Como & Districts Parents & Citizens Association

Minutes for Wed 25th June 2014 @ 7pm in Como PS Staff room

1. Attendees: Nicole Arnold, Jacinta Muratovic, John Mason, Tamara Rockstro-Groom, David Sharp, Jenny Easton
   1.1 Apologies: Katherine Kostecki, Jenny Mason, Darren Martin, Rebecca Harvey, Jennifer Elliott, Matt Hewitt, Jackie Hewitt, Martyne Burke, Kavita Gifford, Adem Muratovic

2. Minutes of previous meeting: accepted by J. Muratovic and D. Sharp

3. Business arising from previous minutes
   3.1 (3.1) Bricks/Pavers Fundraiser. Discussed in President’s report below.
   3.2 (3.2) Roller door in Canteen. Discussed in Principal’s report below.
   3.3 (10.2) Change of bank account details. Discussed in President’s report below.

4. Correspondence
   4.1 In:
      4.1.1 P&C Federation flyer stating business as usual.
      4.1.2 Alan and Sharon Cheek, money for P&C membership.
   4.2 Out:
      4.2.1 Expenses paid:
          $397.70  P&C Assoc. Insurance
          $675.00  Kids Yoga To Go

5. Business arising from correspondence - nil

6. Principal’s Report:
   6.1 Staff restructure. Stage 1 – Mrs Roffey & Mrs Patterson. Stage 2 – Mrs Littlejohn & Ms Tarasoft.
   6.2 Canteen roller door has been serviced. Cost of $450 (TBC who pays).
   6.3 Handrail outside Kindy room has been repaired.
   6.4 Quote to replace decking outside S3 room is $6280.
   6.5 Activities statement. Examples shown of Petersham PS address ongoing costs to parents. At the beginning of each term, a statement detailing all excursion/activities requiring payment is issued. Full or part payment options offered.
   6.6 S3 Mogo excursion and S2 Berry Camp will go ahead thanks to inclusion from Taren Point PS.
   6.7 Feedback from 3 schools who have used the selected playground equipment company, are very happy.
   6.8 Kindy enrolments for 2015 is currently 14, expected to increase as surrounding schools are at capacity.
   6.9 Como PS to be enrolled to the Premiers Sporting Challenge and Spelling Bee.
   6.10 Our student’s behaviour was exemplary at the Small Schools Athletics Carnival.
   6.11 Rebound has been contacted regarding playground surface damage being only 3 years old. An external engineer advised that the surface was not laid to specification. Arborists have also been contacted to cover costs of these repairs.
   6.12 $2088.55 was raised for the playground from the Walk-a-thon.

7. President’s Report:
   7.1 The exec team have been streamlining the bank accounts. Changing names and signatories. All accounts now need two signatories to transfer funds for more transparency going forward.
Investigation regarding the number of bank accounts we hold, the pros and cons for each and aim to reduce to just 1 transaction and 1 term deposit account, to cover half the cost of school programs at each year. Minimising the stress for future exec members.

7.2 The playground, the main focus this year, is getting under way. Investigated with Leasa that if the school puts in the purchase order, and then invoice the P&C we can at least purchase the playground GST free. Grants for major works are also available and open at the moment and I will be speaking to Nicole and Leasa about applying for a grant for the playground. This will mean that if we are successful with a grant, we will have money left over for other significant projects around the school.

7.3 The last fundraising venture for the year is the bricks/pavers. Originally the plan was to re-vamp the flagpole area but engraving has proven to highly problematic to our donor business and increases the cost, reducing profitability to the school. It is suggested that we move to etching a brushed stainless steel plaque to be mounted on brick or by themselves.

8. Treasurer’s report:

8.1 A solid start to 2014. Markets close to plan for the year. Playground spend looks set for mid 3rd quarter. With mid year data, the canteen is showing a loss with over the counter sales income vs expenditure/wages. J. Mason to conduct a review of canteen and market bbq. Uniforms are working to plan, although winter stock distorts the bottom line at this time of year.

8.2 Expenses approved for payment:

- $7,200 Learning Support Teacher
- $28.49 Optus
- $408.95 Global Quality Food
- $240.00 N.Seir

9. Market sub-committee Report:

9.1 At half way through 2014, we are tracking well to our strategic goal of increasing profitability and reducing volunteer time hours as compared to 2013. Financial accrual from stall holder payment for future markets, as at 25/6/14 is $5,501 and we have bookings out to Feb 2015. In 2013 a “full Market” was defined by 65 stalls. The 100% volunteer market crew has attained this throughout 2014, increasing profitability from 2013 where this was a paid role. Steady increase of Permanent stall holders ie purchase of 6 markets in advance. From 12 in Dec 2013 to 32 in June 2014. April and May stall allocations were effected by uncertainty of trees etc. This had a ripple effect on following months stall numbers, coupled with many stall holders not interested in attending during the winter months. The Stall allocation role has been significantly streamlined and reduced to 4 hours a week. Additional time still being spent on refining back office processes. The $1,300 for new signs was taken out of April income. Due to customer feedback, we request an increase to the bbq stock levels, as the bbq ran out prior to 1.00pm on May and June market days.

10. New business

10.1 Market name change. This was actioned within the agreed Market Subcommittee Rules which state under point 4. Duties of the subcommittee, a. The subcommittee shall organise and control the full administration of the Como Market. P&C executive members also were consulted and approved of change.

10.2 Signage costs approval. This was actioned within the agreed Market Subcommittee Rules which state under point 6. Funds, b. Como Market maintenance and replacement of stock or equipment and the purchase of additional equipment for efficient running of the Como Market. P&C executive members approved of purchase.
10.3 Possible used clothing bank/swap meet to encourage recycling of old uniforms instead of purchasing them. Unable to discuss without J. Hewitt present. Item carried to next meeting.

10.4 Streamlining communications out of the various branches of the P&C. Content to be submitted to a P&C exec member prior to publishing for inclusion in newsletter.

10.5 Cost of excursions and the amount of them in recent weeks. *Discussed in Principal’s report above.*

10.6 Re stocking the home readers resources. As per the 2013 motion, P&C funds have been already allocated. This item is to be revisited in 4th qtr 2014.

10.7 Market day roster changes. Reduction to the number of volunteers needed on market day by implementing a staggered shift roster.

10.8 Playground update and purchase order. Fundraising thermometer being updated regularly. We are set to raise a purchase order. N. Arnold to negotiate terms of payment with supplier. *Discussed further in Principal’s and President’s reports above.*

10.9 Staffing changes/updates. *Discussed in Principal’s report above.*

11. Motions for voting

11.1 (4.1.2) Acceptance of Alan and Sharon Cheek P&C membership. **Motion Carried.**

11.2 (6.5) Move to new format of advising costs to parents. **Motion Carried.** Activities Statement to begin Term 4.

11.3 (7.3) Move to brick sized brushed stainless steel plaque only (no brick). With 3 lines of text in Bookman Old Style font. No pictures. To be mounted on wall of Admin building, opposite Verona Range entrance. **Motion Carried.** Sample and draft order form to be provided by J. Muratovic.

11.4 (10.4) P&C minutes to be published in school newsletter. **Motion Carried.**

11.5 (10.8) Request to raise purchase order for playground equipment in 1st week July 2014. **Motion Carried.**

Meeting closed at 9.17pm