

MINUTES OF P&C MEETING

Tuesday 13th June 2017, 7:30pm in the CCPS Staffroom

PRESENT

Keith Bentwitch, Jeanette Cope, Sarah Dandy, Clare Dunstan, Alex Gerber, Jane Godfrey, Harriet Hill, Melinda Holmes, Susan Jacobs, Anne Leyton-Smith, Gudny Palsdottir

APOLOGIES

Eugenie Bestic, Margie Byrom, Tanya Boys, Graham Clare, Karen Downes, Tracey Garrett, Susannah Gallagher, Tom Huckerby, Trent Moses, Kellie Munn, Christine Kelly, Anne Palmer, Simone Porter, Adam Wechsler, Bernice Winoto

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 14.3.17

- Moved by H Hill
- Seconded by J Godfrey

MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Upload Finance Reports to P&C website – complete
- Schedule information / community consultation session for community input on Shell fitout requirements (J Cope / G Clare) - complete – sessions in progress
- Meeting to coordinate Coding Program – first meeting complete and ongoing for Term 3 implementation
- Organise team for Calendar project - done
- 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
- Purchase and deliver 15 x new trestle tables - complete
- Information regarding Teacher Nominations for the ASG Teacher awards to be forwarded to J Cope – in progress
- Communicate new venue and all Athletics Carnival details to occur in coming weeks – in progress
- P&C to pay School \$75,000 for Teaching Support & \$35,000 for Technology Support – to happen this week.
- Website to be updated – in progress
- Procedures for collection and expenditure of fundraising money to be written up and posted to website – in progress - expenses spreadsheet is ready but procedures being finalised
- 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.
- Add the “You can sit with me’ project to agenda for next meeting - complete
- Forward details to J Cope and arrange a meeting to discuss with K Huckerby - complete

PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- Semester 1 Assessment and Reporting period coming to an end with the planning of parent / teacher interviews.
- Executive preparing for the external validation review process due in November
- Shell Update – refer to information below.

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: Forms required for business banking for T Huckerby and S Gallagher - H Hill arranging

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.

- A huge thank you to the organising team for a very successful and enjoyable Mid-Year Fundraiser, with over \$25,000 profit raised - double the planned budget.

BAND REPORT

G Palsdottir represented the Band Committee Report. The Band Report will be uploaded to the P&C Website for reference. Refer to the reports for details.

- The Band Treasurer advises that to supplement the 2017 operational budget, a fundraising event is required to raise between \$2000-\$4000. It is proposed to have a BBQ/cake stall at the school during the upcoming Council Elections to be held on 9th September 2017. P&C agreed to usage of the BBQs.

Action: Band Committee to discuss and organise event and obtain approval from J Cope asap, then advise Band Community. Once details confirmed, advise M Holmes for inclusion in School newsletter and facebook page – G Palsdottir

Action: Communicate event details with C Dunstan to let Iresons know how they can be involved in this opportunity. Eg: raffle / bbq etc. G Palsdottir

- 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

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

Trials for the Athletics carnival are taking place over the next couple of weeks with help from the Sports Committee.

The Athletics Carnival will be held on **Wednesday 2nd August** at a new venue – Bannockburn Oval, Turramurra.

CORRESPONDENCE

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

OTHER BUSINESS

You Can Sit With Me:

- Presentation given by K Huckerby. All in attendance agreed that the initiative was worthwhile and should be introduced in some format to trial the project and the nominal cost to be paid by P&C funds

Action: K Huckerby to arrange for YCSWM convenor to provide an information pack to J Cope for implementation.

Action: once implemented, communicate the initiative through the school newsletter and facebook – M Holmes

Shell Project:

The Community Consultation Team have met several times over the past 2 weeks to discuss this project. The CCT consists of:

- G Clare – Project Manager
- C Dunstan – P&C Representative
- S McCosker – Parent Representative
- G Palsdottir – Band Representative
- T Moses, S Jacobs – Teacher Representatives
- J Cope – Overview
- G Clare – Project Manager

A site meeting was held with 3 architectural firms as part of the tender process. The next steps are:

- Tender closes on 19/6/17 and the DOE will announce the appointed lead contractor/architect on 26/6/17.
- Teachers received a brief on 13/6/17 about the project for their input with feedback to be provided by AM 19/6/17.

The design brief for the chosen architect needs to be submitted by 26/6/17. The architects then have 8 weeks to complete the design.

Action: A consultation evening will be arranged for the community to view the plans in the Shell in early to mid August – date TBA pending Architect Plans - C Dunstan

Gonski 2.0:

CCPS P&C received a request from the P&C Federation to urge parents to write to senators about Gonski 2.0 Funding.

After discussion, all those present agreed to provide this information to the school community via a link in the P&C section of the school newsletter, as well as the P&C website. These links provide information for each person to make their own decision about what action to take.

Action: S Dandy to upload to P&C site and provide links to M Holmes for inclusion in school newsletter.

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	16.7.17
• Business Banking forms for signatories to be finalised	H Hill	asap
• Procedures for collection and expenditure of fundraising monies to be posted on website	H Hill / S Dandy	In progress
• Band fundraising event to be planned and approval sought from J Cope.	G Palsdottir	End Term 2
• Iresons to be contacted to see what support they can offer	C Dunstan	End Term 2
• Details to be included in School Newsletter and Facebook page	M Holmes	Beginning Term 3
• Band Camp venue to be finalised and dates set - or book Collaroy as back up	G Palsdottir / Band Camp Comm	Asap
• Set date for meeting to discuss role of the Sports Committee	J Cope / N Reynolds / Sports Committee	In progress

Action	Allocated to	Due date
<ul style="list-style-type: none"> Organise separate meeting to discuss School Year Book for 2017 	C Dunstan / K Munn	In progress
<ul style="list-style-type: none"> Information regarding Teacher Nominations for the ASG Teacher awards to be forwarded to J Cope 	C Dunstan	30.6.17
WWCC Policy		
<ul style="list-style-type: none"> Upload the P&C Federation Member Guidance document on the P&C website and draft and send out suggested policy. 	S Dandy	30.6.17
<ul style="list-style-type: none"> Organise meeting to formulate the policy. 	S Dandy	TBC
You Can Sit With Me project:		
<ul style="list-style-type: none"> YCSWM convenor to provide information pack to J Cope for program implementation 	K Huckerby	30.6.17
<ul style="list-style-type: none"> Communicate initiative through school newsletter and community facebook page 	K Huckerby / M Holmes	Term 3
Shell Project:		
<ul style="list-style-type: none"> Teachers and Band to provide their feedback for submission purposes 	S Jacobs, G Palsdottir	19.6.17
<ul style="list-style-type: none"> Community consultation evening to be organised – date TBC 	C Dunstan	Early/mid August
Gonski 2.0		
<ul style="list-style-type: none"> Upload links to P&C site and include in School newsletter 	S Dandy / M Holmes	21.6.17

Meeting closed at 9:10pm

Next General meeting will be held on Tuesday 8th August 2017 at 7:30pm in the Teachers Staffroom.