



## August P&C Meeting Minutes

**Stanmore Public School – P&C**

100 Cambridge St, Stanmore NSW 2048

**Meeting Title:** August Meeting

**Location:** Staff Room

**Date:** Tuesday 21 August 2018

**Time:** 7pm

**Chair:** Simone Dossetor,  
President

<b>Attendees:</b>	Simone D, Todd, Clare J, Sonia M, Fiona, Nick, Blake, Carol, Kelly S, Stephen
<b>Apologies</b>	Fran, Suzy,

Item	Description	Lead Officer
1	Acknowledgement to Country President's Welcome. President's Report Trivia night Web site	Simone Dossetor

2	<p><b>Secretary's Report</b></p> <p>The P&amp;C endorsed the minutes of the July meeting (proposed by Stephen; seconded Simone).</p> <p><u>2018 Actions Register</u></p> <ul style="list-style-type: none"> <li>• Improve Culottes – Still awaiting sample culottes from Fran</li> <li>• 40k zone on Trafalgar St, traffic blisters, and traffic monitors – Assessment has been done but when Newington were on a break. Need to contact the Council to ask for another assessment when both schools are in term time.</li> <li>• Library Improvement. Still awaiting a quote for the work.</li> <li>• Buddy Bench. Fran following up.</li> <li>• Habitat Tree. Quote received for the tiger tails. Fiona following up.</li> <li>• Labels and markers for PLUS – these have been purchased.</li> <li>• Yarning Circle – awaiting input and approval from Fran.</li> <li>• Involve More Parents in Lost Property. Lost property is out of control and more assistance in sorting and returning property is required. Lots of items are not labelled and therefore cannot be returned and end up in landfill.</li> <li>• Attendance Notification. It is important for parents to let the school know if their child is not going to attend for any reason. Fran to investigate system to proactively advise parents if a child has not turned up for school.</li> <li>• Sponsorship Policy file. The policy has now been saved as a final version, not draft. A version control has also been added and in the event that no fundraising committee were available, that the committee would approve expenditure.</li> </ul>	Clare Jones
3	<p><b>Principal's Report</b></p> <p>Not available.</p>	
4	<p><b>Treasurer's report:</b></p> <p>Unallocated funds currently at \$58K. Out of this, still need to pay \$6K for a pot washer and need \$14K for the teacher's resources for 2019 which leaves a balance of approximately \$38K.</p> <p>Anticipated that we might end the year with approximately \$55K after all the planned fundraising events.</p> <p>It's important to define the strategic plan for fundraising and identify which events are community engagement focused, versus fundraising.</p> <p>The possibility of joining forces with other local schools to undertake joint fundraising events was discussed.</p>	Todd

	<p><b>Website</b></p> <p>Website is on a system which is quite difficult to use (Joomla) and we have had difficulties finding someone to take on the maintenance of it. 4 quotes have been received ranging from \$10K to \$16K. A parent has provided a cheaper option but not using Wordpress which is what the School uses. This proposal uses Wix and was \$7750 with an ongoing monthly subscription cost.</p> <p>There was some concern that all the quotes were expensive for the work that needs to be done. It was determined that the School could consider whether it was possible to move the P&amp;C website to the same platform alongside the School's website, when they move.</p> <p><b>Music</b> No report</p> <p><b>Fundraising and Grants</b></p> <p>Proposed resolution to pay all funds raised from the Book Drive held by the P&amp;C, to school. Proposed Sonia, seconded Fiona.</p> <p>Coin Drive – it was noted that some children were unaware of where the coins needed to be handed in to. Fiona will ensure that clear instructions are provided during morning announcements.</p> <p><b>Father's Day Breakfast</b></p> <p>A number of breakfast orders have already been submitted. Volunteers are still needed for the day and volunteers can volunteer online. There will be a number of raffle prizes available on the day.</p> <p>Proposed Float of \$300 for Father's Day raffle tickets. Seconded by Simone.</p> <p><b>Trivia Night</b></p> <p>A number of venues and dates were considered. October 19 is now confirmed. The proposed venue is the Empire in Annandale which will hold around 150. The Trivia Night is in lieu of the Big Night Out for 2018, given the lack of volunteers required to help organize the BNO. Tickets will be \$25 per head. There will be a liquor locker on the night.</p> <p><b>Christmas Movie Night</b></p> <p>Deposit has been paid. Have applied for a donation from Sydney Water.</p> <p>Potentially we will have some Christmas stalls – one selling Christmas decorations made out of plastic, to raise awareness.</p> <p>Will sell popcorn and ice cream on the night. Will also have Christmas carols on the night prior to the screening.</p> <p>Parents will be encouraged to set up a stall at no charge but be asked to donate a contribution from profits made on the night.</p> <p>The date is confirmed as Friday 7 December.</p>	<p>Simone</p> <p>Simone</p> <p>Fiona</p> <p>Blake</p> <p>Simone</p> <p>Sonia</p>
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5	<p><b>Big Night Out 2019</b></p> <p>Need to agree the date.</p> <p><b>SAKG</b></p> <p>Next working bee is this Sunday (August 26). Fiona will advertise this in SNIP.</p> <p>Shed - \$4808 plus \$1000 in labour to erect it. This expenditure was approved back in July 2016. Proposal up to \$2000 for furnishings and tools for the shed. Proposed Stephen, Seconded Blake.</p> <p>Proposal to spend \$1000 on kitchen equipment ( Magimix, stick blender, chopping boards etc). Proposed by Stephen, seconded by Simone.</p> <p>Proposal to reimburse Fiona \$643 for general garden expenses. Proposed by Stephen, seconded by Simone.</p> <p><b>Ethics</b> No report</p> <p><b>Canteen</b></p> <p>We have been contacted by someone from Marrickville Public School who runs the canteen there where the food is very popular and includes take home packs. All food is homemade. He is interested in expanding into Stanmore PS.</p> <p>This is to be discussed with Fran regarding future plans for the Canteen.</p> <p><b><u>New Business</u></b></p> <p><b>Street Library</b></p> <p>Permission to go ahead with this needs to be sought from Fran.</p> <p><b>After School Care</b></p> <p>Clarity needs to be given as to whether OOSH numbers have increased to accommodate students currently at TASK and whether TASK families will be prioritized by OOSH from next year.</p> <p>Wilkins and Camdenville have got permission to retain TASK under the same arrangements until the successful bidder in the tender commences in 2020.</p> <p>After school care will be put on the agenda as a priority for the next meeting given the year is coming to an end. Seek an update from Fran and consider whether TASK and OOSH representatives should be invited to come to the next meeting.</p>	
6	<p><b>Next Meeting</b></p> <p>The next Stanmore P&amp;C meeting will be on Tuesday 18 September 2018.</p>	

## Summary of resolutions passed

### Resolutions

- July minutes passed - proposed by Stephen; seconded Simone.
- Sponsorship policy has been updated with an amendment of "If no fundraising committee, then the decision is delegated to the executive" as well as a version control table. Proposed by Stephen, seconded by Todd.
- Proposed resolution to pay all funds raised from the Book Drive held by the P&C, to school. Proposed Sonia, seconded Fiona.
- Proposed Float of \$300 for Father's Day raffle tickets. Seconded by Simone.
- Proposal to spend \$1000 on kitchen. Proposed by Stephen, seconded by Simone.
- Proposal to reimburse Fiona \$643 for general expenses. Proposed by Stephen, seconded by Simone.

## Items for actions register

Action Item	Owner	Deadline
Website - Simone will talk to Fran about the possibility of the P&C website being hosted with the School's	Simone	September
Agree date for Big Night Out 2019	TBC	
Lost property - Invite specific parent groups to assist	Sonia	September
Culottes - Fran will present samples at the next meeting	Fran	September
Library Improvement - Seek additional quotes	Fran	September
Buddy Bench - Follow up	Fran/ Simone	September
Christmas Movie - Continue with plans	Sonia	September
Trivia Night – continue with plans	Simone/all	September
Future Plans for Canteen	Fran/Simone	September
Review the policy of notification of parents of non-attendance	Fran	September
Update on After School Care for 2019	Fran	September