

# MINUTES OF P&C MEETING

## Tuesday 12<sup>th</sup> September 2017 7:30pm

### PRESENT

Jeanette Cope, Sarah Dandy, Clare Dunstan, Susannah Gallagher, Jane Godfrey, Harriet Hill, Melinda Holmes, Tom Huckerby, Gudny Palsdottir, Anne Leyton-Smith, Bernice Winoto

### APOLOGIES

Eugenie Bestic, Keith Bentwitch, Tanya Boys, Margie Byrom, Graham Clare, Karen Downes, Tracey Garrett, Alex Gerber, Susan Jacobs, Christine Kelly, Trent Moses, Kellie Munn, Anne Palmer, Simone Porter, Adam Wechsler

### MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 8.8.17

- Moved by T Huckerby
- Seconded by J Godfrey

### MATTERS ARISING FROM PREVIOUS MINUTES

Items from previous meeting:

- Upload Finance Reports to P&C website – complete
- Business Banking – tokens received - complete
- Band Camp venue & dates to be finalised – organised
- 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
- You Can Sit with Me – convenor to provide information pack to J Cope for implementation - in progress.
- Community consultation session for community input on Shell fitout requirements - complete
- WWCC Policy - Organise meeting to formulate the policy – in progress
- DGR status to be reviewed and confirmed – in progress
- Invoices to be raised by school – in progress
- Band breakfast date to be confirmed in conjunction with school / Term 4 A Day details – in progress
- Recruitment for vacant P&C positions as well as replacements for 2018 – in progress.

### PRINCIPAL'S REPORT

J Cope presented the Principal's Report.

- Code Camp – well received. Great feedback received from entire community – teachers, students and parents.
- Science Under the Stars – another great event. Look at opportunity to extend SUTS 2018 to include other schools (perhaps NHLC).
- Book Week - great results - \$16,000 books sold - \$4,000 revenue for school. 125 books donated to the school.
- An enjoyable morning tea to thank the SLSO (School Learning Support Officers) was conducted.
- NAPLAN on-line testing currently being trialled to ascertain technology platform capabilities.

## 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.

Note: Process for funds collected for all future Year 6 Fundraisers confirmed to be banked by P&C and not school.

**Action: H Hill to advise office staff**

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

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

**Action: Advise ATO of office bearers for online access**

**Action: Yumiko to raise invoices as required**

## 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.

- General feedback has been that Term 3 was very busy
- Moonlight Cinema invitation email ready to be sent – event preparation in progress.
- Fathers' Day stall not as easy/successful as Mothers' Day – include option to continue in Survey
- Year Coordinators / Class Coordinators volunteers for 2018 in progress

**Action: Volunteers to be contacted to find additional people to fill P&C roles including P&C newsletter copy, survey for 2017, grants and secretary.**

**Action: Team to meet to review roles and responsibilities – Fiona Robson will be taking on newsletters**

### 2017 Survey

The Survey needs to be prepared and sent out by Term 4 Week 2, to the school community in order to prepare the 2018 budget.

Notes for survey regarding 2017 budget spend:

- Technology – general technical support, updating wifi school wide, updating older iPads, 25 x HP laptops for Library, 15 x WeDo Lego Kits and Cubetto robots for kindy
- Literacy – over 100 new home readers, Wushka subscription
- Library – World Book Encyclopedias – trialling 1 year subscription of eBooks – provides multiple copies
- Art – brushes paper, paints, materials, and Deep Space program which supplies bundles of resources for teachers every month with a focus on a particular artist, allows children to explore the artist and their style

## BAND REPORT

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

- Great results for the Band Fundraising event with \$1,785 raised and positive response from the community regarding band.
- Band camp - New venue and date confirmed – Pennant Hills Scout Camp on 3 & 4 May 2018.
- Band Breakfast 2017 – Date required to be confirmed. All instruments returned at this time.

**Action: School Office to advise date for Term 4 A-Day assembly so this date can be confirmed.**

## **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.

Zone Carnival – great results with improvements on 2017.

## **CORRESPONDENCE**

- Correspondence collected by S Gallagher and distributed accordingly

## **OTHER BUSINESS**

The meeting discussed the timing of the P&C meetings and suggestions were to commence at the earlier time of 7pm for evening meetings.

Proposed – T Huckerby

Seconded – J Godfrey

All future P&C meetings will now be held at 7pm for evening meetings and 8am for any morning meetings. It is planned that the November meeting will be held in the morning.

### **Shell Project:**

Shell Update to be provided following the next community consultation session.

**Action: Update at next meeting – C Dunstan / G Clare**

S Hilmer identified a grant from NSW Government for building projects. This has been for applied for to supplement funds for the Shell. **Thank you Sandra Hilmer**

### **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.

**Action: Draft document to be prepared and circulated, after which, a separate meeting will be held to finalise the policy – S Dandy / C Dunstan**

### **Year 6 Fundraising activity:**

Pedlars Parade – to be organised. **Action: J Cope/ T Moses Advise Year 6 Coordinator**

## ACTION ITEMS SUMMARY:

Action	Allocated to	Due date
• Upload Finance Reports to P&C website	S Dandy	22.9.17
• Invoice to be raised by school	Yumiko	22.9.17
• Advise school office staff of process for funds collected for Year 6 Fundraisers confirmed to be banked by P&C.	H Hill	10.10.17
• DGR status to be reviewed & confirmed	H Hill / C Dunstan	31.10.17
• Confirm Pedlars Parade activity	J Cope / Romi	31.10.17
• Date for A-Day Term 4 to be advised to G Palsdottir for organisation of the Band Breakfast	Yumiko	22.9.17
• 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
• Survey to be organised	B Winoto	In progress
• Recruitment for vacant P&C positions as well as replacements for 2018	B Winoto	In progress
<b>WWCC Policy</b>		
• Formulate the policy.	S Dandy / C Dunstan	In progress
<b>You Can Sit with Me project:</b>		
• YCSWM convenor to provide information pack to J Cope for program implementation	K Huckerby / J Cope	tbc
• Communicate initiative through school newsletter and community facebook page	K Huckerby / M Holmes	tbc
<b>Shell Project:</b>		
• Feedback from Community consultation evening to be presented	C Dunstan / G Clare	10.10.17

**Meeting closed at 9:15pm**

**Next General meeting will be held on Tuesday 10<sup>th</sup> October at the new time of 7PM in the Teachers Staffroom.**