Belrose Public School P&C

Meeting Minutes

December 2nd, 2014

Attendees: Linda L, Sally J, Deb S, Mr B Chamberlain, Pamela M, Lisa Walters, Elise, C, Meredith K, Sally J, Silvana L, Sharon L, Jo S, Nicky McI, Mr Warren, Trista Z, Lisa W

Apologies: Kate G, Miriam W, Jenny G, Amanda (BOSH), Karen (POSH)

Location: School Staff Room

Meeting Opened: 7.45 pm

1. Welcome

2. Minutes of the last meeting
   - Minutes from November 2014 meeting approved by Deb S. Seconded by Meredith K.
   - Outstanding Items
     - P&C to take supply of the school uniform out to Tender and look for a new supplier for 2015. Retain.
     - Paper dispensers for hand drying will be trialed outside junior toilets. Dispensers will be stored in toilets after hours. RETAIN
     - Continue to follow up on those parents who did not return their raffle tickets. Sharon has the list. RETAIN
     - Sand for Netball court. Retain and undertake in Jan 2015
     - 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:
     - Nicky to provide alternate supplier with example of current sports shirt and request a sample from the supplier be provided to review quality.
     - Nicky to order more excursion bags but try to purchase ones that stay shut better.
     - SallyJ to arrange for finalization of mowing contract with The Living Property group (Michelle) out of session.

3. Correspondence
   - No correspondence this meeting.
4. After School Care

No Report this meeting.

BOSHC notified the P&C that Amanda C has been promoted to Co-ordinator at a larger POSHC facility and will be replaced. Amanda will be sadly missed. P&C President sent a farewell email to Amanda and thanked her for all her amazing input over the years.

Justin will be Acting co-ordinator until a replacement is appointed.

5. Principals report

Report Summary held by Secretary and available on request (a short report as Mr C didn’t prepare a long one!):

- Mr C gave a summary of very successful year in areas of academic, sporting and cultural achievement.
- Bubblers have been installed and are a great addition.
- School has gained $70K worth of technology improvements in 2014.
- $10K has been spent on resources for English and Maths.
- Casual staff accounted for the majority of non-recoverable expense at $30K. This is expense not reclaimable from the Dept of Education.
- Annual financial statement rollover as at 1st Dec 2014 is $220,000 cf $315,000 prior year.
- Major projects proposed for 2015 include completion of technology improvements, replacement of air conditioners, shade over sandpit (holidays) and the purchase of a mower.
- Mr C. thanked everyone for a wonderful year and for making him feel so welcome.

6. Treasurers Report – Linda L

Treasurers report for 12 months to 30th November 2014 – on file with Secretary.

- $120,253  Cash Balance with $111,886 available.
- Family/Building Contributions on par and met Budget. $11,664 and $13,963 respectively.
- There has been a reduced spend in 2014 v prior years due to school spend. Reserves will be held for future need.
- Fundraising – raffle, kids disco, trivia night, Grandparents Day, walkathon (not finalized) et al. all contributed to the $19,630 plus income.
- Expenditure to school was $5000 contribution to bubblers and $1250 for prizes and trophies. Grounds Maintenance expense of $4,946 for lawnmowing.
- Proceeds from Man night purchased 6 much needed sun shades.
- Uniform Shop sales consistently strong - $45,000 in sales (1000 items). Profit of just over $5000. Volume not margin is responsible as margin is very low. Thank you Nicky.

- Canteen – Despite prior positive outlook, a loss of $8735 was realized mainly due to 14 months of purchases hitting this financial year due to invoice timing. Sinead M is now managing canteen financials and these should be on track going forward.

- Band – Most fees paid. There are $1600 outstanding fees (less than this time last year). 89 students (55% of senior school – less than last year). Hopefully there will be a good intake from 2014 Year 2 (bigger pool than prior few years). Loss is as expected and not too bad considering smaller numbers and the fact fees have remained constant since 2010. Expenses below budget despite instrument case purchases. Bandmaster fees same as prior year and included Assistant Bandmaster as of 2014. Kate J great help with processing of $55,000 in fees.

- Linda thanked all on the treasury team over the last 3.5 years of her tenure as treasurer.

- Total Income was $45,757 as at 30th November, 2014

7. Band Report – Meredith K
   - This is Meredith’s last ever report which is very sad for us.
   - Band meeting was held prior to this so Meredith summarised (not a rehash!) the status and activities for year.
   - It was another busy year with 89 children and 4 bands all making marvellous music. All 4 bands participated in performance events including the Northern Beaches Instrumental (NB Eisteddfod no longer held).
   - Three successful fundraising events held – Welcome to Belrose BBQ, Mother’s Day Stall and Father’s Day Breakfast (which continues to grow).
   - Special thanks to IGA Belrose and to Deb for organising requirements with Nick. Thanks also to Bunnings for donating BBQ food and providing helpers.
   - X-Factor – held twice with at least 20 participants in each night including Junior Choir. Special Guests attended the first night and members of the Training Band participated as well. New faces to Band including Miss Dooley as Band Liaison, new committee members and Mr Polovineo as Assistant Bandmaster.
   - A Big Thank you as always to Mr Hill and all the supporters.
   - Meredith thanked all who have been involved over the years as this is her last year.
   - Special thanks to Trista Z for all her behind the scenes work, in particular the purchase of gifts for the stalls.

8. Canteen – Jenny F
   - Nothing to report other than finances and invoices now managed a little more tightly.
   - Need to continue to review viability and open days in 2015 and beyond.
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9. Uniform Shop – Nicky M

- Another supplier is pushing heavily for business with a suggestion to try their sports shirts first. The alternate supplier requires a minimum order of 100 (currently 50) but the increase is not a problem. Committee agreed to getting her to make up a sample so quality can be reviewed. Nicky requested to send supplier one of the current shirts to show expected quality. P&C would need referrals. This does not include Year 6 shirts which will be obtained from alternate supplier.

- White sport shirts:
  - Look for alternative charitable recipient for these.

- Excursion bags – running out of these and since Nicki queried if we continue with them as she has never bought them? Decision was yes but look into one that stays done up better.

10. Fundraising – Elise

- Walkathon – still have money coming in and need help to count.

- 44 Gingerbread houses were built by 90 people on 1st Dec. Despite a Band clash it was a successful night. There is still money in the office box to be accounted for. Excess lollies were purchased but some will be returned.

- Vouchers for Walkathon winners purchased and given at assembly (and weren’t they pleased!). Pizza lunch to be held on Thursday 4th Dec. A suggestion was made, and supported, that highest earners (e.g., top 20) get pizza lunch rather than the Class who earns the most.

- Well done to the fundraising team who even in a year of with no ‘special event’ fundraising still made $19,630.

- Elise gave special thanks to the fundraising committee and to Jo for stepping in over last few months.

11. Grounds – Sally J

- Sharon and Sally discussed mowing contract with Michelle to see if two mows per year could be substituted for garden maintenance and trimming, particularly of those plants that need trimming at specific times of the year. Michelle will discuss requirements with Barry and was requested to review contract on basis of new requirements.

- Michelle has been told that a 2 year fixed price contract is acceptable. If revised contract is similar to first proposal, the Executive committee will accept out of session.

12. General Business

- Jo is spending all the fundraising money on setting off false alarms with the security company.
- A query was made regarding school booklists. School is getting quotes this week.
- Linda proposed a very special thank you to Sharon for her Presidency over the last three and a half years (6 years in total as she was VP for 3 years prior).

General Meeting Closed 8.45pm

Next Meeting: Tuesday 10\textsuperscript{th} February, 2015, 7.45 pm

AGM – officially opened at 8.45.01 pm.

Ex-President (Sharon) explained Belrose P&C holds General P&C meeting first and then closes this meeting to hand over to the Principal to chair the AGM for election of Executive and committee roles for 2015. Reviewed reports carry over from the General Meeting. Voting and nominations must be made by financial members of the P&C but membership can be instigated at this meeting. Sharon also explained Executive roles turn over every 3 years as per P&C committee best practice.

Thank you -
To Trista, Deb, Meredith – 3 generous, fantastic ladies involved in P&C for many years. How many sausages has Deb cooked over the years?? Meredith – the ‘fleecy’ lady will go down in history. Trista will always be the lady who ensured we didn’t get hankies for Mother’s Day.

Preliminaries -
Jo will take over from Deb as the IGA liaison going forward.
Linda and Sharon – can no longer hold their current Executive positions. Jenny G will not nominate as canteen co-ordinator.
All positions are now vacant and Sharon handed to Barry for nominations for 2015.

Nominations for 2015-
Executive:
President – Linda L nominated and accepted nomination. No further nominations. Linda elected.
Vice-Presidents – Kate G and Jo S nominated and accepted nominations. Kate and Jo elected.
Secretary – Sally J nominated. No further nominations. Elected for 3\textsuperscript{rd} year (last).
Treasurer – Lisa W – Accepted nomination and elected as no other nominees.
Committee Positions:
Band Co-ordinator – Andrew F; Kate J as financial assistant
Uniform – Nicky McI (her last year as a Parent but will come back as Citizen)
Book Club – Pam M
Grounds – Sally J
Canteen – Sharon L – she is on a mission! Sinead will continue to manage finances.
Fundraising – Elise – co-ordinator. Committee - Jo, Cameron (Disco and man night), Elise (Trivia), (Silvana and Miriam TBC). Belinda H has offered to be the money counter for every fund-raising event.

As shown above it was proposed that more structure was needed for the fund raising committee and specific committee members will be allocated specific events to organise. At the first 2015 meeting an idea of the structure to be presented.

AGM closed at 9.08 pm. Champagne opened.