

MINUTES OF P&C MEETING
Tuesday 13th November 2018 – at 7pm CCPS Staffroom

PRESENT

H.Hill, D.Goh, C.Cowley, J.Cope, T.Huckerby, S.Dandy, S.Gagahller, B.Winoto, Cindy Fong, K.Munn, Mel.Holmes,

APOLOGIES

J.Godfrey, S.Edwards

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 11 September 2018

Finance:

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

Year 6 FundRaising:

- (J. Cope & Sarah Dandy) to liaise on Year 6 fundraising page content - updated done

Teacher Training Kits

- (J.Cope) to return on possible use of P&C finances to support reading kits
- asked literacy team coming, all in hand for next year

Minutes :

- Moved C. Cowley
- Seconded T.Huckerby

PRINCIPAL'S REPORT - Jeanette Cope

The Shell: The renovation and extension of The Shell are finally completed! It is looking quite superb both inside and out compared to what we had. Handover is, unfortunately, held up by the defect stage so we still can't go in. However, there are our own works to complete, such as the gardens around, which we are getting on with while we wait.

The Year 6 2017/18 gift of furniture for the kids to love has arrived and is looking great. The school has also purchased some additional items including write on tables and 40 stools. The stools were chosen with the band in mind as they are easy to grab, along with a music stand, to position for quick setting up and packing away. They can also be used by classes as needed.

The hand over date was originally 14th August so we are considerably overtime and this has seen our original plans for our official opening needing to be re-thought. There is now very limited opportunity for this year, but we are currently discussing what options we have.

1. **The Watermark Art Show:** This annual event will take place this Sunday, 18th. A selection of 20 artworks done by our students K-6 will be displayed alongside the works of the artists in residence at Watermark. There is a raffle, arts and crafts for sale and a sausage sizzle. It's a great event for two reasons:

Firstly – this is an opportunity for all our students to be extended beyond the classroom in art, and for a chosen number to represent our school. We are used to those opportunities in sport, dance, literacy and numeracy competitions, so it's great to see it for art as well.

Secondly – We are pleased to have opportunities to strengthen our ties with community groups. Watermark is a wonderful supporter of our school. They welcome the participation of our students and offer 1st, 2nd, 3rd and participation prizes for the works they display. Additionally, each year, after the art show, they have presented us with \$1000, plus all the proceeds of the day from both the raffle and the BBQ. Last year, the total donation was over \$2000. It's a lovely event in its own right and we encourage all our families to call in next Sunday.

After the event is over, the school will then have another art show displaying all the works that were entered by all the students.

2. **K 2019 Transition:** There are 4 Kindy classes planned for next year. We are currently in the middle of our transition to school program for students beginning their schooling here next year. We are proud of our Buddy Program which sees every new Kindy student paired with a "Big Buddy" (Yr 6 2019 students), offering a friendly and familiar face for them on those important first few days at the start of the year, and then continuing to meet up and support throughout the rest of the year. It's a most successful program.

3. **Staffing for 2019:** Our projected school numbers for 2019 are similar to this year and we anticipate 19 or 20 home classes. These positions all belong to permanent staff. Next year, some permanent staff will still be out on maternity leave or other leave (full time or part time), some staff may choose to leave us to pursue career opportunities, or perhaps transfer closer to home because they need to better balance family life (rather than long commutes!), etc. There are usually changes every year. If the gap is a permanent one, it is filled through the DoE's staffing process, sooner if time allows, later if not. If the gap is temporary, it is filled as a temporary position for the duration needed. These positions are taken up by casual staff through a contract. Each year, all contracts will have ended by last day of school.

TREASURER'S REPORT - Harriet Hill

Update:

- Balance of accounts as at **11 November** 2018:
 - Main Account: \$94,978
 - Saver Account (Building Fund): \$2,543
 - Band Account: \$12,032
- Main account balance includes:
 - \$6,622.29 being held in trust for year 6 2017 **and** 2018 gift to the School (additional Yr 6 2017 held by the school \$1,014.50).
 - \$36,033.80 Community Building Partnerships Grant Funds received
 - \$9,255 in Calendar Art revenue with costs yet to be paid.
- Profit and Loss and Balance sheet reports to **31 October** have been provided. Total P&C voluntary contributions total \$99,338 thus far. Thank you to our generous community for your support.
- Budgeted amounts for CCPS disbursements were between \$160K and \$185K. Total funds to school thus far in 2018 \$170K.
 - \$90k for Teaching Support
 - \$45k for Technology Support
 - \$25k for High Quality Learning Support
 - \$10K for shell refurbishment furniture/air conditioning/AV/IT (additional to \$50K building fund transfer in February 2018).
- At the September meeting it was agreed that a further \$7K would be disbursed for bounce back resources and potentially home readers.
 - A quote for \$2828 has been received to provide: "[a] wellbeing corner in the library, Bounce Back teacher resources, books for kids & adults in the library, bookcase, rug and chairs to help create a welcoming zone".
 - P&C seek to clarify at this meeting, how we shall disburse the additional approx. \$4K in special projects funds (new home readers? Electronic sign board?)

Action Items:

- Send invoice to Ireson for September quarter donation and obtain number of sales transactions for

additional donation amount (HH; CC)

- Arrange disbursement of Year 6 2017 and 2018 funds to school (Yumiko; HH).
- Produce 2019 budget following discussion with P&C, Jeanette Cope and community (via survey). (HH; CC; JC).
- JC to follow up with G.Clare on budgets required for shell (air-con ...)
- JC to follow up with literacy group on funds + additional grants for readers

COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS - Susannah Gallagher

Moonlight Movies - Friday 2 November– A few logistical issues and bad weather during the movie did not diminish people's enjoyment of the night. Feedback on the whole was extremely positive. The movie was not as popular as in previous years – some felt was only good for the very young kids. It is difficult for the committee to select a movie in the 'free list' (without paying large licensing fees) that is suitable for K-Y6.

A big thank you to our organising team which consisted of Anita Kean, Kellie Munn, Jo Basile, Alison Macris, Ali Piper, Harriet Hill and myself.

Thank to our awesome team 'Mum's Kitchen' led by Junko Kato – this year the Japanese food market was bigger and better and we thank them all - Maki Kuranari, Tomoko Irisawa, Sanae Konno, Junko Hanta, Tomoko Weldon, Yumi Wyllie, Hanae Okuyama, Misa Okabayashi, Naoko Ohara, Ayu Thomas, Ian Weldon and Midori Kanazaki.

Thank you to all the year 2 & year 4 parents who helped on the night although we noted that it is proving difficult to get people to volunteer at the moment perhaps due to other activities or being stretched too thin.

A special mention to our amazing sponsors without whom we could not hold this event: Bodhi Thai, Castle Cove Café, Harris Farm and Porters Castle Cove as well as our major sponsor Ireson First National.

Thank you also to Andrew Sutcliffe for all his help with the setup, to Trent Moses for being our MC for the event and to Jeanette Cope for all her help on the night.

A great deal of angst was caused due to the database incorrectly tallying the food orders. This was only made aware to us 1 hour prior to guest arrival. It was a lot of work to ensure that all got their correct meals and it is only due to the amazing community we live in that no one went hungry. A big thank you to Adam Weschler for annually working out the orders from the paypal transactions, Anita Kean for shopping for more food & Jeanette Cope for making flyers to advise people to be patient.

My recommendation would be that this is a good time for the P&C to investigate other database options including TryBooking or others that would not have these issues.

We made a profit of \$4204 for our school so thank you to all for coming along and supporting this event and for those that helped make this event such a success.

Notepads & Calendars – orders have now been submitted and thanks to Brianna Pike for managing this project. Orders will be delivered to classes in a couple of weeks.

Yearbook: Kellie Munn is currently finalising the yearbook and sales are well underway.

Fundraising budget:

Our fundraising events budget projection for 2018 as \$50,000. Currently we have raised **\$55,321** from fundraising events this year and still have the Yearbook and calendars to go so estimate will be close to \$60K by end of 2018.

BAND REPORT - Sam Edwards

- Cindy Suen to be Band Treasurer (voted in) possible follow up with Watermark band performance there .

- M.Holmes - secretary for band

SPORTS COMMITTEE REPORT - Jane Godfrey

- NA

GRANTS & FUNDING - Chris Cowley

- G. Clare, C. Cowley has done an interim report to committee
- On top of money (~\$36k) and will advise P&C where when how it gets paid
- sports funding grant to pursue - with an individual, Sandra Hilmer -
- **Action** : C.Cowley to follow up

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

Action : Bernice to review draft survey with the P&C with the objective of it going out by Fri 16th November.

- band, sport all checked in and not much to put in
- survey looks to be short and sweet this year (6 Qs only vs. 15 last year)
 - objectives of school - purpose rated (quant. 6 < then why)
 - P&C sets up subcommittees - do you understand what we do, before you judge us
 - Well- being speakers - what would you be interested in ?
 - not in addition to the budget survey discussion
 - getting it out Monday 19 Nov

CORRESPONDENCE

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

OTHER BUSINESS

1. Electronic SignBoard

- where should this be placed ?
- Grumpy's (maximum traffic) vs. current location (less \$ due to digging of trenches)
- 'special projects' fund - ~\$15k - ~\$20k - in favor yes.
- Confirmed that location will be in current location

2. P&C positions to be advertised for 2019:

- Website coordinator - Confirmed Jodi Zimmer.
- Secretary - need volunteers
- Treasurer - need volunteers
- Class List coordinator
- Social and Fundraising Coordinator
 - discussion was had
- Discussion was had over current set up of year coordinators and split of responsibilities over events.

Action : S.Gallagher + B.Winoto + H.Hill (to discuss and revert 11 Dec)

2018 President, Chris Cowley, closed meeting.

Meeting closed at 8:30 pm

J.Cope took the attendees to tour the new shell. It looks fantastic!

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