



November P&C Meeting Minutes

Stanmore Public School – P&C

100 Cambridge St, Stanmore NSW 2048

Meeting Title: November Meeting **Location:** Staff Room
Date: Tuesday 20 November 2018 **Time:** 7pm
Chair: Simone Dossetor,
President

Attendees:	Simone Dossetor, Todd Coleman, Suzy Leslie, Kate Knott, Jo Roach, Blake Lowry, David Naftzger, Fiona Doherty, Stephen Jackson, Clare Jones, Sonia Matiuk, Fran Larkin
Apologies	Kelly Stephens

Item	Description	Lead Officer
1	Acknowledgement to Country President's Welcome.	Simone Dossetor
2	Presidents Report	

2	<p>Secretary's Report</p> <p>The P&C endorsed the minutes of the October meeting (proposed by Stephen; seconded Todd).</p> <p><u>2018 Actions Register</u></p> <ul style="list-style-type: none"> ● Culottes - Feedback has been passed onto Pickles, and they are happy to make adjustments. The timeline is not confirmed and may need to wait until early 2019, the change will be communicated to parents. <p>Sonia raised concerns about the heaviness of the backpack and impact of the library bag for small backs, however we would need to consider what are the alternatives.</p> <ul style="list-style-type: none"> ● Street Library - Fiona has arranged painting by volunteers from Deloittes and arranged with 6N to create a stencil theme based on the last year, and will consult a younger class to to decorate. Fiona said they could be attached to the fence but Fran pointed out that would raise security concerns. Installation with a stand will have to be investigated. The grant required installation within 3 months and thus this term. The date for the launch will have be be set in consultation with the school calendar and consulting with the Mayor's availability. ● Traffic Calming - Simone asked for a volunteer to write the next letter. Stephen will check with a communication contact at council as to who best to address the letter. ● Website - Simone hasn't had any further contact from Lindsay. Dave volunteered to assist with creating the website or get quotes. ● Long term plan for school - There will be a meeting with the Director Virginia next year, Fran to liaise ● Special Meeting with the Director of Schools, Assets Management Unit, TASK and IWC OSHC - This is no longer needed. TASK will continue until June as the approved provider and there will be a tender process. There was a discussion about the tender process, basis for criteria and need for growth, and that it would be worthwhile having contact with a school that has gone through the whole process. There will need to be a OOSH Liaison parent volunteer for next year. ● Kindy Welcome - Donations for morning tea will have be requested promptly at the start of the year. 	Suzy Leslie
3	<p>Principal's Report</p> <p>The Bow and Blow event for children interested in trying out an instrument was very successful, and will be repeated. The Juggernaut band has performed at 3 festivals in the last three weekends.</p> <p>The Showcases were popular and successful.</p> <p>School staff have been busy with assessments, reporting and data collection. There will be hand over from this years' teachers to next years' teachers, and they are in the process of class formation. The school calendar is being developed and it would be helpful for the P&C to give dates to school for inclusion to avoid clashes.</p>	Fran Larkin

	<p>There is playground construction continuing with a timber amphitheatre built for outdoor learning and synthetic grass.</p> <p>Deb Fownes who has actively contributed to the school over many years across the areas of PLUS, Netball Coach, and recycling was nominated for the Marrickville school network award. We haven't been able to find a replacement to assist with recycling however her help is still ongoing. There will more changeover of furniture.</p> <p>Ideas for communication were discussed including having a separate P&C newsletter and a School Community Facebook group (which would need a moderator). The new interest form could present at the kindy welcome, and the potential for an online survey.</p> <p>There has been approval to install a new roof over C block.</p>	
4	<p>Treasurer's Report</p> <p>Todd reported on the current accounts.</p> <p>Trivia made over \$6000 and was a great event with less work. He suggested this would be a good event for early next year, and the potential for a comedy event was raised.</p> <p>There have been no major school funding expenses this year, except those approved last year.</p> <p>There will be approximately \$72 000 at the end of year, excluding the accounts for canteen, building and kitchen garden. The canteen accounts have been separated.</p> <p>The audit quote is for \$1,650. Todd suggested for future auditing to swap with another school, which is done by some other local schools.</p> <p>Many of the financial systems are automated for the Treasurer's role, and now only takes approximately 1 hour per week.</p> <p>There will be approximately \$56,000 available in the P&C account after allowing for funds for teachers resources, to provided at the start of the new year.</p>	Todd Coleman
5	<p>Sub-committee Reports</p> <p><u>5.1 Fundraising & Events</u></p> <p>We discussed funding priorities. The P&C contributes \$14000 for classroom resources and should always commit for the next year in advance. There is the plan for Library improvements however the school has not yet heard back from the architects.</p> <p>Fran suggested that she will present a list of possible school projects and the P&C can choose which ones to support.</p> <p>Other areas of attention should be the oval, tennis court, and hall.</p> <p>We discussed holding a working bee, and concerns about the cleanliness of the playground. Fiona reported that the kindy doors are being painted and she'd like to hold a working bee on 2nd December. There will be a call out to infants parents and use sign up for volunteers.</p> <p>We discussed the recent Trivia Night.</p> <p>Sonia gave an update on Movie Night on 7th December. This will be a community event and the aim is to cover costs. She has been seeking sponsors targeting kids and school activities suitable for the holidays. She has \$1500 from sponsors, which will cover the</p>	

	<p>screen hire. The movie chosen is Paddington 2 costing \$350, and there will be bean bags for hire. She has arranged for performances from the ukelele group and the choir, which will need a PA as the performances should be in front of screen. Lawn mowing will be arranged to be brought forward. There are 5 stalls planned - 2 businesses, and the kitchen will make and sell gingerbread. Tables will be needed. The plan for the food is to have picnic packs and a popcorn machine. We discussed options for ice cream. There will be helped needed for set up and will use sign up. The tickets will be \$5. There was discussion about face paint.</p> <p>Motion to approve up to \$2000 in expenditure for the Movie night - proposed by Stephen, seconded by Simone.</p> <p>We need to plan for the BNO in 2019 and set calendar for 2019.</p> <p><u>5.2 Grants</u></p> <p>No report</p> <p><u>5.3 SAKG Kitchen Garden</u></p> <p>No report</p> <p><u>5.4 Communications</u></p> <p>We will need a new volunteer for communications for next year. Blake will speak to Anika.</p> <p><u>5.5 Pre-loved Uniform Shop</u></p> <p>Todd will contact Deb Hopwood for financial report.</p> <p><u>5.6 Lost Property</u></p> <p>There was a recent return and there were 2 full racks leftover which were unlabelled or unclear. We will need a new volunteer for lost property.</p> <p>We discussed ideas to improve such as having larger labels and the idea of funding laundry markers for new children.</p> <p><u>5.7 Music</u></p> <p>No report</p> <p><u>5.8 Ethics</u></p> <p>No report</p> <p><u>5.9 Canteen</u></p> <p>No report</p>	
5	<p>General Business</p> <ul style="list-style-type: none"> • NSW P&C Volunteer of the year nomination. Stephen Jackson has volunteered for the P&C for 8 years, continuing even after his children have left school. Nominated by Suzy, seconded by Fiona. • NSW P&C Federation Conference is an opportunity to learn and network that could be useful for those who are involved in the P&C next year. <p>Funding approved for two people to attend, proposed by Stephen, seconded by Simone.</p>	

	<ul style="list-style-type: none"> ● Planning for 2019 - Fundraising & Events Calendar <ul style="list-style-type: none"> ○ P&C Meeting time By laws ○ New position OOSH Liaison <p>We discussed having more regular trivia nights - possibly targeting kindy parents, and year three, and keeping it a smaller simple event. Jo offered to assist with Trivia night. We discussed holding a trivia night, a comedy night and BNO in different terms.</p> <p>Fiona suggested following up with a commission free property sale.</p> <p>Sonia suggested having having the K-2 Disco earlier in the year in Term 1, and the movie night in second term including donations of warm clothing to charity.</p> <p>There are the Kindy tea towels.</p> <p>We discussed the Kindy welcome morning tea. It was suggested that we could also have a friday afternoon event in the middle of Term 1.</p> <p>We discussed booking bigger venues.</p> <p>We discussed having events that are more sustainable in terms of volunteer burn-out, for example holding two medium sized events.</p> <p>We discussed having events at the end term 1, and the start of Term 3, and booking a venue for 250 people. It was suggested to give kindy parents advance notice for booking.</p> <p>We discussed the benefits of holding meetings at the Salisbury Hotel.</p> <p>We discussed holding a separate event for class parents to share ideas. We will circulate the Class parent document before the Meet the Teacher event.</p> <p>Election planning committee - there is an experienced parent group willing to volunteer to organised this. It was suggested to involve some new people and arrange mentorship for events, just as is happening with the movie night. Stephen will arrange inviting bands from Marrickville High.</p> <p>The model will continue for Mother's and Father's day events with Todd and Blake.</p> <p>The idea of creating Christmas cards with children's art, and class work in co-ordinating colours was put forward. These could be designed in Term 3 and sold online, and could be arranged by Jo and Kate.</p>	
6	<p>Next Meeting</p> <ul style="list-style-type: none"> ● Confirmed that no General meeting is needed on Tuesday 18th December ● The AGM will be on 7pm Tuesday 19th February 2019 (Week 4), and Simone will be overseas. <p>Fran thanked the P&C executive for their work.</p>	

Summary of resolutions passed

Resolutions

- Minutes of the October meeting passed (proposed by Stephen; seconded by Todd).
- Motion to approve up to \$2000 in expenditure for the Movie night (proposed by Stephen; seconded by Simone).
- Motion to nominate Stephen Jackson for the NSW P&C Volunteer of the year (proposed by Suzy; seconded by Fiona).
- Motion to approve funding for two attendees for the NSW P&C Federation Conference (proposed by Simone; seconded by Stephen).

Items for actions register

Action Item	Owner	Deadline
Street library installation and launch	Fiona, Suzy	End Term
Website follow up	Simone, Dave	ongoing
Kindy Welcome - arrange donated morning tea	Simone	February
Working bee	Fiona	December
NSW P&C Volunteer nomination	Suzy	December