P & C General Meeting Minutes

Date: Wednesday 2nd June 2010
Venue: Woongarrah School Library
Meeting opened at: 7.00pm

Present: Penny Bowen, Tracy Sampey, Sharon De Luca, Wendy Bacon, Leanne Sibthorpe, Kylee Pryor, Renee Writer, Michele Collins, Leonie Clarkson, Jane Nelson-Harris, Barbara Mathews

Apologies: Leah Carey, Donna Ross

Chair: Leanne Sibthorpe

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

Amendment to previous minutes – Easter Guessing Competition Total should read $850.00. Surplus monies belonging to Easter Fundraiser found hidden in safe and all accounted for at time of report.

Moved: Penny Bowen Seconded: Leanne Sibthorpe accepted/carried

BUSINESS ARISING FROM PREVIOUS MINUTES:

• Disco Proposal – Michele C
Held in 2 time slots, 5.30-6.30 for ES1 and S1 and from 6.45-8pm for S2 and S3.
Cost would be approx $3.50 per child for ES1 and S1 and $4.50 for S2 and S3.
Each child would be entitled to a packet of crisps and cup of cordial or water.
Children enter in one door and exit the other door. All children to be collected at the hall at the end.
Any child to be collected by another child’s parent must have a note with them.
The cola area to be cordoned off.
A parent or ex student to play DJ for evening.
Disco could be held on a Fri night.
I think we would need approx 7 people to help supervise and 2 people for the chips/drink break who could also receive monies, record names on entry and exit. This would be required for each time slot and do not need to be the same people for both time slots.
Our outlay would be approx $350.00 as per items below with our income being approx $2000 hence giving us a profit of approx $1650.00

25 packets of Smiths Multipack Chips with 20 per packet would be approx $165
13 bottles of cordial with 40 cups per bottle would be approx $55.00
Cups and loan of McDonalds Drink Dispenser would be approx $80
A $50 gift voucher for our DJ

This budget is assuming we do not require to pay a DJ to come in and do the disco for us, if we did require a DJ we would need to revise our budget after getting some quotes for this.

A note to go home in Newsletter stating the disco is for school children attending WPS only and stating the rules. A suggested Blurb attached.
The Newsletter Blurb could read:
The WPS P&C are happy to support School Disco’s by providing supervision during these events. Your co-operation would greatly assist us with providing a safe and enjoyable disco for your child.
Cont…

The disco’s are for current WPS students only. Students are to arrive no more than 10 minutes prior to their disco session and are to be collected promptly at the finish of their disco session. No child will be permitted to play in the playground at any time during the disco evening. No parents are allowed into the hall or COLA until the disco finishes. If a child is not able to separate from their parents and happily attend the disco, then they should not attend. Children must wear suitable dancing shoes at all times and are not permitted to bring balloons, toys or food. At the conclusion of the Disco, parents will be allowed into the hall to collect children. Any child being collected by another person other than their parent will need to provide a note to the supervisor prior to the end of the disco. Each child will receive chips and a drink, please advise a supervisor if you do not wish for this to happen. Any help on this night would be greatly appreciated.

We hope that with your support we can provide a safe and successful event for the children

- **Disco Coordinator** – Michele Collins with the assistance of Leanne Sibthorpe
  Further Discussions to take place next meeting
- **Move to accept Disco Proposal**: Michel Collins All in Favour accepted/carried

- **Book Stall** – Leanne S Carried Over August Meeting
- **Christmas Item** – Discussions revolved around possible 2nd Disco if able to arrange in time,
  An after school BBQ with carols played via loud speaker and possible invite the next year’s kindy kids to come along. Will revisit ideas in August.
- **P & C Receipts** – Receipts for Uniform shop are for P & C Reconciliation only and therefore required to have Donation marked on receipts issued for purchases from the 2nd hand uniform stall.
- **Adjustment to amendment** – Leanne Sibthorpe
  Motion to adjust amendment made 4th May from reading “The co-ordinator and one other member of the P&C to be responsible for counting the money…” to now read “The event coordinator to nominate one P&C member and at least one other person to assist in the counting of money for that event.”
  **Moved:** Leanne Sibthorpe All in Favour accepted/carried

**ACTION ITEMS**

- Badges for P & C Members to wear during events was raised again and agreed that they should be worn. Leanne S to create said badges using Previous used badge as sample. Discussions lead to request of action list being placed at the end of the minutes for easier identification for individual item actioning. Secretary agreed to commence as of next minutes.
- Bank Authority was completed by all executives and Sharon De Luca will return to Westpac for acceptance.

**CORRESPONDENCE REPORT** – Penny B

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<td>• Family Photo Day Fundraiser Catalogue</td>
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<td>• Cadbury Catalogue</td>
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<td>• P &amp; C Federation Annual Conference Information (Discuss)</td>
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<td>MAY 17th</td>
<td>• Fundraising Shopping Bus Tour Catalogue</td>
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<td>• Central Coast Public Education Awards of Appreciation</td>
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<td>Nomination forms due July 23rd – Nomination of Rhondda Brittain and the Woongarrah P &amp; C as a group was agreed and will be completed and returned by Leanne S and Leonie C</td>
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**Electronic Mail**

Minutes and School Newsletters others were
11th May P & C Federation Media Release – Working Party Agreement
14th May FWD Strengthened Partnerships between GERRIC and School Education. -Reshuffle of staff in Gifted Education Department
24th May P & C Federation Media Release – Call for Ethics Debate
31st May Better Schools Update – We are placed 3rd. 1st is Lakes Grammar and 2nd is Northlake’s who just won over $450 of products for best school of the week. Tuesday is double point day and website for more info is Lakehavenshopping.com.au
1st June – Hennessy Family – forwarding of websites for possible grants etc from former member YET TO BE ACTIONED
2nd June – Aussie Farmers Information – Seen it before and decided we were not going to go with it but – YET TO BE ACTIONED.

**PRINCIPAL’S REPORT: - Leonie C**

- Kindy Orientation Dates set for 27th Oct, 3rd Nov and 10th Nov. P & C puts on Morning Tea for those days. Discuss options of donation of Library bags or Hats lead to Leanne S to discuss with Sharon Gilbert what is preferred with Kindy kids and will revisit next meeting.
- One tenth of a child off forming another class. This would affect K to year 4.
- Kiss and Drop DVD, informative RTA Information DVD on how the System would work which involves Parent Volunteer helpers. Leonie will go ahead with campaign and information in newsletters etc, Possibility to show DVD at Kindy Orientation.

**TREASURER’S REPORT – Sharon D**

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Discussion to apply for a Support box at Local IGA stall agreed upon and Sharon will complete application and return. Upon success reminder in newsletters for parents to shop at IGA Kanwal.

- 3 -
FUNDRAISING MATTERS:

- Mothers Day Stall Report – Penny B on behalf of Leah C

P & C Authority handed over to Sharon as new treasurer. Still requires all executives to fill in details and some may need to go to Westpac and get customer No if not already an existing customer.

Very Successful year
Expenditure of $1,222-86 (Given Budget was $1,440) Income from stalls $2,346-80
Profit of $1,123-94

Suppliers Bargains Galore, Charmhaven and gifts from Kylee Pryor “The Toy Lady”. Excellent suppliers

Donated Items of 75 gifts, Last year stock of 87 gifts New stock of 540 gifts Total Gifts of 652.
Unsold gifts about 40 (held in plastic crate in P&C Store room) approx 50 coffee mugs to carry over.

Negatives: Little time to organize, appointment of co-ordinator should be at end of previous year or first meeting of new year to allow time for recruitment. Need more donated items to offset costs. Classes could have come out quicker, stall needed to be postponed during recess. Stages 2 and 3 were rushed through after recess before the 12pm scheduled scripture class.

Positives: Good communication with P&C helpers/members, extra newsletter sent home, Having enough helpers, Assigning all helpers a task, Not turning any volunteers away, Provisions of morning tea for helpers, Wrapping Bee week prior, New IOU system worked well, 2nd Chance stall and IOU Pick up the next Day.

A Big thank you to all members involved for making the Mothers Day a big success.

- Other Fundraising events
Fathers Day BBQ Breakfast September 3rd. Michele C to co-ordinate with the support of Sharon D, Leanne S, Kylee P and Penny B. To investigate possible Coffee Van, Llyons Club etc. Update August meeting

GENERAL BUSINESS

- 2010 P and C Fundraising Ideas – Leah C Carried over
Discussions regarding requirements lead to the following
Renee Writer voiced concerns about the Teflon fry pans used in the canteen that the Teflon was coming off on the piklets and requested new fry pans for the canteen. Leonie agreed that she would just arrange for the canteen to get new ones.

Idea to create a garden in front of the office utilizing the students, Mr G and his green thumb was supported with $500 P&C donation to assist Mr G to in the creation of a garden outside the office. Students and community support would be appreciated.

Microphone system for Hall was also mentioned by Michele C which we are in the process of investigating previously installed systems. This is to be revisited next meeting.

Guest Speaker – Leonie Clarkson – NAPLAN

Leonie presented with copies of years 3 and 5 NAPLAN tests for this year with a full detailed explanation. Members were able to examine the actual test questions sheets and look at the answer sheet layout. Leonie was able to explain how the tests were graded and gave us a good insight into what the results were used for. It was explained that parents were able to withdraw their children from sitting the test but teachers could not. All up those present found the presentation very informative. Thanks to Leonie for her presentation.
NEW BUSINESS

- **Current Hall light Installation**
  Investigations into the current hall light installation have come to a dead end with the lights not working and nobody in the P & C having any knowledge of said invoice, warranty etc. Before we can have the lights fixed we must first find out if they are still under warranty. Leanne S to continue investigation by contacting previous members involved in the installation. Follow up August meeting

- **Student Sporting Activities**
  Issue of poor communication between teachers and parents regarding trials, outside school activities, etc was bought up. Principal dismissed as a P&C issues requesting parents who have issues or concerns to take up directly with the school or the teacher involved.

- **Internet Safety**
  Renee W suggested Cybresmart.gov.au is a site that offers information of keeping safe on line etc. Offer for a free Chat for kids and parents and or teachers was offered by Renee as there is a regular waiting period of 12 to 18 months and possibility to get that earlier was accepted. Leonie will look into getting the chat at Woongarrah.

- **Guest Speaker for August**
  Without any hesitation an offer of Mrs. Zachary to discuss musing and the Count Us In Programe was accepted.

**ACTION LIST**

**Michele Collins**
- Co-ordinator of Disco for Term 3 – Progress Report August Meeting
- Co-ordinator of Fathers Day BBQ Breakfast – Progress Report August Meeting

**Leanne Sibthrope**
- Christmas Book Stall with Library – Discuss with Mrs Gilbert and update August Meeting
- Adjustment to Amendment regarding counting of money – ASAP
- P&C badges to wear for events – Purchase and creation by August Meeting
- Central Coast Public Education Awards – With Principal the nomination of Rhondda Brittain and P & C.
- Hall Lights – Investigate Warrantee and have repaired.

**Sharon De Luca**
- Bank Authority – Complete and returned to Bank accordingly – ASAP

**Leonie Clarkson**
- Invite Guest Speaker – Mrs Zachary and Count us in for August Meeting
- Cybersmart – Liaise with Renee Writer and enquire about school presentation
- Canteen Frypans – Purchase and installation of fry pans for Canteen

**All**
- Christmas Ideas proposals and discussions – August Meeting

**Meeting closed at:**

Any items for Agenda please notify President/Secretary week before the next meeting.
Next Meeting: Wed 4th August Time: 7pm Venue: Woongarrah Public School – Library