GENERAL MEETING MINUTES

DATE/TIME: MONDAY, 7 MARCH 2013 AT 7.25PM

Attendance and apologies

Attendance: Paula Hinds, Nichole Batson, Cindy Murray, Amanda Poulton, Lisa Kennedy, Jo Collins, Trent Burns, Susan Hilliar, Jenny Mison, Gina Wilson-Burns

Apologies: Vanessa Phelan, Rae Carter, Deb Jeffrey, Wendy Carroll, Victoria Carmellotti, Natalie Hall, Emma Woods

1. Minutes of the Previous Meeting

Minutes were accepted as true and correct after amending the attendee list to include Trent Burns.

MOVED: Gina Wilson-Burns SECONDED: Amanda Poulton PASSED

2. Business Arising from Previous Minutes

nil

3. Principal’s Report:
Susan Hilliar and the APs spoke to the meeting on the following items:

• Reiterated it being the best start to a year she remembers. All the classes are very settled and lovely feel to the school.
• Offered her thanks to Amanda Poulton and the team for the welcome dinner. Was really nice night, lovely food.
• Swimming carnival – one of the nicest carnivals, fortunate with the weather but overall a great day.
• Drainage problems in the leased land between the school and Faulks Place have been attended to with work undertaken in back corner almost complete.
• 1-2 H classroom wasn’t repaired properly last year. Susan in negotiations regarding this.
• Technology issues continue. About to roll into a new server – every piece of software needs to be re-imaged to windows 7. Have some serious cabling issues and subsequent funding issues associated with it. The P&C will be kept up to date as technology is certainly going to be a major consumer of school budgets moving forward.
• Wish list for $5K contribution from COOSH to be finalised and approved at the next meeting. It is anticipated funding will be used predominantly towards iPads, Docuscans and Flip Dictionaries

Stage 2 Update

• Everything under control for school camp - only 9 students not going.
• Mothers Day stall being run by 3/4B as part of a lesson plan on ‘business’. 50% money will go to P&C with the balance being used to buy readers for their class.

Stage 3 Update

• Stage 3 fundraising yet to be advised.
• End of term excursion to Nien Tien Temple (10 April). Staying for lunch then heading to Minnamurra Rainforest after lunch.
• Training underway to prepare for students doing an energy audit around energy usage in the school.
• As part of the Asian Studies Transition to High School link with Bomaderry High the students are studying China. An open day at Bomaderry High will take place on 7 June for students to showcase what they have learnt. Stage 3 will be making terracotta warriors with Year 11 students from Bomaderry High. An Chinese exchange student will also be coming to Cambewarra to teach some Mandarin to students for a couple of days. Stage 3 AP will work with Amanda as the Canteen Convener to look at international food day options to tie in with this unit of study.
• Canberra excursion will take place at the end of Term 3.
• Lots of students out at sports trials at the moment. Jenny Mison confirmed they would always let parents know if they felt this was interfering with their individual learning progress.

Stage 1 Update

• Stage 1 will be having a design and make day on 20th March where they will design a form of transport and write about it.
• Excursion next term to the environmental centre in Mt Kiera.
L3 continuing in Kindergarten classes. Jane Gardiner is undertaking her training this year which takes place every second Friday for most of the year. Troy and Dianne attended some Stage 1 L3 Training last week.

Susan advised she will be on leave between 18 March and 2 April during which time Trent will be Acting Principal. NAPLAN results will be discussed at the next general meeting of the P&C and will take place in Trent’s classroom (3/4B). Tyson Dinnie will take over Trent’s classroom and Jo Rogers will be Stage 2 Acting AP.

4. President’s Report
Isabel helping with items onto the website to ensure P&C information is much more comprehensive. Website being used for news and adding items on the calendar.
Future tasks ahead of the P&C include the Canteen & COOSH bylaws and ongoing updating and streamline of of P&C forms and practice to help in areas of day to day tasks and event management.
There was also discussion around the benefits to the P&C in having a business plan to help determine fundraising goals among other things.

5. Vice Presidents’ Report
NIL

6. Treasurer’s Report
ACCOUNT SIGNATORIES
Forms were available for signatories however due to time constraints they will be signed in the coming days.
In accordance with rule 19, 19(i) and 19(ii) of the By Laws for the Cambewarra P&C the following signatories will operate the P&C’s banking accounts:
P&C account – President, Secretary, Treasurer and the 2 Vice Presidents
COOSH account – COOSH convener, COOSH Assistant Treasurer, P&C President and P&C Treasurer
Canteen Account – Canteen convener, Canteen Assistant Treasurer, P&C President and P&C Treasurer
The financial report recommended changes to procedures from the Auditors were accepted by the meeting as as sensible options to further streamline process.

7. Secretary’s Report
Correspondence was reported to the meeting. Any items requiring action were picked up under their own items in the agenda.

8. Canteen Report
Discussion Items:
CANTEEN MANAGEMENT
• The meeting discussed it would be unlikely to see a lessee applying based on current figures. However, it was highlighted there is room to value add by picking up catering roles, family meals, catering packs for collection by families etc.
• The advertisement is to go in next Wednesday’s paper.
• It was agreed we would look at lunch packs for the Cross Country which can be prepared at school so as to limit our reliance on the Cross Country facilities. Gina will check if they are available for us to use if needed.
• Easter Hat Parade: parents to bring their own lunch with Tea/Coffee/Slushies available at the canteen on 28 March.

9. Fundraising Report
Swimming carnival BBQ returned a profit of $290.85 which was then used to cover our welcome BBQ.

10. Uniform Shop Report
Takings for the uniform shop for the last two months is $5,907.

11. COOSH Report
Process for filling vacancies is ongoing but awaiting advice from Pauline Cain before conducting interviews. Pip Farrow has verbally requested an earlier return to the Coordinator’s position.
12. Calf & Craft Fair (19 October 2013)
   First meeting held, almost all positions filled, chocolate wheel, Raffle Fair Games Co-ordinator.

13. General Business

   A number of topics were discussed including:

   **NSW Cancer Council Sunsmart program**
   Lisa agreed to work with Meg Sherritt to implement the program including preparing a Sun Protection Policy for the School.

   **Fundraising calendar 2013**
   Rule 30 of the P&C’s Bylaws requires that a fundraising calendar be set at the start of each year to ensure that members of the school community are aware of upcoming events. The following draft calendar has been started, with the new fundraising convenor to finalise for adoption at the April meeting.

   **P&C 2013 Fundraising calendar**
   - 22 February  swimming carnival BBQ - Amanda Poulton
   - 28 February  28 March – Easter raffle (14th March Easter Mufti day) - Lisa, Gina and Nichole
   - 11 Mar – 30 April Cross Country Fun Run fundraising (11th April Cross Country) - Cindy Murray
   - 6 -10 May  Mothers day Stall - (12th May Mother’s day) 3/4B - Amanda Poulton
   - June  Fireworks – raffle tickets - Nichole Batson
   - 26 -30 August Fathers day Stall - tba
   - 14 September  Federal election BBQ & cake stall
   - 19 October  Calf and Craft fair
   - 21 Nov-13th Dec Christmas raffle (28th Nov Christmas Mufti day) - Lisa, Gina and Nichole

   **others ideas**
   - Dough Raiser
   - DFO shopping trip
   - Trivia Night
   - student discos
   - Entertainment Book reorders
   - Laura Jeans Photos
   - book covers

   **Cross Country Fun Run funds to cover agreed P&C Annual Electricity Contribution**
   It was agreed that the funds from the FunRun fundraising initiative run in conjunction with our annual Cross Country event be allocated directly to the School as our contribution to our electricity costs. If the amount is in excess of the agreed amount, being $2,000 in 2012 and an agreed percentage increase in 2013, then the balance will be returned to the P&C for distribution.

   **MOVED CINDY MURRAY  SECONDED GINA WILSON-BURNS**

   **Entertainment books**
   It was agreed that these would ideally only be made available on an individual purchase only in light of the unexpected amount of work this program took to finalise and receive any contributions from.

   **First aid training for Stage 3**
   Received a flyer from CPR Health who offer accredited first aid training to adults and school students (accredited by QLD Dept Education). Consider offering to fund Stage 3 students (78 @ $15 - $1170. Awaiting the group discount cost). May like to organise an adult training @ $125/person and receive 20% off student costs. No action taken at this stage.

14. Other Business
   Next meeting 25 March 2013 at 6.30pm  in Mr Burns’ class 3/4B
   The meeting closed at 9.00pm