

MINUTES OF P&C MEETING

Tuesday 9th May 2017, 7:30pm in the CCPS Staffroom

PRESENT

Keith Bentwitch, Margie Byrom, Jeanette Cope, Sarah Dandy, Karen Downes, Clare Dunstan, Susannah Gallagher, Tracey Garrett, Alex Gerber, Jane Godfrey, Harriet Hill, Melinda Holmes, Kellie Munn

APOLOGIES

Eugenie Bestic, Tanya Boys, Graham Clare, Tom Huckerby, Susan Jacobs, Anne Layton-Smith, Trent Moses, Anne Palmer, Simone Porter, Adam Wechsler, Gudny Palsdottir, Bernice Winoto

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 14.3.17

- Moved by H Hill
- Seconded by C Dunstan

MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Upload Finance Reports to P&C website – complete
- Extra-curricular list to be updated and loaded to the website – complete
- Website to be updated – in progress
- Procedures for collection and expenditure of fundraising money to be written up and posted to website – in progress
- Telstra Employees Grants opportunity – complete
- Mid-year function 'save the date' to be placed in school newsletter and calendar of events - complete
- Invoice from school for Technology Support \$35,000 and Teaching Support \$75,000 - in progress
- Organise separate meeting to discuss School Year Book for 2017 – hold over to next meeting
- Contact G Clare for an update to present at the next meeting – see below – Principals Report.
- Organise team for Calendar project – hold over to next meeting
- Review the opening and closing time of entries for swimming carnival for 2018 – to be discussed at Sports Committee meeting with N Reynolds
- Set date for meeting to discuss role of the Sports Committee – in progress.

PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- NAPLAN currently in progress and is going well.
- Shell Update – close to finishing the Scope of Works for the Head Architect. DOE will run the tender process.

Action: Schedule an information / community consultation session for input from community on Shell fitout requirements once tender documentation is finalised – J Cope, G Clare, P&C & Band Committee

- J Cope acknowledged and thanked the Sports Committee and other parent support for the recently held Cross Country and the training sessions that are currently being held.
- J Cope acknowledged and thanked the community for the fast turnaround of applying for the Telstra Grant. The monies raised (\$6000) will fund 225 kids to attend a 3 hour coding incursion.
- J Cope advised that the school will contribute additional funds so that all students can attend an age appropriate coding session

Action: J Cope suggested that C Dunstan and M Holmes meet with A Rao to coordinate the program. The plan will be to roll out the incursion in Term 3.

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: H Hill to organise with School Office for the School to invoice the P&C for the Teaching Support to the amount of \$75,000 and for \$35,000 for Technology Support.

It was agreed that the Year 6 gift fundraising money will now be held in trust by the P&C. Procedures for this were reviewed and discussed at the meeting and will be amended then posted to the P&C website.

Action: H Hill to amend and S Dandy to post to website

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.

- The mid-year function will be held on Saturday 20th May 2017. Team working hard. Registrations currently at 114, but hoping for 200. Further notifications will continue to be posted in the school newsletter and community facebook page.
- It was agreed that new trestle tables would be purchased out of P&C funds. Type and quantity to be advised to the BBQ Committee. This needs to be actioned before the School Fundraising event.
- **Action: BBQ Committee to arrange purchase and delivery prior to 20.5.17.**
- Entertainment Book fundraising is current. Thanks to K Munn for organising. Sales of e-books as well as hard copies is currently event.
- Mothers' Day Stalls – to be held this week. Update will be provided at the next meeting

BAND REPORT

K Downes represented the Band Committee. The Band report including the Band Camp and Treasurer Report will be uploaded to the P&C Website for reference. Refer to the reports for details.

- The Band Committee now holds regular meetings with the Band Masters.
- The P&C acknowledged and thanked the Band Committee for the successful Band Camp held recently.

- The Band Camp Committee has recommended a change to the venue for 2018, being the Scout Camp at Pennant Hills. This allows us to be the only group at the venue. At the 2017 camp, another group were causing disruptions till late in the evening. Whilst the Collaroy venue is lovely they are difficult to deal with and food is not of a high standard, and it is time consuming for the band camp organisers to plan. Travel time for volunteers should be the same for the new venue. Further details will be advised in due course.

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.

The Athletics Carnival will be held on Wednesday 19th July at a new venue – Bannockburn Oval, Turramurra.

Action: Communicate new venue and all Athletics Carnival details to occur in coming weeks.

CORRESPONDENCE

- General Fundraising brochures provided to S Gallagher
- Bank Statement provided to H Hill
- General P&C information provided to C Dunstan –

Action: Letter received regarding Teacher Nominations for the ASG Teacher awards – C Dunstan to forward to J Cope in relation to possible nominations from CCPS.

OTHER BUSINESS

- P&C Website – a number of changes have been made to the website. Further reviews and amendments should continue to be made throughout the year. Committee members to update their sections by hand or type up new, and email to S Dandy - ongoing.
- **Action: S Dandy and R Buckton to work together to update website with revised details as information received**
- You Can Sit With Me - C Dunstan requested that at the next meeting K Huckerby to present the concept of You Can Sit With Me. C Dunstan checked with J Cope if the P&C meeting was the best forum for K Huckerby to present and it was agreed.
Action: Add to agenda for next meeting – S Dandy
Action: Forward details to J Cope and arrange a meeting to discuss with K Huckerby – C Dunstan
Action: K Huckerby to post details on the CCPS facebook page and forward details to M Holmes for inclusion in the newsletter week prior to meeting.
- K Bentwich noted that the school sign had been blank for a number of days.
- Anzac Day – attendance at the RSL Anzac Day Dawn Service in Chatswood by school representatives is usually organised. M Byrom is happy to take the School Captains in 2018 to the Dawn Service.
- 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.
Action: The P&C Federation Member Guidance document to be circulated amongst the P&C and school community, via the P&C website and Community Facebook page, requesting volunteers to join the WWCC Policy Committee, after which, a separate meeting will be held to formulate the policy. It is noted that the Federation recommends that the Policy should be in place by 31.3.2018.

ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
• Upload Finance Reports to P&C website	S Dandy	10.5.17
• Schedule information / community consultation session for community input on Shell fitout requirements	J Cope, G Clare	TBC
• Set meeting to coordinate the Coding Program	C Dunstan, M Holmes, A Rao	End Term 2 for Term 3 implementation
• Organise team for Calendar project	B Winoto	In progress
• Set date for meeting to discuss role of the Sports Committee	J Cope / N Reynolds / Sports Committee	In progress
• Organise separate meeting to discuss School Year Book for 2017	C Dunstan / K Munn	In progress
• Purchase and deliver 15 trestle tables	T Huckerby / BBQ Committee	Prior to 20.5.17
• Information regarding Teacher Nominations for the ASG Teacher awards to be forwarded to J Cope	C Dunstan	12.5.17
• Communicate new venue and all Athletics Carnival details to occur in coming weeks.	Sports Committee via school newsletters and facebook page	1.7.17
• School to invoice P&C for \$75,000 – Teaching Support & \$35,00 for Technology Support	H Hill / Yumiko	Week 4, Term 2
• Write up and post to website procedures for collection and expenditure of fundraising monies	H Hill / S Dandy	In progress
• Website updates	S Dandy / R Buckton	ongoing
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	S Dandy / M Holmes	20.5.17
• Organise meeting to formulate the policy.	S Dandy	TBC
You Can Sit With Me project:		
• Add to agenda for next meeting	S Dandy	13.6.17
• Forward details to J Cope and arrange a meeting to discuss with K Huckerby K	C Dunstan	12.5.17
• Post details on facebook page and forward details to M Holmes for inclusion in the newsletter week prior to meeting.	K Huckerby/M Holmes	Prior to 13.6.17

Meeting closed at 9:00pm

Next General meeting will be held on Tuesday 13th June 2017 at 7:30pm in the Teachers Staffroom.