

**MINUTES OF P&C MEETING**  
**Tuesday 12<sup>th</sup> June 2018 – at 7pm CCPS Staffroom**

---

**PRESENT**

Jeanette Cope, Daphne Goh, Chris Cowley, Harriet Hill, Sophie Sherrard, Susannah Gallagher, Jane Godfrey, Sam Edwards, Sarah Dandy, Susie Jacobs, Lisa Telfer, Kirsten Lynn, Margie Byron, Bernice WInoto, Tom Huckerby

**APOLOGIES**

Alison Cowley, Catherine York, Clare Dunstan, Melinda Holmes

**RESIGNED**

Gudny Thora

---

**MINUTES FROM PREVIOUS MEETINGS**

Minutes from the P&C meeting on 10.04.18

- Moved by H.Hill
- Seconded by D.Goh

**PRINCIPAL'S REPORT - Jeanette Cope**

1. Fiesta Trivia Night: I just wish to acknowledge again the wonderful evening that the P&C organised for the school community through Fiesta!. It provided such fun which really served to bring the community together and, at the same time, was a highly successful fundraiser. Thank you so much for inviting teachers along to be a part of this – those who attended had a great time. Congratulations to all those involved.
2. The Shell: The works on the Shell have finally begun and, by and large, this has been smooth for our builders, Laser Building. Site fencing is up, site shed and workers' facilities are in place, safety requirements are clear to all and demolition, where required, has begun. The windows are gone, as is the ceiling, so progress is already quite apparent. Grahame Clare, our project manager runs a tight ship and meets on site with the DoE, the architect and builders each week to ensure compliance, progress and management of any issues. Completion date is the 14 th August.
3. NAPLAN: This year's National Assessment Program (Literacy and Numeracy) ran over three days from 15 17 th May. The program was undertaken by Year 3 and Year 5 students who complete tasks in Writing, Language conventions, Reading and Numeracy. The program ran smoothly with little disruption of regular learning programs. Results are expected late August/early September.
4. Staff Development: Our teachers are continuously learning about their teaching practices and about student learning, always with the aim to improve student outcomes. This year we are focusing on enhancing teacher knowledge and understanding of the use of data to develop evidence-based practices. The whole of staff have just completed a 3 hour workshop which has assisted them in analysing the very complex data and graphs that are available in the Scout, a new Business Intelligence for Education.
5. School Out of Hours: The matter of our students' and other members' of the public use of school grounds on weekends and school holiday periods was raised by me early in the year as causing some concerns. The January vacation in particular saw a number of unacceptable practices and some discussion was had about how we manage this and, importantly, raising awareness about our concerns with the community.

A call was placed to legal branch by me for advice. A call back was expected but has not been followed up to date. There have been no issues noted since so, for now, we will continue to monitor.

## TREASURER'S REPORT - Harriet Hill

- Balance of accounts as at **7 June** 2018:
  - Main Account: \$93,272
  - Saver Account (Building Fund): \$2,536
  - Band Account: \$44,768
- Main account balance includes:
  - \$2,533.20 being held in trust for year 6 2017 gift to the School. (towards the Shell , Romi \$3549, H.Hill to check )
  - \$849.00 being held in trust for year 6 2018 gift to the School.
- Profit and Loss and Balance sheet reports to **31 May** have been provided and additional P&L statement for 1-7 June has been provided to indicate further revenue and expenses for mid year function.
- Mid year Function Fiesta, Raffle and Online Auction almost finalised – Trivia/games host invoice to be paid and remainder of payments for auction items still to come (a further \$7918 received 11/6 after financial reports for this meeting were produced).
- 2016 and 2017 Audits are complete. Camphin Boston Audit reports are provided with this report: Financial statements present a true and fair view of the financial position of CCPS P&C Association. Camphin Boston Invoice for 2016 and 2017 Audits was paid last week (\$3509).
- P&C Voluntary fees of \$86,830 were transferred by CCPS via DET to the P&C on 9 May. Thank you to families for generously contributing these voluntary fees. P&C have in turn transferred to CCPS \$50K for Teaching Support and \$40K for Technology Support on 15 May.
- March BAS was lodged in May and refund of \$1,873 is expected.
- St George forms for authorised bank user complete and Chris Cowley has been issued with a bank token to authorise payments from P&C Accounts (as part of 2 person authorisation process).

### Action Items:

- Finalise Mid year function expense payments (HH)
- Discuss amount and category for next transfer of P&C funds to CCPS (Committee, JC, HH; Yumiko).

### Finance Discussion :

- P&C to invoice CCPS for transfer of Voluntary P&C fees collected by school on behalf of P&C (HH; Yumiko).
- Lodge authorised bank user changes forms with St George Bank (HH).
- CCPS to invoice P&C for \$90K in teaching support (Yumiko; HH).
  - (\$40k technology support, and \$50k teaching support)
  - \$50k teaching support and 40k tech support has been remitted to CCPS. Can we discuss the next payment to school - how much and under what category of funding? Further teaching support? and building/grounds? (students natural/physical environment as labelled in 2018 budget).
  - **Teaching support to used as line item for \$90k, and differentiate from there to J.Cope's discretion as part of sub items according to school needs. J.Cope to advise next meeting.**
  - Next discussion : priority next : grounds, toilet locks

Action next P&C Discussion : Rolling balance \$30k for next year vs. lower balance.

- P&C making provision for a small amount of complimentary tickets to events such as year group cocktail parties and mid year function so that functions which have an important social function are accessible to all families. Feedback from some parents regarding cocktail parties was that they could not justify cost of cocktail ticket but would like to have attended.

- Conclusion : Down to Year Coordinators and Class Parents to be made aware, they can be discrete , liaise with P&C on it for the allotment.

## COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS - Susannah Gallagher

### Update on Fiesta:

The Fiesta, held on Saturday 2 June was a huge success. The hall was transformed and it was so wonderful to see 200 of us in costume having such a fun night. We are thrilled to announce that while our final tally is still being counted it looks to be around \$37,000. AN AMAZING RESULT.

Thank you to the wonderful year 1 team who organised and ran this event, headed up by Sophie Sherrard who volunteered such a huge amount of time and effort – thank you. The auction was managed by the tireless and dedicated Georgina Varney and raised over \$30,000 for our school. (+\$5k from last year)

A special mention must go to Harriet Hill who works so hard behind the scenes as our P&C Treasurer as well as being a key member of the committee. Thank you to Jane Gill, Jacquie Riddell, Jodi Zimmer, Angela Eves, Georgie Clare, Lorinda Tshe, Tessa Gordon, Debbie Ure, Meg Thompson, Anna Macpherson, Carrie Nammuni, Lisa Telfer, Edwina Higginbotham, Sally Wiseman, Kirsty Brockhoff and Susannah Gallagher – these mums have worked so hard over the last four months and we thank them all. A special thank you to Jo Basile for the Fiesta's graphic design, and to all those year 1 parent helpers who took time out over the weekend to set up and clean up the hall in record time, especially those that couldn't make it to the event itself.

Thank you to our amazing sponsors - Roseville Golf Club, Park Hyatt Sydney, Flex Body, Vision Personal Training, North Sydney Orthodontics, Stuart Leal Photography, Porters Castle Cove and Stockade Brew Co and to all those that donated items to the auction. And a massive thank you once again to our primary sponsor Ireson First National Real Estate. We are incredibly grateful for your ongoing support.

The Mexican Fiesta P&C Raffle was a great success, raising over \$6,500 and delivering some great prizes to the lucky winners. Thank you so much for getting out there and selling raffle tickets to family, friends and neighbours. The three weekly prizes (\$30 ultimate kids voucher) went to: Clio Knox, Roarke Rea, and Oliver and Millie Wiseman.

### Raffle winners

- 1<sup>st</sup> Prize - \$1000 Westfield Voucher – **Daisuke Okabayashi – sold by Naomi & Sana Okabayashi**
- 2<sup>nd</sup> prize – 6 bottles of Ruinart Brut Champagne thanks to Porters Castle Cove. Plus 4 Riedel Champagne Flutes (value \$650) – **Doug Edwards – sold by Jasmine Edwards**
- 3<sup>rd</sup> prize - \$400 gift voucher to Forty Winks Chatswood – **Helen Barratt - sold by Nina & Sofia Nunes**
- 4<sup>th</sup> prize - \$200 Mejico Restaurant Gift Voucher - **John Knox - sold by Clio Knox**

Congratulations to Harry (4S), Isabelle (2B) and Lachlan Gallagher (KM) AND Jasmine Edwards (4S) who sold the most raffle tickets – these 4 all get a mufti day for the class. Well done!

### Entertainment Book

To date we have sold 58 books and raised \$806 from selling the Entertainment books.

It's going a lot slower this year not sending them home in school bags but it is certainly a lot less work not having to recover them back again...

I recommend we keep the note in the school newsletter for another month. The old memberships have now expired and as people realise this they will hopefully purchase a new book.

### Other events update:

- Year 3 cocktail party will be held on Saturday 1 September.
- Year 6 cocktail party will be held in early Term 3. Details to follow.
- Year 6 graduation dinner will be held at the Castle Cove Golf Club in December. Date and details are currently being finalised.

- Moonlight Movies has been confirmed for Friday 2 November with wet weather backup for Friday 9<sup>th</sup> November. The committee (Y2 and Y4) and I are meeting in two weeks to start planning.

### **Fundraising budget:**

Our fundraising events budget projection for 2018 as \$50,000. Currently we have raised just under \$47,000 from fundraising events this year.

### **Outstanding:**

- Is Band doing a fundraising event this year and if so, when? ( Gerald wants to reschedule the Jazz Festival, TBC)

**To date the total fundraising from events for the school is: \$47,000**

**ACTION :** Daphne to update oliometer on P&C website with fundraising amount - UPDATED.

### **BAND REPORT - Sam Edwards**

Band camp @ PEnnant Hills, great location, easy to supervise, great food , so much fun not enough sleep.

Would like to go back next year.

Thank you school for allowing us to take 2 teachers.

The Ryde Festival, training band did very well and came in first. Very awesome job on an early Sat morning.

Discussion of ukulele club to be started, with lunch time volunteers > school decision.

### **ACTION :**

Next year Karen and Sam. Edwards will not be going into 2019.

No overarching coordinator at the moment, Gudny has resigned. Positions to be advertised ( Sam Edwards will share a few lines on JD . To post on Facebook and Website )

### **SPORTS COMMITTEE REPORT - Jane Godfrey**

Zone cross country was held at Artarmon reserve Thursday 31 May.

Huge thank you to Eugenie for heading up the training for the kids between school and zone carnivals.

We had over 20 kids attend each Sunday session at Artarmon and most of the team attended Tuesday lunchtime training sessions.

Time between earlier school carnival and zone this year allowed 8 training sessions to happen which was great.

Most athletes in all age groups finished in the top half of the field (approx 90 runners) with all under 9 boys finishing in the top 15!

6 students are through to Area on 22 June in Gosford with 2 reserves waiting in the wings.

Starting to think about the school athletics carnival on 8th August next term. Will meet with Natasha in the coming weeks.

Discussion : Snow sports - younger siblings , can they enter as well during the school holidays, that will be a Castle Cove Public School. Sign liability to NSW Snow Sports , a well run, indeed, best run state activity.

## GRANTS & FUNDING - Chris Cowley

- C. Dunstan getting through paperwork for Shell.
- Craig Ireson.
  - signed 3 year memorandum \$10k / year funding
  - + \$250 / transaction
  - + with approx. 40 transactions per year.
  - IE - They are Primary Sponsor, not exclusive.
- S. Hilmer taking responsibility - however, lack of professional grant writer, can we use a 3rd party for this
- Telstra grant max \$1200, closed for now. Melinda.

## ACTION

- waiting for paperwork on how we spent the money from Telstra - with Clare Dunstan

## CORRESPONDENCE

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

## OTHER BUSINESS

### Wellbeing Sub-Committee: 'Wellbeing Workgroup' - Bernice Winoto

- a. Resilience , friendships at school - language it "Bounce Back" will enable parents to have a better standing of program. A common language
- b. For parent enablement professional speaker , Rosemary Paddington , to take it thru 20 June (survey response ~ 99 pax) later time slots preferred (Thursday evenings, after 7pm+)
- c. Populate / seed with cohorts (38 will come, 49 will probably come) - Numbers TBC
- d. \$500 fee from P&C, childminding provided at Kids Castle, this session 1 hr

## ACTION :

Jeanette to populate with staff.

B. Winoto to summarise post, and J. Cope to refresh with staff post.

Insurance for child minding - J . Cope & C. Cowley

### Working With Children Check- Allison Cowley

- Heads of the sub-committees have been given access to P&C google drive WWCC document, which lists checked P&C office bearers, employees and volunteers.
- Sam Edwards has been of great assistance in chasing up and checking WWCC details of volunteers involved in the recent band camp.

### Uniform Shop - Catherine York :

The uniform coop is doing well. The volunteers have done a great job in tidying, sorting and labelling the shelves and for the most part the parents are keeping it in order while looking for items. A weekly tidy up is all that it needs. There has been a visible turnover of winter uniform items this season.

The new clothes rack is setup and is more practical to move around.

### Year 6 Fund Raising page : Sarah Dandy

Suggested some changes to the P&C website regarding the Year 6 Fundraising page.

It just needs a bit of an update, as it doesn't seem to be that there is a peer leader fundraising committee anymore? And disco only run in term 1 now, etc.etc.

**Action: J. Cope & Sarah Dandy to discuss regarding kids committee. Will return on decision, and to update on P&C website, and communicate out.**

### **Coding Activities**

Code camp last year, as not sustainable for teachers to teach. only 1 CCPS student attended Code Camp.

Coding & Computational thinking : part of curriculum .

Scoping sequences, progression to use >>

\$40k (part there of) to be used for teacher development so that it's in the classroom vs. not a 3hr do it 3rd Sat.

- Starting next week with kids.

### **Action :**

Susie Jacobs to email / communicate to community.

Rather than spend money on code camp. what can we do to spend P&C money in class ?

\$2k, computation thinking and coding for Suse's training so that she can train the teachers, which will then allow the teachers to train the children at school relevant coding programs according to stages.

### **Raised: Tom Huckerby. lock down procedure at school**

- J. Cope , required to have adult supervision where possible., goes through/ have talked with children about "plans" (eg: fire plan, police chase plan)
- children understand WHY we do this, and that they will be on their own, however teachers are encouraged to be there, music plays instead of sirens. children are responsive , ie clear playgrounds in seconds.

S. Sherrard - Toilets are terrible. School mgmt problem.

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

**Meeting closed at 8:30 pm**

**Next Meeting: Tuesday, 7th August, 2018 7pm in the Staff Room**

---