

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

Meeting opened: 8.15pm

Attendance: Keith Oliver (Chair), Kylie Flack, Sonya Acton, Donna McDaniel, Fleur Whiteman, Bronwyn Burr, Janet King (Principal), Di Geraghty (staff)

Apologies: Gennevieve Charlesworth, Ginny Feighan, Lizzy Simunovic, Liz Kilpatrick, Trevor Bright, Susie Bright, Sue Marx, Caroline Houghton, Ann Tse, Caroline McGrory, Caroline Wayne

Minutes of Previous Meeting: accepted (proposed – Sonya Acton, 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	Held over
20/10/08	Purchase of library books	Kylie Flack	Guinness Book of World Records purchased. Mrs Allman to purchase more books based on student requests..
20/10/08	“Paperless P&C” –P&C page on the school website	Kylie Flack	General P&C website information updated. Links to agenda and minutes put on. March minutes to go on website. P&C formally thanked Mrs Anderson for her help.
20/10/08	Tennis court – resurfacing of courts: possible grants; fence gaps	Sue Marx	Applied for BER funding. (Mrs King). Dept of Sport and Recreation grants not available until 2010. Fix fence gaps during next working bee.
20/10/08	Planning – P&C component of school management plan updated for 2009. Budget for 2009 set	Kylie Flack/Trevor Bright	New P&C management plan and budget tabled by Mrs King (see attached). Members voted to accept the plan and budget (proposed – Fleur Whiteman, seconded – Bronwyn Burr; carried unanimously). Mrs King requested payment of \$8,000 for the interactive whiteboard, as agreed in Oct. 2008. Members voted to do this (proposed – Fleur Whiteman, seconded – Bronwyn Burr, carried unanimously)
20/10/08	Membership fee – new system	Kylie Flack	Currently have 32 members. Need to look at insurance implications if we can’t get all volunteers to join..
20/10/08	Contribute P&C funds for purchase of electronic whiteboard for the library	Mrs King	Interactive whiteboard installed. P&C/Mrs King to organise a demonstration in conjunction with a P&C meeting.
17/2/09	Allocation of P&C funds to purchase white board – question from member	Kylie Flack	P&C agreed to support purchase of an additional electronic whiteboard for the library at the planning meeting in Oct 2008. This was seen as a priority by Mrs King and members as its placement in the library provides more students with an opportunity to benefit from this technology. The intention to make a donation to SIPPS for the whiteboard was announced in The Patter and at Presentation Day. Formal allocation of the

Date	Item	Owner	Action
			funds was delayed as Mrs King needed to revise the management plan and P&C component of the school's budget. Accordingly, we have now voted formally to donate the money to the school (see above).
17/02/09	Risk Management policy and draft rules/by-laws	Kylie Flack	Policies circulated to Committee Members. Drafts to be put on the website for comment. Discuss at next P&C meeting. Kylie to meet with P&C Federation to clarify some insurance issues.
17/02/09	Student Injury Insurance	Trevor Bright	Kylie to find out more about this from the P&C Federation.
17/02/09	Parent Workshops and Seminars	Kylie Flack	Email sent via class parents asking parents to express interest.

Correspondence

Incoming

Date ¹	From	Subject	Action
3/3/09	NSW P&C Federation	P&C Journal, Term 1 2009, Vol.60, No.1	Copies to Mrs King, office, President, Fundraising Coordinator, file
25/02/09	NSW P&C Federation	Media Release – P&C day	File
25/02/09	NSW P&C Federation	E-Bulletin No.32 and No.33– various topics including P&C Day, Annual Conference, Schools First Awards, Building the Education Revolution	File
25/02/09	NSW Department of Education and Training	School Global Funding	Table at Meeting
27/02/09	NSW P&C Federation	Term 1 Mail out – annual conference, webmail arrangements etc, gift card fundraiser	File/Fundraising Coordinator
10/03/09	Lollipops Playland	Free children's party for fundraising	Fundraising Coordinator – obtain voucher
13/03/09	Australia Best Buy	Mothers' Day gifts	Fundraising Coordinator

Outgoing - nil

Reports –

- ❖ President – see below
- ❖ Principal - see below
- ❖ Treasurer – see separate report
- ❖ Fundraiser's Report
- ❖ Canteen
- ❖ Uniform Shop
- ❖ Tennis courts – see below
- ❖ PR
- ❖ Class Parent
- ❖ OSHC

General Business

- ❖ Building the Education Revolution (Commonwealth funding for schools) – (see Principal's Report). Thanks to Mrs King for her efforts in completing the grant application in limited time.
- ❖ Administrative matters – appointment of P&C auditor. Appointment of an auditor is required under the prescribed constitution, as is presentation of audited accounts at the AGM. Trevor is pursuing appointment of an auditor and will ensure the accounts are audited as soon as possible
- ❖ Water bottles in classrooms. In response to a parent's request, it was agreed that students may bring water bottles into the classroom, keeping them in a crate which they will be allowed to access by the teachers.
- ❖ Next meeting date: as the 3rd Tuesday of April is in the holidays, it was agreed to have a meeting on Tues 5 May
- ❖

Meeting closed – 10.25pm

¹ Date of letter or date email received

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 5 May 2009

President's Report

Referring to my last report, congratulations to our students and all the teachers, staff and parents, for raising \$1223.20 for the Bush Fire Appeal. What a great achievement, and a valuable experience for our children to learn that they themselves can make a difference.

We are fortunate in having a really dynamic Committee this year – people who believe in getting the job done!

For example, Kylie has put in a lot of work on compliance and risk management issues, as well as draft rules for discussion this evening. These are important matters to us all, as they can affect eg whether or not we are covered by insurance when helping out at the school.

Another issue raised by Kylie is the auditing of our accounts, and we are grateful to Trevor Bright for arranging auditors at no cost to the P&C.

Sue Marx, apart from looking into quotes for resurfacing the tennis courts, identified two under-utilised booking blocks on the weekend. Sue took the initiative of establishing special rate permanent bookings to be offered to SIPPS families, and promoted these via *The Patter*. Already 3 block bookings have been taken, generating new income for the P&C.

Sonya Acton certainly ‘hit the ground running’ in her new role as Fundraising Co-ordinator. At the first P&C meeting last month she circulated details of the Spring Flower Bulb Fundraiser. Fleur Whiteman put up her hand to run with it, and the orders are now in, to be distributed on Thursday 2 April. Fast work!

Freshly-delivered sushi rolls are now down to a fine art, well done Lizzy. Our thanks also to Caroline Wayne and all the class parents for keeping everyone informed, and to Anne Tse, Susie Bright, Richard and Liz Kilpatrick, who never stop working for the school, often behind the scenes.

However, the ‘Player of the Month’ award has to go to Janet King. We know from experience how much work goes into grant applications and how long it takes – months or years – to make any progress. Our Principal managed to complete all the paperwork and meet the application deadline in days, in order to apply for a new school hall under the Federal Government’s Building the Education Revolution (BER) initiative. To quote the DET’s letter ‘The funds must be used immediately’. It’s a funny old world! But well done, Mrs King.

Principal's Report

Everything is moving along very well. The classes are all settled and on viewing the children’s books they are all working well.

Thank you to all those who could attend the parent picnic it was a very nice night – tho I felt the numbers were down a little on other years – but I know how busy everyone gets.

The library shelving has been removed and the cabling has been installed so it will not be long before the Library whiteboard is up and running. Unfortunately like the repairs to the walkway we can not just ring up our preferred installer or carpenter we have to go through the department and this takes time. The board is in the throws of being repaired now.

BER – this has been an absolute nightmare as there was limited time for submissions, loads of misinformation (even Assets wasn't sure what or what not could be applied for) so I applied for a hall, which if it happens will be placed down near the road at the end of the canteen area – this is designated on our original school plan we have no say in it. The gutters and down pipes to be replaced and the storm water drains cleaned. The painting is in or cyclic maintenance which is supposed to be done anyway. The senior toilets to be refurbished and the tennis courts to be resurfaced. I couldn't apply for the cola as it is in cyclic maintenance.

Changes to staffing: Mrs Thygesen will not be with us next term and Mrs Champion is returning two days a week to take her position of working with the groups and ESL children.

As of next week I will be closing the playground area after school and be asking the parents to vacate the grounds by 3.30. I have a duty of care while children are on site and the behaviour after school is sometimes an accident waiting to happen. Wall ball while the parents and young children are exiting the grounds is just one example, a young child being injured recently. The children know this is a rule but feel they don't need to follow it when their parents are present. Oohsc are also complaining as it is hard to tell their children when others play in the canteen area after school despite the children knowing this is Oohsc area after school. I am not making this decision lightly as it was me who changed the rule in the first place but with increased numbers it is just not working.

The P&C page is on the website and I have tabled the school management plan.

Janet King
Principal