

# MINUTES OF P&C MEETING

## Tuesday 14<sup>th</sup> November 2017, 8:00am

### PRESENT

Eugenie Bestic, Margie Byrom, Jeanette Cope, Sarah Dandy, Clare Dunstan, Susannah Gallagher, Harriet Hill, Tom Huckerby, Susan Jacobs, Catriona Meagher, Bernice Winoto

### APOLOGIES

Keith Bentwitch, Tanya Boys, Graham Clare, Anne Leyton-Smith, Jane Godfrey, Melinda Holmes, Christine Kelly, Trent Moses, Kellie Munn, Anne Palmer, Gudny Palsdottir, Simone Porter, Adam Wechsler

### MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 10.10.17

- Moved by H Hill
- Seconded by B Winoto

### MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Organise separate meeting to discuss School Year Book for 2017 - complete
- You Can Sit with Me – meeting complete – ready for implementation
- Feedback from Community consultation evening - to be held over to next meeting
- Pedlars parade communication – activity complete
- WWCC Policy - Organise meeting to formulate the policy – ready to present
- DGR status to be reviewed and confirmed – in progress
- Invoices to be raised by school – complete
- Recruitment for vacant P&C positions as well as replacements for 2018 – in progress
- Band Breakfast and instrument return organisation – in progress
- Sports committee meeting – update to be provided
- School Year Book and cover competition coordination – in progress
- Survey 2017 – implemented and results being presented

### PRINCIPAL'S REPORT

S Jacobs presented the Principal's Report.

#### School business:

Kindy orientations currently underway and are going well.

#### Shell Update:

S Jacobs has spoken with D Millington - the DofE Head of IT to discuss IT infrastructure, and the IT plan has been forwarded to G Clare.

**Action: Shell Update required at next meeting**

**Watermark Art Show:**

The show was held on Sunday 12/11/17 with artworks from CCPS students displayed. Artworks were of a very high standard. Congratulations to all involved.

Over \$1700 was raised and will be donated to the School.

**Action: J Cope to advise the school community of the generous donation and thank the Watermark.**

**Department of Education External Validation:**

This process has been completed. Last week the school was visited by 2 external Principals. They were highly complementary of the school. The 3 key areas the school submitted as areas of expertise were community engagement, professional development and authentic learning.

**Action: J Cope to communicate outcomes to the community**

**Volunteers Thank You Breakfast:**

The School will host a breakfast to thank all volunteers for their contribution in 2017. Date - Friday, 1<sup>st</sup> December in the hall from 8am – 9:30am. RSVP required.

**Action: J Cope to communicate to the community**

Briefly discussed and agreed to purchase a small thank you for R Buckton for her contribution.

**Action: C Dunstan to purchase and claim reimbursement**

**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.

**Pay Pal:**

The Committee wish to formally thank A Welscher for his diligence and ongoing hard work in relation to the management of the P&C Pay Pal accounts. In particular, the recent verification process.

**Form Stack:**

The school and P&C currently share 1 x form stack account. The credit card currently linked to this account belongs to an ex CCPS Parent and P&C President, C Curtin. It was discussed and agreed that a personal card should not be used for these types of activities, and that the school would provide current credit/debit card details. The P&C will reimburse the school for P&C usage. This also relates to the P&C domain name registration and hosting. J Cope advised that the office has a 'P' card that can be used for these purposes and authorised the use for these purposes.

**Action: J Cope to advise Yumiko that the card can be used for these purposes**

**Action: H Hill to contact Yumiko to arrange transfer of these items to the P Card.**

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

**Action: DGR Status requirements to be researched – in progress - C Dunstan and H Hill**

**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.

The Committee thanked the Sports Committee volunteers for all their work this year and for the forward planning for the 2018 activities such as the Swimming Carnival.

**Action: The Sports Committee to meet with G Liddell to prepare the Form Stack requirements for the Swimming Carnival 2018**

## 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.

### **2017 Survey:**

The Committee would like to thank B Winoto for the work associated with the 2017 survey preparation, analysis and reporting. Thanks also to the community and the 181 people that responded. This is the highest response rate achieved since the implementation of the survey.

B Winoto presented the findings for the survey via a draft report, and this was reviewed and discussed. There were some changes and outcomes agreed upon at the meeting. The Report has been uploaded to the P&C Website.

The results have provided the P&C Committee with enough information to enable budget planning for 2018.

**Action: C Dunstan and H Hill to prepare draft budget for 2018 – to be circulated prior to the community on 4/12/17 and to be voted on at the next meeting.**

As part of the findings of the survey, there was a clear desire from the community for a forum to discuss ideas, and the P&C meetings in the current format does not allow enough time for robust discussions. It was agreed to implement the following in 2018:

- One meeting per term will be held as a discussion forum focused on a specific topic as identified in the survey.
- The first of these meetings will be held on Tuesday 13<sup>th</sup> March 2018 at 7pm. The topic is “Wellbeing”.
- It is planned that the second meeting will be held on Tuesday 12<sup>th</sup> June 2018 at 7pm. Topic to be confirmed.

**Action: Schedule these dates into the 2018 Agenda’s and post on website – S Dandy**

As part of the findings of the survey, there was a clear request from the community for a detailed report on how the P&C funds were spent by the school in 2017, specifically the additional teaching resources.

**Action: J Cope to present at the next P&C meeting**

The free text comments are still being reviewed and collated. T Huckerby, S Gallagher, B Winoto and C Dunstan met with J Cope following the P&C meeting to review preliminary findings.

**Action: J Cope will discuss these findings with the Executive Team and report at the next meeting.**

## BAND REPORT

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

- Band Breakfast to be held on Monday 11<sup>th</sup> December – 7:30am – 9:00am
- Instrument return date to be confirmed:
- Band Camp for 2018 has been confirmed for 3 & 4 May at Scout Camp, Pennant Hills
- Ryde East Music Festival confirmed for 28 May 2018.

**Action: G Palsdottir to communicate all dates to Band community.**

## CORRESPONDENCE

Correspondence collected 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 will be uploaded to the website. Comments received at the meeting was that any volunteer that has contact with a child should be required to have a WWCC.

**Action: Draft document to be uploaded to the P&C website.**

**Action: Notification to the school community via the School Newsletter P&C section requesting review and comments.**

**Action: Comments and suggestions will be collated and the draft revised accordingly and circulated to the committee prior to the next meeting for review and implementation.**

### 2017 Year Book:

Order numbers are low this year. Reminder to go into newsletter and extend date

**Action: Reminder to go into newsletter and extend date. K Munn arrange.**

## ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
• Shell Update to be presented at next meeting	J Cope	12.12.17
• Notification to community of Watermark donation and thank you to Watermark	J Cope	12.12.17
• Communicate outcomes of the External Validation process to the community	J Cope	12.12.17
• Send Volunteer Thank You breakfast invitations to those required.	J Cope / office	20.11.17
• Purchase thank you item and arrange reimbursement	C Dunstan	1.12.17
• "P" Card details to be advised to H Hill.	Yumiko	12.12.17
• "P" Card details to be notified on the required accounts.	H Hill	31.12.17
• Upload MOM/Reports to P&C website	S Dandy	17.10.17
• DGR status to be reviewed & confirmed	H Hill / C Dunstan	In progress
• Meet with G Liddell to prepare the Form Stack requirements for the Swimming Carnival 2018.	E Bestic / G Liddell	15.12.17

Action	Allocated to	Due date
• Prepare draft 2018 budget and circulate to community	C Dunstan / H Hill	4.12.17
• Upload dates for Discussion Forums and topics to website for 2018 P&C meetings	S Dandy	asap
• Prepare and present at next meeting detailed report on how P&C funds were allocated to additional teaching resources in 2017.	J Cope	12.12.17
• Share findings of survey results with Executive Team & report at next meeting.	J Cope	12.12.17
• Communicate all dates to the Band community.	G Palsdottir	asap
• School Year Book for 2017 Reminder to be emailed to community via Year Coordinators	K Munn	17.10.17
• Recruitment for vacant P&C positions as well as replacements for 2018	B Winoto	In progress
<b>WWCC Policy</b>		
• Upload draft document to the P&C website and request community feedback.	S Dandy	17.10.17
• Present revised draft prior to next meeting.		12.12.17
<b>You Can Sit with Me project:</b>		
• Communicate initiative through school newsletter and community facebook page	K Huckerby / M Holmes	tbc

**Meeting closed at 9:05am**

**NOTE: The Final General meeting for 2017 will be held on Tuesday 12<sup>th</sup> December at 7:00pm in the Staff Room**