Como & Districts Parents & Citizens Association

Minutes for Wed 22nd October 2014 @ 6pm in Como PS Staff room

1. **Attendees:** Nicole Arnold, Jacinta Muratovic, John Mason, Tamara Rockstro-Groom,
   1.1 **Apologies sent:** Adem Muratovic, David Sharp, Jenny Easton, Darren Martin,
   1.2 **Financial members not in attendance:** Katherine Kostecki, Jenny Mason, Rebecca Harvey, Jennifer Elliott, Matt Hewett, Jackie Hewett, Martyne Burke, Kavita Gifford, Alan Cheek, Sharon Cheek.

2. **Minutes of previous meeting:**

3. **Business arising from previous minutes**
   3.1 Possible used clothing bank/swap meet to encourage recycling of old uniforms instead of purchasing them. *Unable to discuss without J. Hewett present. Item carried to next meeting.*
   3.2 Meeting frequency to become every 2 months to reduce meeting time and allow more opportunity for members to attend
      3.2.1 P&C stays in week 3 and week 9 each term. P&C Exec meetings in Week 3, week 6 and Week 9.
   3.3 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.*

4. **Correspondence**
   4.1 In:
      4.1.1 P&C advised of Bush Fire Hazard notification of protocols and procedures of local area by school
      4.1.2 L. Gabriel, money for P&C membership.
   4.2 Out:
      4.2.1 Expenses paid: *see Treasurer’s financial report attached.*
      4.2.2 Called Leader - who came to do a story on Como PS on 130 year anniversary - Published in Leader 1st week of Sept/Oct school holidays

5. **Business arising from correspondence** - nil

6. **Principal’s Report:**
   6.1 Staff professional learning - implementing the science curriculum
   6.2 Basketball - Hope to expand next year to include both junior and senior teams.
      TJHS - stage 3 "learning to lead"
      Year 6 - "A taste of High school" - transition to High school day with timetables, classes, canteen visit etc to prepare for high school next year.
   6.3 Dance 2BFit - now held on Wednesday.
   6.4 School Photos - successful
   6.5 Playground 'Grand Opening BBQ' Set for Thursday 6th November @ 1pm. Invite Sue Cran and The Leader, with Ted Carey and Dino Muratovic as special guests for their contribution to the school. School to provide sausages and free sausage sizzle on the day. *Jacinta to email Leader about BBQ & Playground Grand opening.*
   6.6 2015 class organisation: Current Plan - K/1, 1/2, 3/4, 5/6. Due to forecasted number of student in the classes, there will be a reshuffle of classroom allocations.
   6.7 Presentation Evening: Implementation of a new and improved format in a new venue- Oyster Bay Public School Hall.
6.8 Stage 3 Mogo excursion was fabulous!

6.9 Wish list 2015: School Programs (Yoga T1, Drama T2, Gymnastics T3 and Dance T4), Learning Support teacher, 5 new iPads to have a complete class set.

7. President’s Report:

7.1 65 plaques have been sold and raised $3360.50. For each plaque sold we make $48+ profit towards the playground. The plaques are taking a while to be engraved as on 3 can be done at a time. 44 have been engraved so far.

7.2 The Leader came to the school to do a story on 130 years of Como Public school. It was published in the school holidays and has resulted in more plaques being sold. After our exec meeting - the markets stall was a success - 17 plaques were sold on the day.

7.3 I have distributed posts on several 'shire' Facebook pages as well as the markets page. I have visited local business around Como and Como west and sold some plaques there.

7.4 The playground is now in - so we don't expect any more plaque orders from families at the school. Although, when the plaques get mounted on the wall we may see some more purchased. Cut off for plaque order is the end of the year.

7.5 As it stands - the P&C have paid for the equipment - with the final payment due on completion. The school has kindly paid for the softfall on behalf of the P&C who will pay this back by early 2015, to ensure the 2014 students have time to enjoy rather than delaying installation pending further fundraising.

7.6 The exec meeting minutes need to be amended as the quote for the playground changed after swapping the twirly slide for the double and the chain wall for the spiders web. The equipment cost was $24316.53 ex GST. Amount owing on completion is $4258.07. Amended

7.7 John and I had a meeting with Natalie Sier in regards to the new canteen pricing. Some items have been increased others have stayed the same. These changes have been announced in 2 newsletters. We also discussed the importance of a fun lunch at least once a term.

7.8 Parents are happy with the terms activity schedule and one payment system.

7.9 Year 6 gift - investigated add on panels for the playground. Noughts and Crosses panel $508.79 + $160 freight EX GST.

8. Treasurer’s report:

8.1 The Bank account(s) balance, less accruals, pending expenditure and TD leaves 8.6k in the account for the upcoming playground payments.

8.2 Worksheet modified to include all canteen costs with all the arrears posted the canteen is sitting on a break even at this time. It was forecast to run at a $500-$600 loss at end of 3rd term

8.3 CBA account to be closed by end of term

8.4 See attached figures.
9. **Market sub-committee Report:**

   **October Market summary**
   Other local events drawing several of our regular stall holders away. Stall holders response was mixed.

   **Stalls** (Feedback from Riverview crew)
   We would like to send a HUGE thank you to the new school cleaner who did an amazing job of preparing the school for market day. Toilet paper was set out, bins were sorted and ready to go. This significantly reduced the opening managers work load and allowed a smooth running set up.

   **Stall holder turn out:**
   The excellent turnout for stall holders with 82 paid stalls, 2\textsuperscript{nd} biggest this year. Income for the month $3,218.
   - Some ‘no shows’ who forfeited their money
   - 32 of these are permanent
   - Stall sites booked and paid for into June 2015.

   **Market attendees turn out:**
   - Steady flow then drop off around 1.30 pm when it got warmer.

   **On the day challenges:**
   - Earlier confirmation of stall holder sites requested.
   - Unable to empty bins from market day as skip bin was full. Request school to arrange it to be emptied.

<table>
<thead>
<tr>
<th>YTD Stall Incoming Financials</th>
</tr>
</thead>
<tbody>
<tr>
<td>as at 13/10/14</td>
</tr>
<tr>
<td>YTD Total received</td>
</tr>
<tr>
<td>Total Accrual</td>
</tr>
</tbody>
</table>

   **Market Day Stall Expenses**
   All on-day Expenses documented but stream lining of “on day” and “off day” expenses in refinement.
   - On-day expenses include Musician ($200), Total $200.
   - Current Off-day expenses include rent to school ($800).
   - Total Banked at the end of market day $1,392

   **Preparing for the Nov market**
   - Thank you to Liesel Nugent who agreed to dress up as Peppa Pig for a meet and greet.
   - Already have 70 sites paid and confirmed for the Nov market with lots of additional interest.

**Sizzle Café report Amended 20/10/14** (feedback from Rostered volunteers)
Oct Market

- Steady, dropping off around 1.30pm.
- High volume of drinks sold due to the weather.
- Stock levels good this month. 15kg snags/30 loaves of bread and 5kg of bacon purchased.
- At the end of market day there was 10kg of snags and no bacon in the freezer ready to go for the November market.
- Total in till at end of day $1,424.60
- All Expenses documented

- **On the day challenges:**
  - The defrosting of the snags/Bacon still poses an issue as they were still frozen even though they were put in the fridge on Friday. Options to be reviewed.
  - Unfortunately there were 2 volunteer incidents this market within the canteen/bbq area. These need to be documented to the insurance company
  - Change to purchasing pre-cut Onions from Global. P&C to follow up

10. **Uniform Report:**

- Uniforms performing strongly- Treasurer has financials
- Now opening once per term and orders will be called for in week 9 of each term. Exceptions to this occur with “special order” for the Kindy kids between the 2 orientation dates, and new children starting throughout the year.
  - This is to ensure we have as minimal stock as possible
  - Reduce volunteer time
  - Term orders must now be placed and paid in week 9 of each term.
  - Any orders placed out of this time will be filled if there is stock. If not then families will need to place orders at ABC school wear Bangor.
- Query excursion bags. Will we still need these? Have received complaints as families have purchased these bags in the past and now they don’t seem to be able to use them. Should we phase these out after we have sold the 20 I have recently purchased or keep them. The primary reason they were purchased was because the kids looked “scrappy” walking around with plastic bags when they were on excursions and in public.

11. **New Business**

11.1 Onions for markets need to be bought pre-sliced due to recent incidents
11.2 Changing the market phone into P&C name. Discussed. To be followed up by Robyn, Jacinta & Tamara
11.3 Changing of AGM date to the end of the year. Instead of Term 1 each year, Discussed. Found to be unconstitutional from P&C guidelines. AGM will follow general meeting in week 3 on Term 1 as per discussion and investigations from this current year.
11.4 P&C Wish list 2015:
  - 11.4.1 New Oven in Canteen - to be looked at when Canteen is refurbished
  - 11.4.2 Refurbishment of Canteen - to be investigated by N. Arnold if we can do it ourselves with out Dept Ed. suppliers/ approval/ price tag
11.4.3 Toilets refurbishment - Doors being painted Red, Scrubbed clean, Bubblers and sinks being replaced. P&C to provide new tiles down the track if/when necessary
11.4.4 New exhaust fan for BBQ area - A. Muratovic investigating cost. Estimated $1200 with installing ourselves.
11.4.5 Outdoor learning area/ amphitheatre next to new playground- suggest a parents working bee to make defined steps, erect shade sail, pave stage area. Possible resources donated by Bunnings. Estimated low cost.
11.4.6 Plan for 2015 written up for next meeting for vote.

12. Motions for voting
12.1 (3.2.1)P&C stays in week 3 and week 9 each term. P&C Exec meetings in Week 3, week 6 and Week 9. Motion Carried.
12.2 (4.1.2) Acceptance of L. Gabriel as financial member. Motion Carried.
12.3 (6.9) Wish list 2015: School Programs (Yoga T1, Drama T2, Gymnastics T3 and Dance T4) Continue to provide 50% of in school programs - motion carried, Learning Support teacher - $7200 for semester 1 motion carried, 5 new ipads to have a complete class. Set aside $2500 for purchase of 5 new ipads. motion carried
12.4 Onions to be bought from Global foods order delivered on Friday before markets Motion carried
12.5 (7.5) Soft fall re- payments back to the school. $10k by end of school year. Motion Carried
12.6 (11.3) AGM change of date to Term 4. Motion NOT carried
12.7 (10.1) Excursion bags to remain Motion carried

Meeting closed at 8:30 pm
Attached: Treasurers report