



# STANMORE PUBLIC SCHOOL

## Stanmore Public School P&C Association August 2016 General Meeting - MINUTES To be ratified at September General Meeting

**When:** 16 August 2016, 7pm  
**Where:** School staff room  
**Chair:** Jackie Greenwood,  
Vice President

Attendees: Vanessa, Jackie, Andrew, Blake, Jody, Kelly, Stephen, Alison, Melissa.

Item	Description
1	<p><b>Acknowledgement of Country</b></p> <p><b>President's Welcome and Report</b></p> <p>Jackie gave a summary of the Big Night out. Great atmosphere, great feedback. And it looks to have raised a total of \$26,365.</p> <p>There was a brief discussion of ways to make it even more successful next year: online bidding? new venue?</p>
2	<p><b>Secretary's Report</b></p> <p>Apologies: Reb, Lara, Fran, Kate, Sue, Matt.</p> <p><b>Resolution</b></p> <ul style="list-style-type: none"><li>• Tabling of previous meeting minutes</li><li>• Raised/seconded: Stephen/Jackie</li><li>• Result: Passed.</li></ul> <p>Review of outstanding Actions Register items - taken offline.</p>
3	<p><b>Principal's Report</b></p> <p>None this month due to illness.</p>
4	<p><b>Treasurer's Report</b></p> <p>Treasurer's Report and Financial statements.</p> <ul style="list-style-type: none"><li>• \$49k raised so far this year.</li><li>• Vanessa advised that she will change the P&amp;C's bank, to make it easier for two signatories to approve payments without having to be physically at the same computer - something which the Commonwealth Bank cannot provide without us subscribing to a more expensive service. Vanessa will arrange for new accounts to be set up, with the same authorisation rules as our existing accounts. The Commonwealth bank branch is handy for cash collection, so we may keep an account there also for convenience or we may review our cash collection processes.</li></ul> <p><b>Resolution</b></p> <ul style="list-style-type: none"><li>• That Vanessa Bortolin as Treasurer is authorised to represent the P&amp;C in dealings with the ATO.</li><li>• Raised/seconded: Alison/Stephen</li></ul>

	<ul style="list-style-type: none"> <li>● Result: Passed.</li> </ul>
5	<p><b>Sub-committee Reports</b></p> <p>5.1 Fundraising</p> <p>Next event: Book week/Grandparents. Call has gone out for volunteers for baking.</p> <p>Fathers' Day Breakfast - some new ideas eg Dad's Olympics, raffle. Communications and signups to go out by Monday next week.</p> <p><b>Resolution</b></p> <ul style="list-style-type: none"> <li>● That we spend \$1,500 preparing for Father's Day Breakfast.</li> <li>● Raised/seconded: Jackie/Alison.</li> <li>● Result: Passed.</li> </ul> <p><b>Resolution</b></p> <ul style="list-style-type: none"> <li>● That we spend \$1,000 for the deposit for screen hire for Xmas movie night.</li> <li>● Raised/seconded: Jackie/Andrew.</li> <li>● Result: Passed.</li> </ul> <p>5.2 Canteen</p> <ul style="list-style-type: none"> <li>● Fridge delivered.</li> <li>● Council health inspection - some issues to deal with, eg flyscreen repairs. Biggest issue, chipboard shelving repairs. Temporary fixes; will need some renovations soon to upgrade to standard and will require funding.</li> <li>● Parent Survey - analysis planned shortly.</li> <li>● Hiring of extra person in progress.</li> </ul> <p>5.3 Communications - no report</p> <p>5.4 SAKG - nothing to report</p> <p>5.5 Grants</p> <ul style="list-style-type: none"> <li>● A \$2,000 grant has been secured approved for Indigenous art pieces in garden.</li> </ul> <p>5.6 Pre-loved Uniform Shop - report attached</p> <p>5.7 Lost Property</p> <ul style="list-style-type: none"> <li>● A tag system is being investigated that would send a text alert to the parent when an item has been deposited in the Lost Property area. Wilkins Public School is using ragtagd.com.</li> </ul> <p>5.8 Music</p> <ul style="list-style-type: none"> <li>● Music committee has been discussing the creation of a new webpage for info about the ensemble program, an information night for parents in Term 4, and other ideas borrowed from other schools. The Committee is aware that most local schools' music ensembles are run as a subcommittee of their P&amp;C, and so the pros and cons of this idea are being considered also.</li> </ul>
6	<b>Next meeting</b> - 20 September 2016



List of resolutions passed in 2016  
For details please refer to the minutes of the relevant meeting

AUGUST	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● That we spend \$1,500 preparing for Father's Day Breakfast.</li> <li>● That we spend \$1,000 for the deposit for screen hire for Xmas movie night.</li> </ul>
JULY	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● To spend up to \$1,100 on renewing our P&amp;C Federation membership including insurance cover, effective 1 August.</li> <li>● To spend up to \$5,000 on the purchase of a shed and storage solutions for the kitchen garden.</li> </ul>
JUNE	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● To allocate up to \$2,000 towards Big Night Out preparations</li> <li>● To allocate up to \$2,200 to the purchase of 2 new BBQs</li> <li>● To spend \$500 to purchase updated SAKG literature.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>● To work in parallel with all three estate agents who presented to us - Urbane, Gerber and Cobden &amp; Hayson - to establish ways they can all support the school.</li> </ul>
MAY	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● That an additional \$2,500 be allocated to the cost of the Big Night Out.</li> <li>● That up to \$1,000 be allocated to costs of the Art Show.</li> </ul>
APRIL	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● That up to \$1,500 be allocated to the cost of the Mother's Day photos.</li> <li>● That up to \$1,500 be allocated to costs of the K2 Disco.</li> <li>● That \$950 be allocated to repay the school for half the cost of the new oven and rangehood for the canteen.</li> </ul> <p>Expenditure authority</p> <ul style="list-style-type: none"> <li>● That \$2,000 be available for Emergency capital expenditure and repairs, on the authority of the Canteen Committee with the approval of 2 Executive members.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>● That the P&amp;C will continue to run the canteen.</li> <li>● The meeting agreed that the major funding priority for 2016 is the school toilets.</li> </ul>
MARCH	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● That \$1,500 be allocated to the fee/deposit for the Petersham Town Hall as venue for the Big Night Out fundraiser.</li> <li>● To approve funding of \$400 for each of the 25 class teachers, to a total of \$10,000.</li> <li>● To approve funding of \$400 for each of the 10 specialist teachers, to a total of \$4,000.</li> </ul>
8 March Special	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● To approve spending up to \$1,000 in preparation for the Bunnings BBQ fundraiser.</li> </ul>

<p>FEB General Meeting</p>	<p>Expenditure</p> <ul style="list-style-type: none"> <li>● That we approve an additional \$1,000 spending on preparations for the upcoming Welcome Movie night.</li> <li>● That we will pay the annual GIO Workers' Compensation premium of \$1,419.69.</li> <li>● That we renew the Healthy Canteens Association Membership, cost \$99.</li> </ul> <p>Operational requirements for banking and Canteen operations (refer to minutes for details)</p> <ul style="list-style-type: none"> <li>● Authorised Officers to operate the Stanmore Public School P&amp;C Bank Accounts</li> <li>● Resolution to establish the ability for Internet Banking transactions on the P&amp;C Bank Accounts</li> <li>● Resolution to establish new bank accounts for the operation of the Stanmore Public School Canteen.</li> <li>● Resolution to authorise the use of the new Canteen bank accounts.</li> <li>● Resolutions to approve expenditure for the running of the Canteen.</li> <li>● Resolution that the School Canteen intends to 'Input Tax' for GST purposes</li> </ul>
<p>ALL</p>	<p>Each general meeting will also have passed a resolution to ratify the previous minutes. See individual meeting minutes for details.</p>