



# STANMORE PUBLIC SCHOOL

## Stanmore Public School P&C Association March 2017 General Meeting - Minutes

**When:** 21 March 2017, 7pm  
**Where:** School staff room  
**Chair:** Caroline Snelling

<b>Attendees:</b>	Caroline Snelling, Anne Carroll, Kylie Dzazir, Caitlin Elliott, Todd Coleman, Jackie Greenwood, Angela Westerman, Stephen Jackson, Fiona Doherty, Louise Marcroft, Peggy Fasolas, Melinda Tam, Philip Tam, others
<b>Apologies:</b>	Janet Ward, Fran Larkin, Dora Georgaklis

### KEY POINTS DISCUSSED

Item	Description
1	<p>Acknowledgement of Country</p> <p><b>President's Welcome and Report</b></p> <p>Caroline Snelling welcomed new members and talked about the P&amp;C vision for 2017. The executive want the P&amp;C to be about supporting the school, fostering school community and providing a channel for parents back to the school. Fundraising is a key part of this, but the vision is broader with more focus on community.</p> <p>Key areas of focus are:</p> <ol style="list-style-type: none"> <li>1. Canteen - Continue to support our mission to provide healthy and home-cooked food that is nutritious and fun for our kids.</li> <li>2. Volunteering - Identifying and tapping into the rich resource of skills and experience of our school community.</li> <li>3. Communication - Continue to find new ways to connect with everyone in our community and facilitate open conversations between teachers, parents, and our children</li> </ol> <p>There ensued discussion about what supporting the canteen really means.</p>
2	<p><b>Secretary's Report</b></p> <p>The February 2017 general meeting minutes were tabled and passed.</p> <p>Ran through actions register:</p> <ul style="list-style-type: none"> <li>- School signage refresh. Jackie says this was talked about a lot last year but the project was never done. Following up with Greg.</li> <li>- Ethics. New volunteer ethics coordinator is Talis. His role is to identify and recruit teachers. At the moment have three teachers. Hesitant to train anyone who can't commit to year, ideally two years. Inducement to let parents teach their kids. The classes are run 2-3pm on the last class of the day on Monday. There was discussion about whether we should outreach to grandparents who might be picking up children. Another idea was staggered classes for people willing to do two classes.</li> </ul>

	<ul style="list-style-type: none"> <li>- Asset register. Jackie says there's an asset register for non-canteen items in storeroom upstairs and downstairs, but it needs to be continually revised. She suggests we review twice a year. They've tried to separate items into heavy and light stuff. It's due for redoing and Kylie volunteered to take this on. It's noted that Fiona has things in there from the SAKG because her shed leaks.</li> <li>- Not for profit status. It's ascertained we don't need this, and it can be removed from the actions register.</li> <li>- Shade sails - Caroline will follow up and look into insurance. There was discussion about whether anyone could help put them up.</li> </ul> <p>Correspondence: Tabled P&amp;C Federation letter. Is this a slow move to build up on play areas? We need to ask Fran for her thoughts.</p>
3	<p><b>Principal's Report</b></p> <p>N/A as Fran was absent.</p>
4	<p><b>Treasurer's Report</b></p> <p>Todd Coleman reported that the handover process has been slow because of multiple banks. He had made seven visits to the Commonwealth Bank. The move to Westpac was going better but there were only two of four approvers, and no money there yet. The reason for moving banks is because the CBA process for payments required two people to be in the same place at once, while Westpac had better systems for online payments. Also the Westpac accounts feed into Xero accounting system, while CBA doesn't. That will enable canteen processes to work better, integrate with accounting, fundraising, general P&amp;C canteen, get report end of each week how tracking. Using Xero for bookkeeping, fantastic for building reports and so on.</p> <p>Tabled gross canteen takings for weeks 2-8. Planning target to term rather than week.</p>

## Sub-committee Reports

### 5.1 Fundraising & Events

Discussion about what events we want. Jackie says it's up to the P&C but Mother's Day, Father's Day, Big Night Out, and the K-2 Disco are well loved by the school community. Fiona suggests kindly tea towels. Stephen says the easiest fundraiser was the 5c drive and Jackie says it raised \$2800. It's noted that school events include the fun runs, skipathon, art show, book parade and we'll have to time our events around that.

The sub-committee wants to determine the best way to raise funds and look into grants as well.

Fiona and Peggy ask if they could have last year's leftover kindly tea towels for the kitchen and canteen.

### 5.2 Canteen

Melinda reports that the Hot Cross Bun drive is happening, with orders due 28 March. Envelopes have gone home. The Burwood Baker's Delight in the Westfield gave the best deal. They're also doing a guessing competition with chocolate eggs for charity and a prize for the kid.

Treat day is going ahead. Fiona questioned the rules but they don't come into effect yet.

Caroline says the equipment in the canteen is dying, particularly the fridge and freezer. There was discussion about whether we're constrained by departmental procurement policy and it's determined that we're not, but we do need to do due diligence. Todd is working on valuing the assets in the canteen.

Fiona points out that the fridge and freezer in the SAKG kitchen is owned by the P&C and Caroline suggests we should use those assets for fundraising and events.

Caroline says we need someone with HR experience for permanent and casual staff at canteen, clarity around rules, volunteers when high/low. Since the P&C is the employer we want best practice. We think Anne has found us a volunteer.

There was a question about how many volunteers are needed per day – Peggy says she needs 5 people between volunteers and paid staff on Friday, while other days only need two because of sport. Two on Mon-Wed, 3-4 Thur, 5 Fri. Peggy has suggested giving each class responsibility for given week. Caroline asked Peggy to keep a record of volunteer hours in the canteen.

It's pointed out we need class parents to help try to find volunteers. Caroline will remind Fran and the teachers.

It's noted that the P&C will need to fundraise for canteen but won't think we'll make the shortfall the auditor warned. There was discussion about what we are prepared to subsidise and what is an acceptable loss, bearing in mind we've made the commitment.

Todd notes we will have to use existing funds to buy equipment for the canteen.

### 5.3 Comms

Discussion around whether we should have our own newsletter or Facebook page. It was decided that it was better to pool efforts with the school for Facebook but we should have our own newsletter.

### 5.4 Music committee

Tabled minutes. The committee wants to talk to Fran about music money. Wants to get out there at events and be more in school community eyes.

### 5.5 Uniform shop

Fiona says it's been a good year with smaller sizes flying off the rack. Deb is running the ship.

	<p><b>5.6 Lost property</b></p> <p>It was generally acknowledged the lost property crew is doing a good job.</p> <p><b>5.6 SAKG</b></p> <p>Fiona reports she hasn't come to P&amp;C for money but is now finding it hard to get money out of school so this may change. The chook house has moved and gone from low rise to high rise. No guinea pigs can live under it now. It cost \$875 to raise the chook house but this can come from the \$5000 for the shed. There's a garden working bee 9am-12pm on the last Sunday each month. The bees are going great and we'll have honey soon.</p> <p style="padding-left: 40px;">Fiona says Jenny at Pipstars will order new aprons for school kitchen, order 40. Coming out of SAKG funds - there is \$33,000 there between the cookbooks and grant. The aprons will be altered for children. The aprons cost \$360 in total. There followed discussion about whether it whether you could get cheaper aprons at Kmart and the ethics of that.</p> <p style="padding-left: 40px;">The broken pond is next on the agenda. Fiona heard there was budget at school of \$2500 but needs info from Fran.</p> <p style="padding-left: 40px;">Melinda has information on the Inner West clubs grant, applications due end of April, and will forward to fundraising committee.</p> <p>Fiona and Stephen re working on a yarning circle at the back of the oval, with native plants and Aboriginal connection. Caroline suggests maybe the buddy bench could go there.</p>
6	<p><b>New Business</b></p> <p><b>Toilet block.</b> Jackie says we've got two quotes for toilets. It's a refurbishment, not a renovation. It will get rid of the nasty ceiling so kids can no longer throw things at ceiling, but a false ceiling is expensive. There will be self-flushing urinals in the boys toilets, and replacing twisty taps in girls. Hand dryers and auto soap dispensers, and repainting in both. Speaking to a parent who may be able to help with painting. There were discussions about replacing tiling, murals, graffiti's. We could get Marrickville kids in, but also nice to get our kids involved. The hope was to do the work in the July holidays but if the parent is going to help maybe not until September. Jackie hopes to come next meeting with more definitive plan. Trying to keep cost of toilets to \$30,000 per toilet block or else the department has to get involved, with more cost and longer timelines.</p> <p style="padding-left: 40px;"><b>Westconnex.</b> Caroline got a letter from SSC Leichhardt P&amp;C about proposal to build Westconnex dive tunnel very close to school oval, almost on school grounds. We agree to write a letter to support them.</p>
7	<p><b>Next Meeting</b></p> <p>We agreed to skip April because of Easter. Next meeting we will seek approval for \$400 for specialist teachers.</p>

## Summary of resolutions passed

### Resolution

- That the P&C endorse the executive's vision for 2017, including the focus on the canteen.
- Moved/seconded: Stephen/Louise.
- Result: Passed.
  
- That the P&C endorse the February 2017 general meeting minutes.
- Moved/seconded: Jackie/Kylie.
- Result: Passed.
  
- That we review the canteen's success mid year and at the end of the year.
- Moved/seconded: Caroline/Fiona.
- Result: Passed.
  
- That we write a letter in support of Leichhardt SSC P&C in their campaign for the Westconnex dive site to be sited elsewhere.
- Moved/seconded: Anne/Angela.
- Result: Passed.
  
- That we give the 25 class teachers \$400 each, making a total of \$10,000.
- Moved/seconded: Caroline/Anne.
- Result: Passed. Todd to talk about how to administer it.
  
- That we allow the P&C exe to spend up to \$300 without coming to a meeting.
- Jackie says this was passed in April 2015 and still holds.
  
- That the canteen with the authority of two executives can spend up to \$2000 for capital expense or repairs if urgent.
- Jackie says this was passed July 2016 and still holds.

Items for actions register		
Action Item	Owner	Deadline