Belrose Public School P&C

Meeting Minutes

February 10th, 2015


Apologies: Karen (POSHC), Justin (BOSHC), Sharon L, Miriam W, Jenny G, Kate J, Silvana L

Location: School Staff Room

Meeting Opened: 7.46 pm

1. Welcome
   - Financial membership discussed for benefit of new members. Payment (50 cents per committee member) collected.

2. Minutes of the last meeting
   - Minutes from December 2014 meeting approved by Jo S. Seconded by Linda L.

3. 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. IN PROGRESS
   - Sand for Netball court. Retain and undertake in March 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
   - Nicky to order more excursion bags but try to purchase ones that stay shut better. RETAIN
   - Sally J to arrange for finalization of mowing contract with The Living Property group (Michelle) out of session. IN PROGRESS

4. Action Items from this meeting.
   - Mr Chamberlain to discuss excursion bags being used as library bags with teachers and Miss Wedlock and come back to P&C.
   - Nicky to undertake stocktake of Track suit pants.
   - Nicky – to check new Uniform order form on website.
   - Sharon to arrange new canteen order form be added to website.
   - P&C Executive to discuss Special Purpose Grants and funding of shade over basketball court. Is this the big fundraiser for 2015 also?
5. Correspondence
- P&C Magazine
- Bank statements
- Entertainment Book Cheque and Fundraising
- Thank you from Mrs Stevens for 2014 Staff breakfast donation.

6. After School Care
No Report this meeting.

BOSHC notified the P&C that Justin has been appointed Co-ordinator.

7. Principals report

Report Summary held by Secretary and available on request:

- 305 students with 12 classes in 2015. At request of parents there are two Kindergarten classes with a Support teacher 1-2 days per week for 2 hours in the morning to assist with the larger class sizes. The schools’ library allocation dropped by one day.

- Technology – All technology equipment in the main part of the school has now been updated and is new.

- Sandpit and the K-2 bubblers have been installed. The mower has arrived and already Mr Chamberlain is hooning around the school on it. A new kitchen has been installed in the Staff Room.

- Year 6 Expressions of Interest for Year 7 2016 will go out shortly.

- Mr Chamberlain will take Long Service Leave from 25\textsuperscript{th} March until the end of Term 1 (which is only one week of Term). Mr Warren and Mrs Chapple will share Principal duties.

- School Funding Allocation – will be lower next year as this year based on number assumed not the final number. Semester 1 General Funding is $55,221 with Specific Purpose Grants totalling $24,628 (details in Principal report).

- It was noted that for any future funding provided by the P&C the school will provide a statement and correspondence for audit purposes rather than just sending the bill for payment.

8. Treasurers Report – Linda L

Treasurers report for 2 months to 31\textsuperscript{st} January 2015 – no report on file with Secretary this month.

- Treasurer and President have met to discuss accounts. MYOB needs to be downloaded to allow reports to be generated. Cash Balance is currently fine and
more detail will be provided at next meeting.

- Some final receipts and money from 2014 fundraising are still to be put into accounts.
- Note the Executive agreed to provide a farewell gift for Miss Dooley at the end of 2014 - $100.

9. Band Report – Andrew F
- A special welcome to Andrew F as Band President in 2015.
- Mr Hill has returned (yeah!) for his 14th year. Mr Polovineo will conduct the Concert Band in 2015.
- More than one-third of school is in Band. 50 of 60 children in Year 3 have applied to join training band. Instrument allocation will be on Monday 2nd March.
- There will be a dedicated Band web-site for keeping everyone informed.
- Band Camp – exploring an alternative arrangement for this in Term 4 (to be advised at Band Information night!!).
- Welcome (Back) BBQ will be held on 13th March. All Belrose family and friends welcome, not just Band families.
- Mrs Stevens is the Band Liaison Teacher for 2015.

10. Canteen – Jenny F
- Canteen has re-opened. New Fridge is in progress.
- New Canteen list is coming soon. Jen and Sharon to discuss this week.
- On-line ordering was again suggested. Whilst always an option it was noted it is quite expensive for the size of the school.

11. Uniform Shop – Nicky M
- Pupil Free Day – Uniform Shop was open this day and it was fantastic. While very busy it took the load off the rest of the week. Sales have been strong since start of the year.
- New Chair bags have been made by LouW. $100 of fabric has been bought for this.
- Supplier is still very slow with orders. Sports shorts ordered in November are still not here.
- Track pants – there was a request in 2014 regarding a new style of track suit pants. (An extra challenge for Nicky in 2015!!). However, we have a lot of track pants in stock. Nicky to do stocktake first.
- Excursion bags – can these be used as a Library bag?? Mr Chamberlain agreed it was OK but he will discuss with teachers and Miss Wedlock and come back to P&C.
12. Fundraising – Elise C
- There will be a re-jig of the fundraising committee structure. Elise will take care of correspondence and back-end work. Will trial having a committee with each committee member taking responsibility for an event that is held.
- Volunteers still needed for Fundraising committee.
- General Fundraising – Mothers Day and Fathers Day gift buying to be incorporated into General Fundraising. SilvanaL is happy to do these events.
- SilvanaL will not be available for the Raffle so a new volunteer will be needed. Thanks, Silvana for the great work for the last couple of years.
- Lock in Gelato Day (next Thursday 19th Feb, back up day is 26th Feb), State Election (28th March) and Walkathon/Easter Hat Parade (Last day of Term 1).
- Christie has provided some great ideas for fundraising but any other ideas greatly appreciated.
- An Outlook Hotmail account to be published in the Newsletter for ideas, donations or other communications.
- Band Committee – Welcome BBQ on Friday 13th March is the first activity
- Kindy parent welcome – Rebecca to discuss with Jo and possibly organize. Elise to do communications. A Kindy dinner was suggested as an alternative.

13. Grounds – Sally J
- Revised contract for mowing and grounds maintenance has been received. Two year fixed contract. This now incorporates two garden maintenance days per year. A slight alteration in the agreement is needed and then it will be signed.
- Intention is that school will carry out additional mowing with new lawn mower. There will also be no working bees in 2015 as these will be covered by Living Property.

14. General Business
- Discussion regarding possibility of seat allocation at End of Year Awards night (Year 5/6) to make this more smooth operation.
- School Bell – has been broken!!! In progress of getting fixed but difficult to get done.
- Year 6 t-shirts are in progress.
- Contents of P&C cupboard have been moved inside rollerdoor cupboard under Mr Warren’s classroom. A clean out and reallocation of P&C materials will be undertaken.
- Nicky Mcl – request to put new Uniform order form on website. She believes the current one is on there but will check. Canteen order form to be updated also by Sharon.
- Leadership camp 2nd-3rd March. $190 per student – 8 student leaders. P&C requested to subsidise $90 per student. Agreed.
- Mr Chamberlain discussed Special Purpose 50:50 grants from the Federal government. He is proposing a COLA-like shade structure over the basketball court
at a cost of $100K to 200K to cover. Years 3 and 4 have NO shade other than from trees etc. School applies for funding each year and just waits until they get it. Need to have quotes up front. 10-20% contingency. Mr Chamberlain to get quote. Building Fund would be able to cover as this is a permanent structure. Project management is needed and Department would probably want to do this.

- Need to decide if we want to make the above project the big fundraiser for 2015.
- 2 x airconditioning units installed today. 1/2L and 2C. $6000. Ratified.
- Note the P&C are paying (part) for teachers aides in Kindy classes.

General Meeting Closed 9.30 pm

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