

MINUTES - ST IVES PARK PRIMARY P&C– 15 September, 2009

Meeting opened: 7.30pm

Special item – Karen Gifford gave a presentation on Information and Communication Technology in the classroom, including a proposal for enhancing the resources at SIPPS (copy attached). The P&C will consider this proposal as part of its planning meeting in October.

Attendance: Keith Oliver (Chair), Kylie Flack, Fleur Whiteman, , Richard Kilpatrick, Lizzy Simunovic, Trevor Bright, Julie Howard, Don Marsh, Janet King (Principal), Sonya Acton

Apologies: Sue Marx, Susie Bright, Jo Hodgkinson, Caroline McGrory, Caroline Wayne, Genevieve Charlesworth, Elizabeth Kilpatrick

Minutes of Previous Meeting: accepted (proposed – Lizzy Simunovic, seconded – Fleur Whiteman, carried unanimously)

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 and streamlining bank accounts	Trevor Bright	New account being set up. Audit report complete for P&C merchant account. Audit to commence on Uniform Shop and Canteen accounts – will present at next meeting. All accounts for the P&C's 2008/09 financial year will be audited and presented at the AGM.
20/10/08	Tennis court – resurfacing of courts	Sue Marx//Kylie Flack	Mrs King met with Surface Solutions and they have agreed to postpone the work until the hall is completed as there is too much dust from the building site.
17/02/09	Risk Management policy and draft rules/by-laws, Student Injury Insurance	Kylie Flack	No response from P&C Federation's Insurance Manager as yet. Kylie to put drafts on the website, with a view to putting them forward for approval at the AGM.
16/6/09	Environmental initiatives	Mrs King/Kylie	New eco garden fencing paid for by P&C has been installed (will prevent destruction of vegetation by animals). Environmental Committee had first meeting, which was well attended.
28/08/09	School BBQ	Mrs King	New BBQ purchased form Year 6 donation to the school from 2008.

Date	Item	Owner	Action
			Used at Fathers' Day breakfast.

Correspondence

Incoming

Date ¹	From	Subject	Action
1/9/09	Commonwealth Bank	Merchant Statement adjustment note	Given to Treasurer
6/9/09	NSW P&C Federation	Receipt for Affiliation fee and insurance payment	Given to Treasurer
6/09/09	Flexischools	Canteen – online ordering	Given to Canteen Coordinator
7/09/09	NSW P&C Federation	Annual Report, Financial Statements and Conference Resolutions, Caring for Kids Initiative (raffle 2010)	Table at meeting
21/8/09	NSW P&C Federation	Email re League Tables rally	File
25/08/09	NSW P&C Federation	Email re NSW Sports Safety Awards	File
28/08/09	NSW P&C Federation	Email re Srpingwood Art Show	File
3/9/09	NSW P&C Federation	Email re School Results Bill	File

Outgoing

Nil

Reports –

- ❖ **President** – see report below (Accepted – proposed: Trevor Bright, seconded: Jo Hodgkinson. Carried)

**ST. IVES PARK PRIMARY SCHOOL P&C ASSOCIATION
PRESIDENT'S REPORT
15 September 2009**

There was a magnificent turnout at the Father's day Breakfast, keeping the canteen and the BBQ busy for some time – many thanks to Maxine and Sonya for organizing this, and thanks to all who helped. It was also rewarding to see the excitement on the younger children's faces as they showed their VIP guests their classrooms and handiwork. That, after all, is what it is all about.

The North Sydney Regional P&C Meeting discussed, amongst other matters, how to improve communication and information flow at a time when many people simply don't want to receive any more information. This seems to be a universal problem, but I think we do well at SIPPS in comparison with other schools, thanks largely to the Class Parents and The Patter, which is available in printed format, by e-mail and on the website. There were also updates on the BER and the Digital Revolution – we saw one of the new school laptops currently distributed to Year 9.

¹ Date of letter or date email received

The School Environmental Management Committee held its first meeting on Tuesday 1st September, attended by parents, teachers and pupils, and chaired by Shane Power. We made good progress in completing the SEMP (School Environmental Management Plan), which is a pre-requisite to applying for grants in this area. We aim to have a meeting at the start of each term, and these meetings will be reported separately.

Next Saturday is our Main Fundraising social – Lucky Night. Lots of people have put a great deal of thought, planning and hard work into this, so it is up to us all to give it our full and enthusiastic support. All proceeds will directly benefit our students.

❖ **Principal** - see report below (Accepted – proposed: Lizzy Simunovic, seconded: Fleur Whiteman. Carried)

Thank you to Karen Gifford for coming this evening to give us a few ideas of where we should be looking to go with our technology in the future and what our needs are. We have just had notification from the department that we will be getting 12 new units next term but unfortunately this does not equate to extra computers and they take 12 old ones back in exchange but at least we will hopefully have more reliable machines in the computer room.

The hall as everyone probably has noticed is going ahead quite quickly the only problem being that it is creating quite a bit of dust which may affect the tennis courts being sealed these holidays. The cheques have been prepared by the school so we are all ready to go but will have to rely on the contractor's judgement.

The swimming carnival is again causing problems as the first day back crosses over with Beaumont Roads permanent booking. At this point in time I have a booking for an evening carnival on Friday 12th Feb at 6.00pm. We are searching for another venue or other options – such as returning a day early if we can have the pool.

Planning for next term is already underway as this is a short term with a lot to fit into it. The school Presentation Day will be Tues 15th Dec and school will finish for the children on the 16th Dec.

Tues 29th September is multi-cultural day. Apart from the activities being planned by Mrs Smith the Korean parents are planning a luncheon and cultural activities in the Sails area. The afternoon will be host to a concert – very low key similar to Open Day – featuring the children engaged in various cultural performances from the countries they are studying. Year 6 boys are very excited by their performance – it should be a good one. There will be a fuller timetable in the Patter as we get closer to the event.

If the warmer weather continues I will make winter uniform optional for the rest of the term.

Janet King

Report accepted (proposed: Trevor Bright, seconded: Sonya Acton, carried unanimously)

Treasurer – Tabled Balance Sheet and Profit and Loss Statement (see below).

The voluntary contribution is down by \$3000 on 2008. This will limit the P&C's ability to fund resources for the school, such as new computers.

SIPPS P & C

Balance Sheet As at 15th September 2009

	Year 2008	Year 2009
Opening Balance	\$21,763.70	\$31,889.64
Surplus/Loss	\$10,125.94	(\$3,531.38)
Total	\$31,889.64	\$28,358.26

Represented by

Cash at Bank	\$31,985.84	\$27,525.26
Outstanding Cheques	\$96.20	-
Deposit Unknown		\$472.20
Outstanding Deposits	-	\$1,305.00
	\$31,889.64	\$28,358.26

SIPPS P & C

Profit & Loss Statement 15th September 2009

Income	Year 2008	Year 2009	Proposed Budget
Canteen			\$3,000.00
Fundraising	\$10,937.79	\$4,131.30	\$10,000.00
General levy	\$13,732.50	\$10,645.00	\$15,000.00
Interest Income	\$1,093.72	\$450.46	\$1,000.00
OOSH Donation		-	-
Tennis	\$13,432.00	\$11,390.70	\$13,000.00
Uniform Shop	\$7,000.00	\$5,000.00	\$6,000.00
P & C Membership		\$92.00	
Total	\$46,196.01	\$31,709.46	\$48,000.00
Expense			
Bank Fees	\$261.29	\$224.27	\$300.00
Building Project	\$2,145.00	\$3,649.00	\$20,000.00
Donations to SIPPS	\$32,000.00	\$20,625.00	\$27,500.00
Insurance	\$603.00	\$874.00	\$700.00
Student Functions	\$631.11	\$1,068.77	\$1,200.00
Bully Busting	\$194.00		
Meeting Nibbles	\$96.20		\$300.00
Book Fair	\$139.47	\$300.00	\$200.00
White Board		\$8,000.00	\$8,000.00
Dance Uniforms		\$500.00	
Total	\$36,070.07	\$35,241.04	\$58,200.00
NET	\$10,125.94	(\$3,531.38)	

	2008	2009
State Election/Easter BBQ	-	
Chocolate Drive	\$1,714.55	\$1,850.80
Bulbs	-	\$526.50
Entertainment Books	\$666.00	\$492.00
Night Out	\$7,366.00	(\$250.00)
Mothers Day	\$150.24	
Local Election/School Cont	\$1,041.00	
Bunnings		\$1,512.00
Totals	\$10,937.79	\$4,131.30

Report accepted (proposed: Fleur Whiteman, seconded: Richard Kilpatrick, carried unanimously)

❖ **Fundraising**

- Major fundraiser on 19 September: ticket sales have been very slow. Members decided to make another big effort to encourage people to go. A final decision will be made on Thursday afternoon in consultation with Jo and Caroline.
- Term 4 “Toy and Book Fair”: tie in with by-election (notify people as soon as the by-election date is announced)

Report accepted (proposed: Lizzy Simunovic, seconded: Trevor Bright, carried unanimously)

❖ **Canteen**

Bank Statement Account Summary 5th May 2009 – 4th June 2009

Opening balance \$5781.06
Total Credits \$1044.35
Total Debits \$1600.20
Closing balance \$5225.21
Outstanding bills in excess of \$580

Item: OH&S Requirements / Child Protection Forms / P&C membership

There are some new requirements for the canteen. Some have been introduced and others still need to put in place. The sign in / out book has been consistently filled out by the helpers this term.

Action: Before the end of Term 2, outstanding forms and membership need to be sorted. Risk Management plans need to be written to cover any potential emergencies in the canteen.

Item: Roster

This term two helpers have been on each swift instead of three. This new arrangement seems to be working out. Tania Gosling does a top job with this. Helpers have swapped roster days when required.

Action: Term 3 roster form will be sent home soon.

Item: Lunch orders

Canteen orders are down in the senior years; they could be missing the hot stuff!

Action: Meat pies and sausage rolls will be available from Monday 22nd June. Fresh pasta and rice will be omitted from the menu until further notice.

Item: Fresh food shopping for Monday lunch

There is a need for fresh food shopping for delivery on a Monday in time for canteen lunch. This will enable to offer fresh salad rolls and sandwiches along with the tenders, pies and sausage rolls.

Action: Two requests have gone out via the Patter with no success so far.

Item: Canteen use by students

To ensure that the students are aware of all the menu items some advertising could help. It is important to keep them reminded of things like sushi roll pre-ordering.

Action: Make and display posters around the school advertising specific menu items.

Finance Update:

The canteen finances are currently be reviewed by the auditor. Specific accounting details were not available for this report. The account balance prior to auditing was \$4150.

Item: OH&S Requirements & Risk Management Plan

The sign in / out book in the canteen has been consistently filled out by the helpers this term. This practice satisfies some of the conditions of the OH&S requirements.

Action: A draft of the Risk Management Plan is currently being written to cover any potential emergencies in the canteen. This document needs to be completed and reviewed ASAP.

Item: Working with Children Forms

There may be a couple of forms still needing to be signed.

Action: Check the school's system and chase up any signatures still outstanding on 16/9/09.

Item: Sushi Rolls

Unfortunately due to a lack of orders, sushi rolls will not be available in Term 4. It is disappointing that this initiative has not been more widely supported. The canteen strives to provide food that is fresh, healthy and tasty – you can't get much better than fresh, healthy and yummy sushi rolls!

Action: Remove sushi rolls from menu; notify supplier 'Sushi Village' of this decision on 16/9/09.

Item: Revised Menu

Due to limited resources it has taken longer than expected to revise the current menu. Completed surveys and comments will all be considered when making the changes.

Action: Distribute revised menu to school in Week 9.

Item: Canteen use by students

To ensure that the students are aware of all the menu items, some advertising could help. Clever marketing always brings success!

Action: Make and display posters around the school advertising specific menu items.

Item: Canteen Feedback

Constructive, helpful feedback is always welcome. I anticipate there may be some once the revised menu is distributed.

Action: Distribute menu and wait...(without holding my breath!)

Report accepted (proposed: Richard Kilpatrick, seconded: Sonya Acton, carried unanimously)

❖ **Uniform Shop** – nil.

❖ **Tennis courts** – See Business Arising. Report held over as it was an update on the resurfacing. Also noted that Weekend permanent bookings are still healthy, especially early morning and late afternoon, with some slots available in between for casual usage. The tennis courts continue to provide a solid revenue base for P&C fundraising.

❖ **PR** – nil

❖ **Class Parent** – emails sent out re P&C meeting, Lucky Night, Fathers day Breakfast and Ladies Little Luxury Night

❖ **OSHC** – no report

General Business

- Year 6 farewell – Mrs King to discuss budget with Mrs Czysnok
- 2010 Book Fair – advertise in The Patter for new coordinator for 2010
- Balls under car park fence – staff will investigate possible solution
- AGM preparation – next P&C meeting to focus on planning

Next meeting: Tuesday 20 October 2009, 8.00pm

Meeting closed: 10.20pm