P & C General Meeting Minutes

Date: Wednesday 4th August 2010
Venue: Woongarrah School Library

Meeting opened at: 7.16pm

Present: Penny Bowen, Leanne Sibthorpe, Leah Carey, Katrina Tuhegan, Kate Zakaria, Wendy Bacon, Michele Collins, Catherine Carr

Apologies: Jane Nelson Harris, Kylee Pryor, Leonie Clarkson

Chair: Leanne Sibthorpe

Minutes from previous meeting accepted as being a true and accurate record:

Moved: Wendy Bacon Seconded: Michele Collins accepted/carried

BUSINESS ARISING FROM PREVIOUS MINUTES:

Disco – Michele C
Good response for volunteers as 6 for Kindy to Year 2 and 10 for Year 3 to Year 6. Booked in for Friday 10th September. Still require a DJ’s and More Volunteers for Early Stage. Quotes for Lights coming. Original quote being chased up. Request for note in Newsletter for DJ to go out and more volunteers for the Kinder to Year 2 session. (Leanne S to arrange). Looking into using left over novelties and gifts in store room. (Leanne S and Michele C to arrange). Chips and McDonalds Drink Canister to be organised and a Float as it will be pay at the door. (Michele C to arrange). Discussion around difference in entry fee, lead to agreement of one flat fee of $4-00 across the board. Times were K/2 5.30pm to 6.30pm and 3/6 after. (Michele C to arrange newsletter Notice and forward to Leanne S)

Book Stall – Leanne S
Cost was minimal for tea coffee, biscuits and 2 cakes from Coles which parents enjoyed. Left over box to be used before Feb 2011. Either for Kindy Orientation or other events coming. Sale went well and almost all the books for the school were purchased. School gets 30% of the sale of those books. Mrs Gilbert passed on her thanks to all those who helped on the Monday Morning and the Day of the Parade. The Parade went well, all kids and teachers had a great time.

Christmas Item – All
As Christmas seems to get put off until last minute discussions were made and agreed to hold a Christmas BBQ with possible outdoor games for the kids that do not compromise any insurance issues. Invite the new Kinder's and parents along with a Sausage Sizzle. All students and New Kinders will receive a Voucher for a Drink and Sausage Sandwich where Parents will have to pay. This is issued after a RSVP is returned to allow calculation of numbers attending. And all returned RSVP’s go in for the lucky door prise.

Motion Michele Collins Seconded Wendy Bacon Accepted/Carried
Mrs Zakaria has kindly offered to arrange some carols involving the students. Preferred Date would be Last Friday of the Term (Leanne S to arrange date with Mrs Clarkson). Possible Parent connection with Outdoor games could be approached by P & C requesting any assistance. Further discussions Next Meeting.

**P & C Badges** – Purchased and ready to go. (Leanne S to Print and put in Store room to be used for events)

**Bank Authority** – Leah C for Sharon D. Has been completed apart from Kylee Prior who needs to attend Wespace to have a Customer number issued and identification. Current signatures Leanne Sibthorpe, Penny Bowen, Wendy Bacon, Sharon De Luca. IGA donation Box application is still to be completed as some fields require information from school. (Sharon D to follow up with Leonie C and submit)

**Teflon Frypans** – New frypans for Canteen were due to be purchased by the school. Carried Over (Leonie C)

**Hall Lighting** – Pro Beat installed the lights they will attend school on Thursday and Mr G will supervise. Pro Beat feel that could be a simple lamp replacement but could cost a bit as for OHS requires scissor ladder which Mr G feels his special ladder will suffice and he believes a short in the wiring is the problem. Original paperwork is unable to be located and Mr G will enquire on warrantee. (Leanne S to follow Up)

**Cybersmart** – Carried Over (Leonie C)

### CORRESPONDENCE REPORT – Penny B

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>JUNE</td>
<td>• P &amp; C Journal</td>
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<tr>
<td></td>
<td>• Principal Award Nomination Form</td>
</tr>
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<td>JUNE</td>
<td>• Nil</td>
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<tr>
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<tr>
<td>JULY</td>
<td>• Insurance renewal form – MUST COMPLETE AND PAY</td>
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<td>• Mumslink Fathers Day Brochure</td>
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<tr>
<td>JUNE</td>
<td>• Nil</td>
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<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>AUGUST</td>
<td>• P &amp; C School Mail Out, Annual Report</td>
</tr>
<tr>
<td></td>
<td>• Apology letters from students who messed up Store Room</td>
</tr>
<tr>
<td>AUGUST</td>
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**Electronic Mail**

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<tr>
<td>8 June</td>
<td>Newsletter Contribution</td>
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<tr>
<td>9 June</td>
<td>P &amp; C Federation Media Release</td>
<td>IN</td>
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<tr>
<td>17 June</td>
<td>June Minutes</td>
<td>IN</td>
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<tr>
<td>17 June</td>
<td>Updated Contact List</td>
<td>IN</td>
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<td>21 June</td>
<td>Lake Haven Better Schools Update Leader Board</td>
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<tr>
<td>22 June</td>
<td>Newsletter Contribution</td>
<td>OUT</td>
</tr>
<tr>
<td>22 June</td>
<td>Newsletter</td>
<td>IN</td>
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<tr>
<td>22 June</td>
<td>Disco Volunteer and Forwarded to Michelle C</td>
<td>IN/OUT</td>
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<tr>
<td>23 June</td>
<td>P &amp; C Federation Bulletin</td>
<td>IN</td>
</tr>
<tr>
<td>30 June</td>
<td>Disco Volunteer and Forwarded to Michelle C</td>
<td>IN/OUT</td>
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Electronic Mail Cont…

1 July Followed up Aussie Farmers Information IN
20 July Newsletter IN
27 July Extra Newsletter IN
29 July Postponed Athletics Carnival Notice IN
29 July Disco Volunteer and Forwarded to Michelle C IN/OUT
2 August P & C Store Room Complaint Letter to Mr Smith OUT
3 August Newsletter Contribution OUT
3 August Newsletter IN

PRINCIPAL’S REPORT: - Leonie C
Carried Forward

TREASURER’S REPORT – Leah C for Sharon D
Been pretty quiet with not much activity. Opening Balance of $9,672-32 with $128-42 received partly donations etc leaving a closing balance of $9,800-74.

FUNDRAISING:
F/Day BBQ – Michel C
Gale Steel and Bill Oven from the Charmhaven Lions Club are happy to donate their time to come along and cook the BBQ breakfast. They do not anything other than to possible sell raffel tickets. (Leanne S to check that’s OK) They will attend Friday 3 September and cook from 7.30am till 9am. P & C to arrange Certificate of Appreciation. (Leanne S to arrange) Vote on donation of $100 to Lions Club agreed and passed. (Sharon D to arrange Cheque) Food wise, suggested that we use Australian Dairy Farmers as they had offered to assist with any events looking for Bacon, Eggs, Sausages, Bread, Juice and Milk. (Leanne S to follow up)
Coffee Machine, Cruizing Cap agreed to come along however due to him loosing business from regular location will charge for charge. Agreed to have parents pay for own tea and coffee. (Michele C to arrange blurb for newsletter and forward to Leanne S) (Leanne S to arrange sperate P&C newsletter) Other things for newsletter mentioned Lost Property anything left will go to 2nd hand uniform shop and donated to charity, Fathers Day breakfast, Disco and summary of Guest Speakers Talk.

GUEST SPEAKER – Mrs Zakaria on Count us In (IS NOT ABOUT MATHS)
Count us In was developed by John Forman and Channel 10 along with the ABC recognising that Music is an important factor in children’s lives. John Forman together with a group of children get together and write a song which is then taught to participating Schools. Together everybody signs the song on the same day at the same hour. National Day of Sing is on 2nd September. This has been running for a few years now and we have been participating for the last 3 years. www.musiccountusin.org.au/ Is the website that has the Lyrics and music for the previous year’s music and includes this years. 2010 song is called “Come Play Your Part” which has been sung by Bobby Andonov, runner up in Australia’s Got Talent. Children are currently being taught the song in school and the plan for this year is to get parents involved to come along and sing with their kids on the 3rd September. With Years 5/6 away at camp, Mrs Zakaria is planning on videoing the 5/6 students singing the song before they leave for camp and using the new projector have the video played simultaneously with the rest of the school on the day. Our school will be learning all songs from 2008, 09 and this years to sing all three. Mr Smith and Mrs Clarkson are putting out Media Notices for this year. It is intended that for parents to learn the song Mrs Zakaria is prepared to arrange an afternoon a week were parents can come and learn the song with their children in preparation for the 3rd September. Discussion was also had on presentation on the day and getting parents more aware about Count Us In.
Guest Speaker Con’t…

Mrs Zakaria is also able to post a blog from our school on the website which she will do. Huge thanks to Mrs Zakaria for a great talk and showing us the Website etc. P&C were impressed but also blown away with how great the programme is. We are looking forward in taking part. (Leanne S to co-ordinate parent participation times etc with Mrs Zakaria and arrange blog in P&C Newsletter)

GENERAL BUSINESS:
Leanne S purchased 500 Chop a Chops @ $49-75 which could be used for Disco etc

2010 – Spending Idea – Leah C
Teflon Frypans but this was being purchased by the school so held over. Mr G’s Garden completed and looks great. Discussions to have a plaque of some kind placed there using possible left over Mosaic Tiles and pavers. Plaque to read “Mr G’s Garden Sponsored by the P & C, 2010” (Penny B to arrange Plaque).

Motion Michele Collins Seconded Wendy Bacon Moved/Accepted

Mic System – Leanne S
Enquiries looking at around $18 to $20K for basic 2 hanging Mics with speakers etc and speakers that run outside under the cola. Idea to look at possible Grant funds with the School or any Grant applications available. (Leanne S to follow up)

Morning Procedure – Penny B now that new large Cola available to be discussed next meeting Resumption Dates to be posted on the Schools Notice Board at least a week prior to the end of each Term along with a request from parents to return to a weekly newsletter.

Kiss and Drop of Zone requests when the side gate would be opened available for use. (Leanne S to follow up with Leonie C)

Orientation Gift – Leanne S Library Bags have been the best option apposed to Hats. Queries on if we purchased a hat for each child or just an amount towards the Bags is to be arranged for next meeting (Leanne S to follow up)

Year 6 Farewell, Donation towards or purchased out right the cake for year 6. (Penny B to follow up what has been done about the farewell)

Library Donation of $500 to be presented to Mrs Gilbert at Presentation Day.
Wish List for teachers to go out again with next newsletter (Leanne S)

NEW BUSINESS

Guest Speaker – All
Anti Bullying Mr Smith and Brenda Stanard School Councilor kids with special needs and integration Mrs Clarkson. Ideas that were discussed and when is the councilor available who can the councilor see etc for next meeting (Leanne S to arrange with Leonie)

Meeting closed at: 9.02pm

Any items for Agenda please notify President/Secretary week before the next meeting.
Next Meeting: Wed 1st September 2010 Time: 7pm Venue: Woongarrah Public School – Library
ACTION LIST

Michele Collins

- Co-ordinator of Disco for Term 3 – Progress Report September Meeting
- With Leanne S check out store room for left over novelties that could be used in Disco
- Arrange McDonalds Drink Canisters for the Disco
- Disco Newsletter notes to forward to Leanne S
- Co-ordinator of Fathers Day BBQ Breakfast – Progress Report September Meeting
- Newsletter Notice forward to Leanne S

Leanne Sibthorpe

- Adjustment to Amendment regarding counting of money – ASAP From Previous Minutes
- P&C badges to wear for events – Print and put in Store Room
- Hall Lights – Follow up
- Left Over Novelties for Disco
- Confirm Date for Christmas BBQ with Leonie Clarkson – September Meeting
- Check Lyons Club can sell raffle tickets at F/Day BBQ
- Arrange with Dairy Farmers donation or discount of food for Fathers Breakfast
- Follow up any Grants available to assist purchase new Mic System required to cover new Cola
- Follow up on Kinder Orientation Gift Donation from Last year – September Meeting
- Arrange with Kate Zakaria getting parents involved with Count us In
- Produce P & C Newsletter including items from Michel C re Disco, Fathers day Breakfast, Lost Property, Blog about guest speaker and next months guest speaker
- Invite Septembers Guest speaker

Sharon De Luca

- Arrange $100 Donation Cheque to Toukley Lions Club for Fathers Day Breakfast.
- Arrange $500 Donation Cheque for Library to be presented at Presentation Day
- Follow Up with Leonie IGA donation box application

Leonie Clarkson

- Cybersmart – Liaise with Renee Writer and enquire about school presentation Carried Over
- Canteen Frypans – Purchase and installation of fry pans for Canteen Carried Over

Penny Bowen

- Arrange Mr G’s Garden Plaque
- Follow up on Year 6 Farewell preparations and P & C Donation

All

- Christmas Ideas proposals and discussions – August Meeting