



# STANMORE PUBLIC SCHOOL

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

**When:** 18 July 2017, 7pm  
**Where:** School staff room  
**Chair:** Caroline Snelling

<b>Attendees:</b>	Caroline Snelling, Caitlin Elliott, Todd Coleman, Kylie Dzazir, Angela Westerman, Carol Kavurma, Alicia Ditton, Bek Moles, Blake Lowry, Lara Sabbadin, Kelly Stephens, Melissa Swanson, Fiona Doherty
<b>Apologies:</b>	Anne Carroll, Jackie Greenwood, Deborah Fownes

KEY POINTS DISCUSSED	
Item	Description
1	<p>Acknowledgement of Country</p> <p><b>President's Welcome and Report</b></p> <ul style="list-style-type: none"><li>• The Big Night Out sold out. We sold the same number of tickets, it just sold out more quickly. Thank you to Carol and Ange for all their work.</li><li>• Thank you to Melissa, for helping organise two big things. She cleaned out store room with help from house guests. She organised delivery of the fridge-freezer, saving us \$200, and earned us \$50 by selling the old one.</li><li>• Lost property – I spoke to Sonia Matiuk about taking over lost property. Jodie is doing one last delivery. I tidied up this morning and it looked like people had looked for something and left things in pile. More signage might be needed.</li><li>• Jackie Greenwood is running the Book Drive.</li></ul>
2	<p><b>Secretary's Report</b></p> <ul style="list-style-type: none"><li>• The June Minutes were approved. Moved Caitlin / seconded Kelly.</li><li>• Coming back to Actions Register to allow update from fundraising team.</li></ul>
3	<p><b>Fundraising</b></p> <ul style="list-style-type: none"><li>• Ange reports that BNO is sold out with 230 tickets sold.</li><li>• Carol says the fundraising team wants to use Galabid auction software. This means we know who donations are from, the money straight into the bank account, it opens up a wider audience, and it's more streamlined. Normally they charge over \$2000-3000 but we're getting it for about \$800.</li><li>• Tabled estimated budget, software is the only actual set price. The venue is supplying wine as it's a licensed venue but they're letting us add \$5 to each bottle.</li></ul>

	<ul style="list-style-type: none"> <li>● The estimated budget is conservative with estimates for the key lock game. Stephen has the cage and we need it back in time. Fiona will call him.</li> <li>● Fiona says gold coins are needed so people can buy \$20 of coins. People then typically leave them on the table at the end.</li> <li>● Introducing new fundraising game. Two short games of Heads and Tails – true or false game at \$10 a pop.</li> <li>● Fiona volunteers to do either scotch bottle game or dartboard.</li> <li>● DJ free, venue \$27.50 head. Tickets \$45.</li> <li>● Resolution to allow the fundraising committee to spend up to \$9000 on Big Night Out expenses, including Galabid, noting they've already brought in more than that on ticket sales alone. Moved Fiona /. Seconded Caitlin. Passed.</li> <li>● It was discussed whether we need people to help on the night and noted we can email the list of new parents who volunteered.</li> <li>● We could potentially bump out next day, as the club doesn't open until lunch. Blake suggests paying an extra \$200 or so for cleanup.</li> <li>● There was discussion about whether to close the silent auction on the night and whether it's OK to run the raffle only online. It was noted that we can do a raffle with paper tickets on Fathers Day. There was general consensus that closing the auction on the night was a good idea but we'd let the organising committee decide.</li> </ul>
4	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>● Todd presents a summary of assets and liabilities. He's been moving bank accounts around.</li> <li>● He needs a resolution to take to the bank to open a Garden-Kitchen account as it helps with accounting to segregate the funds. This is seconded by Fiona and passed. Caroline and Todd will do the letter and sign.</li> <li>● He moved the money we appropriated for the toilet block upgrade into building reserve.</li> <li>● There was general discussion and questions for Todd to clarify certain points, such as that liabilities PAYG and super are coming off the canteen, and the P&amp;C is paying for the fridge-freezer out of the main account. He'll put in the starting position next time.</li> <li>● Todd presents the canteen P&amp;L. It shows a YTD net profit and a 50/50 split between online and cash. The cost of food and drink is about 33%. It's the same as last year with income ramping up each term. Wages are about 60% of expenses.</li> <li>● Caroline suggests this is enough detail for the P&amp;C meetings. The canteen committee can have weekly updates and this more detailed information will be available for anyone who asks. There is general agreement about this.</li> <li>● Todd says the CBA bank accounts are now closed and he's formally raised a complaint.</li> <li>● Todd says the "beer appreciation" event raised \$490 and the K-2 Disco made almost \$1700 profit.</li> <li>● Caroline says Mother's Day is showing the expenses but not the revenue yet because of a PayPal issue.</li> </ul>

5	<p><b>Other resolutions</b></p> <ul style="list-style-type: none"> <li>● Jackie cannot be present but has tabled a resolution to spend up to \$1000 from the kitchen-garden funds for the following: <ul style="list-style-type: none"> <li>○ 2 new granite mortar &amp; pestles (about \$80)</li> <li>○ 40 small water glasses (about \$150)</li> <li>○ tablecloths (about \$200)</li> <li>○ ipad (about \$429)</li> <li>○ Rubber Kitchen mat (about \$100)</li> </ul> </li> <li>● There was no objection to the funds but it was noted that the P&amp;C has a bunch of glassware in the store room so they should raid that first.</li> <li>● Resolution moved by Todd, seconded Bek. Passed.</li> </ul>
6	<p><b>Actions Register</b></p> <ul style="list-style-type: none"> <li>● <b>School signage.</b> Fiona says staff suggest that if there's a digital sign to have it near the library. She says teachers don't want to name classrooms, aside from the permanent name for the room, so we don't need the replaceable signage. Caroline says naming the gates is a priority.</li> <li>● <b>Asset register.</b> Melissa took this on and says it will be complete by end of the week.</li> <li>● <b>Damaged fence.</b> It's still damaged and Fran is not here tonight.</li> <li>● <b>Fridge freezer.</b> Caroline says it's acquired and installed. It cost \$2848 plus \$250 delivery minus \$50 for sale of old fridge, so much less than the \$6000 we allocated.</li> <li>● <b>Ethics recruitment.</b> Caitlin proposed to have a flyer to give out at the grandparents' morning tea in Book Week. This was agreed to be a good idea.</li> <li>● <b>Shade sail repairs.</b> No update.</li> <li>● <b>Buddy bench.</b> Fran is not here to update.</li> <li>● <b>40km zone in Trafalgar St.</b> Caitlin posted letters co-signed by principal Fran and P&amp;C secretary to the NSW roads minister, local MP and council traffic engineer.</li> </ul>
6	<p><b>Sub-committee Reports</b></p> <p><b>5.1 Fundraising &amp; Grants</b></p> <ul style="list-style-type: none"> <li>● Reported above</li> </ul> <p><b>5.2 Lost Property</b></p> <p><b>5.3 Comms</b></p> <ul style="list-style-type: none"> <li>● Caitlin and Dora are keen to build a new website for the P&amp;C and would like to have a brainstorming session with anyone interested.</li> <li>● It was suggested that Caitlin and Dora talk to Matt and also see what the department offers as it's much better than it used to be. <b>&gt;Action Register</b></li> <li>●</li> </ul> <p><b>5.4 Music</b></p>

	<ul style="list-style-type: none"> <li>● Bek says the music committee has been discussing the idea that the P&amp;C might take over running the music ensembles next year. It's a big task and could require 10 volunteers, from treasurer down to t-shirt organiser. Right now Bridget Poon does everything.</li> <li>● Currently parents pay the same amount no matter whether it's a school-run ensemble (eg drums, ukelele) or through an external provider (eg. choir from next year, strings).</li> <li>● Alicia has a friend Alex Bieri who runs music programs for public schools in area. Caroline asks if she can put a proposal together.</li> <li>● Bek says the status quo is getting more difficult to maintain but she'll get clarity around what the teachers do and don't want to keep. <b>&gt;Action Register</b></li> <li>●</li> </ul> <p><b>5.5 SAKG</b></p> <ul style="list-style-type: none"> <li>● Fiona says thank you Jackie for SAKG roster.</li> <li>● Fiona would like some willing people to do some work – the sand pit near the library needs new sand, the door on the pizza oven needs fixing etc. She can organise but she needs labour. She'd like to paint a gold frame around art near kitchen.</li> <li>● There was discussion about the use of treated pine, pigeon removal, removal of pine logs and installation of bird boxes.</li> <li>● The next working bee is July 30. It's also National Tree Day and Fiona hopes to combine with planting. Memorial tree needs to be replaced in garden.</li> <li>● The pond is the next project.</li> <li>●</li> </ul>
7	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>● Fiona said the teachers have redesignated the playgrounds to have a zen/mindfulness area, a running area, handball courts etc. There are more teachers on duty so there's more space for kids to play. Fiona says the teachers are keen to have three containers that are weather-proof and vandal-proof in the areas designated with sporting and play equipment in them, to be locked up at end of the week. There was discussion about how to enable this. Melissa says there used to be sporting equipment where the water tanks are. Blake suggests redirecting future book sales into the new initiative but Bek says there aren't many left and they're not selling fast. Alicia suggests pegging an event to the playground. Fiona will find out more detail. <b>&gt;Action Register</b></li> <li>● There was discussion about an unsourced idea to put panels put up around the fence on the corner of Holt and Cambridge so the kids don't talk to members of the public on the pedestrian chair. However, it was felt this was a matter for the school unless the school wants the P&amp;C to get involved. It would change the interface between the school and community.</li> <li>● Melissa suggests we need to spend a bit of money, maybe \$300, for the P&amp;C storeroom so we can get transparent storage containers and stack them and labelled them. It was agreed we need to get ones of decent quality as the cheap ones from the Reject Shop break. Resolution moved Melissa / seconded Kylie. Passed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Caroline says there are sushi containers and rubber gloves in the storage room and asks if we can give to canteen. It was generally agreed, yes.</li> <li>•</li> </ul>
8	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>• Tuesday August 15</li> </ul>

**Summary of resolutions passed**

<b>Resolution</b> <ul style="list-style-type: none"> <li>• To approve the fundraising committee to spend up to \$9000 on Big Night Out expenses, including Galabid software. Moved Fiona / Seconded Caitlin. Passed.</li> <li>• To authorise Caroline and Todd to write a letter to Westpac to open up a separate account for the kitchen-garden program. Moved Todd / seconded Fiona. Passed.</li> <li>• To authorise expenditure of up to \$1000 on kitchen items for the kitchen-garden program, after first checking the P&amp;C storeroom. Moved Todd / second Bek. Passed.</li> <li>• To spend up to \$300 on proper storage for the storage room.</li> <li>•</li> </ul>
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**Items for actions register**

Action Item	Owner	Deadline
Playground equipment - find out detail on what teachers want	Fiona	August
Talk to Alex Bieri about proposal for music program	Alicia	August