GENERAL MEETING MINUTES (September)

DATE/TIME: MONDAY, 16 SEPTEMBER 2013 AT 6.30PM

Attendance and apologies
This meeting was originally scheduled for 2 September but was moved as a result of attendance numbers and the fact no October meeting would be held due to school holidays.

Attendance: Lisa Kennedy, Susan Hilliar, Paula Hinds, Nichole Batson, Vanessa Phelan, Trent Burns, Gina Wilson-Burns

Apologies: Emma Wood, Amanda Poulton, Rae Carter, Cindy Murray

CURRENT FINANCIAL MEMBERS:
Lisa Kennedy
Paula Hinds
Nichole Batson
Vanessa Phelan
Trent Burns
Gina Wilson-Burns
Natalie Hall
Lynda Hare
Shawn Burns
Rae Carter
Trent Burns
Jo Parsons

1. Minutes of the Previous Meeting
Minutes were accepted as true and correct.
MOVED: Lisa Kennedy SECONDED: Trent Burns PASSED

2. Business Arising from Previous Minutes
   • School parking - Council has installed more no stopping signs in Kalinga Street. Will review their effectiveness before seeking a meeting as already it has made a big difference in parking. Police have been active. P&C may consider writing to council acknowledging the benefit of the speed check signage in the village as a positive reminder.
   • Year 6 father’s day Breakfast BBQ cancelled as there was just too much going on – but will look at something in the next months.
   • P&C Bylaws, introduction words and student sponsorship form have been uploaded onto the website. New tab for Calf and Craft Fair. Thanks to Ysabel for uploading.
   • Cricket net funding letter completed.

3. Principal’s Report
Susan spoke to the meeting on the following issues:
   • Interviewed for Defence Support Officer as we now qualify for 400 hours of support to use over financial year to assist Defence families throughout the school. Successful applicant will be notified shortly. We can reapply each year. The focus of the role is to help families with transitions in and out of school and in school activities and support.
   • Jo Rogers position has been confirmed as a merit selection position. A representative parent will need to sit on Panel. We are also required to request someone from AECG (will approach Aunty Pat at Shoalhaven High) however it is unknown at this stage whether they will accept or not. Interviews can be conducted without them.
   • Jenny Mison has confirmed she will be returning next year.
   • Casual positions in 2014 are still somewhat unknown but could be around four.
   • Communication Survey results will be fully collated to better understand the results and planning for the future. All results will be tabled at the P&C meeting.
• Teachers working on new syllabus (English) Literacy Team are Ben, Trent, Vicky and Jane. All have been working with Paula Sindrey, a curriculum consultant and have reported it is going really well.

• Newsletter will return back to a fortnightly from Term 4 as a result of the communication survey results.

• Kindy orientation scheduled Wednesday 6 November. Seem likely we will have two straight Kindergarten classes. Jane Gardiner definitely on K next year but the other position is yet to be confirmed. It was agreed the P&C Uniform Shop reps and COOSH reps would be at the orientation day as usual.

• Susan acknowledged and thanked Stage 3 for providing the students with a great camp.

• Susan presented a wish list for consideration following the Fair.

• Susan thanked the P&C and helpers for their presence at the election.

4. President’s Report

• Executive minutes for 15 July 2013 to discuss COOSH and Canteen were now available.

• Lisa advised the COOSH application for service SA01 completed with soil contamination letter. PA01 requires Criminal Checks at $50/person for 4 Committee members.

• Trivia Night - thanks to those P&C members who worked with the teachers to put on a great night. Good to see some village community faces attend.

5. Vice Presidents’ Report

nil

6. Treasurer’s Report

• All PAYG and superannuation for the 2012-13 year has been paid for the canteen managers. Their payment summaries have also been sent.

• Application for Commbiz has been submitted, the tokens have been received.

• The $8 for membership fees was banked on the 7th August (Vanessa will investigate why it isn’t appearing on the bank statement).

• The additional $107 insurance is to increase the public liability from $20m to $50m for COOSH.

• $150 to pay for election. $1700 received a good result.

• The book balance at the end of August is $14012.77

7. Secretary’s Report

nil

8. Canteen Report (financials circulated with agenda)

• Letter went out on 9th August advising the school community that the canteen has closed for the rest of the year. No one has been able to commit to organising a one day a week opening.

• Need to formally adopt the motion to closed the canteen as per the NSW P&C Federations guidelines.

• May be able to consider special Friday food days after the Calf and Craft Fair.

• Believe slushie machine needs to be retained for 12 months – perhaps Year 6 Fundraising might be interested in using it for ‘slushie days’.

• We will use what perishables we can for the Fair.

MOTION: The meeting formally adopt that the canteen is closed for the remainder of the year.

MOVED: LISA KENNEDY SECONDED: PAULA HINDS ACCEPTED

ACTION: Final report to be prepared

9. Fundraising Report

• $1700 takings for the BBQ on election day ($150 costs to be paid).

• A cheque for $1,000 for the fireworks is to be banked.
10. **Uniform Shop Report**
   Excess stock in adult sizes exists - ladies pants available to sell to staff and at the Fair. Ordering for Kindy Orientation organised.

11. **COOSH Report**
   - Fees policy updated in line with the new enrolment form. Forms due back by 20 September.
   - Clarity around permanent and casual rates could be improved.
   - Garden weekend work looks great. Railings still need some repair. Office water damage & mould meant carpet laying not done in that area. Water is coming through the conduit in the floor so now the problem has been identified this can be repaired. Insulation has been laid. Carpet in main area has been replaced.
   - Paula to speak with Sue to see what days we need to promote for COOSH
   - Ratios: Gina advised she’s happy to speak with COOSH about ratios/inclusive practice at COOSH.
   - Income exceed expenses for the month, and there were some large expenses such BAS for the April to June qtr, carpet (the final cheque for $2 062 has not been paid to Choices until the carpet is installed in the office and quiet room), Utilities paid to the school for semester 1, 2013.
   - Other expenses for the month $176 pest inspection - for termites, inspection found to be clear.
   - $440 Accountants fees - for preparation of the BAS statement, $374 public liability insurance via P&C, $99 training course and $154.40 printing of new enrolment forms and vacation care programs.
   - Debtors are looking great, with the total amount owing for before and after school care being $5,192 and for vacation care being $674. Main debt owing of approx. $1,800 has reduced and Emma remains in discussions with the debtor in managing this.
   - Bank balance as at 31 August 2013 was $97,162.84
   - Net position of COOSH after liabilities is $43,216
   - To advertise for casuals.

12. **Calf & Craft Fair**
   - Newsletter No 4 coming out Friday 6th September.
   - Mufti Day to be held as a “Super Duper Mad Cow Mufti day” on Friday 11th
   - Launch of Cambe Cow Calendar Monday 14th October

13. **General Business**
   Fundraising Calendar was updated
   **P&C 2013 Fundraising calendar**

<table>
<thead>
<tr>
<th>TERM 3</th>
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<tbody>
<tr>
<td>10 AUG Laura Jeans Photos</td>
<td>YR6/Leanne Coombs</td>
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<tr>
<td>26-30 AUG Fathers Day Stall (1st September father’s day)</td>
<td>3/4B Ap</td>
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<tr>
<td>7 SEPT Federal election BBQ &amp; cake Stall</td>
<td>Cindy Murray</td>
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<tr>
<td>16 Aug - 20 Sept Moo Poo Raffle Tickets</td>
<td>Rachael Batchelor</td>
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<tr>
<td>19 Sept - 19 Oct C&amp;C Fair Raffle Tickets</td>
<td>Cindy Murray</td>
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<tr>
<td><strong>Wednesday 1st week back 9 October</strong> Calf &amp; Craft Fair Mufti Day</td>
<td>Lisa, Cindy, Gina, Nichole</td>
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<tr>
<td>20 Sept Cancelled Year 6 Mufti Day</td>
<td>Yr6/Roz Phillips</td>
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<tr>
<td>28 Sept Canberra DFO Shopping Trip</td>
<td>Nichole Batson</td>
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<tr>
<th>TERM 4</th>
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<tbody>
<tr>
<td>19 OCT Calf and Craft Fair</td>
<td>everyone</td>
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<tr>
<td>21 NOV-13 DEC Christmas raffle (28th Nov Christmas Mufti day)</td>
<td>Lisa/Gina/Nichole</td>
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   **Other ideas** Students discos - teachers, Book covers, Santa photos, Outdoor Movie Night, Winery Tour

14. **Other Business**
   Nil

   The meeting closed at 8.30pm. The next meeting will be held on 4 November 2013