

MINUTES OF P&C MEETING

Tuesday 14th August 2018 – at 7pm CCPS Staffroom

PRESENT

Susannah Gallagher, Daphne Goh, Harriet Hill, Jane Godfrey, Bernice Winoto, Keith Bentwitch, Margie Byron, Clare Dunstan, Anne Layton-Smith, Susie Jacobs, Melinda Holmes

APOLOGIES

Chris Cowley, Tom Huckerby, Sarah Dandy, Sam Edwards

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 12.06.18

- Moved by D. Goh
- Seconded by J. Godfrey

PRINCIPAL'S REPORT - Jeanette Cope

1. Athletics Carnival: I would like to congratulate Natasha Reynolds for the great organisation of a most successful carnival which was held last week at Bannock Burn Oval in Pymble. It was my first look at the new venue and I was most impressed with the grounds and the general layout, and the electronic gates which are a major plus in terms of speed and accuracy of recording the results. The students were well-catered for with additional activities there to be enjoyed. Enthusiasm abounded and the perfect weather was an added bonus. Thank you so much to the amazing Sports Committee and all the volunteers for your contributions to the success of the day.
2. The Shell: Windows and doors are now in place. Ceiling, insulation, turbo fans and eaves have been installed so we are pretty well at "Lock-up". The carpet tile colours have been chosen. The structural steel finally arrived and was scheduled to be installed today to create the band's new storage area at the rear of the Shell. Completion date is now the end of August.
3. K 2019: The Kindy Information evening for parents of students who will start in Kindergarten next year was held last week and was well-received by those who attended. We are projecting 4 K classes next year, though this is will not be confirmed until much later in the year. The DoE has adjusted our school boundary slightly to take in a number of streets from Roseville and Willoughby catchments which are on our school bus run. I see no impact on our numbers – in fact I know only of one family who have enrolled for next year from the added catchment, though there may be others.
4. Staff Development: Our teachers are continuously sharing teaching practices and about student learning, always with the aim to improve student outcomes. This week, the whole staff is undertaking a 3 hour workshop which will assist them in using poetry in the classroom to engage students in literacy and across the curriculum. Following this will be another shorter session in a few weeks to share how ideas are being implemented.
5. The new CCPS Website: A huge thank you to Susie Jacobs who undertook the massive task of constructing our school's new website and will give you a quick tour now of its features. It looks fabulous and we hope you will find it easy to navigate and a great source of information and enjoyment when you visit your child's class page. These pages are accessible now and most have a small welcome piece for you to see. Classes will be adding items regularly.

TREASURER'S REPORT - Harriet Hill

- Balance of accounts as at **8 August** 2018:
 - Main Account: \$87,490.14
 - Saver Account (Building Fund): \$2,538
 - Band Account: \$18,248.93
- Main account balance includes:
 - \$2,533 being held in trust for year 6 2017 gift to the School (additional Yr6 2017 held by the school)
 - \$3065 being held in trust for year 6 2018 gift to the School.
- Profit and Loss and Balance sheet reports to **31 July** have been provided.
- P&C Voluntary fees of \$5,448 were transferred by CCPS via DET to the P&C on 23 July, collected with the term 2 account. Thank you to families for generously contributing these voluntary fees especially at a busy time for activity and fundraising. Total P&C Voluntary Contributions for 2018 \$92,278.
- P&C have in turn transferred to CCPS \$40K for Teaching Support and \$20K for High Quality Learning Support on 8 August. Total funds to school thus far in 2018 \$150K.
 - \$90k for Teaching Support
 - \$40k for Technology Support
 - \$20k for High Quality Learning Support
- June BAS has been lodged and refund of \$4,143 is expected (GST refund from Band camp Expenses; Fiesta costs).
- Midyear function 2018 and raffle achieved a fundraising total of \$36,565
- Ireson have just been invoiced for their June quarter contribution of \$2,500. The March quarter contribution of \$2500 was received 2 July 2018.
- The funds from the successful grant application to "Community Building Partnerships" for the Shell refurbishment (particularly air conditioning installation) has been received: \$36,033.80 on 27 June 2018. Thanks goes to Grahame Clare, Sandra Hilmer and Clare Dunstan for their work in obtaining this significant grant to contribute towards this revitalised learning space.

Action Items:

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

COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS - Susannah Gallagher

Athletics Carnival

We ran a cake stall, hosted by Year 3 & 4 parents and it was a great success. We raised \$1300 which is a fantastic result. Special thanks go to all who baked and manned the stall and special thanks to Jo Rye & Kellie Munn for their extra effort in managing this event.

Year 6 cocktail party was held on Sat 4 August at Tetas and from all accounts was a very successful event.

Science Under the Stars held on Friday 17th and the P&C are running a sausage sizzle. Year 5 are hosting this.

Fathers Day stalls will be held in class on Thursday 30th August. Information has gone home about this to all classes. Again we have asked people to put effort into choosing a gift that they would like to receive themselves. This time unless a child brings in a gift they will unfortunately not be able to buy a gift as we have found it is too hard to manage on the day and not fair to others. We will only have a few spare gifts for any

breakages so we are asking the teachers to cross the gifts off a class list to ensure this goes to plan.

Year 3 cocktail party will be held on Saturday 1 September.

Notepads & Calendars - artwork and planning is underway. Thanks to Brianna Pike, Anne Palmer and Gina Liddell for looking after this. Information will go out to parents shortly.

Moonlight Movies has been confirmed for Friday 2 November with wet weather backup for Friday 9th November. The committee – Anita Kean, Jo Basile, Kellie Munn and myself (plus Alison Macris and Ali Piper going forward) met early this term and planning is underway. We are again looking at doing the food market and currently sourcing local suppliers and families who are interested in being involved.

Year 6 graduation dinner will be held at the Castle Cove Golf Club on 13th December. Date and details are currently being finalised.

Fundraising budget:

Our fundraising events budget projection for 2018 as \$50,000. Currently we have raised over \$48,000 from fundraising events this year.

BAND REPORT - Sam Edwards

Band coordinator position for 2018 needs to be replaced.

Sam and Karen can help for the while, however, need to plan for 2019.

Other band positions for 2018 have also started resigning (ends Term 3 2018) when Sam had contacted them :

- Band Co-Ordinator
- Band Camp Co-ordinator
- Band Treasurer
- Instrument Hire Co-ordinator
- Training Band (which will become intermediate in 2019) Co-ordinators. Not sure if the other Co-ordinators are staying at this stage.

ACTION :

1. S. Edwards, C. Dunstan, Gerald , J.Godfrey, Margie discuss band offline and return: break down elements, and delegate out “tell people what they need to do specifically”.
Also, do keep in mind band camp folder which Karen has in hand.
2. P&C to ok the Band Coordinator JD, so that we can post up ASAP for 2018.
P&C to discuss plans ASAP.

Co-ordinator is needed to :

- *Liaise with the venue to plan upcoming camp rooms/meals/activities*
- *Book transport to and from camp*
- *Liaise with school regarding staff and roles for staff*
- *Communicate information to parents regarding volunteers/camp requirements*
- *Assist tutor Co-ordinator (this may also be another position, but will check) in allocating tutors to the camp*

- *One night commitment to the camp is needed*
- *Co-ordinating the running of the camp on the two days*

SPORTS COMMITTEE REPORT - Jane Godfrey

- Trials for aths carnival went well his year
- Aths carnival huge success thanks to Natasha.
- Bannockburn a great venue once again.
- Snowsports - Castle cove competed in the Sydney regional inter schools at thredbo for the first time
- Lachie Boys competed and did very well in skiers cross and alpine.
- Look at something further for next year regarding teams etc
- Sport for schools equipment went really well, approx \$18k (TBC) in equipment, well worth pursuing next year if possible.

GRANTS & FUNDING - Chris Cowley

- G. Clare has done an interim report to committee
- On top of money (~\$36k) and will advise P&C where when how it gets paid

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

Currently the Wellbeing Committee is struggling to find a time when we can all meet in person, and we finally met via conf. call 13 August to discuss: Forums in Term 1, Bounce Back Term 2, What's our Focus for H2 ?

Mental & Social well being. Focus areas H2:

- post our own POV vs. Department's POV
- raised awareness around well being > measure it "Tell Them from Me" Survey
- look at other schools in terms of best practice
- Funds in special projects - will address how to spend the allocation of funds
- >> now until 2019

CORRESPONDENCE

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

OTHER BUSINESS

Year 6 Fund Raising page : Sarah Dandy

J. Cope and I did meet up and we ended up settling on furniture for the shell or the computer room. I think we will be able to find something that the kids will think is good and that J. Cope agrees with ... I'll be running it by the Year 6 'gang' soon and have a couple of companies to call (as advised by J. Cope) to get quotes. I am confident whatever it is will be decided upon and ordered before end of term and hopefully arrive early term 4... I'm guessing most of these places have a 6 week order period.

The other thing that was on the list for me was the Year 6 Fundraising Page on the P&C website.

Action: J. Cope & Sarah Dandy to liaise on Year 6 fundraising page content.

Teacher Training kits - possible usage of P&C finances to support school equipment

- Home Readers - budgets on top of \$50 / kindy kid readers are fairly physically old, and not quite modern (references to mums at home cooking..) lacks diversity and representation.

- can P&C help supplement the home readers ?
- can these be updated to - go through Literacy committee

Action: J. Cope to come back after checking in with teachers.

School P&C Survey

B.Winoto raised if we will run a survey, let's calendar it, possibly for Oct, with results in Nov to impact budget planning for next year ?

Not to duplicate over the other surveys going on (tell them from me < parents > , Roy from kids castle).

All agreed on the need for a core focus for the survey : financial ?

Action

H.Hill - communicate how we are spending the \$ for the school . To decide in Sept P&C, and action.

CCPS School Revised Website :

- Susie Jacobs went through revised CCPS School website at P&C.
- All agreed alot of work has gone into it, and it looks great. Applicable both desktop and mobile , no weird formatting and nice use of gallery photos.
- Discussion was over how much we can personalise the pages for each year, specifically for events and fundraising (eg : calenders background for each year on each relevant year page).
- However, S. Jacobs has just completed version 1 which is bulk of work as it was moving from old systems to new Adobe public school system, and digital asset management (ie: enabling the school admi to upload calendar contents to site). v.2 can deal with more tweaks down the track.

Vacancies for P&C and Band moving into 2019

Vacancies to deal with for 2018 (specifically Band coordinator and committee)

Other roles (in addition to band coordinator and committee) that will be open 2019 , worth lining up potential interest for now:

- Secretary
- Treasurer
- Website Coordinator
- Possible Communications, Events & Sponsorships, VP

Action: D.Goh to look up P&C Job Descriptions and circulate.

P&C to work out what is best way to attract people to positions - break it down, deconstruct it, simplify the role, tell people what to do ? Discuss at next P&C.

2018 Vice President, Susannah Gallagher, closed meeting.

Meeting closed at 8:30 pm

Next Meeting: Tuesday, 11th September, 2018 7pm in the Staff Room
