

**MINUTES OF P&C MEETING**  
**(Special General Meeting)**  
**Tuesday 13<sup>th</sup> March 2018 – at 7pm CCPS Staffroom**

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**PRESENT**

Jeanette Cope, Alison Cowley, Christopher Cowley, Susannah Gallagher, Jane Godfrey, Daphne Goh, Tom Huckerby, Clare Dunstan, Kirrily Rogers, Sarah Dandy, Margie Byron, Bernice Winoto, Sophie Sherrard, Keith Bentwith, Susie Jacobs, Susan Buda, Alison Piper, Kirsten Lynn, Eugene Bestic

**APOLOGIES**

Anne Palmer, Trent Moses, Anne Layton-Smith, Catherine York, Melinda Holmes, Harriet Hill, Gudny Thora

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**MINUTES FROM PREVIOUS MEETINGS**

Minutes from the P&C meeting on 13.02.18

- Moved by S Gallagher
- Seconded by J Godfrey

**MATTERS ARISING FROM PREVIOUS MINUTES - Chris Cowley**

- Align financial year to school year :
- Term of elected officers - 2nd Clare Dunstan,
- Reference: [By-laws](#) and [Constitution](#) (Signed on P&C website)

**ACTION: President & Office Bearer to sign constitution**

**PRINCIPAL'S REPORT - Jeanette Cope**

1. You Can Sit With Me was launched at the school in the last fortnight. Eighteen students from Yr 6 are wearing the bands which were explained at assembly last week. Students know if they are feeling sad, lonely or need a friend the yellow band says there is someone they can be with or talk to. We will monitor the initiative closely before taking any next steps of bands in other grades.

2. Parent Forum: Thank you to Bernice Winoto for her great assistance in working with us in putting the first forum together on the 27<sup>th</sup> February, and to Richard Wentworth-Ping for MCing the evening. We feel the evening which looked at school organisation (staffing, students numbers for classes and their make-up) and learning support for every student at CCPS was a great first forum. We received many thank yous and positive feedback. We are already planning our next one!

3. Students in the school during Out Of Hours. Legal Branch has been in discussion with me over issues I raised concerning students and community who use the grounds out of school hours, on weekend and in the holidays. It is still an on-going matter and Legal Branch will get back to me to see with answers to my questions and further advice that may lead us to a way forward. There are a number of complexities to consider apart from legalities and liabilities.

**ACTION: Daphne noted to be raised in Agenda for next Committee Meeting April**

4. Tell Them From Me Survey: The first survey will go out to students in Years 4-6 during next week. It will be completed in class and asks the students to consider elements of school life e.g, in the classroom, instruction, school engagement, social engagement, bullying, sport, and so on. ( to be done yearly ) tell them from me website (survey in term 3)

**TREASURER'S REPORT - Harriet Hill**

Balance of accounts as at 12 March 2018:

- Main Account: \$67,821
- Saver Account (Building Fund): \$2532
- Band Account: \$67,589

Main account balance includes:

- \$2533.20 being held in trust for year 6 2017 gift to the School.
- 2016 and 2017 Audits are underway. We are working with Camphin Boston to have this completed by end of March.
- \$50,000 from P&C Building fund has been transferred to CCPS via DET in preparation for shell renovation.
- P&C Voluntary fees of \$295 per student have been invoiced by the school with the Term 1 Account.

Thank you CCPS Office staff.

- Pickles Uniform shop rebate cheque has been received and banked: \$1252.23
- Forms have been collected from St George Bank to add Chris Cowley and remove Clare Dunstan as authorised account users to/from P&C accounts. In order to effect the changes, the bank requires signed:

**ACTION:** Chris Cowley and Clare Dunstan the bank requires signed copies of incoming and outgoing presidents: AGM minutes (stating change in office bearers) and meeting minutes stating who is to be added and removed to/from P&C bank accounts.

**SPORTS COMMITTEE REPORT - Jane Godfrey**

please see attached report

**COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS - Susannah Gallagher**

The Disco was held on Thursday 8 th March with over 390 children attending and feedback has been extremely positive. We noted that there were huge amount of last minute bookings despite many reminders via various forms of communication – school email, newsletters, class & year coordinators and facebook. As this creates unnecessary work for the volunteers we will investigate doing a slightly more expensive 'last minute' rate next year. We are currently finalising the accounts from the event at present.

A big thank you to Jo Rye who successfully managed the event and to all the year 3 parents who helped on the night. Thank you also to the teachers that helped supervise the kids. The Year 6's sold 'disco bling' and raised \$1130 towards their fundraiser which is a fantastic result. Well done to Sarah Dandy and all the parents and year 6 kids who helped on the night.

The class lists are very close to being final now for all classes. A big thank you needs to go to Kirrily Rodgers for managing this process so well. Thank you!

The Kindy Cocktail Party was held on Saturday 3 March in the school hall with over 60 parents in attendance. Thanks to Jane Godfrey for managing this event so successfully.

The other Cocktail parties that have been confirmed are:

- Year 2 – Saturday 17th March
- Year 1 – Saturday 24 th March
- Year 5 – Friday 6 th April
- Year 4 – Saturday 5th May
- Year 3 & Year 6 venues and dates are currently being finalised.
- The account has been settled at the Golf Club but as yet they have not returned any of my messages regarding holding events there.

Sushi Day, held in conjunction with Harmony Day is going ahead for Wednesday 21 st March. The order form went out in the Friday 9/3 newsletter and orders are coming in. The order deadline is Sunday 18 th March. Note that we will not be extending this deadline.

The mid year function will be held in the School Hall on Saturday 2 June 2018. This will be a fun trivia night with a Mexican theme. The committee of year 1 parents led by Sophie Sherrard have met and planning is underway on what sounds like a great night.

## **BAND REPORT - Gudny Thora**

- pls see attached report

## **Shell - Clare Dunstan**

- Tender closes end of this month. Graham has to have meetings on site to view.
- Hoping to have approx 5. weeks
- + Sandra Hilmer and Graham put in \$32, 758 air con, and storage of band equipment

## **ACTION :**

- Clare to provide bank details to Harriet, P&C have to provide authorisation by 31 March bank details
- 2 office bearers to sign scope of work by 30 April
- Grant perspective - Clare has agreed to continue fielding this

## **Grants**

- Mel Hilmer on Telstra grants, Sandra continues on other grants
- Appeal by president for more volunteer help if they have experience in this area

**ACTION:** Craig Ireson and Chris to meet this Friday, invoice to go to Iresons, hold off

## **CORRESPONDENCE**

Correspondence (agenda, reports and uploading onto website) collected and distributed accordingly.

## **Information Evenings / Forums Update - Bernice Winoto** **Wellbeing Sub-Committee: 'Wellbeing Workgroup'**

The Wellbeing Workgroup is comprised of the following members:

- Contact for P&C: Bernice Winoto
- Staff representative: Margie Byrom
- Active parent members: Natalie Parsa, Jacquie Riddell, Kim Huckerby
- Past parent & child counsellor in resilience: Erin Mitchell

### **Status:**

We've had 3 meetings, and are in the process of finalising our mission statement, so that it can be shared in the public domain, following approval from Jeanette Cope.

Our priority was establishing what we felt would be the best approach for our Wellbeing Forums. Wellbeing is a considerably broad and deep topic and so we've agreed to have ongoing Wellbeing Forums throughout the year.

### **Actions:**

1) The Wellbeing Workgroup proposed content & approach for the first Wellbeing Forum.

Along with Jeanette Cope, Anne Palmer and Margie Byrom we are finalising the content and structure for the first Wellbeing Workgroup.

2) We want to be certain we are ready and well prepared for the first Wellbeing Forum and set a positive for the remainder of the year. Therefore, the date for the forum may move by 1 week.

a. Date confirmed: **Tues 3rd April.**

b. Jeanette to confirm: time & room. (7 - 830pm TBC) or 8 - 930pm due to room avail possible science room. tbc

Chris to meet up with Bernice and Jeanette

3) We agreed that the school would continue to promote the Forums and the school office would look at options on registration systems to also allow comments from those registering.

4) The role of the P&C is as follows:

a. Support, suggest and liaise on approach & content of Wellbeing Forums & other elements around wellbeing at CCPS.

b. Provide child minding services, if timing for the Forum warrants child minding

c. Discuss & agree how 'project funding' set aside to support wellbeing will be applied in 2018, for example:

i. Paying for child minding staff

ii. Support payment for guest speaker – proposal for 2 nd wellbeing forum in term 2.

iii. Exploring other options

## **OTHER BUSINESS**

### **A. Uniform shop - Catherine York**

- the volunteers have assessed a large number of items are not worth \$5. These are skivvies, tracksuit pants, stockings, torn uniforms and mouldy bags. We had suggested a gold coin donation but Jeanette prefers to donate or otherwise dispose of these items to ensure a certain standard of clothing is maintained.

- we are planning to purchase a double garment rack to facilitate hanging more items. We have identified cheaper options (\$29) which allow max hanging weight of 10kg or more sturdy option (\$70) which allow max hanging weight of 100kg. Approval is sought for the \$79 rack.

- huge thank you to Sonja Nunn for all her effort in creating labels for the shelves, they look fantastic. Thanks too to the volunteers for their efforts in folding and sorting the clothes.

- going forward we need to remove all the items that cannot be sold from the room and promote the uniform store on Facebook and around the school.

**ACTION:** Approval is sought for the \$79 sturdy rack. Oked- Harriet to include in financials.

### **B. Working With Children Check- Alison Cowley**

In accordance with the agreed WWC policy, all employees and volunteers working directly with children require a valid WWCC. All office bearers of the committee are also required to have a valid WWCC.

WWCC information is verified with the NSW Working with Children website by the WWCC sub-committee members. Following confirmation of clearance, the individual's status is recorded for reference. Records must be kept for individuals, both employees and volunteers, who have been checked.

The CCPS P&C has been registered as an employer with the Office for the Children's Guardian to enable access for verification and recording purposes.

The phase-in-schedule ceases on the 31/03/2018. By this time all paid employees and volunteers must be verified and cleared to work with children.

**Before 31st March 2018** or prior commencement of voluntary work, all volunteers who have face to face contact with children and P&C office bearers need to provide the following information:

- Full name
- Date of birth
- WWCC reference number

Please send the information to Alison Cowley at [cowley.al@gmail.com](mailto:cowley.al@gmail.com)

### **ACTION:**

- Daphne to change office bearers from Tom Huckerby to Chris Cowley.
- Band (Gudny) to work with Alison C. on getting this together ASAP.
- Chris C. and J. Cope to sign on joint WWCC copy .

### **Year Coordinators & List Coordinator - Kirrily Rogers**

Thank you Kirrily for taking on this task of updating new and exiting parent records. Much appreciated.

**2018 President, Chris Cowley, closed meeting.**

**Meeting closed at 8 pm**

**Next Meeting: Tuesday 10th April 2018 7pm in the Staff Room**

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