



STANMORE PUBLIC SCHOOL

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

When: 16 May 2017, 7pm
Where: School staff room
Chair: Caroline Snelling

Attendees:	Danielle Zetner, Anne Carroll, Blake Lowry, Tiffany Klopfer-Webber, Kylie Dzazir, Angela Westerman, Carol Kavurma, Vanessa Bortolin, Fiona Doherty, Bek Moles, Todd Coleman, Jackie Greenwood, Melissa Swanson, Peggy Fasolas, Talis Harrington, Stephen Jackson, Lara Hopkins, Sonia Matiuk, Caroline Snelling, Caitlin Elliott, Fran Larkin, Louise Marcroft
Apologies:	Linda Kristian, Deborah Fownes, Janet Ward, Kelly Stephens

KEY POINTS DISCUSSED

Item	Description
1	<p>Acknowledgement of Country</p> <p>President's Welcome and Report</p> <p>Canteen</p> <p>Working through the high risk areas highlighted in the audit report from last year. We have been focused on good governance and management.</p> <ul style="list-style-type: none">• Vivien Moar has drafted workplace health and safety policy and procedures for the canteen and these will be taken to the next canteen committee meeting for review and approvals.• Kylie Dzazir has put in place employment contracts and position descriptions in accordance with Fair Work Australia guidelines and the advice of a parent and HR consultant. These are ready to be given to canteen employees.• Developing other HR Process including grievance procedures and staff appraisal processes.• Canteen refurbishment is well on the way and the work will be completed in the September holiday. Thanks to Anne Carroll for following that up.• Todd has been reviewing and making changes to our cash handling procedures <p>Fundraising</p> <p>Mother's Day bags were a low risk fundraiser for learning lessons about the website, order forms and PayPal. We think we have a good handle on this now and are ready for the K-2 disco.</p> <div style="border: 1px solid black; padding: 5px;"><p>Caroline invited Talis Harrington to speak about Primary Ethics.</p><ul style="list-style-type: none">- Talis reported that Anne Carroll has started teaching Year 2 ethics, and Alicia Moffatt has volunteered for Year 1 and due to start soon.- There are 60 kids in non-scripture in Year 1 but only space in the ethics class for 22 so many kids would miss out.- With Anne and Alicia that makes five ethics teachers in the school.- Talis explained that Primary Ethics asks people to commit to a year of teaching because of the cost of the course.</div>

	<ul style="list-style-type: none"> - The time is Mondays with an early period of 1.40pm to 2.20pm and the second one from 2.20pm to 3pm. - There's a teacher in the classroom during ethics classes and that's also the case during scripture classes. - Talis will provide information to the communications team to try to find more teachers.
2	<p>Secretary's Report</p> <ul style="list-style-type: none"> - The March Minutes were approved subject to minor amendments. - Caitlin to update the actions register.
3	<p>Principal's Report</p> <ul style="list-style-type: none"> - Fran reports that Term 2 is always busy and starts with a bang with four different camps. The school used to go to two venue, one for Years 3 & 4 and one for Years 5 & 6, but the school is now so big they've decided to split them. Going forward the venues are Berry, Milson Island, Narrabeen, Canberra, and they are yet to decide whether to go ahead with the zoo snooze for Year 2. - The camps were followed by Naplan. Fran is troubled that some students appear to be anxious about it. It's not critical to any child's education, it's a snapshot in time and there's a three-month lag before you get the results. It's good for the system and good for the school to see how it performs, but it's not used to educate or assess the children. Research says assessment used in formative ways has the best outcome for children - ie. to guide what will be taught next. Children in this school do much better than state average given that this is a community with preschool experience and families where parents read to their children. - Last night Fran met with prospective parents, which saves her many individual meetings. Not as many people come these days, because of the pressure on enrolments and the fact there are fewer out-of-area enrolments. She's hopeful by doing that we can remain within our current buildings and not import demountables. - She encourages all parents to get their enrolment forms in for younger children. Usually kindergarten is capped at 20-22. This year they have four classes of 24 but stayed under the class size ratios by having 1.5 teachers per class, one five days a week and one 2.5 days a week. The feedback so far is positive because it makes for a flexible learning environment. You can have two teachers with half class each, or one teacher circulating, or small groups with some independent learning and some one on one. Teachers feel it's good for professional development, because one of the pair is more experienced and they can collaborate. They've discussed extending this to other years. - No news on the after-school care facility. - Projections grow to 820 students over next 10-12 years, and already ahead of their projections. This would have huge implications for the grounds. They walked around site, looking at options, but at this point there are no building plans. They talked about where to put demountables. Funding for building usually follows children actually being at the school. Fran is continuing to speak to and write to people in department to do something in next two years so don't go through that process, but great deal of pressure on department spending. Not as high a priority as schools already bursting at the seam. But she'll continue to advocate. - In response to a question, Fran can't comment on Amazing Me but will inquire. - She was asked about her priorities for the P&C. She is supportive of renovation of toilet blocks and would like to sound staff out to identify further things. - The buddy bench is happening. The plan is to do something amazing and paint them.
4	<p>Treasurer's Report</p> <ul style="list-style-type: none"> - Todd presented a simplified financial report. There was discussion about whether it should show the liabilities. Todd will do that next time, but the missing information wasn't going to affect tonight's decisions. - Louise pointed out that the financial reports should be on an accrual basis as far as possible (that is, including prepayments, superannuation accruals, etc) in accordance with usual accounting practice.

	<p>Also, it is not possible to make financial projections without adjusting estimates for factors such as seasonality, trends within each term, special events, etc.</p> <ul style="list-style-type: none"> - There was discussion over whether to get a book keeper but this was not resolved. - Todd plans to go through the spreadsheet with Vanessa later because it was showing the canteen as \$300 a week in deficit but it should've balanced. - The canteen has only made a \$829 loss so far as at the end of April. - Peggy estimates the Treat Day made \$1450 for the whole day (not just treats). - Todd still needs to do the banking from Mother's Day and return the CBA eftpos machine - then the CBA account can be closed. Caroline notes that Todd did an "amazing job" getting all the accounts set up.
5	<p>Discussion around resolutions</p> <ul style="list-style-type: none"> - Funds to specialist teachers. Fran explained that we give the money to the school and the teachers have to show receipts and invoice. - Toilet block refurbishment. Jackie tabled a report on the plans and the quotes from three contractors. All three said their quotes were a fixed price and we didn't need contingency money. - There was discussion about why we were putting two mirrors in the girls' bathroom and none in the boys' bathroom. It was to replace what was already there, but after discussion it was agreed that we would put one mirror in each bathroom. - We haven't done an asbestos check for the toilet block but did look at at asbestos register. We have approval to check if there's asbestos in the ceiling. It's not on the department register - Fran has looked into it before. - Preferred quote was SCI. The quote came in low, they said it was a good price because it was a school, but they also were best to deal with. - We previously allocated \$60,000 when we weren't sure how much it would cost. We now think we need \$70,000 not including the artwork. We'll save money where we can such as if we can get a parent to do the paintwork, so we may not spend this much. - We have \$72,363 from last year based on auditor's account. There was discussion about whether this was correct because there was a question if \$27,000 in school purchases needed to come off that, but it was determined that this was from the previous year's P&L. - We decided to delay a motion on funding the artwork until later in the year. There was discussion about grants and getting kids involved. It was noted that the canteen mural cost \$800. - The work is likely to be done in the September holidays, when a parent is available to help, and will take two weeks. - Canteen fridge / freezer. Current appliances are OH&S risk. Canteen has \$700 in fundraising to contribute but nothing substantial. There's \$11,000 in canteen account. - Mother's Day bags. We sold most of them. We've got 50 or so bags left. Also sold 40 cook books. - K-2 Disco. DJ to cost \$300. Discussion over whether DJ needed but it was generally agreed it was worthwhile. <p>Sub-committee Reports</p> <p>5.1 Fundraising</p> <ul style="list-style-type: none"> - Big Night Out is August 5, asked comms to do save the date. Fundraising committee to approach local businesses. <p>5.2 Canteen</p> <ul style="list-style-type: none"> - Already covered.

	<p>5.3 Comms</p> <ul style="list-style-type: none"> - SNIP was on hold on Friday because of Mother's Day, should have gone out Monday.
6	<p>New Business</p> <ul style="list-style-type: none"> - A parent asked for an update on the damaged fence, which now has mesh on it. Fran says the agreement with the apartment block's strata management is that they'll pay half each. She'll chase it up. - Caitlin asked if there were any unisex toilets for students. Fran says there is one in the library and one in the school office. She says it's not a large problem in the school but it does come up and the staff and students manage it. It would be hard to do anything about the toilet blocks because of how they are designed. - Blake and Anne's husband Anne have an initiative to get dads more involved and they're organising an outing to craft breweries on June 17 from 3pm to 8-9pm. There's a Stanmore Dads Facebook group now. There was discussion about to communicate it because we couldn't promote alcohol anywhere that kids could see it but it was thought that Facebook was OK. Someone had an idea to link it to the garden program.
7	<p>Next Meeting</p> <ul style="list-style-type: none"> - Tuesday June 20

Summary of resolutions passed	
Resolution	<ul style="list-style-type: none"> ● That the P&C authorise \$400 to each of the specialist teachers, to match funds already given to classroom teachers. ● Moved / seconded: Caroline / Kylie ● Result: Passed ● That the P&C authorise \$70,000 for the school toilet project. ● Moved / seconded: Jackie / Stephen ● Result: Passed ● That the P&C authorise \$6000 for a new industrial-grade fridge and freezer for the canteen, subject to the canteen committee approving the exact products. ● Moved / seconded: Caitlin / Louise ● Result: Passed ● That we authorise \$1340 to be reimbursed to Angela Westermann for the Mother's Day gifts. ● Moved / seconded: Caroline / Anne ● Result: Passed ● That we authorise up to \$1500 for the K-2 Disco. ● Moved / seconded: Anne / Jackie

- Result: Passed

Items for actions register		
Action Item	Owner	Deadline
Comms team to help with recruitment effort for ethics teachers.	Caitlin / Dora	June 20
Update March Minutes with amendments as discussed.	Caitlin	May 30
Find out information on Amazing Me	Fran	June 20
Develop Buddy Bench project	Fran	
Redo financial report with liabilities	Todd	June 20
Research exact requirements for new fridge / freezer.	Peggy / canteen committee	
Chase up about damaged fence.	Fran	