

AGENDA
ST. IVES PARK PRIMARY SCHOOL P&C ASSOCIATION
To be held March 17, 2009
8pm

Attendance
Apologies
Minutes of Previous Meeting
Business Arising
Correspondence In
Correspondence Out
Reports- President
 Principal
 Treasurer
 Canteen
 Uniform Shop
 PR
 Class Parent
 OSHC
General Business

MINUTES - ST. IVES PARK PRIMARY P&C – FEBRUARY 17, 2009

Meeting opened at 8.25pm

Attendance: Keith Oliver (Chair), Kylie Flack, Fleur Whiteman, Sue Marx, Jemima Holditch, Sonya Acton, Vanessa Strohlorb, Caroline Houghton, Rene Sugo, Catherine Salisbury, Ann Tse, Elizabeth Kilpatrick, Ginny Feighan, Joanne Hodgkinson, Caroline McGrory, Caroline Wayne, Lizzy Simunovic, Susie Bright, Trevor Bright, Claudio Brand, Valeria Paiva, Janet King (Principal), Kathie Anderson (staff)

Apologies: Lisa Murphy

Minutes of Previous Meeting – accepted (proposed: Fleur Whiteman, seconded Elizabeth Kilpatrick, carried)

Business Arising

Date	Item	Owner	Action
18/03/08	Canteen, Tennis and Uniform Shop Coordinators to provide a financial update at each P&C meeting/streamlining bank accounts	Trevor Bright	EFTPOS not possible with ANZ. Trevor to meet with Canteen Coordinator and Uniform Shop Coordinator re streamlining accounts
17/06/08	Upgrade to Kindy toilet	Mrs King	Work completed except for floor tiles. Remove from agenda.
19/08/08	Tax deductibility of uniforms	Liz Kilpatrick	Uniforms not a deductible expense. Remove from agenda.
20/10/08	Purchase of library books	Kylie Flack	P&C donation of \$300 given to school. Mrs Allman to provide list of books purchased.
20/10/08	“Paperless P&C” –P&C page on the school website	Kylie Flack	Information drafted and to be put on website asap.
20/10/08	Tennis court – possible fee increase for coaches; resurfacing of courts	Sue Marx	No fee increase for coaches until after courts resurfaced (required in next 12-24 months). Sue tabled resurfacing quote: \$16,260 + GST (acrylic

Date	Item	Owner	Action
			surface). Kylie to investigate Dept of Sport and Recreation grants. Janet to get GA to look at tying down fences at the bottom.
20/10/08	Planning – P&C component of school management plan updated for 2009. Budget for 2009 set	Kylie Flack/Trevor Bright	Mrs King is revising the School Management Plan 2009 in line with new requirements. P&C component will be updated accordingly. Budget target of \$48,000 agreed upon. Treasurer/President to draw up priority list for expenditure in consultation with parents and Mrs King. A budget showing planned income and expenditure will be finalised asap.
20/10/08	Membership fee – new system	Kylie Flack	New system in place to collect fee of \$2 per member. Membership to be strongly encouraged for P&C volunteers so that they are covered by our insurance policies. Kylie to put a reminder in The Patter.
20/10/08	Alteration service for girls' uniforms	Elizabeth Kilpatrick	Susie and Elizabeth are pursuing this. Remove from agenda.
20/10/08	Contribute P&C funds for purchase of electronic whiteboard for the library	Mrs King	The whiteboard has been purchased and will be installed in the Library with the assistance of an expert team.

2009 Fundraisers

The Fundraising Coordinator Sonya Acton led discussion on possible fundraisers for 2009. The following activities were endorsed for 2009

- ❖ Term 1 – Spring bulbs (Fleur Whiteman to organise)
- ❖ Term 2 – Chocolate drive (Rochelle Olling to organise); Entertainment Books (Ann Tse to organise)
- ❖ Term 3 – Major Fundraiser 19 September at St Ives High School (Joanne Hodgkinson and Caroline McGrory to organise)
- ❖ Term 4 – Trash and Treasure day (Sonya Acton to follow up)

Other matters discussed:

- ❖ It was acknowledged that the Chocolate Drive is not supported by all parents. Information about this fundraiser will stress that no one has to take chocolates to sell
- ❖ Will apply to do a Bunnings sausage sizzle again
- ❖ P&C will support Mothers Day and Fathers Day events (eg. a morning tea or breakfast)
- ❖ Artwork Xmas cards may be a good alternative to calendars (nb. this is a school-run fundraiser)

Correspondence

Incoming Correspondence

Date ¹	From	Subject	Action
25/11-3/2	P&C Federation press releases	Children's First Policy, Strike Action; thanks strike called off; Investing in Education	File
Dec/Jan/Feb	P&C Federation – E-bulletin 27, 28, 29, 30, 31	Various	File
1/1/09	Commonwealth Bank	Merchant Statement	Forward to Treasurer
1/1/09	Commonwealth Bank	Cheque Account	Forward to Treasurer
1/1/09	Commonwealth Bank	Mirenda Fund	Forward to Treasurer
1/1/09	Commonwealth bank	FunDeposit Book	Forward to Treasurer

¹ Date of letter or date email received

Date ¹	From	Subject	Action
Undated	Rebel Sport	MPV Program	Forward to Fundraising Coordinator
Undated	Carnival Connection	Mothers Day gifts	Forward to Fundraising Coordinator
Undated	Fundraysia	Fundraising ideas	Forward to Fundraising Coordinator
Undated	Cadbury	Fundraising ideas	Forward to Fundraising Coordinator
28/1/09	P&C Federation	Student Injury Insurance	Table at meeting
30/1/09	Commonwealth Bank	Mirenda Fund	Forward to Treasurer
10/2/09	PNP Amusements	Rides, activities and services	Forward to Fundraising Coordinator
9/02/09	Northern Sydney Central Coast Area Health Service	2009 Workshops and Seminars, including Bully Busting”	Table at meeting

Actions required:

- ❖ Student Injury Insurance letter referred to Treasurer (Trevor Bright) for assessment
- ❖ Kylie Flack to seek expressions of interest from parents re Area Health Service workshops

Outgoing Correspondence -nil

Reports –

- ❖ President (as per attached)
- ❖ Principal (as per attached)
- ❖ Treasurer (as per attached)
 - It was agreed to leave the P&C Voluntary Contribution at the 2008 rate and to send out the letters as soon as possible. Trevor advised there is provision for instalments, partial payments, direct deposit and credit card payments. (Proposed: Gennevieve Charlesworth, seconded: Ann Tse. Carried)
- ❖ Fundraising Coordinator – see above under 2009 Fundraisers
- ❖ Canteen
 - Lizzy repoted that the canteen needs a new fridge. She will get three quotes and purchase from Canteen funds. (proposed: Caroline Houghton, seconded Ann Tse, carried)
 - Janet to follow up re Working with Children Checks
- ❖ Uniform Shop
 - Elizabeth reported new hats are arriving, the girls’ cycle pants are selling well and that there has been a slight increase in prices.
- ❖ PR
 - Mrs King reported on Susie Bright’s behalf that all PR dates for 2009 are finalised and some new promotional material is being prepared.
- ❖ Class Parent
 - Caroline Wayne reported that she is getting a handover from Michelle Nicholas and will set up the Class Parents list as soon as nominations close
- ❖ OSHC
 - No Report. Mrs King advised that parents are needed for the OHSC Committee urgently as the Centre cannot function without parent representatives.

General Business

- ❖ Administrative matters - Risk management and financial management for P&C activities; draft Rules/By-laws. Kylie Flack advised that she has drafted documents and will circulate them to members for comment before the next meeting.
- ❖ Mrs King tabled the following question on behalf of a parent:
 - “Can you please explain the reasoning behind the P&C buying the whiteboard and how much was it?” It was agreed to take this question on notice and table a response at the next meeting.

Meeting closed: 10.25pm

The above minutes are presented as a true and accurate record of the meeting held on 17 February 2009 and will be reviewed and proposed for acceptance at the next P&C meeting.

Kylie Flack
Secretary P & C

Next meeting: Tuesday 17 March 2009