Belrose Public School P&C

Meeting Minutes

November 11th, 2014

Attendees: Linda L, Sally J, Deb S, Mr B Chamberlain, Pamela M, Lisa Walters, Elise, C, Meredith K, Sally J, Amanda (BOSH), Kate G, Miriam W, Silvana L

Apologies: Sharon L, Jo S, Karen (POSHC), Nicky McI, Jenny G,

Location: School Staff Room

Meeting Opened: 7.45 pm

1. Welcome

2. Minutes of the last meeting
   - Minutes from September 2014 meeting approved by Meredith K. Seconded by Deb S

   - Outstanding Items
     - P&C to take supply of the school uniform out to Tender and look for a new supplier for 2015. Retain.
     - Advertise the AGM in the newsletter and call for nominations for all positions on the P&C Committee for 2015.
     - 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

   - Action Items from this meeting:
     - Reminder to check date for Interrelate in 2015 prior to setting other P&C dates.
     - Linda to complete Warringah Council Food Premises Form and prepare a 2013/2014 Financial statement for next meeting.
     - Add Bistro Blinds for the COLA and stage curtains for the hall to the 2015 Priority List as two potential items to be funded.
     - Sally and Sharon to discuss mowing contract with Michelle at Living Property to see if two mows per year can be substituted with garden maintenance.
     - Sally to prepare an article to be placed in the newsletter about lost property, particularly all the items at BOSH. Article to include checking that children have their own clothing.
     - Miriam to get quotes for cleaners to come over the school holidays and do a high pressure clean and scrub of the toilets, including the ceilings.
3. Correspondence

- Warringah Council Food Premises Form to be completed. See Canteen report.
- ACNC – (P&C is registered as a charity with them) have written to remind us that we need to report our financials to them by 31 Dec 2014.
- Another Book club magazine has been sent which is similar to Redgum. No interest shown by P&C in having a third one.

4. After School Care

Report Summary held by Secretary and available on request:

- National Water Week was held 2 weeks ago. BOSHC conducted art and crafts activities, studied water conservation and watched a deep sea documentary among other activities. Primary OSHC initiated a competition between centres and is requesting parents and friends vote on the artwork.
- Permanent staff have been joined by and Elyse and Adam who work on Friday. Justin has been appointed Assistant Co-ordinator.
- Attendance is averaging 22 in the morning and 35 in the afternoons. Last Vacation Care averaged 26 students per day. A survey was sent out for Xmas Vacation Care and while Management are still determining actual open dates the centre will definitely be closed from Wednesday 24th December to Monday 5th January.
- Enrolments for 2015 are moving along with a number of siblings flagged to attend.
- A number of surveys are being sent out to parents as part of engaging with the community requirements, eg Menu survey.
- Community Meetings – these will be held in the mornings during the week of 17th November to allow all parents to contribute.
- BOSHC has yet to decide what the Multi-cultural event at end of year will be.
- A number of policies to be reviewed and updated as necessary.

5. Principals report

Report Summary held by Secretary and available on request:

- Student Requirements for 2015 – Principal is currently looking at requirements for text books and stationery. Kindergarten lists will be cut down considerably. Scrapbooks to be sourced and paid for by the school (the cost will not be added to fees). The school may look at buying all requirements in bulk and selling them to parents but this is yet to be confirmed.
- Classes for 2015 – there will be 12 or 13 classes depending on numbers. There will be a number of multi-age classes. There are currently 49 Kindergarten students forecast.
- Uniform request tabled – there has been a request from a parent that children be
allowed to wear their winter uniform in summer if weather conditions are cold. The
decision was made to stay with current rules to avoid a lapse in standards.

- Japanese lessons continuing into Year 4 - A Survey monkey is to be sent home in the
  next few weeks. Need to hire a new teacher if classes are to continue beyond Year 3
  as this will extend the program into another day.

- Vision Survey – A survey will be sent home as the school needs to revise the School
  Vision as part of the new planning processes.

- Reports will be sent home on Friday 12th September.

- The school leaders are to visit NSW parliament on 14\textsuperscript{th} November and meet the local
  state member, Jonathon O’Dea.

- Bubblers – A quote from Spotless has finally been received. 10 bubblers will be
  installed outside BOSHIC and 7 bubblers on the back of K-2 toilet. These have an
  anti-vandal hood. P&C to pay for 5 bubblers ($5000) which is to be paid in the next
  financial year. To be installed ASAP but no later than the end of the year.

6. Treasurers Report – Linda L

   Treasurers report for 11 months to 31\textsuperscript{st} October 2014 – on file with Secretary.

   - $117,975 Cash Balance

   - Family/Building Contributions $10,784. A bit more may be collected over next
     month.

   - Fundraising – there is not a lot to report. Cupcake Day raised $600 – to be banked in
     November.

   - Interest paid $458.

   - All Annual Expenses have now been covered. Additional shade tents have not yet
     been purchased so these are still to be deducted.

   - Uniform Shop is going great guns as usual with a steady stream of Kindergarten
     purchases but also large numbers of non-kindergarten purchases. The shop may
     make a profit of just over $10,000.

   - Canteen may also make a profit with Fridays doing really well at nearly two-thirds of
     all sales.

   - Band is just making profit at the moment but will end up at a loss of just over $3000
     which is less than anticipated. There are still some outstanding fees and these are
     being followed up.

   - Raffle – the event was advertised as raising money for shade structures. What action
     will be taken so the school can show action before the next raffle? Shade structures
     (which must now be solid) are very expensive. A carport-like shade structure for the
     sandpit ($5K) – has to be paid for with the Year 6 monies from 2 years ago.  
     Consolidating revenue from several years raffles to put towards structures over the
     play equipment was discussed.

   - “Bistro blinds around COLAs are ......AWESOME!” Another local school with a similar
     hall has installed these. This is an option for the 2014 raffle money. Cost for these
     would be ~$10,000. This is to be added as an item to the 2015 Funding Priority List
along with stage curtains for the hall.

- Total Income was $38,798 as at 31st October, 2014

7. Band Report – Meredith K

- X-Factor - another great evening was held last week even though it was on Melbourne Cup night and no guest appearances. The junior choir performed.

- Purchase of new cases - A request was made to purchase some new cases, especially for the alto-saxes. The school last bought instruments in 2010. For the bigger instruments it is difficult to keep cases in good order and hard to give new band students a battered case. Recommended cases – fiberglass, good handles and a strap – much better. $150 each x 9 alto-sax cases. $1300 well spent. All agreed.

- A bond is not held for instruments. Band committee will monitor new ones for damage going forward. Instrument hire covers maintenance and repairs.

8. Canteen – Jenny F

- Food premises assessment by Warringah Council. All OK. Warringah Council requested an ‘Update of Food Premise Owner details’ Form be completed. Linda will attend to this.

- Cracking Fridays – these have been our best days this year.

9. Uniform Shop – Nicky M

- There are only 35 white sport shirts therefore retaining them for Year 6 to use this year is not an option. Three other suggestions:
  
  o Keep for 2015 Year 6 graduates to use.
  
  o Follow up on Sharon’s a contact who is going to Fiji and we could donate them to the humanitarian cause.
  
  o Sell them off for $5 each to the school community.

- Orientation purchases are steady but not a big rush as parents are aware shop is open at every orientation.

10. Fundraising – Elise

- A big Thank You to Jo who stepped in to assist while Elise was unavailable. Cupcake Day was a big success and the helpers for Gelato day on Thursday are all lined up.

- Walkathon will now be held on Thursday 13th November in the afternoon due to the hot weather on 31st October. Ice blocks will still be given out even though it is Gelato Day. No dressing up, just sports uniform.

- Rest of fundraising calendar will be:
  
  o Gingerbread night Mon 1/12/14

- 2015 dates – to be sorted in Feb and sent out. Committees to be determined at Dec meeting.
- State Election – 28 March 2015 – will do sausage sizzle on grounds and not outside IGA.

11. Grounds – Sally J

- Mini working bee was held on Sunday 19th Oct.
- The paths along the Ralston Ave entrance look great now thanks to Mr Chamberlains efforts.
- Attendance at the working bee was very low, possibly in part due to the date change. It is recommended that the dates for the year are set early and, in particular, the September one kept at that point between the end of winter sport and the start of summer sport.
- An incentive for attendance/ assistance with school maintenance activities was suggested, ie a small fee if parents do not attend the working bee or assist with book covering etc. Not accepted at this time.
- Mr Chamberlain indicated the school will buy a ride-on lawn mower to assist with mowing and provide ability to use the trailer. This may allow the P&C to negotiate the work done as part of the Living Property contract.
- Living Property mowing contract is being offered for the next 2 years at fixed price of $522.50 per visit. While the contract is acceptable, Sharon and Sally to discuss with Michelle 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.

12. General Business

- An article to be placed in the newsletter about lost property, particularly all the items at BOSHC. Article to include checking that children have their own clothing.
- Request made to school that gate between Senior building and staff car park be fixed as it has been broken for a long time.
- Miriam to get quotes for cleaners to come over the school holidays and do a high pressure clean and scrub of the toilets, including the ceilings. P&C to fund. To be done in the 2nd last week of the school holidays. Liaise with BOSHC on timing.
- An invitation to Mrs Cohen to attend on awards day was discussed. The P&C could only invite her to P&C activities. It could be suggested to the school she be invited back to present one of the awards she was responsible for instigating.

Meeting Closed 9.45pm

Next Meeting: Tuesday 2nd December, 2014, 7.45 pm, AGM