GENERAL MEETING MINUTES

DATE/TIME: MONDAY, 3 FEBRUARY 2013 AT 6.30PM

CURRENT FINANCIAL MEMBERS
Lisa Kennedy            Paula Hinds            Nichole Batson            Natalie Hall
Vanessa Phelan          Emma Wood            Shawn Burns            Lynda Hare
Amanda Poulton          Cindy Murray            Gina Wilson-Burns        Trent Burns
Sam Singleton           Victoria Carmellotti    Rae Carter            Jo Parsons
Neal Johnson            Bec Johnson            Mia Weber            Fiona Legzdin
New Member(s): Cathy Corkett, Linda Stevens    Renewal: Rae Carter

1. Attendance and apologies
Trent Burns, Susan Hiliar, Rob Haigh, Vicky Turner, Jenny Mison, Nichole Batson, Cathy Corkett, Paula Hinds, Rae Carter, Lisa Kennedy, Gina Wilson-Burns, Cindy Martin, Bec Johnson. (APs left the meeting at 7.20pm on completion of their reports.

Apologies: Amanda Poulton Vanessa Phelan, Emma Wood

2. Minutes of the Previous Meeting
The minutes were accepted as a true and correct record of the meeting.

Moved: Rae Carter   Seconded: Lisa Kennedy   PASSED

3. Business Arising from Previous Minutes
P&C to take on Mothers/Fathers day stall

4. Principal’s Report
Susan welcomed Rob Haigh (Year 2 Teacher) to the meeting and again commented on the excellent vibe amongst the school and the teaching staff with a excellent balance coming through the diversity of the individual teachers. Lots of work done last year by the Executive has made for a great start to the year.

The school Newsletter is going to be TRIALLED as a weekly item for Term One with the anticipated delivery date being Tuesday of each week.

Financial Plan will go home week 3 or 4

An idea for future consideration might be to see the uniform shop open on the first school day of Term 1 each year and staffed by P&C members.

Feedback regarding student learning progress saw recommendations as follows:

- Term 1   Student Lead Conferences
- Term 2   Written report week 8 and interaction (short chat) with the teacher if needed during a scheduled afternoon in the last week of term.
- Term 3   Learning progress folder goes home and opportunity for RFF period Student Led Conference.
- Term 4   Written report week 9/10

Parent in-service from the Adult Learning team topics to be determined but very likely to be around the learning continuum.
OOSH businesses in schools now need to have a licensed agreement with schools. They can continue to run as a P&C run business. Alternatively, the P&C can decide not to run it however if this is the case then the DET are obligated to put it to tender and there is no obligation for the capacity of OOSH placements to remain in the same location or school. Susan will provide more information to the COOSH committee meeting.

It was identified that the next priority for funding use (should the P&C have the capacity to contribute) would be upgrading the air-conditioning units in the original classrooms.

Global Budget summary of the $112K sees an allocation of 50% to the engagement of casual staff and approximately 30% towards the energy/water/waste costs associated with running the school. Summary information may be circulated to the broader school community in an upcoming newsletter.

School fees have gone up - invoices will be sent home shortly.

Reader replacement as a result of books not being returned is still a significant cost. Reader levys/bonds etc were discussed but no decisions made in this regard.

The APS reported on their Stages

Stage 1: Students very settled and senior students really helping as buddies. Stage 1 meeting is scheduled for 10 February and Kindy Meeting scheduled for 11 February (will be confirmed in the newsletter).

Stage 2: Settling in nicely. With a similar team to last year and a unified approach in systems and structures to last year there is a really nice feel about the Stage. There will also be opportunities for Stage 3 and 2 to work together.

Stage 3: Really settled, camp will be in Week 2 Term 2 Yarramundi around $320 per person and 5 day camp expressions of interest will be circulated shortly. NAPLAN will be the week after Camp.

Communication books for all students will be sent home every day.

P&C took advice on Shave for a Cure/Relay for Life options put forward by the committee and the Jeffrey family.

Registration has been submitted for Wakikiri which doesn't mean confirmed but allows us to think about options for participation.

5. President’s Report

• Lisa advised she will meet with the SRC once 2014 plans finalised by the teachers
• AGM vacant positions Treasurer, Secretary, Fundraising committee
• Acknowledge member nominations for Cathy Corkett, Linda Stevens, Rae Carter for 2014.
• Financial reporting is underway and should be finalised in time for our planned AGM.

MOTION: That By Law 26 be removed and the new bylaws amended and presented at AGM for adoption.

Moved: Lisa Kennedy Seconded: Gina Wilson-Burns PASSED

Recommend COOSH as a sub-committee also has a set of bylaws based on the ‘model rules’ available with changes to meeting COOSH operations. Canteen not as necessary at this stage.

By laws will be prepared for ratification at the next AGM.
Letter to COOSH families to be circulated regarding the next COOSH meeting scheduled for 18 February regarding positions vacant and general COOSH operations.

For future information: There may need to be an allocation funds for the radio frequency changes if that should impact any operations to school equipment (yet to be determined).

Purchase of Air conditioning for original classrooms up for consideration at next meeting. Susan to prepare two quotes to present to the AGM/General Meeting in March.

MOTION: The P&C agrees subject to the COOSH meeting confirmation that COOSH allocate up to $10K to be used towards their IT WishList based on financial capacity of COOSH.

Moved: Lisa Kennedy  Seconded: Gina Wilson-Burns  PASSED

MOTION: That the P&C purchase up to 6 fold-up tables for school and P&C events.

Moved: Rae Carter  Seconded: Cindy Murray  PASSED

6. Vice Presidents’ Report
   Nil

7. Treasurer’s Report
   as circulated

8. Secretary’s Report
   Correspondence
     •  Gareth Ward MP - radio frequency changes passed to school
     •  Second letter scan and circulate with minutes
     •  Aust Charities and NFP Commission - 2013 annual information statement

9. Canteen Report
   •  Cathy Corkett (Canteen Coordinator) advised the canteen is starting Friday first break and likely engage couple of stage 3 helpers for each day. Icy Tuesdays also start back up next week - Roz Phillips will help organise.
   •  Swimming Carnival Sausage Sizzle $461.70 Thanks for everyone who helped out and particularly to Bill for his assistance with getting the BBQ to the pool etc.
   •  Slushie Machine was returned and we are just clarifying if we had a bond on the machine.
   •  Asset Register underway

10. Fundraising Report
    Draft Fundraising Calendar - Dates to come back from teachers regarding the proposed discos (Terms 1&3) and trivia night to help in preparation of the calendar.
    Events or ideas to consider include: Easter Mufti, Easter hat parade & special food day, Xmas Mufti, BBQs, raffles, pie drive
    Mothers/Fathers Day Stalls not being take by teachers. Will offer to Year Six fundraising committee otherwise P&C will take on.
    At present the Fun Run is confirmed if the school can manage it amongst other events/commitments.
    An option to consider for next year: Husky triathlon 21-23 Feb fundraising opportunity - bring volunteers to help run the event provides $50 per adult.
11. Uniform Shop Report
   • The uniform shop has been extremely busy.
   • Nat will provide books to Vanessa for finalising year end figures.
   • A uniform survey needed to be done with the school community to undertake a review of the uniform and to determine what the community expectation is.

12. COOSH Report
   • Parent Handbook almost ready for printing. huge job but great outcome.
   • Net OOSH meeting next week re QIP Quality Improvement Plan
   • New uniforms for COOSH Staff including sun hats
   • Spot check from the Department really minor issues. Great result.
   • Grievance management/complaining management policy would be good one to get finalised soon.
   • Couple of benches from outside have gone missing.
   • Thank you to Bill for undertaking repairs to on of the walls.

MOTION: P&C agrees to extend the temporary co-ordinator role currently being undertaken by Sue Cole for two months from end Feb.

Recorded: unanimous.

COOSH Financials per the circulated report with the Agenda.

13. Calf & Craft Fair
    Nil

14. General Business
    Presentation Night - need to consider venues. Prior years the Entertainment Centre has been very generously sponsored by a school family who no longer have students at the school. Bomaderry High should be booked as a potential venue. P&C could seek school community feedback to see if they are prepared to pay for the costs associated with booking the Entertainment Centre.

Welcome Back Breakfast: Friday 14 Feb 7.30-9.30am

Draft menu: bacon/egg rolls, toast & spreads, pancakes, tea/coffee, milk, milo, fruit.

Cathy Corkett organising ordering. Gina to prepare a flyer to go home Wednesday and requiring RSVPs to help with planning.

15. Other Business

NEXT MEETING: 3 March 2014 after the AGM.

The meeting closed at 9:00PM