P & C General Meeting Minutes

Date: Wednesday 2nd March 2011
Venue: Woongarrah School Library

Meeting opened at: 7.23pm

Present: Leanne Sibthorpe, Sharon De Luca, April Izzard, Penny Bowen, Wendy Bacon, Michele Collins, Katrina Tuhega, Kylee Pryor, Jacqui Hocking, Leah5Carey, Leonie Clarkson, Jenelle Clarke, Jodie Smith

Apologies: Nil

Chair: Leanne Sibthorpe

Open for new Memberships - 11 new memberships

Amendments to previous Minutes
Seconded Changed from Michele Prior to Michele Collins, with two typographical errors also fixed.

Minutes from previous meeting accepted as being a true and accurate record:
Moved: Wendy Bacon  Seconded: April Izzard  accepted/ carried

Welcome and introductions for new members and welcome return to 2011.

BUSINESS ARISING FROM PREVIOUS MINUTES:

BUSINESS DIRECTORY – Leanne S
A further 2 submissions brings us to around 10 with 2 or 3 more known to be coming. We need to push the campaign a little more. Idea to promote directory using the School notice board and the white board in the school grounds was well received. Notice received that Warnervale School is promoting similar directory but charging $60 for submissions. Request for members to tell friends and reminders in the newsletter. Closing date for submission is end of Term 1. Leonie to arrange School Sign and Leanne S to arrange White Board notice and placement.

BADGE MACHINE – Leanne S
Total cost to repair machine came to $165 this included replacement of plates. Now all operational and ready. Possible use for Mothers Day, Kinder Orientations etc

RADIO BREAKFAST COMP – Leah C
Application form has been completed and submitted to SEA FM. Station will contact school Principal if drawn to arrange morning for breakfast with Breakfast Crew. – Pending
EASTER RAFFLE – All
As Parade is arranged by school, Easter Raffle is arranged by the P&C. April I and Kylee P to coordinate notes for newsletter to Leanne S for submission, Volunteer wrappers, donations, volunteer money counters etc coordinate via Email if required. Penny B to arrange Guessing Comp Tickets agreed on 5 tickets a book for $1 per ticket and a booklet to every child. Ensuring notice is given that further books available from office and any unsold tickets to be returned to office. Penny B to Purchase tickets and create Guessing Comp cover page. Parade to be held 7th April 2011.

UNIFORM SHOP – Jacqui H
Wendy Bacon and Jacqui Hocking are stepping down this year but have completed a Procedure booklet outlining the ins and outs to operate the stall. A new Laminated Price list is complete and will be attached at both ends of the cloths rack to assist parents and new Volunteer’s. Jenelle Clarke volunteered with the assistance of a possible 2 other interested parents. As and if required further help would go to the P&C Members to step up if available when required.

OBRIEN FAMILY CHARITY – Wendy B
Paperwork is currently in the ATO and Licensing Board. New Name will be “Family to Family” enabling the charity to assist other families as required. Website and Face book Page is being set up and should be good to go in about 4/5 weeks. First major fundraising event is the Indoor Charmhaven Sports Centre Family Day.

ELECTION BBQ – Leanne S
P&C should hold a BBQ on election however would first put it to Lyons Club if they want to hold it. Wendy B will follow up as if Lyons Club unable then offer to another Entity.

AIRCONDITIONING – Leanne S/Leonie C
We missed the Solar School Program Deadline. However although there are many other guidelines and requirements to first get it approved by the PPP and details need to be completed for approval by them before we can sign anything it could still be done. The granting has changed to Application Status but only for those schools who were not in Stage 1,2,3 or 4. Unfortunately we were in Stage 4 so it could be a while. Idea was to follow up on quotes and investigate the legalities for the Solar Panelling first and then revisit the Aircon a little later. Leonie C and Leanne S to Follow up.

MOTHERS DAY STALL – Leah C
Leah C Volunteering to coordinate stall with the assistance of others. Budget remains at $2 per head and further updates on preparation and newsletter notes ie donations etc to follow. It was agreed that a separate P&C newsletter should be created to cover the Easter Raffle and the Mothers Day Stall etc.
CORRESPONDENCE REPORT – Penny B

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<thead>
<tr>
<th>DATE</th>
<th>CORRESPONDENCE</th>
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<tr>
<td>FEBRUARY</td>
<td>• IN – Notice of Annual P &amp; C Conference. Principals Awards etc and Nominations to attend form. State Election Kit</td>
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<td>• IN – P&amp;C Journal</td>
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<td>• IN – Smart Fundraising Pamphlet</td>
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<td>• IN – Picture Products Fundraising</td>
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<td>• IN – Vision Portraits Fundraising</td>
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<td>• IN – YOU CAN Fundraising for Cancer Letter</td>
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<td>ELECTRONIC</td>
<td>• IN – February Minutes</td>
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<td>• IN – Go Ahead to purchase new Sunscreen bottles</td>
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<td>• OUT – Newsletter Contributions</td>
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<td>• IN – Newsletter</td>
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<td>• IN – Chaplaincy Program Overview from Leonie</td>
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<td>• OUT – Leanne Decline offer for new Uniform Jackets to Joanna</td>
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<td></td>
<td>• IN – Thanks from Joanna for consideration</td>
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<td>• IN – P&amp;C Bulletin</td>
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<td></td>
<td>• IN – Coles Points collected 20515 but physically counted 30000. Karen Collins still looking into that</td>
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<td>• IN – Agenda for March AGM And General Meeting</td>
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| MARCH       | • NIL                                                                                                                                       |
| ELECTRONIC  | • IN - Newsletter                                                                                                                             |

Discussions regarding Family Portrait lead to follow up with Laura Jean our regular Photographers and book in a Date for October. Penny B to arrange and report Contact details with the P&C Federation are still incorrect in regards to our Email for Bulletins etc. Leanne S to follow up and ensure changes made accordingly.

PRINCIPAL’S REPORT: - Leonie C

NAPLAN – Finally we go live on Friday. This will allow us to see our 2010 results and financials. www.myschool.com Leonie will run through new NAPLAN on smart board next meeting.

Uniforms – All going ahead. Notice has been in the newsletter. There will be some slight increase in cost. School will be selling remainder stock of polar shirts before available at Lowe’s however all else will be readily available.

Current Kiss and Drive – We will be getting flashing lights from the RTA which should be installed by June 2011. Letter from Wyong Traffic basically puts us back with an apology for their delayed reply and the contents of the meeting had to approve request. Sun Orchid Road has been inspected etc and conclusion says we can not have a Kiss and Drive, however they will change the signage to be No Parking. Principal will reply requesting a re consideration. Pending

New High School – Public Meeting is being held at Warnervale Community Centre on Sparks Road 6pm 10th March.

Speech Program – New Oral Language Program. Leonie explained that observations of the students coming through are generally lacking in oral communication. The new initiative allows the school to employ a speech therapist who will coordinate the program. Screening of kindergarten children to identify what issues need addressing then implementing intervention of small groups to help. Further discussion on details continued. Idea was well received by members

Students – Currently stands at 500. We need another 5 to earn another Vice Principal. It is believed this will happen this year.
TREASURER REPORT – Sharon D
Opening Balance $7581-16 Closing Balance $7546-45
Deposit in February $397-29 Farmers Direct Donations
Cheque Drawn for $432-00 Donation to School for Library Bags for Kindy kids

GENERAL BUSINESS

SUNSCREEN – Leanne S
Bottles have not yet been purchased due to high cost. Kylee P to investigate, and if reasonable purchase 18 x 1 litre bottles from Aldi.

CURRENT CURRICULM - Penny B
Concerns were raised regarding the maintenance and up keep of the computers (Cows) for the children’s use. Leonie confirmed that the Department takes care of the maintenance and they are replaced with new laptops every 3 years. Although Parents have been told the computers are not working it was explained that in the demountable there is a One Wireless Access Point but apparently it keeps getting turned off, this would mean no access is possible. With Home Base 17 apparently not having access to Printing has been explained due to the possibility of the Wireless Access Point being turned of in error and this should be checked regularly. Computers are used on a daily basis but to address concerns surrounding the dropping of Art, Science and IT to accommodate NAPLAN it was clearly explained that currently years 3 and 5 are spending some time concentrating on practice for the NAPLAN but other curriculum subjects have not been dropped. The Board of Studies Website for Parents regarding the Curriculum was a suggested site to inform parents that most questions can be answered here. http://www.boardofstudies.nsw.edu.au/

NEW CLASS NAME – Questions were raised regarding the change from Teachers Initials to Home Base. Leonie explained the change which was necessary to identify the class room this way the names of the classes would not have to change from year to year. A Map will eventually be drawn up and displayed in the school grounds to help parents and visitors locate the correct Home Base.

INTRODUTCION – Idea to introduce the new P & C Executives to the new office staff was bought up along with the possible idea of displaying staff picture along with their name to assist with identification on both sides. Leonie will look into this.

Meeting closed at: 8:42pm
Any items for Agenda please notify President/Secretary week before the next meeting.
ACTION LIST

Wendy Bacon
Follow up with Lyons Club for BBQ on Election Day ASAP
O’Brien Family Charity update at the April Meeting

Leanne Sibthorpe
Business Directory Finalised Report by April Meeting
Liaise with Leonie regarding quotes etc for Solar Panelling
Change contact details with P & C Federation
White Board Placement regarding Business Directory and Easter Raffle
Arrange Amendment for April Meeting regarding two options for Auditors

Leah Carey
Coordinate Mothers Day stall sending Newsletter submission to Leanne Update at April Meeting

Penny Bowen
Arrange Raffle Tickets for Easter Guessing Competition
Laura Jean Photography book in date October update in April meeting
Arrange New Authority with Bank ASAP
Liaise with April Secretary Hand Over
Take Over Treasurer and Investigate Balance Diff Update April Meeting

April Izzard
Approach Bunning’s for donations of Storage Containers
Liaise with Kylee regarding Easter Raffle. Forward notice for newsletters to Leanne. Update Report due April Meeting

Kylee Pryor
Liaise with April regarding Easter Raffle. Forward notices for newsletters to Leanne. Update Report due April Meeting

Jenelle Clarke
Familiarise self with Uniform Shop and contact other volunteers. New Open Dates to be forwarded to Leanne for Newsletter and report on Takeover at April Meeting

Sharon De Luca
Collect report from Auditors and return to P&C In Tray

Leonie Clarkson
Liaise with Leanne regarding quotes etc for Solar Panelling Update at May Meeting
Walk through NAPLAN result at April Meeting
School Sign notice re closing date for Business Directory and Easter Raffle Donations