Belrose Public School P&C

Meeting Minutes

May 12, 2015

Attendees: Mr B Chamberlain, Linda L, Pamela M, Lisa W, Elise C, Kate G, Justin (BOSHC), Karyn Bushnell (Primary OSHC), Andrew F, Nicki M, Sally J, Christie M, Rebecca K

Apologies: Silvana L, Sharon L, Charmaine B, Sharon J, Jo S, Belinda H, Katrina M, Sam C, Miriam W, Michelle M

Location: School Staff Room

Meeting Opened: 7.45 pm

1. Welcome

2. Minutes of the last meeting
   - Minutes from February 2015 meeting approved by Kate G. Seconded by Elise C.

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. See Principal’s Report. 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
   - Mr Chamberlain to discuss excursion bags with teachers and Ms Wedlock and come back to P & C. RETAIN

4. Action Items from this meeting:
   - Mr Chamberlain to price large stainless steel toilet roll holders for next meeting.
   - Elise to arrange new coffee van for Disco and ensure reminder in Newsletter this week.
   - Elise to call shopping centres re: raffle dates.
   - Volunteer badges to be sourced.

3. Correspondence
   - Fundraising flyers, P&C Newsletter.
   - Outgoings – letter to students competing at State level with offer of assistance (on file).
4. After School Care

- Karyn Bushnell (Regional Manager Primary OSHC) introduced Justin Walker as new BOSHC Co-ordinator.
- Justin provided BOSHC Management Report package which can be provided to prospective parents. New coversheet with term highlights, P&C report, latest forms, menu, vacation care program etc providing overview of current activities.
- One other permanent educator and several new casual staff.
- Enrollment – averaging 13 in mornings and 31 in afternoons. Average of 30 per day for vacation care.
- Planning Term 2 Vacation Care now and will be out shortly.
- National Quality Framework activities being completed in clusters (of centres) to achieve consistent outcomes.
- Quality Improvement Plan – using surveys, eg menu, and ensuring outcomes parents are aware of actions taken to address their feedback.
- Better survey responses now using Survey Monkey. Feedback has led to BOSHC being more mindful of older children’s interests in Vacation Care.
- Tuesday afternoon still biggest day. Children from other schools only attend Vacation care.

5. Principals report

Report Summary held by Secretary and available on request

- Annual School Report and 3 year Strategic Plan now on website.
- NAPLAN being undertaken this week. Results at end of Term 3.
- PSSA trials for AFL, Netball and Soccer commencing Friday 15th May.
- Semester 1 reports are in process. Will be sent home Friday 19th June (week 9). Another set of Parent Teacher Interviews to be held in Week 10 (dependent on North Sydney Dance Festival).
- Stage 2 have Claymation in Weeks 5 and 6 while 5H are doing Robotics in Week 6.
- Multicultural public speaking program is in progress with school finals held Mon 25th May and zone finals Tue 2nd June.
- Issues with Block E toilets (Years 5&6 boys and girls). Toilet paper thrown on ceilings and rolls stuffed in toilets. Mr Chamberlain had stern words and told students they had “no respect” for the P&C who had the toilets cleaned over the holidays.
- Trials of toilet paper dispensers in lower year toilets have been successful and school will look into pricing new larger ones for all cubicles. It will be ~$1000 to purchase paper for all cubicles. Mr Chamberlain to provide quote for next meeting.
6. Treasurers Report – Lisa W

Treasurers report for 5 months ending 30 April 2015

(on file with secretary and treasurer)

$119,378 Cash Balance.

- Approx. 25% of income received to date although school to provide cheques for Building Fund and Family Contributions by end of May. These are on track at $10K and $13K respectively.

- Expenses – Grounds maintenance is low as school has not billed P&C yet. Air conditioners were an expense carried over from 2014. Canteen is still struggling to break even. Most band fees still to be paid but should be fine.

- Fundraising contributions are $5,963 YTD. Some contributions from 2014 and an upside of $950 from school banking commission. Deposits for the Ball and the Kids Disco are shown. Pizza lunches still to be deducted from Walkathon money.

- Walkathon contribution was down on previous years. Appeared to be less donated per child rather than less children donating. Suggestion that this was because a Walkathon was held last September but other possibilities are greater number of siblings and competitiveness of Yr 6 in prior years. Will need to monitor in future.

- The donations from CBA based on a % of school banking deposits will continue.

- Expenses – very few contributions to school to date.

- Annual expenses included MYOB license upgrades as well as usual items.

  7 students have been identified as representatives at State or National sport or band. Additional students as year progresses. Donations for band will be made near tour time at end of Term 3.

- Uniform shop is going ‘gangbusters’ as usual with sales of $12,760 offsetting $8,815 in purchases.

- Canteen is still showing Friday as strongest day. Afternoon snack program on Friday contributing ~$400 to Monday $$. Special Food Days have not been held yet.

- Band – Welcome to Belrose BBQ made $510 and the Mother’s day stall was a huge success with cash sales of $2,462.

7. Band Report - Andrew F

- Mother’s Day stall had 37 different items for sale. Well done, Silvana.

- Reeds for instruments found in office and now available for $3-$4 depending on instrument.

- Website going well with 2,600 visits.

- X-factor was great success. Training Band being spaced across evening was great idea. Tutors playing at the end was awesome and the kids were enthralled. Having most
students play with their tutors really helped build confidence. Another night will be held later in the year.

- Police Band visiting on 4\textsuperscript{th} June during school hours. A note will go home this week requesting a $2 donation to feed police (makes them come back!!).

- Friday 19\textsuperscript{th} June – another Band BBQ will be held. A Performing Arts Night. Proceeds from this and first BBQ will offset costs of Tour later in year.

- Expressions of Interest for tour is going on website soon. For 50 kids, 2 nights (Oct 12-14) it will be approx. $250.

8. Canteen – Jenny F/Sharon L

- After school snacks going well.

- Gluten-free nuggets being only available for coeliac/affected children was discussed. Canteen will look for alternative nuggets that meet ‘green’ criteria to be able to offer.

- New menu popular items are Mini sushi, pizza wraps, carrot sticks and Up&Go.

- Special Food Day to come.

- Hot Cross Buns was a spur of the moment decision. Will be planned for next year to avoid hiccups.

- Lot of discussion around canteens in the media. Plan to do a Survey Monkey survey on offerings and online ordering to gauge parent satisfaction. Online ordering will increase costs which must be passed on to families.

- Hand held EFTPOS machine would potentially increase merchant fees from $800 to $1600

9. Uniform Shop – Nicky M

- Been very busy due to cold snap.

- Alternative supplier was assessed and sample sports shirt shown. Current supplier makes shirt in Australia whereas alternate will fully source in China. Also, minimum order 100 versus current 50. Unanimous decision to retain current supplier and ensure orders placed with plenty of lead time.

- Track suit pants – size 4 are all gone but have 60 in stock of other sizes. Reviewed alternate ‘trendy’ types but feedback from other schools is they don’t wear well. Decision is to retain current style.

10. Fundraising – Elise

- Feedback on prior events was encouraged. Iceblocks from IGA an issue and possibility could be they are collected day before the event and stored in the canteen deep freezers (if there is space). There were plenty of volunteers on the day, however advance notice could have allowed others to reschedule work commitments.

- Election day cake stall – small cake boxes were great and should be used for all future
- Kids Disco – 3000 glow sticks on hand. $10 including sausage was a great idea. Will get children to do first check in near Band room. No siblings. Hessian to be placed around poles to prevent wandering. New coffee van needed and will have this over near ramp to the hall and have all non-volunteering parents congregate in this area. A newsletter reminder re: the event will be done.

- Cupcake Day – 18th June. Kate is sending email reminder to Kindy parents on 18th May.

- Raffle sales – will still do Glenrose and Forestway. Date TBD. Allocated times per class and Class parents asked to organise a roster. Books will be distributed to school families after the shopping centre weekend. Prizes are vouchers only.

- Volunteer badges to be sourced and worn at all events to help people identify who to approach (although they do have high visibility vests at ALDI this week!).

11. Grounds – Sally J

- First garden maintenance day was held and bushes outside office trimmed. Also mulch placed along Ralston Ave fence line.

- Trees downed in recent storms pose no threat to students. Local helper, John, has cleared some branches and school to get arborist to clear later in year.

- Lawn mowing will be done this Thursday. No issues between Michelle and school in terms of duplication (but this is partly due to the wet weather preventing any mowing!!).

12. General Business

- Interrelate will be held on 29th July.

General Meeting Closed 10.00pm

Next Meeting: Tuesday 9th June, 2015, 7.45 pm (straight after long weekend).