



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

When: 15 November 2016, 7pm
Where: School staff room
Chair: Rebecca Cox, President

Item	Description
1	Acknowledgement of Country
2&3	Presentation of \$21,500 from Jonathan Hammond of Cobden & Hayson Real Estate. President's Report Rebecca raised the issue of the 2017 Executive - all current office bearers are retiring from their positions. Each office bearer described the tasks involved in their role. Everyone was encouraged to consider stepping up to a position next year.
4	Secretary's Report <ul style="list-style-type: none">• Apologies: Stephen, Matt• Resolution<ul style="list-style-type: none">○ That we adopt the previous meeting minutes○ Motion/second: Bec/Kelly○ Passed.• Review of outstanding Actions Register items:<ul style="list-style-type: none">○ Asset register will be tackled by Lara and Jackie before the Feb meeting.○ Ethics volunteers - we've done what we can for 2016. Let's review early in 2017.○ Signage - now a 2017 project.
5	Discussion of proposed new Sponsorship Policy <ul style="list-style-type: none">• Andrew walked everyone through the draft policy.• Some adjustments were suggested to be incorporated in the next draft:<ul style="list-style-type: none">○ clarify definition of donation versus sponsorship○ removal of the ban on exclusivity in sponsorship agreements, as it was felt that there might be circumstances where the P&C felt it was worthwhile.○ removal of the list of potential sponsorship packages (until we develop our own),○ removing some unnecessary or duplicated wording• The consensus of the discussion was that Sponsorships have the potential to become a significant part of the P&C funding model in 2017 and beyond, and should be set up accordingly with a clear policy and a detailed strategy about how to proceed.• We need a dedicated Sponsorships person/team, separated from the Events team.• Sponsorships do not have to be associated with fundraising events.

	<ul style="list-style-type: none"> ● It's likely that we will develop and pre-approve some off-the-shelf sponsorship packages to make it easy to start the conversation with small businesses. ● But we also expect sponsors and the Sponsorship Team will have the freedom to dream up & negotiate anything that satisfies this Policy, and put it to the P&C membership for approval. ● Sponsorship agreements might ask for things like: <ul style="list-style-type: none"> ○ Sponsor promising to deliver money, goods or services to a certain value. ○ Sponsor rolling up their sleeves and helping with something - might be an event, might be book-keeping services. ○ Anything else we can dream up, as long as it fits the Policy. ● Sponsorship agreements might offer sponsors benefits in return such as: <ul style="list-style-type: none"> ○ Sponsor exposure in SNIP, on website, social media, on signage or materials - with exposure being more prominent and longer-lasting the higher the dollar value being given. ○ Sponsor having opportunity to present a prize or speak ○ Sponsor having opportunity to bag-drop flyers at an event ○ Certificate of Appreciation ○ Anything else we can dream up, as long as it fits the Policy. ● We may need processes and checklists around how we handle competing bids for sponsorship opportunities and decisions as to whether to accept or decline any individual proposals. ● Carol and Jamie both expressed interest in helping to develop the framework further.
6	<p>Principal's Report</p> <ul style="list-style-type: none"> ● Showcase will return to the Enmore in 2017. ● Class planning underway, including Year 5 classes being taken on to year 6. ● There are expected to be 666 students in 2017, and some rearrangement of rooms is needed to provide enough classrooms. ● The Department estimates up to 830 students by 2030, which means a building plan needs to be formulated. ● Fran gave an explanation of differentiation in literacy and numeracy. THIS is based on the curriculum continuums which contain a number of clusters, each with specific learning outcomes. But within a class, teachers can be teaching to a number of different levels at once - for example one of the Year 4 classes has 7 identified spelling levels. There is more information on the Department website.
7	<p>Treasurer's Report</p> <p>Treasurer's Report and Financial statements.</p> <p>No Canteen financials ready for this meeting.</p>
8	<p>Sub-committee Reports</p> <p>8.1 Fundraising</p> <ul style="list-style-type: none"> ● Movie Night, in SNIP, online order page is up, will invite new families, Movie, Rocketboy pizza, Red Devils Soccer activity, Urbane Sponsorship popcorn and maybe icecream supply and part screen hire cost. ● Resolution: <ul style="list-style-type: none"> ○ That we spend up to \$1,500 preparing for the Movie Night.

	<ul style="list-style-type: none"> ○ Motion/second: Jackie/Jody ○ Passed ● Xmas trees reminder. Need volunteers to help when trees are delivered, 3rd December very early. ● Resolution: <ul style="list-style-type: none"> ○ That we spend up to \$1,000 purchasing Xmas trees. ○ Motion/second: Jackie/Lara. ○ Passed <p>8.2 Canteen</p> <ul style="list-style-type: none"> ● The Canteen Committee will present the results of the Canteen Survey, and the Committee's proposed response. ● Main finding: generally happy. ● Some issues like white bread, ethically sourced which we already do - suggests more communication. ● Key reason is convenience and child choice (recognise that menu must be suitable to support that.) ● Menu overall 70% support, 30% had comments - wide variety of comments. ● Fran commented that the canteen menu is the: best it has ever been. ● It was mentioned that significant unpaid labour efforts are required to maintain this standard and need to be covered properly in future planning. ● Treat days: <ul style="list-style-type: none"> ○ NSW Fresh Tastes guidelines up to 2 per term, but the Canteen Committee is split on the merits of them. ○ Arguments for:: <ul style="list-style-type: none"> ■ Treat Days teach moderation: irregular, small, homemade. ■ Treat Days give kids positive disposition to Canteen ■ Financial security: projected to lose \$9,000pa, but 2 Treat Days per term can provide \$8,000. ○ Arguments against: <ul style="list-style-type: none"> ■ Does it draw volunteers away from daily service? ■ Extra burden on employees. ■ Lots of other treat-like things in school already, once- a term enough. ■ Sugar is an issue for many parents. ● Resolution: <ul style="list-style-type: none"> ○ That we consider it appropriate for the Canteen to provide 1 treat day per term. ○ Motion/second: Lara / Andrew ○ Votes cast: 10 for, 3 against, 2 abstained. ○ Motion passed <p>No reports were presented by the other committees.</p>
9	<p>New Business</p> <p>School bags</p> <ul style="list-style-type: none"> ● Heavy and unwieldy - any chance of a re-think? ● Fran: Pickles happy to discuss options, provided old stock is sold out. Several options sampled - some smaller and some more expensive. ● Official school bag not compulsory.

	<ul style="list-style-type: none"> • Unofficial working group to look into options; Jackie, Susan. <p>Sunshade repairs update?</p> <ul style="list-style-type: none"> • No-one could recall where it was left or what discussion had taken place. Fran mentioned that it could have been done through the insurance but she thought it was too late now as it occurred some time ago. Rebecca to talk to Greg and Fiona about getting it repaired. <p>Petition to make Trafalgar street outside Stanmore station a 40km zone.</p> <ul style="list-style-type: none"> • Jackie to send letter to Fran. P&C to do letter too.
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List of resolutions passed in 2016
For details please refer to the minutes of the relevant meeting

NOV	<p>Expenditure</p> <ul style="list-style-type: none"> • That we spend up to \$1,500 preparing for the Movie Night. • That we spend up to \$1,000 purchasing Xmas trees. <p>Other</p> <ul style="list-style-type: none"> • That we consider it appropriate for the Canteen to provide 1 treat day per term.
OCT	<p>Expenditure</p> <ul style="list-style-type: none"> • That we spend \$720 on 180 Sports t-shirts to top-up the PLUS supply. <p>Other</p> <ul style="list-style-type: none"> • That we move last P&C meeting back one week to 13th Dec
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. • 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	Each general meeting will also have passed a resolution to ratify the previous minutes. See individual meeting minutes for details.