



Stanmore Public School P&C Association September 2016 General Meeting - MINUTES draft

When: 20 September 2016, 7pm
Where: School staff room
Chair: Rebecca Cox, President

Attendees: Alison Stokes, Andrew Duncanson (Secretary), Blake Lowry, Danielle Hartmann, Fran Larkin (Principal), Jackie Greenwood (VP), Jody Baker, Kate McMullen, Kelly Lipert, Lara Hopkins (VP), Melissa Swanson, Rebecca Cox (President), Stephen Jackson, Tracey Lubke.

Item	Description
1	<p>Acknowledgement of Country</p> <p>President's Welcome and Report</p> <p>One thing we've noticed this year is not having a dedicated Communications Committee has meant we've not had a strategic approach to communicating with the school community. There has been some push back around communications, the volume of emails and the nature of it - fundraising etc - from the school email address.</p> <p>Some actions have already been identified:</p> <ul style="list-style-type: none">• Separate P&C email mailchimp account to separate the messages and give clarity about what's school and what's P&C messages, give ability to unsubscribe to P&C but not school, etc.• Calendar of events and which ones are whose: school, P&C fundraiser, P&C community, etc.• Develop a P&C Strategy for comms including different channels for different types of message. <p>Call for anyone with comments or suggestions - send to President and we will discuss summary of things next month.</p>
2	<p>Secretary's Report</p> <ul style="list-style-type: none">• Apologies<ul style="list-style-type: none">◦ Vanessa, Sue, Rebekah, Jasmin, Deb.• Tabling of previous meeting minutes<ul style="list-style-type: none">Resolution<ul style="list-style-type: none">◦ That the meeting adopt the minutes.◦ Raised/Seconded: Steven/Blake◦ Passed• Review of outstanding Actions Register items<ul style="list-style-type: none">◦ Ethics volunteers - let's make an effort to raise awareness among 2017 Kindy parents◦ Signage refresh project - defer, raise again at a later date.◦ Asset register - Lara and Jackie will tackle this.

3	<p>Principal's Report</p> <p>Fun Run a great success.</p> <p>Showcase tickets - will totally sell out.</p> <p>This years' semester 1 reports were new format: below/at/above target at each broad stream, then comments about specific areas that child is working on. School asked for feedback but only 1 parent did - Fran called for more feedback.</p> <p>Parent Teacher interviews at end of term 1 seemed to have worked well; this seems to be better timing. Parents can always request extra interview if needed at any time.</p> <p>New school software systems coming in on 17 October, significant training underway. Expect some teething issues, but many improvements to payment processes once bedded down.</p>
4	<p>Treasurer's Report</p> <p>Treasurer's Report and Financial statements were tabled and examined, in the Treasurer's absence.</p>
5	<p>Sub-committee Reports</p> <p>5.1 Fundraising</p> <ul style="list-style-type: none"> ● Update on the toilet project <ul style="list-style-type: none"> ○ Jackie met builder parent (building company & project mgt background), walkthrough, putting together a list; several trades identified ● Resolution <ul style="list-style-type: none"> ○ That we spend \$99 on asbestos testing of ceiling as part of the toilet project. ○ Raised/seconded: Jackie/Kate ○ Passed ● Resolution <ul style="list-style-type: none"> ○ That we transfer the moneys raised by the book drive to the school - \$8,782. ○ Raised: Seconded: Jackie/Kate ○ Passed <p>5.2 Canteen committee</p> <ul style="list-style-type: none"> ● Developing a Position statement & strategy, in response to community survey ● Issues identified: drop off in volunteers makes lunches late and makes Peggy work overtime <ul style="list-style-type: none"> ○ Menu has been streamlined ○ SNIP callouts but still not enough ○ Deputy Manager recruitment interviews in progress ○ Analysis shows 90 hours of paid work would break even or result in small loss, est \$500/month. ● Heat an issue in summer, aircon proposal from committee. Canteen may not be able to fund at present, asking P&C to fund and potentially repay. ● Resolution <ul style="list-style-type: none"> ○ That we spend up to \$3,000 from the building fund to install air conditioning in the canteen. The Canteen may reimburse the funds later. ○ Raised/Seconded: Alison/Kate ○ Passed ● Still looking to renovate kitchen; plans being drafted in next month.

	<p>No reports this month from:</p> <p>5.3 Communications</p> <p>5.4 SAKG</p> <p>5.5 Grants</p> <p>5.6 Pre-loved Uniform Shop</p> <p>5.7 Lost Property</p> <p>5.8 Music</p>
6	<p>New Business</p> <p>Discussion of the 'No running in the morning' rule, and the benefit of running to burn off excess energy versus teacher supervision requirements.</p> <p>Discussion of the petition to establish a 40km zone on Trafalgar Street; school & P&C to prepare a joint letter of support.</p>

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

SEP	<p>Expenditure</p> <ul style="list-style-type: none"> • That we spend \$99 on asbestos testing of ceiling as part of the toilet project. • That we transfer the moneys raised by the book drive to the school - \$8,782. • That we spend up to \$3,000 from the building fund to install air conditioning in the canteen. The Canteen may reimburse the funds later.
AUG	<p>Expenditure</p> <ul style="list-style-type: none"> • That we spend \$1,500 preparing for Father's Day Breakfast. • That we spend \$1,000 for the deposit for screen hire for Xmas movie night.
JULY	<p>Expenditure</p> <ul style="list-style-type: none"> • To spend up to \$1,100 on renewing our P&C Federation membership including insurance cover, effective 1 August. • To spend up to \$5,000 on the purchase of a shed and storage solutions for the kitchen garden.
JUNE	<p>Expenditure</p> <ul style="list-style-type: none"> • To allocate up to \$2,000 towards Big Night Out preparations • To allocate up to \$2,200 to the purchase of 2 new BBQs • To spend \$500 to purchase updated SAKG literature. <p>Other</p> <ul style="list-style-type: none"> • To work in parallel with all three estate agents who presented to us - Urbane, Gerber and Cobden & Hayson - to establish ways they can all support the school.
MAY	<p>Expenditure</p> <ul style="list-style-type: none"> • That an additional \$2,500 be allocated to the cost of the Big Night Out.

	<ul style="list-style-type: none"> That up to \$1,000 be allocated to costs of the Art Show.
APRIL	<p>Expenditure</p> <ul style="list-style-type: none"> That up to \$1,500 be allocated to the cost of the Mother's Day photos. That up to \$1,500 be allocated to costs of the K2 Disco. That \$950 be allocated to repay the school for half the cost of the new oven and rangehood for the canteen. <p>Expenditure authority</p> <ul style="list-style-type: none"> 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. <p>Other</p> <ul style="list-style-type: none"> That the P&C will continue to run the canteen. The meeting agreed that the major funding priority for 2016 is the school toilets.
MAR	<p>Expenditure</p> <ul style="list-style-type: none"> That \$1,500 be allocated to the fee/deposit for the Petersham Town Hall as venue for the Big Night Out fundraiser. To approve funding of \$400 for each of the 25 class teachers, to a total of \$10,000. To approve funding of \$400 for each of the 10 specialist teachers, to a total of \$4,000.
8 March Special	<p>Expenditure</p> <ul style="list-style-type: none"> To approve spending up to \$1,000 in preparation for the Bunnings BBQ fundraiser.
FEB General Meeting	<p>Expenditure</p> <ul style="list-style-type: none"> That we approve an additional \$1,000 spending on preparations for the upcoming Welcome Movie night. That we will pay the annual GIO Workers' Compensation premium of \$1,419.69. That we renew the Healthy Canteens Association Membership, cost \$99. <p>Operational requirements for banking and Canteen operations (refer to minutes for details)</p> <ul style="list-style-type: none"> Authorised Officers to operate the Stanmore Public School P&C Bank Accounts Resolution to establish the ability for Internet Banking transactions on the P&C Bank Accounts Resolution to establish new bank accounts for the operation of the Stanmore Public School Canteen. Resolution to authorise the use of the new Canteen bank accounts. Resolutions to approve expenditure for the running of the Canteen. Resolution that the School Canteen intends to 'Input Tax' for GST purposes
ALL	<p>Each general meeting will also have passed a resolution to ratify the previous minutes. See individual meeting minutes for details.</p>