



Meeting Minutes Approved

Stanmore Public School – P&C

100 Cambridge St, Stanmore NSW 2048

Meeting Title: May General Meeting

Location: School Library

Date: 12 May 2015

Time: 7pm

Chair: Rebecca Cox

Attendees:	Andrew Duncanson, Melissa Swanson, Lara Hopkins, Stephen Jackson, Julia Pannett, Jody Baker, Lea Dawson, Fran Larkin (Principal), Greg Lekosis, Rebekah Moles, Mark O'Donnell, Jen O'Donnell, Michael Legdzins, Rebecca Cox (President), Vanessa Bortolin, Kate McMullen, Kelly Lipert, Jackie Greenwood, Matt Crane.
Apologies:	Sue Rose, Alison Stokes, Kylie Williams.

KEY POINTS DISCUSSED

Item	Description	Lead Officer
1	<p>Acknowledgement of Country</p> <p>President's Welcome and Report</p> <ul style="list-style-type: none"> Rebecca noted the past few months were quite busy, and especially thanked those involved in the Election Day BBQ and Mother's Day events. Lost property has seen a real focus from Jody and Kelly, and from the student leaders, with a great new space and lots of initiatives to raise awareness. Thanks to Stanmore IGA for a \$1,300 donation. <p>3.2 Discussion of SAKG Funding, potential P&C contributions and other potential funding sources, as raised at the previous meeting.</p> <p>Meeting bw Rebecca & Fran re the future shortfall of SAKG funding and questions raised about other sources of funding.</p> <ul style="list-style-type: none"> OOSH - Fran described how OOSH currently pays no rent for historical reasons, but that a deal is expected soon that will see it cover costs incurred esp utilities. Voluntary Contribution - Fran described how these do vary between different schools, with differences arising historically and limits placed on the amount of increases allowed. Approx 50-60% of Stanmore families pay some or all of the Voluntary Contribution. DEC Global Funding letter (tabled), outlines the school discretionary budget which is managed through a staff committee. There will be 	Rebecca

	<p>discussion with P&C but not yet, as the budget hangs on the Strategic Plan that is still being finalised.</p> <ul style="list-style-type: none"> ● Revenue raising opportunities from after school activities - ability to raise additional funds this way is limited as any cost increases will likely be passed on as fee increases to parents. ● Other ideas to raise funds for SAKG shortfall were discussed eg a regular externally-run Organic Market. Rozelle school makes approx \$40k from similar. There are issues in getting this up including a council requirements for a Traffic plan c.\$8,000, with no guarantee of gaining approval. It is something that could be tested as a one-off event, however. <p>The new SNIP format is fantastic. Thanks to Matt (and Amanda).</p>	
2	<p>Secretary's Report</p> <p>2.1 Apologies</p> <ul style="list-style-type: none"> ● as above <p>2.2.1 Table minutes from previous General Meeting</p> <p>Motion - previous minutes</p> <ul style="list-style-type: none"> ● Motion to fund the painting of the canteen \$1,200 was missed from draft minutes. With this amendment the minutes were ratified. ● Moved/Seconded: Jackie, Stephen. ● Motion carried. <p>2.2.2 Table minutes from Executive Committee meeting 30 April</p> <p>2.3 Correspondence</p> <ul style="list-style-type: none"> ● DEC "Global Funding" letter <ul style="list-style-type: none"> ○ Discussed in President's report ● Stanmore PS Aboriginal Education Committee <ul style="list-style-type: none"> ○ Mr Galluzzo invited P&C rep to join this staff committee and Stephen Jackson volunteered. ● Save the Powerhouse Museum - letter from Ultimo PS alerting to a State Government plan to sell the Powerhouse Museum site and move the facility out to Parramatta. <ul style="list-style-type: none"> ○ Matt to put petition online for the community to sign. <p>2.4 Action Item Register</p> <ul style="list-style-type: none"> ● Items were dealt with during/after the relevant report as needed. <p>2.5 Proposals to change P&C By-Laws and rules:</p> <p>Report</p>	Andrew

- Andrew advised the reasons for seeking to make certain changes, as outlined in the Agenda Supplement.

Discussion

- Changes to meeting times were met with general agreement.
- Changes to rules around the approval of expenditure were discussed and agreed.
- There were some concerns about allowing extensions to the number of terms someone can serve in a role. The benefit of “fresh eyes” was important. Discussion highlighted that having fixed terms means that existing office bearers actively recruit replacements, so that there are always new people cycling onto the P&C executive. It was also unclear whether the restriction applied just to the Office Bearer roles as listed in the Constitution or if it also stopped someone being in charge of Grants or Comms for more than 2 years.

Motion - Rule 6 - Meeting dates

- That Rule 6 of the By-Laws of the Stanmore Public School P&C Association be changed from
"A general meeting of the P&C Association will be held on the 4th and 8th week of the each school term at 7pm."

to

"A general meeting of the P&C Association will be held immediately following the AGM in February and then on the 3rd Tuesday of each subsequent calendar month. Should the 3rd Tuesday fall in school holidays or on a pupil-free day, the meeting will instead be held on the last Tuesday of the school term before the holidays. Meeting dates can be changed by the Executive Committee, provided members receive at least 7 days' notice of a change and provided at least two meetings are held in each school term."

- Moved/Seconded: Stephen/Mark
- Motion carried

Motion - running expenses

- That until the 2016 AGM, jointly the President and one Executive Committee member may approve day to day running expenses of the P&C (including but not limited to stationery, refreshments, replacing of existing amenities such as keys), up to a limit of \$300 between general meetings.

- Moved/Seconded: Stephen/Lara
- Motion carried

Motion - notice for large expenditure

- That Rule 15 of the By-Laws of the Stanmore Public School P&C Association be changed from
“Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.”
to
Any motion to expend P&C Association monies over \$10,000 must be placed on notice at least 7 days prior to the meeting at which it is to be considered.”
- Moved/Seconded: Stephen/Lea
- Motion carried

Motion - election of office-bearers

- That Rule 5 of the By-Laws of the Stanmore Public School P&C Association be changed from
“No person will serve more than two consecutive years in the same position.”
to
“No person will serve more than two consecutive years in the same position unless by unanimous vote of the P&C Association.”
- **Not passed.**
- Andrew to review whether the 2 year limit applies only to office bearers or also to committees.

2.6. A little compliance issue, where we didn't clearly define the Executive Committee at the AGM, which needs a simple vote to tidy it up.

Discussion

- After some discussion, the motion was amended and passed as follows:

Motion - make-up of Executive Committee

- That the 2015 Executive Committee consists of the office bearers President (Rebecca Cox), Vice Presidents (Jen O'Donnell and Jackie Greenwood), Secretary (Andrew Duncanson) and Treasurer (Mark O'Donnell),
- The Executive Committee will be assisted in their tasks by the Assistant Treasurers (Michael Legzdins and Alison Stokes) and the Vice Presidents (Vanessa Bortolin, Lara Hopkins and Kate McMullen).*
- Moved/Seconded: Sara/Stephen
- Motion carried

*Of course there will be many other people putting in a great deal of work as well as just these! The intention of the motion was to simply clarify who did and didn't hold office bearer roles for the purposes of the Constitution.

	<p>Motion - BNO expenses</p> <ul style="list-style-type: none"> • Allocate funds to cover set up costs for the Big Night Out event, up to a limit of an additional \$4,000. • Moved/Seconded: Jackie/Sara • Motion carried <p>5.3 Communications</p> <p>Report</p> <ul style="list-style-type: none"> • SNIP format change has gone well, improvements will continue to be made • P&C website has been refreshed incl mobile responsive • School website following suit soon <p>5.4 Canteen</p> <p>Report</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>5.5 Uniform Shop</p> <p>Discussion</p> <ul style="list-style-type: none"> • Roster needs a refresh - Melissa & Vanessa to discuss. • K-2 disco is a good opportunity to open. <p>5.5.1 Lost property</p> <ul style="list-style-type: none"> • Comms sheet now with Matt. Some of the visual elements from earlier drafts will make it more engaging. • This has been a good multi-pronged initiative involving P&C and student leaders. <p>5.6 Music</p> <p>Report</p> <ul style="list-style-type: none"> • Working with Ms Poon on a survey of parents to gain feedback on the instrumental music program, how well it is viewed, how it might be improved. 	<p>Matt</p> <p>Sara</p> <p>-</p> <p>Jody</p> <p>Andrew</p>
6	<p>New Business</p> <p>6.1 Water refill stations</p> <p>Discussion</p> <ul style="list-style-type: none"> • Proposal to convert some bubblers to water bottle refill stations. 	<p>Stephen</p>

	<ul style="list-style-type: none"> • Two options had been identified, one cheaper and with short expected lifespan, and one more expensive but expected to last years. • More expensive option strongly preferred. <p>Motion - water filling stations</p> <ul style="list-style-type: none"> • To allocate money to converting some existing bubblers to water refill stations, up to \$1,000 from building fund. • Moved/Seconded: Rebecca / Sara • Motion carried <p>6.2 Stanmore Public School signage above office - in need of a refresh?</p> <p>Discussion</p> <ul style="list-style-type: none"> • Parents had raised the signage above the office a particular eyesore and opportunity for improvement. • Wider discussion of general look and signage of school including gate names and signage. Colours and fonts used in library for example. • Julia, Rebecca, Sara to investigate ideas for consideration. <p>No other business.</p>	Andrew
8	<p>Next Meeting</p> <ul style="list-style-type: none"> • 16 June 2015 (as per the newly adopted timetable) 	

SUMMARY OF RESOLUTIONS

1	<p>Funding resolutions</p> <ul style="list-style-type: none"> • \$4,000 - Big Night Out expenses • \$1,000 - Water refilling stations • \$ 800 - shade cover for garden seating subject to Fran's approval
2	<p>By-Laws changes</p> <ul style="list-style-type: none"> • Rule 6 changed to give new meeting times - 3rd Tuesday of the month (or last Tuesday of term in in holidays), plus ability to flex. • Rule 15 clarified to require 7 days notice of any motion to spend \$10,000.
3	<p>Expenditure allowance</p> <ul style="list-style-type: none"> • Up to \$300 can be spent each month on P&C running expenses, without prior approval by a general meeting.
4	<p>Executive Committee</p> <ul style="list-style-type: none"> • Clarified the make-up of the Committee to ensure it's within the definitions in the P&C Constitution.
5	<p>Previous minutes</p> <ul style="list-style-type: none"> • Ratified with one amendment.