Belrose Public School P&C

Meeting Minutes

August 18, 2015

Attendees: Linda L, Elise C, Sally J, Mr B Chamberlain, Justin (BOSHC), Helena McIntosh (Primary OSHC), Lisa W, Kate G, Rebecca K, Pamela M, Nicki M, Apologies: Andrew F, Jo S, Miriam W, Sharon L, Sharon J

Location: School Staff Room

Meeting Opened: 7.50 pm

1. Welcome

2. Minutes of the last meeting
- Minutes from July 2015 meeting approved by Linda L. Seconded by Lisa W.

- Outstanding Items
- Prepare a standard form/letter for requesting/offering sponsorship to students. Linda L. RETAIN.
- P&C to take supply of the school uniform out to Tender and look for a new supplier for 2016. RETAIN.
- Add Bistro Blinds for the COLA and stage curtains for the hall to the 2015 Priority List as two potential items to be funded. RETAIN

- Action Items from this meeting:

3. Correspondence

4. After School Care - Justin
- Justin introduced Helena McIntosh, the new Regional Manager and indicated there is a new casual educator, Katrina Laurence.
- BOSHC provided a Management Report to P&C including Term Highlights page, the report (detailed below) and copies of all correspondence with families for Term 3.
- Primary OSHcare are holding the Primary OSHcare Commonwealth Youth Games on Tuesday afternoons for 5 weeks which has all the children very excited.
- Vacation Care program for next holidays being released today.
- A weekly summary is being sent to all parents detailing activities of the prior week.
- As per requirements there is always either a nominated supervisor (Justin) or a certified supervisor (Kat) on site as the “Responsible Person”.
- Current attendance averages 16 before school; 30 after school and 24 vacation care.
- Re-enrolment forms have been sent out and reminders will go out on Friday 21st August.
- Programs are aimed to be culturally inclusive. An annual program survey will be sent out in September. The 9+ club is to be taken to new levels to meet the more mature needs of this group. Cooking club and 9+ Club running in Term 3.
- National Quality Framework – 6 Primary OSH centres have been rated and all achieved ‘meeting’ standard with ‘Exceeding’ rating in one or more quality areas. Two audits will be conducted in Term 3
- Community – a community meeting was held on 10th August. Several activities are planned to align with cultural, community and health-related events, e.g., NAIDOC week, Science week, Ramadan end, Daffodil Day.
- Policy Review – a list of policies to be reviewed in Term 3 was presented.

5. Principals report

Report Summary held by Secretary and available on request
- NAPLAN results issued on 19th August. Years 3 and 5. Progress for Years 5 and 7 is also received by the school to allow review of all years.
- Second ‘Tell them from me’ survey will be given to all participating Years 4, 5 and 6 students at end of Term 3. Parents are invited to take part in a ‘Partners in Learning’ survey also. Both completed on-line. These feed into school strategic plan.
- Awards Day – Term 3 - Monday 14th September at 9.30 am. Choirs and Bands performing.
- Lessons Afloat for stage 2 on Tuesday 25th August.
- Year 2 swim school starts Monday 24th August for 2 weeks.
- ‘Coding’ demonstration for years 3-6 has been organized for Thursday 20th August. Introduces children to computer programming.
- Mr Chamberlain away Tuesday 25th August – Friday 28th August. Mr Warren acting on his behalf as needed.

6. Treasurers Report – Lisa W

- Treasurers report for 8 months ending 31 July 2015 on file.
- Current cash balance - $134,000, on track to be $130,000 at end of Nov.
- Going forward a full financial report will be sent to the Executive and a Summary report circulated to P&C committee.
- Cupcake Day and Grandparents Day raised more money than prior years which was positive.
- Quiet month on expenditure. Invoice for library fund not yet received from school. Grounds Maintenance fee payments also low but this is due to timing of work during winter.
- School Banking commission received - $341.
- Uniform sales are still strong.
- Canteen is still running at a loss. A replacement fridge was acquired but the Dairy Farmers Fridge broke the same week. This has now been replaced at Dairy Farmers expense.
- Band continues to have a shortfall of ($1,947) as a lot of fees not yet paid. Statements were only sent in June. There have been between 2 and 5 drop-outs from Training Band.
- Interrelate – there is overall no cost to P&C for this as the money paid is all sent to Interrelate.
- Upcoming: CPR, Special Food, Raffle, Ball, Fathers Day. $14K of budget to be raised from these.
- Awaiting feedback from Canteen working group on possible ways to at least break even.

7. Band Report - Andrew F

- CPR course – to be held by one of the school parents. 10-12 people to date.
- X Factor – Tuesday 1st September. Sausage sizzle to be held at 5.30 pm beforehand but will be strict with finishing so as not to distract from performances.
- Fathers Day Breakfast – Friday 4th Sept. Everything is organized. Bunnings have agreed to do the cooking. IGA will again provide croissants and drinks. Coffee Van. Games organized. Gift Stall. Photo Booth. Another roaring success coming up!!
- Band Tour is being finalised. 37 students have now confirmed which meets threshold for it to go ahead. 12 students yet to respond. 5 parents to attend. 12, 13, 14th October.
- Band statements have been sent out in July.
- A Training Band workshop was held on Sunday 9th August and it was brilliant. The difference in performance between beginning and end is noticeable. There was a mini concert at the end which parents attended.

8. Canteen – Linda L/ Jen F

- Special Food Day. Monday 24th August. Milo and Banana Bread. Must be
collected from Canteen. Years 3-6 will collect at recess. Years K-2 at lunch when they will have a bit more time to finish.

- There is a plan for Baking Days going forward. Parents will be asked if they would like to participate in baking in the canteen to provide freshly baked goods for sale over the counter. Note: food must be baked in the canteen itself due to food regulations.

- The canteen review is continuing. Initial activities/ideas include supplier reviews and Winter and Summer menus. For example, drop off pizza in summer and then have a special pizza day.

- A parent at the school has offered to look at on-line ordering.

- ‘Flexi-schools’ information day is being held – Lisa to attend.

- A new fridge has been purchased.

9. Uniform Shop – Nicky M

- Athletics singlets – Nicky followed up with normal supplier for these and presented some samples for committee to review. Off the rack Blue with red highlight was most popular. Once off set up fee - $80 (if needed). Singlets will be $20 each. Logos/Name extra. Suggest just white Belrose on back. Follow up with Sam Meikle to determine if these are best choice.

- Leaning towards school owning the singlets. If school owns, credit card deposit needed to ensure return. 50 singlets needed. Linda has just been saved from the fire!!

- Otherwise it has been quiet in the Uniform shop but gearing up for orientation in Term 4.

10. Fundraising – Elise

- **Raffle** – Forestway is set for weekend of 12th-13th September. Will need smaller contingent than previous years as must stay near table outside Woolworths.

- Forest Organic Market – Sunday 13th September, 8 am – 1 pm. Need tablecloths down to ground. Trestle table. Red/Blue balloons/banner/awnings.

- Forestway Fresh (Myoora Road, Terrey Hills), Saturday only, to be confirmed.

- Raffle tickets – Elise to contact as still haven’t heard these are ready.

- Rosters will be determined once final location confirmed. Another reminder to be placed in the newsletter.

- **Ball** – invitations have been sent out to all parents. Staff still to receive theirs. RSVPs already coming in with 3 out of 10 tables so far.

- Silent Auction – going well with lots of items coming in from the community. Reserves will be set on many/all items. Payment on the night and take away then.

11. Grounds – Sally J

- Mr Chamberlain indicated he will be purchasing some plants to replace dying Westringia and Grevilleas outside Office and Block E.
- Planned Maintenance Day will focus on Ralston Ave fenceline and plants between Year 1/2 block and Year 3/4 block and possibly behind BOSHC.
- Mr Chamberlain also indicated he will be changing the fenceline at the Ralston Ave driveway. Fence will prevent shortcut across grass which is currently being damaged.

12. General Business

- Special thanks to Pamela M for organizing interrelate which was again a great night. Also to Mr Chamberlain for rising from his sick-bed to assist. There were 48 children at session 1 and 44 children at session 2.
- Thank you to Karen Judson for arranging the Earn and Learn boxes for the school and at the shopping centres.
- Thank you to all helpers at the Grandparents day. Notes on how the day went are on file with the secretary if needed. Feedback from Belrose staff on the day would be appreciated. Recommendation: Run the raffle every year as it made $500.
- Cupcake Day feedback – get commitment from parents ahead of time so approximate numbers can be gauged.
- Canteen on last day of school year (Wednesday) will be closed and staff will provide lunch for the kids.

General Meeting Closed 10.05pm

Next Meeting: Tuesday 8th September, 2015, 7.45 pm. (October meeting – Tuesday 20th October - TBC).