



## December 2015 Meeting Minutes - Final

Stanmore Public School – P&C

100 Cambridge St, Stanmore NSW 2048

**Meeting Title:** December General Meeting      **Location:** Library

**Date:** 14 December 2015      **Time:** 7pm

**Chair:** Rebecca Cox

Attendees: Jen O'Donnell, Lea Dawson, Rebecca Cox (Pres), Fran Larkin, Stephen Jackson, Jody Baker, Kelly Lipert, Kate McMullen, Greg Lekosis, Alison Stokes, Matt Crane, Jackie Greenwood, Lara Hopkins, Sara Craig, Andrew Duncanson (Sec)

Item	Description
1	<p>Acknowledgement of Country</p> <p><b>President's Report</b></p> <p>Rebecca reflected on a big year in which the P&amp;C achieved a lot. Lots of funds raised but importantly we also achieved the aim we set at the start of the year to build a stronger sense of community. And all done in a way that people entered into with a spirit of generosity.</p> <p>Thanks to everyone in the school community who supported any of the activities throughout the year.</p> <p>An update on the development of the Markets idea:</p> <ul style="list-style-type: none"><li>● Department says it has to be put out to tender.</li><li>● Will be a lengthy process including council approvals and all that goes along with that such as traffic plans.</li><li>● Jeannie Albrecht who ran Rozelle Markets has expressed interest in tendering.</li></ul>
2	<p><b>Secretary's Report</b></p> <p>2.1 Apologies Mark O'Donnell, Deb, Rebekah Moles, Melissa Swanson.</p> <p>2.2 Table minutes from previous General Meeting</p> <p><b>Motion</b> <b>Motion:</b> That the minutes of the previous meeting be adopted <b>Raised / seconded:</b> Stephen / Matt.</p> <p>2.3 Correspondence - none</p> <p>2.4 Action Item Register - the remaining items were:</p> <ul style="list-style-type: none"><li>● Preparation for Joint Funding application for playground works</li></ul>

	<ul style="list-style-type: none"> <li>○ Fran advised she intends to submit the application this week. No further actions from the P&amp;C are required.</li> <li>● Key register <ul style="list-style-type: none"> <li>○ Deferred to next year and extended to the idea of an asset register - a sign out sheet in the storeroom and some labels on things.</li> </ul> </li> <li>● Ethics co-ordinator <ul style="list-style-type: none"> <li>○ Deferred to next year.</li> </ul> </li> <li>● Signage project <ul style="list-style-type: none"> <li>○ Greg will drive this next year.</li> <li>○ In the meantime, he will create a shared folder where people can drop ideas for signs that they've come across.</li> </ul> </li> </ul>
3	<p><b>Principal's Report</b></p> <p>2016 planning is almost complete, with classes formed and teachers allocated. There will be almost 650 students in 2016.</p> <p>Playground upgrade works starts 11 Jan. There will be a period of Term 1 where the front playground and Kindy gate are inaccessible.</p> <p>Ms Pollard will be retiring; Fran gave a vote of thanks for her long and amazing service to the school and for the positive impact she has had on so many families.</p> <p>Fran gave thanks to the P&amp;C, saying it's been a pleasure to have worked with you all this year.</p> <p>Julia thanked Fran for her Presentation Day speech re the future of learning, which was well received all round.</p>
4	<p><b>Treasurer's Report</b></p> <p>Report attached.</p> <p>It was noted that the final Xmas tree total net figure will be \$1,173 once it is all accounted for, and that Cookbook sales are yet to include recent sales at the Marrickville Markets and Presentation Day.</p>
5	<p><b>Sub-committee Reports</b></p> <p><b>5.1 Fundraising &amp; Events</b></p> <p>Xmas tree sales made good \$, plus we made some good learnings for how to make it easier and more profitable next time.</p> <p>Xmas movie night - general feeling was that there's no need to add on music and stalls etc, but next year just keep it simple: food, sit, movie.</p> <p>Welcome movie night is proposed to be either 19th or 26th Feb. Free entry - make it a community building exercise, maybe make a little margin on the food.</p> <p><b>5.2 Grants</b> - nothing to report.</p> <p><b>5.3 SAKG</b></p> <p>Still 5 chooks.</p> <p>Thanks to Dimitra and Fiona for their awesome job, and their strong connection with the kids.</p>

Stephen wants to thank Chris Jinga for volunteering w Mosaic (and garden every week) and it was agreed we'd do something next year when Mosaics are completed.

#### **5.4 Communications**

P&C feedback survey now closed. 58 responses. Vast majority positive, some suggestions for improvements. Plan is to have a meeting to feed back and discuss the results and encourage those who responded to come and discuss. Likely the March 2016 P&C meeting.

#### **5.5 Canteen**

Melissa is standing down from Canteen.

Rebecca & Jackie met w Melissa to understand the finances and consider whether the P&C could take over the running.

Jackie led a discussion that covered these points:

- Is a lot of work
- P&C needs to become employer - compliance and costs eg OH&S, insurance, etc
- Jackie discussing w other schools' P&Cs w experience in canteens.
- Need a business case before the P&C can vote to committing to the long term.
- As there is no Term 1 Plan B, proposed that we can run it as interim measure with Peggy managing it in Term 1. But to do this we need to establish financials incl insurance extension, new bank account, mechanism to operate funds (By Laws restrict us to 2 signatures on a cheque).
  
- Annual P&L is roughly \$145,000 revenue, \$50,000 variable costs, \$50,000 canteen manager costs, and perhaps other part time hiring costs. It appears to be a viable going concern, either as a break-even service to the school community or a small profit-making venture. There seem to be opportunities to improve the financials over time and turn a good profit.
- We may consider, if we continue to run it and it is profitable, using the funds to support the SAKG program.
- Would need a dedicated P&C canteen subcommittee.

#### **Motion**

**Motion:** That the P&C take on the running of the canteen as an interim measure for Term 1 2016.

**Raised / seconded:** Jackie / Stephen.

**Passed.**

#### **Motion**

**Motion:** That we open a separate bank account for canteen funds, to be accessible by debit card by a canteen manager to be employed by the P&C.

**Raised / seconded:** Kate / Rebecca.

**Passed.**

#### **Motion**

**Motion:** To allocate up to \$5,000 to the new Canteen bank account to fund an initial period of running expenses.

**Raised / seconded:** Jackie / Stephen.

**Passed.**

	<p><b>5.6 Pre-loved Uniform Shop</b> Tabled report attached.</p> <p><b>5.7 Lost Property</b> - no report.</p> <p><b>5.8 Music</b> Andrew reported that Ms Poon has asked for more parent volunteer support in specific areas next year, and that several parents have asked if there is more we can do to support and grow the instrumental music program. Have spoken with Fran and she supports a parent music committee, as has existed in the past. Andrew will ask for additional volunteers this week, and shape the idea with Ms Poon first thing in 2016 before convening a group.</p> <p>This generated a discussion about how the P&amp;C can generally get more parents involved in things. The feeling is that people feel like to get involved they need to be in the P&amp;C and attending all meetings. It was proposed that we make a more structured approach to how you can help with stuff - you can volunteer just to help with a particular subcommittee, or a specific fundraising event.</p> <p>There was also a discussion about how to recognise those who are volunteering, eg a 'volunteer of the week' in SNIP.</p>
6	<p><b>New Business</b> None.</p>
7	<p><b>Next Meeting</b>  After the AGM 16 February 2016</p>

Meeting closed 8:56pm.