Belrose Public School P&C

Meeting Minutes

December 3, 2013


Apologies: 

Location: School Staff Room

Meeting Opened: 7.45 pm

1. Minutes of the last meeting
   - Minutes from November 2013 meeting – approved by Jo S. Seconded by Deb S.

   - Outstanding Items


   - More space required for uniform shop. Retain.

   - Moduplay and Ozplay equipment – rusty and losing paint. Rubber under Ozplay has hole in it. Investigate and review any required repairs. See Principal’s Report

   - Action: Have some children give a description at assembly of beans (edamami) etc in the Bento lunch boxes so children understand what they are and how to eat.

   - Action: Will need to advertise for new Canteen Treasurer.

   - Action Items from this meeting:

   - No actions this meeting

2. Correspondence

   - Fundraising materials
   - Bank Statements/BAS form
   - Hugh – Thank you for $100 donation to Movember.
   - No other correspondence this meeting

3. After School Care (Sam K/Amanda C)

   - Report submitted this meeting.

   - Staff –Recently undertaken training in Values, WHS, Behaviour Management and
Food Handling. Regional Co-ordinator training was undertaken and Amanda promoted. A psychologist talked about children’s anxiety. Regular updates on National Regulation.

- Looking forward to being involved in Mrs Cohen’s farewell.

- Families are happy with programs offered and want their children involved in AASC (Active After School Communities).

- Will hold End-of-year community meeting and Christmas Party on Wed 18th December.

- A number of surveys have been conducted to evaluate family needs. Policies and Procedures are constantly under review.

- Re-enrolments confirmed. At least 40 on average for After School. 54 on Tuesday. Extra space allowed by school so looking to increase allowed numbers.

1.0 Principals Report (Mrs Cohen)

Report Summary handed in:

2.0 Bush Fire Appeal – Winmalee and Ellison Public Schools have families who lost everything. RFS have said families don’t want to accept monetary donations. Salvation Army Bushfire Relief appeal is helping 180 families. Could donate directly to schools and provide them with additional resources. Elected Leaders will be given information tomorrow to decide what they want to do. Elected Leaders to write a report for the newsletter.


4.0 Belrose cards – there are Belrose cards available (blank on inside) which can be used for for any communications on behalf of school, P&C etc. Available at office.

5.0 Heating – Asset Management have indicated wall-mounted heating on timers is allowed. Air-conditioning is a common option. There is no gas to the block housing BOSHC even though unflued heaters are allowed. Oil-filled heaters are not ‘facility standard’. Must do risk analysis and Department will not cover repairs. Hold over until 2014.

6.0 Soft-fall – out of warranty. One option is to look up original provider and see if they will come and repair. Keep on for 2014.

7.0 Vote of Thanks (no crying allowed). School is like a butterfly emerging from a cocoon. It is beautiful now with all infrastructure and facilities built up over the years. Resources and consumables provided over the years have been invaluable. And one cried.
8.0 President reciprocated with thanks for the enormous contribution made by Mrs Cohen which particularly shows in her wonderful photography. And everyone else cried too!

- **Treasurers Report – Linda L**
  
  (In P&C hard copy files with secretary – available on request)

- Financial period ended 30 November 2013 (12 months).
- Fundraising and Activities raised $22,231 for the year.

- **Fundraising summary provided** – All events successful. Raffle was a great success raising $7,583. This is fantastic as it also raises money from external sources.

- Note: Gelato Day/Cup Cake Day shown in Fundraising and Fire Appeal donation shown as an expense.

- Family contributions (voluntary funds) - $12,480.

- Building Fund contributions (tax deductible) - $13,880. Funds will be carried forward until 2014 as no major works done this year.

**Expenditure Summary**

- Payments to school - $27,919. The school now has excellent resources across all levels in Literacy. An additional learning support teacher was funded along. Grounds Maintenance and the Sandpit were other major contributions.

- $1,215.50 was donated to the Bush Fire Appeal at the request of the school children.

- Living Property – 10 times a year.

- $100 Donations each for Movember Appeal and one student who participated at State Level.

- P&C Fund – Profit of $8489.

- Uniform shop – $20,757 profit to date. Effectively managed by Nicky. 2012-13 averages approx. $10,000 profit. Margin on individual items is not high so it shows school community is supporting uniform shop.

- Canteen – Loss of $3,191. Break-even is goal. Term 4 Special Day is in December so will fall into 2014 Financials. School no longer has top heavy Year 5/6 which may also be impacting. Mondays are declining – only 16% - no action yet but keep monitoring. A special Thank You to Robyn O’Reilly (Retiring Canteen Treasurer).

- Band – loss of $3,405 as anticipated. 102 students (63% of senior school). Smaller senior numbers have contributed to loss but want participation so prefer not to raise fees too high. Still fees to be collected. Senior School (63% participation ranging from 50% to 75% depending on the band). 2013 saw expenses covering extra instrument repairs, labels, new trophies, books.

- Cash available at 30 November 2013 is $92,437.

- **Band Reports – Meredith K**
  
  Summary was provided by Meredith.

- 102 students across all Bands. Activities in 2013 included Eisteddfords, Award Days etc. School did very well at Yahama this year.

- The band camp was held at Collaroy for the 2nd year. Will return for 2014 as it is an excellent venue.

- 3 successful fundraising events. Father’s day breakfast in particular gets bigger each year.

- Belrose Bash started the year. Will do something a little different in 2014.

- Nick from IGA has supported Band as well. Bunnings provided new BBQ and 2 helpers to cook at Father’s Day Breakfast.

- X Factor – great success and will do two (hopefully) in 2014.

- Thanks to Lauren Hine for continued support. And rest of committee.

- A special thank you to Mr Hill for his musicianship and continued dedication to bringing out the best musical talents in our children.

**9.0 Canteen – Jenny F**

Verbal Report provided by Jenny G

- Nothing Specific to report

- Hot Dog Day – Now 6th December.

- Will raise awareness menu changes and push Monday a little more with further Advertising in Newsletter.

- Special days will still be held each term. Hot Dog Day will always feature as it is so popular. Will do Special Days on Monday. Nachos. Drumsticks other possibilities.

- Canteen had a recent inspection and did very well.

- Jenny Frangoples will continue to manage canteen in 2014.

**4. Uniform Shop – Nicky M**

- Red sport shirts are in the house!! No, sorry Elise, not for K-2! To be distributed on
Friday 13th and request not to be worn. Year 6 shirts – by end first full week of school will have fully approved design (names) to Michael for a turnaround in 4 weeks.

- White sport shirts – Last two size 8 shirts now sold. Michael has a lot of size 8s to sell us. Sharon and Nicky to discuss.

- Nicky gave special thank you to the P&C committee for agreeing to everything Nicky suggested in 2013.

5. Fundraising – Elise C

- Cupcake Day/Gelato Day/ Gingerbread House making night were last activities for 2013.

- Fantastic to have Leader group involved in Gelato Day. Jan to convey thanks to them. Will consider a fund-raising effort involving them each year.

- Gingerbread House $$$s not finalized but should break even. Fun night.

- Special thanks to Miriam and Silvana for all their efforts with the Raffle. Also thanks to Deb and Jo for all their efforts and the support for Elise in her first year. President thanked Elise for her first year (and the many to come!!!)

- Raffle ticket stubs (needed to be kept for 3 months) – have now been recycled.

- Entertainment Book - $300 was raised which will go into 2014 funds.

6. Grounds – Michelle S

- Thanks to everyone for supporting Michelle S to make the grounds so wonderful. Michelle willing to help with first one in 2014 to show new person the ropes. Gift presented.

- Mr Balfour – past parent – Would like to hold a Working Bee to remove dead wood. Early 2014. 4-5 helpers needed. Mr Balfour has trailer.

- New Grounds Co-ordinator found (see AGM minutes).

7. General Business

- Book lists for 2014. There was concern raised over the cost of Year 2 booklist as it only included 3 textbooks but stationary was included for the first time. Suggestion to school for the future – where a change is made like this a note clarifying why be sent out. Also, an option to ‘opt-out’ of the stationary (with a strong recommendation against this if needed).

- Mrs Cohen has provided the school with a wonderful tablecloth with the school emblem embroidered on. To be used for all official events. Thanks to Mrs Cohen.

Meeting Closed 9.03 pm

Next Meeting: Tuesday 11th February 2014, 7.45 pm.
AGM

- 2013 was the Belrose Quiet year after a big 60th Anniversary in 2012. However, the P&C still did a great job. Thanks to everyone. Thanks to Sharon. Thanks to Sally.

- P&C will be formally putting into the constitution a 3 year limit policy (per role) for Executive positions. This is to align with all other schools in the region.

- President declared all positions open and handed floor to Mrs Cohen for nominations for roles.

- Formal nomination forms were put forward and additional nominations if any. All formal nominations accepted and seconded.

- All roles filled. Note: Grounds Co-ordinator position to be taken up by Sally J

- **Executive** - President – Sharon L; Treasurer – Linda L; Secretary – Sally J; Vice Presidents – Deb S and Jo S.

Meeting closed at 9.14 pm