GENERAL MEETING MINUTES

DATE/TIME: MONDAY, 10 DECEMBER 2012 AT 6.40PM

Attendance and apologies
Lisa Kennedy, Susan Hilliar, Vanessa Phelan, Cindy Murray, Paula Hind, Nichole Batson, Gina Wilson-Burns
Apologies: Rae Carter, Victoria Carmellotti, Cathy Corkett, Wendy Carroll, Deb Jeffrey

1. Minutes of the Previous Meeting
Minutes were accepted as true and correct after amending a typographical error.
MOVED: Cindy Murray SECONDED: Nichole Batson PASSED

2. Business Arising from Previous Minutes
COOSH: The meeting was advised Pip has accepted the P&C’s offer of LWOP for the full 12 month period.
Motion regarding canteen was covered later in the meeting.

3. Principal's Report:
Susan Hilliar spoke to the meeting on the following items:

PRESENTATION NIGHT
Feedback has been very positive with the organising team taking on board some ideas to further streamline the evening. It was another delightful night and was great to see a different kids getting awards.

STAFF AND CLASSES
Last position via merit selection went to Ben Ross. Brings quality teaching and academic research skills to the table. Mr Ross will be joining us from Kangaloon.

Numbers are still being looked at with the preference being to try and avoid a cross stage class per the recommendations from the recent survey.

Preliminary planning looks like:
Stage 3: Three classes of 29
Stage 2: Four classes of 22
Stage 1: Four classes numbers tba
Kindy: Two straight classes (current numbers at 43)

Toni Bryant will move into RFF for Monday, Tuesday, Thursday and Friday.
Ian Waters will also cover some RFF. Sue Agar (Librarian) will be in Mon-Thur as well as some RFF.
Helen Bailey will continue as the Reading Recovery and Support teacher.

There are plans to run some gifted and talented programs so as to not focus wholly on remediation.
Range of areas may include chess, Tournament of the Mind, numeracy, literacy etc.

OUT OF AREA ENROLLMENTS
The Regional Director has done an audit across all schools in Illawarra South East. Cambewarra was shown to have a large proportion of out of area students. This data also showed Cambewarra was noted as one of the best for bringing the private school students back into the public school system.
The Education Director has advised we are currently at our ceiling with no more demountables allowed. A large proportion of out of area enrollments then feeds into COOSH. If no Out of Area students were accepted then COOSH couldn’t remain sustainable if the school went back to the 9 classrooms. Susan will review the enrollment policy next year in conjunction with P&C and COOSH.

REPORTS
Will go home this Friday. Aim to introduce changes to the reports better show the progress of an individual child next year.
NEWSLETTER
In 2013 there is a plan to move to every third week and aim to have as more of a retrospective report.

STAFF DEVELOPMENT DAYS
Anticipated dates are as follows;
29 January 2013, 29-30 April, 15 July, 19-20 December 2013

NAPLAN results
These will be gone through with the community after review with teachers. Likely March 2013

4. President’s Report
The following documents were adopted by the P&C and relevant documents will be ratified at the AGM.

Code of Conduct
MOVED: Lisa Kennedy  SECONDED: Nichole Batson  PASSED

By Laws
With the amendments per discussion
MOVED: Lisa Kennedy  SECONDED: Gina Wilson-Burns  PASSED

P&C words for website
MOVED: Gina Wilson-Burns  SECONDED: Lisa Kennedy  PASSED

5. Vice Presidents’ Report
NIL

6. Treasurer’s Report
Vanessa advised the meeting she will start looking into electronic banking options for the P&C.

7. Secretary’s Report
NIL

8. Canteen Report
Cambewarra Public School  Canteen Financial Report  02/11-04/12/12
Closing balance of Canteen account as at 04/12/12:  $4,613.63

Please note:
• There are outstanding cheques, not yet presented, to the value of $1499.85.
• Takeings for week ending 07/12 not yet banked (approx $1000). We have outstanding accounts for food supplies, not yet paid, to the value of $1406.45. These accounts will be finalised this week. We are not receiving any more food deliveries for the rest of the term.
• The last day of canteen for 2012, is Friday 14/12/12.
• The first day of canteen for 2013 is planned for Wednesday 06/02/13.

SLUSHIE MACHINE
Deb advised the Slushie machine is in and increased sales show in the figures. Slushies/payment of accounts needs to be better set up. Ideally we should try to get direct debit established and continue paying by credit card in the interim. It would be preferable to have it paid off within the year.

CANTEEN SUB-COMMITTEE
The meeting accepted Kim Smalle as the new Minute Taker for the canteen committee.

MOVED: Lisa Kennedy  SECONDED: Gina Wilson-Burns  PASSED

OUT OF HOURS/PRIVATE CANTEEN USAGE

Executive Motion regarding the use of canteen facilities:
“The P&C develop a policy on the use of the canteen facilities by community members and organisations. Such a policy is to address but not be limited to, insurance issues; application to use form; usage charges; level of voluntarism for school and/or P&C; cleaning and use of equipment; OH&S.
In the absence of a Policy, the P&C approve Deb Jeffery’s request to use the canteen on 10th-13th November, 15th -20th December 2012 and 10th-17th January 2013 at a fee of $10 for first 2 hours or $20/day. Approval of Deb’s request has taken into consideration the high level of volunteer hours Deb has given to the school during 2012.*

MOVED: Lisa Kennedy SECONDED: Gina Wilson-Burns PASSED

9. Fundraising Report
- Finalised the account for the Entertainment Books and they will be forwarding a cheque for $ 550 to the School P & C which will be sent to Amanda’s PO Box as it will take over two weeks to raise.
- Fun Run now has options for fundraising with no prizes, prizes and juice and prizes only.

10. Uniform Shop Report
- Takings since last meeting: $4,789
- Will open 9-10 on Tuesday first day of term (Teachers only day).
- Suggest full uniform review for 2015 introduction to be done in 2013.

11. COOSH Report
The Financial Report is attached

STAFFING
Very positive about two new staff members undergoing their working with children checks. One undertaking their teaching degree and the other with extensive childcare qualifications currently doing TAFE equivalency for Australian Certification. Keen to have involved in Vacation care.

The Vacation Care roster is currently being drafted.
Discussions took place on ensuring roll lists are shared by COOSH with Susan for ease of student management.

The COOSH P&C Team thanked Lisa & committee for responding to the request for LWOP and providing their assistance in that regard.

ALLOCATION OF SURPLUS FUNDS
Discussions around the COOSH $5K commitment to P&C took place. It was agreed we need to decide on what might be an appropriate spend ie use for entire school community. Not necessarily needing to be accessed by COOSH students when at COOSH.

PAYMENT POLICY REVIEW
It was identified that there needs to be a review of the policy regarding COOSH payments (and outstanding payments). This is on the COOSH to do list.
COOSH will look after the school vegetable garden during vacation care.

AIR CONDITIONING
The replacement air conditioning quote has come in around the $4K mark. This needs to be installed as soon as possible.

Action:
The P&C committee approve Simmark to install the air conditioning.
MOVED: Paula Hind SECONDED: Lisa Kennedy PASSED

12. Calf & Craft Fair (9 October 2013)
Dawn Hawkins has accepted the position of Fair Co-ordinator. It is anticipated planning meetings will start in the new year.

13. General Business
Welcome BBQ 2013 is set down for Friday, 15 February 2013. This is a meet and greet, adults only event. Planning can be undertaken at the first P&C meeting of 2013.

14. Other Business
Next meeting 4 February 2013
The meeting closed at 8.40pm