



STANMORE PUBLIC SCHOOL

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

When: 20 June 2017, 7pm
Where: School staff room
Chair: Caroline Snelling

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| Attendees: | Fran Larkin, Caroline Snelling, Anne Carroll, Kylie Dzazir, Todd Coleman, Caitlin Elliott, Matt Crane, Melissa, Carol Kavurma, Blake Lowry, Melissa Swanson, Fiona Doherty, Melinda Tam, Kelly Lipert |
| Apologies: | Louise Marcroft, Angela Westerman, Rebekah Moles, Tiffany Basili, Lara Sabbadin, Deborah Fownes |

KEY POINTS DISCUSSED

| Item | Description |
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| 1 | <p>Acknowledgement of Country</p> <p>President's Welcome and Report</p> <ul style="list-style-type: none">• Caroline welcomed Greg Lekosis, who is at the meeting to report on the school signage project.• Caroline reported K-2 Disco was a success. Kids had a great time. There was feedback for the canteen on food (we could have charged more).• The past month has included a focus on financials, taking on board feedback from the May meeting. Caroline has learnt the accounting software with help from Melinda, to provide support with book keeping.• Caroline has been working to get a handle on the canteen - volunteer hours, admin hours and so on. |
| 2 | <p>Secretary's Report</p> <ul style="list-style-type: none">• The May Minutes were approved. Moved Caitlin / seconded Caroline.• Some people hadn't read the May Minutes because they were provided in soft copy. Caitlin will print a few copies next time.• Actions register, starting with school signage project. |
| 3 | <p>School signage project</p> <ul style="list-style-type: none">• Greg Lekosis has been following through on the school signage project from last year. He has spent quite a bit of time collecting quotes and intends to make proposal at the next meeting.• He says the problem is if you do only part of the signage project then you may never do the rest of it, and if you do it won't look unified. It is a large expense. |

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| | <ul style="list-style-type: none"> ● Greg tabled a document with indicative quotes from three companies: Signarama; Danthonia; and Signpac. If you do the whole package, including digital signage, it would cost \$40,000-50,000, which can be split over two years. ● Greg says the initial idea is to do the external signage first - gates, and campus wayfaring signs. Considerations include quality and durability as you don't want to put them up and then find in 3-4 years time they're fading. The quality levels can vary by a lot. ● Greg says with the digital signs, each panel can be replaced but there are issues of vandalism (especially as there's nowhere to erect high signs) and whether parts would be available beyond the 5-year warranty. ● We ask Fran for her opinion as school principal. She says the school has two signs but the original school changeable sign requires you to stand on a ladder and change it letter by letter. A digital sign would be nice to alleviate that burden. However, the biggest need is for wayfaring signs as she gets a lot of feedback from prospective and new parents about that. She sees the digital signage as a luxury and she's already seen the price drop and quality improve and believes that trend would continue and be better quality. ● Caitlin asked if it was common for primary schools to have digital signs and was told that it is. ● Carol says she knows a parent who is a wayfaring specialist and asks if we want her help. Greg says the main thing is to know where to go once you come in the main entrance and how to find the office and COLA. You would have three campus signs, signs on each building, stairwells with interchangeable signs leading up to classrooms. Not the old slide-in signs where kids can pull them out, but magnetic ones where you need a special suction cup to pull it off. You could have the name of the classroom, teacher and Aboriginal name for classroom, and a double-sided sign so you can see it on either side. ● Caroline said she was keen to follow up on this project because it could be a fundraising focus for Big Night Out and also we could remind parents to make a tax-deductible donation to the school building fund. There was general agreement that we could make this a project for BNO to fundraise for. ● Fran says the school building fund money could support the project as it's responding to a need. The school also has interest in completing another stage of playground but it's worth leaving it until it's resolved what building works are in the pipeline. A school hall would be part of same deal since the current "hall" is essentially two classrooms with corridors knocked out and seats less than 200. |
| 4 | <p>Other Actions Register items</p> <ul style="list-style-type: none"> ● Shade structure repair. <ul style="list-style-type: none"> ○ Greg tabled a proposal for \$737 in repairs - that's if we do the work ourselves. It would be another \$600-700 if we pay labourers. ○ A post had broken in giant storm over a year ago. Caroline intended to follow up about insurance but as it's been over a year, it would be too late. ○ There was so much concrete where it snapped that we can't pu the pole back and it needs to go somewhere else, i.e. in a garden bed. ○ Fiona says she would be willing to work with what we have instead of expanding it. The location of garden beds is not that flexible because it's designed around irrigation. |

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| | <ul style="list-style-type: none"> ○ Greg says it won't work as a shade structure that way since the pole that snapped is holding most of the shade sails. Fiona says the children in the garden class only sit for five minutes before they go out to the gardens - though the space is used for other classes from time to time. ○ We asked Fran for her opinion about how important it is to have proper shade in this location. She says she has not been involved in any discussions and it needs a bit more work before it comes back to the P&C. <ul style="list-style-type: none"> ● Assets register <ul style="list-style-type: none"> ○ Time for six-monthly update. Blake and Anne agree to take this forward. ● 40km zone for Trafalgar St <ul style="list-style-type: none"> ○ Matt says the P&C got support from Anthony Albanese for the proposal after the Change.org campaign. Lyn Clift had been taking it forward. ○ Fran asked about bollards and blisters around crossings as additional safety measures. Fiona mentioned that Newington Junior had got that funded. ○ Greg suggested talking to the traffic engineer at Inner West Council. ● Buddy bench <ul style="list-style-type: none"> ○ Fran has spoken to someone about painting the seats and needs to follow up. ● Amazing Me <ul style="list-style-type: none"> ○ Fran says it's happening. ● Damaged fence <ul style="list-style-type: none"> ○ Fran has a quote for repairs and referred it to the apartment strata company as they need to pay half. ● Fridge-freezer for canteen <ul style="list-style-type: none"> ○ Tiffany has done research and is close to accepting a quote. The research was cut short because MJ had to be trained to take over Peggy's role for a few weeks. She expects the committee to vote on it soon. |
| 3 | <p>Principal's Report</p> <ul style="list-style-type: none"> ● Fran says Term 2 feels like it starts and ends in a flash. It ends with reports, which will go home next Monday (June 26). There are no parent-teacher interviews scheduled but parents can organise them if needed. ● Sporting success – a number of children went to regional cross country and four going on to state. A number of children selected for representative teams for AFL and netball and another football code. |

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| | <ul style="list-style-type: none"> ● Fran is attending a meeting in holidays to see what's in plan for school accommodation. She infers there might be some mention what's happening with Stanmore but the department hasn't explicitly said that. |
| 4 | <p>Treasurer's Report</p> <ul style="list-style-type: none"> ● Todd tables the financial report. He notes \$92,000 is committed and you can take that off net assets. ● The kitchen-garden holds about \$35,000. They sold about 40 cookbooks for Mother's Day that will add to this but Caroline says the money hasn't come in yet. ● Todd notes that we will have to re-fundraise about \$14,000 for next year's contributions to teachers. ● There ensued a lot of discussion about the canteen and the P&C's role in running it: <ul style="list-style-type: none"> ○ Matt questioned why the P&C is paying for the fridge-freezer rather than the canteen. Caitlin explained that it's because we're responsible for it and it's an urgent operational issue with workplace safety issues, but noted we would own the fridge. Matt points out the canteen was always meant to be self-sufficient, but Anne counters that we're now running a canteen business. Caroline notes that the fridge-freezer was urgent last meeting but still hasn't been done. ○ Todd says the canteen had a lot of volunteers early in the year so the wage bill increases later in the year. Income is up this year, but on the downside wages were lower this time last year. So on a net basis, year on year, we're \$17,000 behind but if you annualise it it's a different story. Caitlin questions this, saying that if volunteers decrease later in the year, then the situation may get worse not better.. ○ Melissa says the canteen is looking at initiatives to reduce wage bill. There are over 40 suppliers, and we need to reduce that so the canteen manager spends less time on it. The shopping isn't even done online. ○ Melissa also notes the K-2 Disco expenses of about \$1800 are still in the canteen accounts because it's yet to be split out. ○ Caroline says a lot of suppliers are paid by cash or receipts. If we can't reconcile every day, we can't get accurate idea. This is one of the reasons why we want to push as many people as can to online ordering. Online ordering gone up dramatically up close to 50%. ○ Melissa says TASK got formal approval, which why the revenue to the canteen for supplying TASK has increased. However, there was a GST error in the repeating invoice, which is why it's gone up so much. Also holidays make monthly accounting erratic - term-based would be better. ○ Melissa personally thinks the canteen is already at break-even. It includes bulk orders such as buying six months juice to get a price of 85c instead of \$1.20. She says we don't offset inventory against P&L - it's too onerous and food is perishable. She says the canteen made \$2000 profit in Term 1 and she thinks we will in Term 2 too. ○ Caitlin says changing the online ordering cut-off from 8.45am to 8.30am may increase the number of people using paper and cash, as it has for her. |

- Fran says the issue is that schools run to bells and lunch time is when it is, and can't be moved. There's 10mins of eating time and many classes were not getting food delivered until after it was over, which meant a lot of kids don't eat at all. The school needs on-time delivery as a key measure and there's been significant improvement since the cut-off moved to 8.30am.
- Matt asks about the canteen spending \$300 in coffees at Papercup. Matt questions if it's good use of money given struggling. Several people answered that we need volunteers and actually the canteen is not struggling. Caroline says it's only volunteers who get a free coffee, and they're also allocated lunch. Melissa says the number of volunteers on the tally sheet has to match the number of coffees and this is checked. Blake points out we no longer have alcohol and snacks at P&C meetings. Melissa says the
- Melissa says in April she raised concern over wages bill, spoke to Peggy, and the next 3 weeks were lower. The committee is going over every aspect.
- Carol says the P&C took over management over a year ago and there's no point questioning it now. We've got to give it a good go or pack it in. Not to reopen the question on decisions already made, such as the fridge-freezer purchase.
- Fiona points out that questioning detail is not a matter of "not getting behind it", it's rigour.
- Matt points out the canteen is not used by everyone.
- Caroline says the fridge-freezer malfunctioning raises food safety issues and also HR issues for staff.
- Caroline says her ideal is that the canteen breaks even and other sales are effectively fundraising.
- Dora says the canteen has a lot of scope of run well, and there's talk of income streams and other ideas, but to go there we have to look at operations of business.
- Caitlin says we inherited canteen business, and we've now got to make it work.
- Matt says he's not taking anything away from canteen. The food it produces is amazing. But he's concerned because the audit report highlights it as a major risk that could bankrupt P&C.
- Caroline says the auditor's report is her bible, and she's following to letter.
- Todd – with 40 suppliers there's a large need for a book keeper large but if you can get down to 6 online suppliers then that need goes away.
- Caroline suggests an update on the audit report on a quarterly basis, as we need to address the issues and let people know that we're doing that.
- Caroline says she'd like to get the end of year and say 'this is how much it takes' and then it's for next P&C to decide whether to continue. It's been more work than she expected.
- Caitlin says a lot of work being done this year will make it take less time next year. It's not all ongoing.
- Dora says it's important to attract people to the P&C who understand how businesses run.

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| | <ul style="list-style-type: none"> ○ Matt asks Fran about the change in focus. She says running canteen is taking up a lot of meeting time but her perspective is that the focus is about getting to a period where that won't happen. She says everyone is working to find a sustainable level where what happens in canteen happens there, the committee meets and the report from finances is simplified. Right now it's still the teething and sorting out time. The bottom line is that the canteen is a very worthwhile service for families who rely on it. Like before and after school care, the expectation of community is that schools provide the services. Whether this model or going back to leasing depends on how well it goes. It was a brave step to take it on and clearly hard work for everyone involved. If it works well it can become well-oiled machine. She appreciates the time, effort and angst. ○ Caroline says we have amazing experience and skills in P&C exec this year to add value to canteen, so it's as good an opportunity as ever to see if going to work. ○ Fran says the downside is the energy that goes into this isn't there for other things. Matt referring to other things with significant enjoyment quota attached. Lot of highs associated running successful fundraising events. |
| 5 | <p>Resolutions</p> <ul style="list-style-type: none"> ● None |
| 6 | <p>Sub-committee Reports</p> <p>5.1 Fundraising & Grants</p> <ul style="list-style-type: none"> ● Carol says the K-2 Disco income was \$6040.95 and expenses \$2500, meaning a net profit just over \$3500. The fundraising committee is pretty happy with that. They could have charged more for food - they charged canteen prices but souvlakis were big hit. ● BNO tickets selling at \$45. Venue costing \$25 a head. Will have indicative budget next meeting. Managed to get venue to support additional fundraising such as premium on the wines. It seats 220. Club hasn't asked us to commit numbers. Carol says they're really casual. Carol and Ange tasted menu - it's delicious and will advertise. ● Carol says Lara suggested Telstra grant and they're following up. ● Last meeting we spoke about arts grants, they rang council next day and spoke to arts officer and it turns out the date was 2016. The grants are actually opening July. We don't really fit criteria but the committee thinks there's a workaround. Council would fund artist sp we need to find an artist who wants to work with us. By next meeting council would've put out info. <p>-</p> <p>5.2 Lost Property</p> |

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| | <ul style="list-style-type: none"> • Kelly has been finding it a struggle. She lost her helper Jodie and Kelly has had increased work commitments and health issues. She needs help. If you visit lost property, please hang something up, She's had hats thrown at her feet, and it's exhausting and soul destroying. She took over four years ago. Dora says comms can help. As a P&C we should also spread the word to our networks - if you go to lost property, pick something up. <p>5.3 SAKG</p> <ul style="list-style-type: none"> • Fiona says she had a great turnout for her working bee with the pond. Three families came. |
| 7 | <p>New Business</p> <ul style="list-style-type: none"> • None |
| 8 | <p>Next Meeting</p> <ul style="list-style-type: none"> • Tuesday July 18 (first day back of Term 3) |

| Summary of resolutions passed | |
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| Resolution | <ul style="list-style-type: none"> • None |

| Items for actions register | | |
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| Action Item | Owner | Deadline |
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