

## P&C Meeting Minutes

Date: Tuesday, 4 December 2018

Time: 7.30pm

Location: Library




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### Attendees

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Matt Hodgkiss (MH)	President	Caroline Alford (AL)	Principal
Julie Campbell (JC)	Vice-President	Alison Lennard (AL)	P&C Executive and Class Parent – 3LP
Luana Sandrone (LS)	Vice-President	Katherine Stewart (KS)	Uniform Shop and Band Parent Rosters
Natalie Yates (NY)	Treasurer	Lanthia Lau (LL)	Uniform Shop
Danielle McKenna (DM)	Secretary		
Vicki Rigg (VR)	P&C Executive		
Anita Crawford (AC)	Strings Conductor		

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### Apologies

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Danielle McKenna Secretary  
(DM)

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### Meeting Open & Introduction

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- MH opened the meeting at 7.30pm.
- The minutes from the general meeting of 30 October were accepted.

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### President's report - MH

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- As this was the last meeting for 2018, we spent a bit of time looking back on the many achievements of the P&C in 2018. Specific mention was made of the following:
  - Tom/Caroline shared great communications to the parent community (regular meetings, SchoolStream and Newsletters)
  - raised money through some innovative fundraising/social programs
  - spent money according to both P&C and school requirements (mural, class (learning) clocks, disco ball and junior basketball loop)
  - banking signatories were cleared up
  - bylaws are now in line with requirements,

- event checklists and templates in place (ongoing)
- sustainability guidelines in place for events
- feedback survey and
- outsourced the Uniform Shop.

Thanked all of the committee/parents/school for their contribution in 2018.

Looking into writing a letter to Kindy to welcome them to the school and encourage them to participate in 2019 P&C activities.

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## Principal's report – CA

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- Assembly Roster is too long and the school is considering changing K-6 assembly to only twice per term. The new assembly would include performances from various groups and awards
- Professional Learning will be undertaken by teachers this year on visible and social learning.
- Parent Surveys – the school will be releasing a survey to the school families on key areas of change:
  - awards (remove class awards and utilise tokens instead which benefit the whole class instead). Remove “me” mentality of awards; snf Blue Awards – more consistency/more equitable by using Sports Houses
  - Celebration Day – what is it really for? Should it be renamed?
  - Parent/Teacher interviews (T1 W4) – rather than whole group, one-on-one time earlier in the year.

Caroline would like the BYOD policy to change. Maybe allocate funding to the program each year eg Lane Cove West Public School allocate \$10,000 per annum.

- Maybe buy some technology eg iPads, Chromebooks, laptops for collaborate use.

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## Treasurer's Report

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- \$200,000 in bank (including Building Fund \$14,000/Uniform Shop \$80,000)  
Uniform Shop – When will Pickles pay their contract to school each year? (Lanthia)
- When should the P&C transfer funds to the school? Term 1?
  - Can we ratify the amount soon? Specific amounts.
  - Needs to be done first meeting 2019 (Will it be \$60,000?)
- Clarify what WANT to spend money on and what WAS spent the last year (Caroline)
- Need Auditor. Carol Ngenga and Carolyn Mosey to be approached.
- Discussion ensued about funding in 2019. Should we raise \$60,000 for the school and \$10,000 for 'other' things. How would this money be raised?  
Funding is out-of-line -> fundraising goal PLUS voluntary contributions? Why separated?
  - 60% voluntary contribution
  - 40% fundraising?
- In 2018, 75% of families paid the voluntary contribution (\$60 T1 and \$50 T3)
- Money in the P&C coffers should be spent on items required by the school and P&C not left for future years unless a plan is in place.
- Kindy Aide – Discussed the decision that the school did not need a specific KINDY aide. Caroline explained that the money would be better spent, equitably, across the whole student body eg Extension classes

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## Strings sub-committee - AC

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Rough transition but is going better.

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## Fundraising sub-committee

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- Calendar to be sent out specifically to Kindy and Year 1
  - enable them to think about requirements now
- Needs to populate calendar with Strings and Band larger events.
- Need Coordinator for each event from the family and teacher communities.
- Class Parents should be finalised in the first few weeks of 2019.

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## Uniform Shop sub-committee – KS and LL

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- New bags - Attendees voted in favour of big, blue bag
- Thanks to Lanthia and Kat for all of their work on the Uniform Shop over the last few years.
- Stocktake will take place this Monday and Tuesday in readiness of shop starting in 2019 run by Pickles.

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## General business

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- Guitar and Mowbray - It was suggested that the guitar ensemble be asked to join the Music Committee so performances etc can be arranged and more cohesive approach. Caroline indicated she would like this to be run as separate entity as it is a fully externally-run business and the Band/Strings committees are P&C-run.
  - It was also suggested that guitar should be in the extra-curricular list (but we don't know how to contact them).
- P&C Logo - The attendees voted on the tree logo with text along the top.
- Secretary, Danielle McKenna resigned
- Treasurer – Natalie Yates has reached maximum time allowable on P&C
- Need new Secretary, Treasurer and Auditor.
- Auditor – accounts need to be approved at AGM.

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## Next Meeting

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February 19 2019 at 7.30pm in the Library