MINUTES – P&C General Meeting 15 March 2018, 6pm.

Members in attendance: Robert Dunn, Megan McConnell, Hayley Ambler, Tracey Frazer (Principal), Ruth Chapman, Alexis Scott ( (teacher), Leonie Hunt, Tina Battye, Leisha Morgan, Isaac Segal, Fionna Ralph, Rebecca Cummings, Naydeen Frost, Hermosa Dunn, Diana Segal.

Apologies: Mandy Bambams, Julie Scott, Alicia Kropkowski

Acceptance of previous minutes: Accepted Tina Battye

Seconded Fionna Ralph

Treasurers Report (Tina Battye).

Report from Auditor (Mark Walmsley) returned. Report formally tabled by Tina Battye (TB).

* Report noted P&C and canteen for 2107 had a combined loss of $11,000.
* Canteen loss was nearly $8,000.
* Auditor had a number of concerns including:
* Canteen sales were down for 2017 year.
* Canteen purchases had increased for 2017.
* TB noted from previous years financials – in a non-fete year there is a loss – however the concern is in 2017 there was a reduction in come but an increase in purchases.
* Significant costs in 2018:
* Mother Day stall - $2,000 worth of products previously ordered has now been paid.
* Re-stocking the canteen (don’t carry over stock from 2017). $3,000 spent on canteen supplies in 2018 to date.
* Canteen currently running $840 in the negative.

**Account reconciliation:**

* P&C Account at $5,500 (net). In 2018 we have received income from 2017 Entertainment Book sales, Surfest BBQ and school banking. However, there are significant costs to come out.
* TB tabled a position statement as at 15/3/18 showing following snap shot:

Net Position P&C Operations: $5,252.77

Nat Position Canteen: -$848.65

Net positon Term Deposit: $2,174.11

Net position Visa Debit: $4.24

Sub-Total: $6,582.47

Add Funds due from Stockton PS (Welcome BBQ): $187.30

Less

Holding Funds Pre-School Donation: -$200.00

Holding Funds Year 6 Farewell: Nil

Mark Walmsley Accountnat: -$660.00

Long Service Leave Accrual (L.Hunt): -$4,886.50

**Overall Net Position: $1,024.27**

**Comments:**

* Moving forward we will need to be careful and clever with fundraising as we cannot spend significant funds.
* Canteen: budgets will need to be put in place for purchases and hopefully new increased menu prices will assist to increase revenue.
* Long Service Leave: liability had never previously been taken up as a liability in previous P&C accounting. TB confirmed she has discussed this with previous President Michelle France who confirmed nothing had been done and no money ever put aside. The executive committee will look into whether or not we can hold the LSL accrual in our term deposit account – otherwise may have to look into setting up some form of trust account for LSL accruals to be paid into.
* Rob Dunn queried if LSL was tax exempt - TB and RC advised no. RC advised going forward – LSL will continue to accrue and each quarter we will continue to make contributions to the new account for L. Hunt.
* TB also advised transition from previous committee has been slow – we only got access to bank accounts last week and she now this week has access to ATO portal.
* Also noted that Leonie Hunt is a co-signatory for Visa debit card. Changes will be to include the current President Isaac Segal and secretary Rebecca Cummings co-signatories.
* Internet banking will also be set up with Treasurer, President and Secretary being co-signatories.

Canteen profits – challenges faced in 2018:

Leonie Hunt (LH) advised the committee that it has been a slow start with many pressures with start of school costs, photos and children in years 3-6 being out for school sports (e.g. cricket and netball).

* Menu is over the required 75%/25% healthy eating guidelines – so there can be room to add or take away items off the menu.
* Kids have not responded to coconut ice blocks and they will not be re-ordered.
* Big reduction in costs has also been the tender tasty wraps being taken off the menu. If they were to go back on menu we would still be within our 75%/25% healthy eating guidelines.
* RC asked committee if they agree for tender tasty wraps to be put back n menu. Committee unanimously agreed. LH to put back on menu from 14/3/18. To be advertised in P&C Facebook, Skoolbag app and a sign at the canteen.

Business arising from previous minutes:

New canteen menu – already discussed (see above).

Outstanding employee entitlements:

* Mostly discussed in treasurer’s report.
* RC noted that TB & RC have now reviewed L.Hunt’s entitlements and calculations have been done to determine LSL and, a back-payment from 30 January 2018 to date has now been made.
* Leonie Hunt will continue on a casual basis as the canteen menu and a new contract will be offered shortly.
* RC also noted that last meeting we did not formally acknowledge Leonie’s 10 years’ service.
* RC said that the committee would like to formally acknowledge that now and Isaac Segal provided a gift to Leonie on behalf of the committee for 10 years’ service.

2017 Audit – discussed in Treasurers Report

Easter Costume – TB explained that costume has been ordered and aid for. Still awaiting delivery to Mandy Bambams (MB).

Easter eggs and raffle:

* Fionna Ralph (FR) advised that Woolworths Mayfield have donated 300 Easter eggs for the kids (for the Easter bunny to deliver).
* Raffle: RC advised this year the raffle tickets being sent home were targeted at the parents. RC noted that the school was aware of the wine and if any child ‘wins’ that prize – their parent is to collect wine from office.
* Noted that all prizes for the raffle have been noted – no cost to the P&C.
* Also noted that we have Easter egg gifts donated from IGA and Woolworths for the children and we will have 1 boxed Easter egg gift per class and the children will win this by way of a lucky door prize at the Easter hat parade.
* RC explained we were not raffling Easter eggs this year as the year 6 children are running an Easter egg guessing game raffle for their farewell – and as there is no money left over in the P&C fund for them (as it was all spent in 2017) we would allow them to raise as much as possible.
* RC also noted that the executive committee felt the fairest way to distribute the eggs was to do a lucky door prize for each class.
* TB noted effort of RC to get all prizes for the raffle donated.
* Isaac Segal also noted that his wife Diana had managed to secure a pay one get e free arrangement from Revolution. He noted it was too late for Easter raffle but we can use for future fundraising.

Matters from previous minutes – Trivia night gift

* Ruth Chapman noted that she had no purchased the alcohol gift for Dave and has given it to him.
* TB discussed payment to Ruth for the purchase. It was agreed she would obtain money from LH at canteen tomorrow and the receipt is to be left at the canteen for collection by TB.

Principals Report (Tracey Frazer – TF).

* Wish lists provided to RC from teachers. TF to advise teachers that this will not happen quickly – but throughout the year the P&C will attempt to deliver items requested.
* New Phone & I-Pods Policy:
* School has drafted a new policy for mobile phones and electronic devices.
* New policy relates to students, staff and parents. It has been re-drafted to ensure it is clear and sets out the consequences of breaching the policy.
* Parents will be required to provide a authority form in relation to any phones or electronic devices bought to school including noting their intended purposes.
* This will be done through the office ad updates to go in the newsletter, skoolbag app and the website.
* TF then tabled and produced copies of the School AFS as at 31 December 2017.
* School will have some revenue available to spend on the re-flooring of canteen. Vinyl is ripped and needs replacement. School to pay and seek back-payment from the department for the up-grade. In recent Health Department check – LH noted that the access door needs to be repainted. School to ask maintenance employee Andy Heath to re-paint.
* TF noted income from voluntary contribution =s and the school camps look significant. However, she noted that with school camps there is revenue that has to be paid out too.

* Costs in 2017: internal painting.
* 2018 Major works:
* C Block – painting hallway and relacing vinyl in hallway and re-doing office.
* H Block – replacing ceiling, repainting and guttering on primary toilets.
* 3/4P – will be relocating next door for the year ahead.
* Bottle collection – Stacey has been collecting bottle and poppers for cashing in.
* Have 2 x 60L bins that need to be cashed in fairly regularly at either Medowie, Jesmond or Broadmeadow.
* Rob and Hermie Dunn volunteered to collect and cash in bottles.

Canteen Reort & Correspondence – already previously addressed.

Fundraising Report

Port Waratah Pitch:

* Isaac Segal (IS) is to make the pitch on Thursday 22/3/18. Pitch is for a grant application.
* Seeking grants for IPads for the school. Aim is to double I-Pads in school from 40 to 80 this year.
* Pitch is called “IPads for the 21st Century”. TF advised she is available to also attend.
* IS also noted that we will be applying to I-Pad granst from NCIG and Orica (due by April 2018). We noted the grants are for the top-of-the-range I-Pad pros but we can also source other types of I-Pads.
* TF noted year 3-6 have i-pad minis.

Grants applications:

* IS noted he has drafted the Orica application and was wanting to get further details from the committee.
* Previous Orica funding: 2017 outdoor equipment for pre-school.
* Demonstrate ability to deliver on funding grants: SPS has provided smart boards, air conditioning in the hall, garden in the pre-school and teacher’s wish lists.
* If we win a grant – Orica publicity in newsletter, provide photos for community newsletter and calendar, possibly have Orica stickers on i-pads.
* Also Rob Dunn suggested School could distribute the Orica branded sun-safe items; sunscreen hats and drink bottles.
* Newcastle City Council – ‘Make your place’ opens July. RC advised would could seek funding for a sensory garden at the school. TF noted support for a garden. RC noted that whilst we need to maintain open play areas, there are many kids at the school with high needs and children that would benefit from an interactive garden and play areas. Plans to be worked on with the school and grants to be sought.

Yellow Brick Road (Naydeen Frost):

* Parent at the school and a new mortgage broker for yellow brick road.
* Naydeen provide a proposal for fundraising at not costs to the P&C.
* The proposal is that for each loan settled she would provide an amount (monetary amount to be determined) to the P&C in return for marketing opportunities. No time limit to be applied at this time.
* Committee discussed the proposal and noted if anf when money is received we can out an article in the newsletter, add a post on the P&C Facebook and posters and possibly a flyer to be sent home.
* Proposal in principal passed. Naydeen Frost to provide P&C with detailed information of agreement along with marketing material.

Bean Cycled (Leisha Parkinson)

* Leisha from Bean Cycled bought along some Oyster Mushroom Farms for the committee to view.
* Leisha and her brother collect used coffee beans from Charlestown square businesses and grow oyster mushrooms that they are selling to local restaurants. T
* They are now producing kits for fundraising. Each kit will grow 2-3 crops and at the end you have a bag of mushroom compost.
* The kits retail for $25/bag and $6.00 from each bag goes back to the school.
* Minimum order of 30 kits and P&C to pay $19.00 per kit and retain profits.
* All mushrooms are edible and decided that P&C send out ‘feelers’ post on Facebook and decide on whether or not to proceed with fundraising from there.

Mother’s Day Stall (Hayley Ambler):

* Stock has arrived. MB to collect and put into P&C shed.
* **Dates: 8/5/18 Preschool Stall, 11/5/18 Mother’s Day Stall.**
* Letters to go home before holidays to ask for donations.
* RC asked how pricing works: HA advised items are priced $0.50 - $10.00. Larger items are marked up (by 50%) and small items are marked down. Can lose $0.30-0.40 on smaller items.
* There is also a box of free items from the donations provided.
* Fudge has been a big seller. Comes from a canteen supplier. $2.00 per portion and 3 flavours available. LH to arrange order and invoice to be provided to TB.
* Donations for Mother’s day can also be left at the canteen and there are some left over items and cards in the P&C shed.
* Ruth Chapman will arrange mini pre-school stall for 8/5/18.
* MB and RC to set up Hall on 11/5/2018. Will seek other parent helpers.
* Float is normally provided by the canteen.
* Last Year 6 children produced and sold chore vouchers. Will contact Year 6 committee to see if they would like to do this as fundraising again this year.

Entertainment Books (Hayley Ambler).

* Letters have been received.
* Appears system has changed and books are not being sent home (unless requested or purchased).
* Company is Pushing digital membership this year.
* HA to provide letters to the office and to go out on Monday 19/3/18.

Fundraising objectives and future activities:

Executive committee members noted our main objectives for 2018:

1. I-Pads;
2. Sensory & play garden;
3. Teacher wish list.

Committee needs to decide if we have ability to hold the Fete in 2018?

**Fete Issues discussed:**

* Fete can make upwards of $11,000.
* Fete to be held at school grounds – not in public areas as easier to arrange risk assessments, public liability, power and identifies the school community.
* Fetes normally held in November.
* Suggestion of having Stage stalls rather than class stalls.
* Year 6’s have their own stall
* Need to make inflatables enquiries ASAP. Hayley Ambler to contact family friend.
* RC noted wrist band system for rides and doing it again in 2018.
* If having public stalls – will need to advertise and require they have their own insurance.
* Committee to make enquires and maybe set up sub-committee if going ahead.

Other activities:

* **Community Colour Run -** (in co-operation with other P&Cs and sports clubs). Possibly to be held on bike track. Wil need NCC approval. RC to make ongoing enquiries.
* **Garden Club** – Mrs Hadwell and FR to help set up, aim to again have harvest sales. Seek donations from Bunnings and then send home letters and seeking parents to donate time (working bee) to get the edible garden blooming again.
* **Trivia Night** – 3/8/18. At the Sailing Club max people = 10 tables of 10 pax.
* P&C to buy prizes for winning tables and alcohol prizes but no hiring costs.
* Costs: $150/table or $15 per person.
* Normally BYO food and drink. P&C to consider also doing BBQ – RSA considerations.

Year 6 Fundraising (no members present).

* Bunnings BBQ
* Easter egg count raffle
* Disco Term 3
* Mother’s Day chore books.

General Business:

* Hunter Water and Firefighters visits: TF advised they can come to Fete and also Fire fighters come to end of year party day in Term 4.
* Mosquitos: FR discussed options for Mozzie Zappers. TF explained restrictions with using electricity in open areas.
* TF said school will provide repellent in classrooms/canteen.
* Megan McConnell suggested using Vaseline Aloe Vera.

Next Meeting:

**Monday 14 May 2018 at 3.30pm**. Move to **staff room** and children can use computer lab. Open staff room from 3.15pm.