

Stanmore Public School P & C Association

Minutes of the meeting that was held on Tuesday 21 May 2013

Meeting commenced at 07.05 pm

1. **Present** – Fran Larkin, Neil Atwell, Madi Morrison, Stephen Jackson, Sue Rose, Kylie Williams, Deahna Shearin, Kathryn Hillier, Alex Dalman, Sally Fryer, Janet Cooksey, Jen O'Donnell, Lea Dawson
2. **Apologies** – Buzz MacKenzie, Miles and Jeny Petkovic, Sara Jinga, Sally Hutchinson
3. **Minutes from the Previous Meeting** – the minutes from the previous meeting were accepted and verified by Stephen Jackson.
4. **President's Report**

Buzz extended his apologies. He has been delayed due to car troubles so the meeting will be chaired by Madi Morrison.

We are now almost half way through the year and have a big focus on our major fundraising events.

Alex also extended his thanks to Stephen for his many efforts in the garden and Grants.

5. **Principals Report**

SAKG – Fran opened her report by thanking everyone who is making things happen with regard to the kitchen. We recently advertised for a Kitchen Specialist and received strong interest from 14 applicants. Nicole Evangeledis has now been employed and she will start lessons the week after next. Nicole is currently organising things now and has established a lesson timetable. The school does need to find a way of funding her salary on an ongoing basis. One potential option to lease out the kitchen after hours once it is fully operational. All the finishes will be of commercial grade so this is possible.

Cross Country – went well and Stanmore had some good results.

Development Days – staff started Term 2 with two Development Days. One was on the new English syllabus which will commence in 2014 and one was on Sustainability.

Incident at Haberfield – Fran only has the information which was relayed in the media. She understands that the incident happened during Recess. As a result Stanmore has tightened up our procedures and all visitors, including parents doing reading will be required to wear a Visitors Pass issued by the office. We are also looking at doing a 'Lockdown Drill' from the playground. We have done them previously but during class time which is much easier. Also bring forward the times the gates are locked in the morning and opening

them later in the afternoon. OOSH have also been approached about their gates. All of this information will be put in SNIP. The school has taken this very seriously, however Fran did want to point out that this was the first time something like this had happened. It is possible that the person involved may not be an actual predator but rather someone with special needs. An additional safety measure that parents can take is not to allow children to walk to school unaccompanied. Some schools operate a 'walking bus' as an alternative.

Sustainability Expo – Stanmore has been approached by an external company regarding hosting a Sustainability Expo later in the year. Planning is still in the very early stages but it is understood that a date has been locked in. It is a huge event rather like a giant fair with stall holders and a strong focus on children. There will be an entry fee charged, but there is also an opportunity for the P&C to fundraise. Neil is coordinating this on behalf of the school.

6. **Treasury Report** – all good news – please see Appendix 1.

We are currently discussing ways to improve our cash management. Ideas that have been suggested are ensuring that all money is double counted and not kept in peoples' homes overnight. We are open to other suggestions. We have a duty of care in this matter.

Action Points:

- * Discuss how to handle BNO
- * Look into EFT for reimbursements as well as cheques

7. **Fundraising Report** – over the next 24 working days three major events are scheduled.

Bunnings BBQ – this is scheduled for 8 June and we are obligated to operate from 8 am to 4 pm, but we can run longer. Bunnings estimate that we will make a profit of between \$2 and \$3,000. We will need a lot of help possibly up to 20 adults plus children. Perhaps we could encourage the older children to volunteer with a friend but at all times we will need at least one adult cooking and one handling the money. Neil advises that the Student Executive is always looking for opportunities and would relish the responsibility.

Action Point: Neil to discuss with the Student Executive

K-2 Disco – this will be held on 14 June

Big Night Out – will be at the Cypress Club on 22 June. Kylie is talking to the club about improving the quality of the wine and the type of food. There will be tables of 8 and early bird tickets will go on sale for \$50 each. Kylie and Sue will need help on the Friday and Saturday with setting up. We are also looking for donations.

Mothers Day Stall and Thank You Afternoon Tea – overall we sold 477 items and raised a total of \$2,159.00 which is the adjusted amount. It was generally felt that the afternoon tea was a nice idea which created a lovely vibe. The total cost was \$360 which came off the profits from the stall/s.

8. **SAKG** – we have made great progress albeit somewhat laborious. Miles Petkovic and Jon Cooksey have been putting in an enormous amount of hours and have so far coordinated three working bees. We are guessing that we will need another two to three Saturdays to get it near completion. The laundry and pantry still need to be done. We have had offers of support from suppliers of flooring, benchtops and splashbacks.
9. **Grants Report** – please refer to Appendix 2.

We recently won a grant of \$6,000 from the NSW Government which Sue and Kylie submitted last year. There is lots of money available from various organisations, it is just a matter of targeting what we want. Some of the grant proposals are very long term so we need to start planning now.

10. **Canteen Report** – Rebecca and Rachel send their apologies so Lea presented the report on their behalf. They have had one meeting with Rani from Bon Appetit and have tried to be very consultative in their approach. The issue of Emergency Lunches was raised and our Committee have stated a preference that these be plain sandwiches and fruit only. Some parents run a 'tab' and the Canteen have been asked to include a description of what the child orders. They have also been asked to report any unusual spending to the teacher on duty and the office. They need to increase the amount of healthy food options and separate green and amber foods. They have been asked to remove blue Quenches and display a fruit basket. Finally the issue of not selling sweets at all was raised – this is an ongoing issue with various points of view.

Action Points:

- * Could we please have a timeline for on-line ordering
- * Lea to follow up having the price list and menu on the website

11. **Website** – Sara has offered to help with this project and will speak to Amanda and Fran.
12. **Music Report** – Alex made a brief report to the meeting. She advised that they meet regularly with Ms Poon. Our music program is very strong with over 90 students participating in various ensembles and bands. Additionally there are more than 45 instruments being hired.

There are two areas in which the program is seeking support from the P&C. OOSH was recently broken into and amongst other things a bass clarinet was stolen. This is worth a considerable amount of money and we are claiming on insurance via the school. However the sub-committee feels that a lockable storage box to be located in OOSH would be very helpful. Fran pointed out that in theory instruments should not be left in OOSH overnight and she would like to talk to Amy about this matter. It was also suggested that Alex look into actual costs before we take any further action.

Secondly our various ensembles regularly perform outside the school and it would be very nice if we could show our support and provide them with a shirt. They are looking at a light blue polo which could be worn with the usual school pants. They do have some funding but just need a design.

Finally, invoices for the Music Program are often issued quite late – could we arrange for earlier invoices ? Alex to talk to Cathy about including them in the Term Fees.

13. **Classroom Resources** – at our last meeting we voted that each classroom receive \$300 to be spent on non-consumable resources. It would be great if we could have an idea of exactly how this money was spent and a note placed in SNIP.

Meeting closed at 8.45 pm

Appendix 1 – Treasury Report

Stanmore Public P&C accounts as of 21 May 2013

	Cheque Account \$	Building Fund \$
Bank Statement balance	45,384.20	22,729.91
Est. Commitments(see below)	(782.86)	(8,000.00)
Outstanding payments		
Total funds available	44,601.34	14,729.91
Funds raised (accrual basis)	2012 (full yr)	2013 (to May)
Second Hand clothes:	\$1,112.00	\$1,212.00
Ray White/Pilcher Raffle	\$246.00	\$84.00
Welcome BBQ	\$408.95	\$765.80
Art Show BBQ	\$2,174.01	
Easter Raffle	\$3,640.00	\$5,002.40
Mothers Day Stall	\$2,523.60	\$2,418.70
Election day BBQ	\$4,042.29	
K-2 Disco	\$2,980.07	
BNO	\$21,174.46	(\$500.00) deposit paid
Book Drive	\$8,226.73	
Fathers Day Breakfast	\$857.52	
Night market	\$4,471.86 (inc cap items and left over stock)	
Kindy T-towels	\$739.40	
Officeworks BBQ	(\$70.50)	
Relish (Included in other events in 2012)		\$18.00
TOTAL	\$52,526.79	\$9,000.90
Estimated Commitments:		
Outdoor furniture		\$8,000.00
Election day cost	\$32.86	
Insurance	\$750.00	
TOTAL	\$782.86	\$8,000.00
School purchases:		
Class resources	\$6,900.00	
TOTAL	\$6,900.00	
Capital Items/ Left over stock		
<i>Trestle tables/Banners/Buckets/Spot lights/Cash registers</i>		\$1,773.00
<i>Tea towels, aprons, tokens, show bags (Stock)</i>		\$2,077.00
TOTAL		\$3,850.00

Appendix 2 – Grants Report

We have made some progress but it has been a steep learning curve for me and the path ahead still seems to be lost in the clouds. One of the problems is deciding on what projects we should be applying for grants for and then trying to match that want or need to one of the many grants out there. Another is the timeframes involved for example we could have applied for a NSW government Food Gardens grant this month but the funds are \$3,500 are not available until next February and must be spent over two years. That particular application did not get lodged due to a computer issue at my end. Please accept my apologies.

Some of the applications involve giving learning details on exactly how the students will benefit from a program and what they will learn and how they will learn it and also if there is any teacher learning required. I am meeting with Ms Cassar (Head of SAKG Committee and the school's Sustainability Committee) on Friday to discuss the best way to get feedback from the school regarding this amongst other things.

Ms Larkin has also kindly offered to sit down with me to discuss the schools needs and how we can integrate the Grants applications with the School Management Plan. If we have a long term focus we can begin to plan Grant applications not just for the year but for next year as well and the year after. I have also signed the school up for the NSW Sustainable Schools Program so we also need to look at things such as our electrical usage, waste recycling, water conservation etc.

I would like to thank in particular Kylie, Sue, Janet, Madi, Jazmin Cassar, Sarah Brill and Neil Atwell for their help and support.

Current Grant applications being worked on:

- ✓ Coles Landcare Grant - \$1,000 – Funding for edible native plants for the kitchen garden. Lodged by Kylie and Sue
- ✓ Disney Chanel Grant – funding for a water bottle refilling station. Currently being researched by Janet and Mr Spence
- ✓ Grant Other – to upgrade our waste recycling facilities. Currently being researched by Janet and Mr Spence.
- ✓ Marrickville Council Sustainability Grant - \$500 to \$4,000. Funds for a mushroom farm including a new shed. Lodgement date is 30 May.
- ✓ Marrickville Council Community and Cultural Development Grant - \$1,000 to \$7,000. Funds to help with the costs of the Night Market. Lodgement date is 30 May.
- ✓ Club Grant – up to \$25,000. Funding for the printing and associated costs of the Stanmore Fundraising Cook Book. The proceeds from the sale of the book to be a source of funding for the SAKG program. Lodgement date is 30 May.
- ✓ NAB Schools First Community Partnership Grant – up to \$200,000. This is a big one and my plan is for it to help fund the ongoing costs of the SAKG program. It will be the main focus of my meeting with Ms Larkin as it involves a long term partnership with another community group. Lodgement date is 28 June.