

MINUTES - ST IVES PARK PRIMARY P&C– 16 JUNE, 2009

Meeting opened: 8.10pm

Attendance: Keith Oliver (Chair), Kylie Flack, Caroline McGrory, Ginny Feighan, Sonya Acton, , Bronwyn Burr, Fleur Whiteman, , Nicola Cameron, Elizabeth Kilpatrick, Caroline Wayne, Lizzy Simunovic, Janet King (Principal), Shane Power (Teacher)

Apologies: Sue Marx, Susie Bright, Gennevieve Charlesworth, Trevor Bright, Ann Tse, Jo Hodgekinson

Minutes of Previous Meeting: accepted (proposed – Sonya Acton, seconded – Ginny Feighan, carried unanimously)

General Business - Presentation by Mr Power re SIPPS potential environmental initiatives

- Mr Power presented information on the Sustainable Schools program and the development of the SIPPS School Environmental Management Plan (SEMP). He discussed how environmental activities can be integrated across the Key Learning Areas.
- He emphasised the importance of partnerships between teachers, students and parents in undertaking environmental projects. Mr Power suggested that forming a committee comprising representatives of each of these groups would be a good way to encourage implementation of the SEMF.
- The P&C agreed to invite parents to nominate to join the proposed committee (Action – note in Patter and email via class parents)
- It was also agreed that rejuvenation of the Eco Garden is a high priority. (Action – seek advice from Treasurer re availability of funds to protect the vegetable gardens from bush rats and possums and to build raised garden beds).

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	Books purchased and in library. Remove from agenda.
20/10/08	Tennis court – resurfacing of courts	Sue Marx//Kylie Flack	Information tabled re third quote. Will go with Surfacing Solutions pending satisfactory inspection of courts they have done. Quote of \$12,800 plus GST (\$20,000 allocated which means possible redirection of P&C funds to other project(s)).
17/02/09	Risk Management policy and draft rules/by-laws, Student Injury Insurance	Kylie Flack	Letter sent to P&C Federation's Insurance Manager.
19/05/09	SIPPS dance costumes	Kylie Flack	Work is underway to create the costumes. Additional feedback to be provided at next meeting.

Correspondence

Incoming

Date ¹	From	Subject	Action
18/05/09	Commonwealth Bank	Deposit Book	Given to Treasurer
20/5/09	NSW P&C Federation	BER Bulletin No.2	File
25/5/09	NSW P&C Federation	Update re swine flu	File
5/6/09	NSW P&C Federation	E-Bulletin No.37	File
8/06/09	Cartoon Kingdom	Fundraising idea	Forward to Fundraising Coordinator
8/6/09	The Party Experts	Fundraising idea	Forward to Fundraising Coordinator
8/6/09	Outdoor Cinema Experience	Fundraising idea	Forward to Fundraising Coordinator
8/6/09	Synergy Shop Wholesale	Fundraisers for Mothers' and Farthers' Days	Forward to Fundraising Coordinator

Outgoing

Date ²	From	To	Subject	Action
25/005/09	Secretary	Marie-France Raymond, Insurance Manager, P&C Federation	Issues re risk management and insurance	Follow up response

Reports –

- ❖ President – see report below (Accepted – proposed: Fleur Whiteman, seconded: Ginny Feighan. Carried)
- ❖ Principal - see report below (Accepted – proposed: Liz Kilpatrick, seconded: Sonya Acton. Carried)
- ❖ Treasurer – Tabled Balance Sheet and Profit and Loss Statement (see below). (Accepted – proposed: Ginny Feighan, seconded – Caroline McGrory. Carried).
- ❖ Fundraiser's Report
 - Major fundraiser plans on track: will include a disco, pop quiz, bingo, bbq, silent auction
 - Chocolate Drive going well
 - Term 4 “Trash and Treasure”: Sonya met with Acron Road Outside School Hours Care (OSHC) re using this event as a joint fundraiser. Concept being developed but may focus on toys and books, with each class assigned responsibility for specific items/tasks
- ❖ Canteen – see report below (Accepted: proposed – Caroline Wayne, seconded – Sonya Acton. Carried)
- ❖ Uniform Shop –embroidered polo shirts now in stock (\$2 price increase). Mrs King to remind parents re how to order from the shop. Cheque for \$5000 given to Treasurer from Uniform Shop activities. (Accepted: proposed – Caroline Wayne, seconded – Caroline McGrory. Carried.)
- ❖ Tennis courts – See Business Arising
- ❖ PR – nil
- ❖ Class Parent – range of reminders and messages sent out (Accepted: proposed – Sonya Acton, seconded – Liz Kilpatrick. Carried).
- ❖ OSHC – Bronwyn reported that the AGM and Extraordinary General meeting were productive. They have a range of issues to work through to address financial issues, as well as insurance and risk management. They have agreed to emphasise a “back to basics” approach in terms of the style of care provided. She emphasised the importance of parents supporting the service. (Accepted: proposed – Caroline McGrory, seconded – Liz Kilpatrick. Carried.)

General Business – see above

Next meeting: Tuesday 28 July 2009, 8.00pm

Meeting closed: 11.00pm

¹ Date of letter or date email received

² Date of letter or date email sent

President's Report

We are very pleased this evening to hear from Shane Power, an enthusiastic supporter of sustainability. This topic is of interest and concern to all of us, but most importantly, Shane is actively encouraging our children to think about what we can all do to protect our environment.

We have always been indebted to Justine Bednorz for establishing and running the Bush Learning Centre, which uses our unique bush setting to teach our children about how to care for their environment.

I am sure you will agree that these initiatives are effective – our children are the first to pull us up whenever we transgress.

Our school is fortunate in having so many parents and carers who give their time and energy to the various activities run by the P&C, and we are grateful to the Committee members who take on these areas of responsibility, as well as all those who help.

It was good to note in *The Patter* earlier this month that the Interactive Whiteboard is up and running in the Library. We are pleased when all the work put in to raise funds translates into an obvious benefit for our students.

The re-surfacing of our tennis courts was given the go-ahead at our last meeting, and this was another major achievement made possible entirely from funds raised by the P&C.

These courts are a valuable school asset, and they also contribute a large part of our income, thanks to the ongoing management by Sue Marx.

Maxine Czysnok has been working away for some time to provide costumes for the dance group, and this included raising the necessary funds. The P&C was delighted to contribute to this worthy cause, which ticks all the boxes regarding appropriate expenditure. These costumes for the current dance group will then be available for students in the future. We look forward to seeing the results! Many thanks, Maxine.

Principal's Report

Treasurer's Report

Balance Sheet as at 16th June 2009

	Year 2008	Year 2009
Opening Balance	\$21,763.70	31,889.64
Surplus/Loss	\$10,125.94	5,569.45
Total	\$31,889.64	37,459.09

Represented by

Cash at Bank	\$31,985.84	32,959.09
Outstanding Cheques	\$96.20	500.00
Outstanding Deposits	-	5000.00
Total	\$31,889.64	\$37,459.09

Profit & Loss Statement as at 16th June 2009

Income	Year 2008	Year 2009	Proposed Budget
Canteen			\$3,000.00
Fundraising	\$10,937.79	\$3,369.50	\$10,000.00
General levy	\$13,732.50	\$5,345.00	\$15,000.00
Interest Income	\$1,093.72	\$393.07	\$1,000.00
OOSH Donation		-	-
Tennis	\$13,432.00	\$8,280.95	\$13,000.00
Uniform Shop	\$7,000.00	\$5,000.00	\$6,000.00
P & C Membership		\$76.00	
Total	\$46,196.01	\$22,464.52	\$48,000.00
Expense			
Bank Fees	\$261.29	\$151.30	\$300.00
Building Project	\$2,145.00		\$20,000.00
Donations to SIPPS	\$32,000.00	\$6875.00	\$27,500.00
Insurance	\$603.00		\$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	\$16,895.07	\$58,200.00
NET INCOME	\$10,125.94	\$5,569.45	

Fundraising (year to date)

	2008	2009
State Election/Easter BBQ	-	
Chocolate Drive	\$1,714.55	\$96.00
Bulbs	-	\$526.50
Entertainment Books	\$666.00	\$1,485.00
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	\$3,369.50

Canteen Coordinator's Report

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.

