Belrose Public School P&C

Meeting Minutes

December 1, 2015

Attendees: Linda L, Elise C, Sally J, Mr B Chamberlain, Lisa W, Miriam W, Dani W (School Council), Pamela M, Jo S, Justin (BOSHC), Helena McIntosh (Primary OSHC), Sharon J, Rebecca K

Apologies: Nicki M, Kate G, Andrew F, Christie M, Sharon L

Location: School Staff Room

Meeting Opened: 7.45 pm

1. Welcome

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

   - Outstanding Items
     - Nicky to review quality of tights and boys school socks being supplied in 2015. 

   - Get new teardrop flag and an additional banner ordered in Term 4. Spoken to Ken Digney and he is actioning. Will be done in 2016. In progress.

   - Mr C agreed to action request to school - nails in Keyboard room verandah to be hammered down as they are rising up out of the wood. 

   - Volunteer Sign-in forms will be needed as of 2016 for all P&C events. Central list/database to be created. 

   - Move P&C Board from Hall to outside Office. 

   - Dip and Dots or Gelato – are they a possibility for Welcome BBQ 2016? 

   - Add Fundraising Travel Club to Newsletter.

3. Action Items from this meeting:
   - In 2016 the P&C needs to send a letter to the school stating all employees have WWCC and all volunteers have signed the declaration form for Working with Children.

4. Correspondence
   - Fundraising, Banking. Thank you note from Mrs De Wilde re Sympathy card.

5. After School Care - Justin
   - Report presented
     - Helena McIntosh (Centre Education Leader) and Justin (Centre Co-ordinator) introduced. Kat S is the other permanent member of staff with casuals
making up remainder of staff.

- Staff recently completed Child Protection and Behavioural Management Training.

- Attendance averages are 18 Before School, 30 After School and 24 Vacation Care in Sept/Oct. Biggest days are still Tuesday and Wednesday.

- Health and Wellbeing initiative – 2 coaches on Mon and Thursday for AFL and NRL and this will continue into 2016. T-Ball and Soccer the likely sports in first term 2016. Children provide a wishlist of activities they would like.

- National Quality Framework – a lot of Primary OSHC centres have been assessed now and all found to be compliant and, in many cases exceeding the Standard. BOSHC is expecting to be assessed in 2016.

- Enrolments are expected to stay at the same number or grow in 2016. Numbers are slightly less than previous years at the moment. The centre can take up to 75 children at a time – subject to staff availability.

- **Suggestion:** It was suggested that the sport program in 2016 be more heavily promoted to encourage increased participation. Short, catchy notices in the newsletter on a regular basis are effective. Consideration could be given to regular notices about activities and, in particular, the vacation care program.

5. **Principals report**

Report Summary held by Secretary and available on request

- Audit results – passed all financial and WHS without issues. Received a ‘qualified’ on attendance in relation to follow up on notes for absences. ‘Failed’ the newly introduced Child Protection requirements as not all Working with Children declaration forms/WWCC for volunteers had been received. This will be followed up in 2016. **Note: Action** for P&C – A letter needs to be sent from the P&C stating all employees have WWCC and all volunteers have signed the declaration.

- Balgowlah Boys High School Bands will be visiting the school on the 3rd Dec as part of their Band Tour.

- K-2 presentation is at 9.30 am on Dec 2nd.

- Year 6 Fete was a success today despite the heat. Shelter provided for all stalls.

- Arrangements for 2016 were discussed in General Business.

- Dates for remainder of 2015 were provided (it’s a busy one!)

6. **Treasurers Report – Lisa W**

- Treasurers report for 12 months ending 30 November 2015 to be provided at Feb 2016 Meeting.

- Reached Fundraising target of $25K with $29,453 as of November meeting.

7. **Band Report - Andrew F**

- No report this meeting.

- There are some outstanding Band fees which need to be followed up. Students
cannot continue in 2016 unless 2015 fees are paid.

- Fantastic performance at Narrabeen on Sunday morning by the Jazz, Concert and Performance Bands. The organisers gave a $200 donation for appearing. Belrose PS will seriously consider participating next year.

- Bunnings have invited Belrose PS to play on Thursday 10th Dec. This will involve students from all Bands, making one Big Band including Brass Baton members. Great PR opportunity with Flags etc for the school.

- Carols on Monday 14th Dec for everyone from 6 pm. Big Band and lots of carols. Bring picnic rug and picnic. Watch for flyer and Newsletter this week. Sausage sizzle and snacks will be available to buy.

8. Canteen – Linda L/ Jen F

- New menu is doing well. People are ordering the correct food on each day and the correct money is mostly being sent. More salad boxes and salad rolls and toasted sandwiches have been made in the last 2 weeks compared with all year which is positive.

- Will continue with Summer menu for Term 1 and then Winter menu will be rolled out as of Term 2 2016.

- Jen F is available to assist with the Sausage sizzle lunch on the last day of term.

9. Uniform Shop – Nicky M

- No report

- A query was sent through regarding replacement of the red Band Bags and if the replacements needed to be paid for. The answer was they should be paid for as students do not receive another free one in following years.

- Nicky was requested to review the quality of the boys school socks compared with those from Lowes as the alternatives were seen by some parents as better. Issues regarding fading and stretching were mentioned.

10. Fundraising – Elise

- Gingerbread House Night – once again this was a wonderful night with some extremely creative houses being built. The alternative chocolate and vanilla houses were popular also. Special thanks again to Jo, and all the helpers who made the night a success.

- Roll on 2016!!

11. Grounds – Sally J

- A decision was made to review the contract for both maintenance and lawns in 2016. This review should also include the role of Working Bees.

12. General Business

- A comment was made that the fundraising ‘target thermometer’ is fantastic and updating really highlights that the efforts and contributions to the school are successful.

- Classes for 2016 were discussed by Mr Chamberlain.
There are two possible plans. There will be 12 classroom teachers allocated from the Department but 12 classes will end up with composites from Year 2 to Year 6.

Mr Chamberlain would like to have 13 teachers with the school and the P&C paying 50:50 for the extra teacher.

This will allow 2 x kindy, 2 x Year 1, a Year 1/2 composite and 1 x Year 2, 2 x Year 3, 2 x Year 4 (or 2 x Year 4 and 8 students of one sex into a 4/5), a Year 5/6 and a Year 6.

Motion was passed unanimously by the committee to fund the 13th teacher.

Currently this will mean two new teachers in 2016 as Mrs Hillier is also retiring.

The ‘What’s happening’ calendar was presented to the committee and warmly received. The idea is this would be a working calendar for the P&C but all the information will also go on the school calendar (on-line).

Meeting Closed: 9.10 pm

**Next Meeting:** Tuesday 9th February, 7.45 pm (Financials for Dec 2015 will be presented at February 2016 meeting along with Full Year 2015).

**NOTE: Wed 27th January 2016 will be a pupil free day.**

**AGM: Opened: 9.10 pm**

Barry thanked the committee and all the volunteers for another great year at Belrose Primary School and indicated how much he had enjoyed the year and being at Belrose.

Nominations were taken for committee members and the following positions filled:

- President – Linda Lamb
- Treasurer – Lisa Walters
- Secretary – Miriam Watsford
- Vice-Presidents – Jo Stracey and Sally Jennings

Other roles which were confirmed:

- Uniform Shop – Nicky McInnes
- Band – Andrew Fairclough
- Canteen – Michelle Clark
- Fundraising – to be confirmed

Meeting closed: 9.15 pm