault, Jane Godfrey, Harriet Hill, Melinda Holmes, Susan Jacobs, Anita Kean, Christine Kelly, Catriona Meagher, Lorinda Saleh, Alison Piper, Jacquie Riddell, Fiona Robson, Anne Leyton-Smith, Anne Palmer, Gudny Palsdottir, Lisa Telfer, Jeffrey Telfer, Richard Wentworth-Ping, Bernice Winoto

APOLOGIES

Eugenie Bestic, Tanya Boys, Graham Clare, Tom Huckerby, Kellie Munn, Trent Moses, Simone Porter, Adam Wechsler

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 14.11.17

- Moved by S Gallagher
- Seconded by H Hill

MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- You Can Sit with Me – meeting complete – ready for implementation 2018
- WWCC Policy – prepared and ready for review and vote – see below
- Community notified of Watermark donation and thanks advised – complete
- Volunteer Thank You Breakfast & Thank you gift for R Buckton - complete
- Shell Update to be presented at next meeting – see below
- DGR status to be reviewed and confirmed – in progress
- Year Book – complete and being distributed with thanks and appreciation to K Munn and N Reynolds
- P Card / Form Stack details & requirements – complete
- Recruitment for vacant P&C positions as well as replacements for 2018 – in progress
- 2018 Draft Budget prepared and circulated – to be voted on at this meeting
- Survey 2017 – implemented and results presented - complete
- Form Stack requirements for Swimming Carnival 2018 – in progress
- Upload dates for Discussion Forums and topics to website for 2018 P&C meetings – see below
- Prepare and present at next meeting detailed report on how P&C funds were allocated to additional teaching resources in 2017 – see below
- Communicate all 2018 dates to the Band community – in progress

PRINCIPAL'S REPORT

J Cope verbally presented information relating to the following:

Support Programs:

Anne Palmer presented an update of the Support Program Activities undertaken in 2017. A modified version of this presentation will be uploaded to the P&C website.

A community forum evening to discuss this topic is scheduled for 27/2/18.

Action: A Palmer to provide a PDF version of the presentation to S Dandy by Wednesday 21/12/17 for uploading to the P&C Website for the community's information.

Action: Date of the forum evening to be added to school calendar and noted in upcoming newsletters – J Cope / Office by 15/12/17.

Action: Details of the forum to be communicated to the school community in Term 1 2018 – B Winoto

Shell Update:

J Cope advised that great progress has been made to date on the Shell Project, and that the design has met all the requirements and is happy with the consultation process so far. Design documentation is complete and is ready to go to tender.

J Cope confirmed that funds, as per the quantity survey estimated costs are available.

Action: J Cope to liaise with G Clare to progress the next steps to enable to the tender to proceed asap – 15/12/17

H Hill advised the meeting that there is approximately \$50k available in the building fund. J Cope advised this money is required for the initial building phase.

Action: J Cope / office to raise and invoice for the P&C for \$50,000

Action: H Hill to process from the building fund when invoice received

The P&C have applied for a grant to pay for certain elements of the building of the Shell upgrade. Notification of the results will be available on 19/12/17 and will be advised at the next meeting.

Action: S Hilmer to advise (13/2/18)

Staffing

J Cope advised the following:

- Currently recruiting for 3 permanent positions for 2018, interviews are in progress
- These teaching positions were filled by temporary teachers in 2017
- All permanent staff will be at CCPS in 2018 – this includes those who have been away on various leaves of absences including maternity and long service leave.

Classes and Class Numbers

- There are currently 19 classes scheduled for 2018 for approximately 475 students.
-

External Validation:

The School was advised that the panel validated the decisions outlined in the EV Report. It was requested that a copy of the report be made available to the school community.

Action: Prepare and upload report to School Website – J Cope

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.

2018 Budget

The 2018 Draft Budget was distributed and presented at the meeting. The budget recommends the same rate of voluntary fees as for 2017 (\$295 per child).

J Cope was asked if the 2018 draft budget provide sufficient funds to support the additional teaching support, technology and high quality learning support in the school. J Cope agreed that it was and expressed gratitude for all and any funds received from the community.

It was moved that the 2018 Draft budget be accepted and implemented:

Nominated by: B Winoto

Seconded by: J Godfrey

Motion Carried: unanimously

Action: H Hill to action the budget to final and provide to SD for uploading to the P&C website

Band Treasurer Request

C Kelly verbally presented the Band Financial position at the meeting and tabled a request for assistance from the P&C for a loan of \$4000 to cover 2017 expenses, however the preference from the band is a request of support from the P&C in 2018 for a suggested amount of \$5000 to cover expected shortfalls due to the changes in the band groups.

It was agreed at the meeting the Band was an integral and important part of the CCPS community, and as such, J Cope offered a one off donation of \$4000 for 2017.

It was also discussed and agreed that the P&C would look at ways to incorporate additional fundraising activities specifically for Band funds in 2018, including sponsorship opportunities as well as through general events.

Action: H Hill to send invoice for \$4000 to J Cope/Office for band funds, and transfer funds to the band account

Action: Committee to review and allocate fundraising opportunities for band in 2018 – meetings to be held.

Discussed and agreed that P&C would invite the band leadership team to the fundraising planning meetings.

Action: S Gallagher – February 2018

SPORTS COMMITTEE REPORT

There was no report provided this meeting.

Swimming Carnival 2018

The Form Stack information for the carnival is currently being prepared and should come out soon.

The swimming carnival is open to all children in Years 3 – 6, as well as children in Year 2 who turn 8 in 2018.

It was requested that Sports House meetings occur early in 2018 to encourage participation.

Other

Sports – Lindfield football club are currently improving their grounds and access. Keep on file as a venue option in 2018

J Cope thanked the Sports Committee for their hard work and assistance in 2017

COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS

The Communications, Sponsorship and Fundraising team provided a report, and this will be uploaded to the P&C Website for reference. Refer to the reports for details.

Volunteers:

S Gallagher thanked the 2017 Year and Class Coordinators for all their hard work and advised of the incoming 2018 Year Coordinators.

2017 Survey Outcome – Open Forums/Information Evenings

The survey recognised the need for the school to provide open forums to discuss topics of concern/interest within the community.

The following timings and topics are proposed for 2018 noting that the subjects were ordered in this way to give due time and consideration to the Wellbeing Forum. The Teaching Support Info Eve needed less time to prepare. It is timed to run after the School Information Evening, when these dates can be promoted.

2018 Forum / Information Evening Schedule						
Term 1	Subject	Date	To Include:	Format	School Lead	P&C Led
a)	Teaching Support	Tues 27th Feb	P&C funding, Kids Castle funding, staffing, Multi-Lit, Numeracy, gifted / extension. How classes are formed & evidence based priorities	Info Eve	Content & leadership team	P&C contribution Supervision for kids
b)	Mental & Social Wellbeing	Tues 27th March	School progs: Bounce Back, Counsellor, Psychologist, Program (tbc?) P&C support of program (tbc). Parent discussion / proposed plan	Forum	Content & leadership team	P&C contribution Supervision for kids
Term 2	NAPLAN	April? TBC - Naplan in May	Info on how NAPLAN run, school, individual, significance, performance	Info Eve	Content & leadership team	Supervision for kids
	IT & STEM plus Shell Upgrade	Wed 23rd May	Info: IT & STEM @ CCPS. P&C program (tbc) Forum: Shell support furnish / landscape	Info Eve / Forum	Content & leadership team	P&C contribution Supervision for kids
Term 3	Specialist Skills	Thurs 23rd Aug	Sport / Music / Language / Art - resources and parent cohort	Forum	Content & leadership team	P&C contribution Supervision for kids
Term 4	Review of the Year	Tues 13th Nov	A look back to what has been accomplished over the year. Thoughts for 2019	Info Eve / Forum	Content & leadership team	P&C contribution Supervision for kids

Action: B Winoto to meet with J Cope early in Term 1 to get the first meeting off the ground.

Notification of the forum items to be done through individual invitation requesting an RSVP and child minding will be offered.

Action: include in newsletter and upload to the school website calendar – J Cope / office

Mental & Social Wellbeing Sub Committee:

It was discussed and agreed to form a sub-committee for this purpose. It was agreed to keep the team small to make meetings easier to arrange.

J Riddell and J Godfrey offered to join B Winoto on the committee. It was suggested that K Huckerby be invited to join the team as her expertise will be enrich the skills of the team.

The team will work with the school to develop the options for this forum.

Committee is: B Winoto, J Riddell, J Godfrey and hopefully K Huckerby.

Action: Convene in Term 1 to plan for forum – B Winoto head

BAND REPORT

G Palsdottir provided the Band Report and this will be uploaded to the P&C Website for reference. Refer to the reports for details.

G Palsdottir acknowledged the assistance of A Rupin during the year and suggested that it would be beneficial for her to be nominated as a teacher liaison for the band committee.

Action: J Cope to advise if possible.

Due to the Shell renovation, the band will need to relocate, and J Cope agreed to moving the band to the hall asap.

Action: G Palsdottir to communicate to Band Committee and arrange for transfer of instruments / equipment asap

It was advised that participation in Band for 2018 will be dependent upon agreeing to a new Band Code of Conduct, which is to be signed by both the child and parent

Action: Code of conduct to be sent with band information for 2018 – G Palsdottir

CORRESPONDENCE

Correspondence will be collected on 13/12/17 and distributed accordingly.

OTHER BUSINESS

WWCC Checks:

The P&C Federation have requested that all P&C groups formulate a policy to ensure that they are compliant the Child Protection Act. It is noted that the Federation recommends that the Policy should be in place by 31.3.18.

S Dandy presented a draft policy which was discussed and amendments recommended:

- Remove requirement for second hand clothing pool volunteer
- Ensure inclusion for volunteers for any and all camps (including band camp)

It was moved that the Policy – with amendments - be accepted and implemented:

Nominated by: G Palsdottir

Seconded by: M Holmes

Motion Carried: Yes

Action: Amend then upload to the P&C website for implementation Term 1, 2018 – S Dandy

Action: WWCC Liaison officer vacant position to be included in the 2018 AGM – C Dunstan

AGM Timing:

A suggested change to the timing of the AGM to November each year was briefly mentioned.

Action: Discuss idea at next meeting – C Dunstan

NOTE: The First General meeting for 2018 will be held on Tuesday 13th February 2018, directly following the AGM, in the Staff Room

ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
Shell: Progress the next steps for the to enable to the tender to proceed asap	J Cope/G Clare	22.12.17
Shell: raise invoice for the P&C for \$50,000 Shell: Process funds from the building a/c when invoice received	J Cope / Office H Hill	Asap When received
Shell: advise outcome of grant at next meeting	S Hilmer	13/2/18
Provide a PDF version of the Support Program Activity presentation to S Dandy for uploading to the P&C Website for the community's information.	A Palmer	22.12.17
Date of the forum evening to be added to school calendar and noted in upcoming newsletters	J Cope/Office	asap
Details of forums to be communicated	B Winoto	Term 1 2018
Prepare and upload modified External Validation report to School Website	J Cope	Term 1 2018
DGR status to be reviewed & confirmed	H Hill / C Dunstan	In progress
Action the budget to final and provide to SD for uploading to the P&C website	H Hill / S Dandy	22.12.17
Send invoice for \$4000 to J Cope/Office for band funds, and transfer funds to the band account	H Hill	asap
Committee to review and allocate fundraising opportunities for band in 2018	Fundraising committee	13/2/18
Invite the band leadership team to the fundraising planning meetings.	S Gallagher	13/2/18
Meeting to be held to organise first forum	J Cope / B Winoto	Term 1, 2018
Include details in newsletter and upload to the school website calendar	J Cope / Office	Term 1, 2018
Mental & Social Wellbeing Sub Committee to Convene a meeting to plan for forum	B Winoto / J Riddell / J Godfrey / K Huckerby	Early Term 1, 2018
School to confirm if A Rupin is able to be the teacher liaison officer for the band committee	J Cope	Term 1, 2018
Band Committee to arrange for transfer of instruments and equipment to the hall	G Palsdottir	asap
Band to implement a Code of Conduct for all students and parents to sign for 2018	G Palsdottir	From Term 1, 2018
Amend & upload final WWCC Policy document to P&C website.	S Dandy	22.12.17
WWCC Liaison officer vacant position to be included in the 2018 AGM	C Dunstan	13.2.18
YCSWM - Communicate initiative through school newsletter and community facebook page	K Huckerby / M Holmes	Tbc

Meeting closed at 9:50pm