



## North Nowra Public School

### General Meeting - 1 August 2012

**Meeting Opened:** 7:08 pm  
**Attendance:** J Gibson, T Smart, T Hodge, T Hardy, D Whitehead, J Ashby, J Gardiner, K Kay, J Mellington  
**Apologies:** T Mudditt, J Gilkes  
**Previous Minutes:** **General Meeting of 6 June 2012:**

**Moved:** T Hodge      **Seconded:** T Hardy      **ACCEPTED**

**Special General Meeting of 18 July 2012:**

**Moved:** T Hardy      **Seconded:** K Kay      **ACCEPTED**

**Correspondence In:** P&C Federation Affiliation / Insurance; Updated P&C Federation Affiliation / Insurance Guide; Fundraising - Various; Commonwealth Bank Commission Report; SCC Letter re: Judith Drive No Stopping Zone; Southern Stars Support Thank You; bank statements; bills.

**Correspondence Out:** Bill payments

**Business Arising:** a) **BBQ** - Lunch brought forward to 1 pm, events from 1:45. Events being coordinated by Ms Ryder and Mrs Kellert; T Hodge / T Hardy to bring thongs; Equipment loan from Havenlee organised; all under control; Sausage orders quiet - only 90 ordered so far.

b) **Canteen Manager Duty Statement** - Needs to be written from job advertisement; Challenge to award with Ombudsman re: pay rates. Two different awards - depending on which one challenged and which one T Smart under, could be possibility of back pay if rates increase.

c) **Laptop** - Loan laptop working OK, though needs PDF reading application to be loaded. No word received yet regarding grant application. Three quotes obtained - Harvey Norman: \$639, Joyce Mayne: \$630, Good Guys: \$585. Computer comes with Windows 7; MS Office and antivirus extra (free antivirus can be downloaded)

- **MOTION:** Laptop to be purchased from Joyce Mayne.

**Moved:** J Gibson      **Seconded:** T Smart      **APPROVED.**

➤ **Action:** D Whitehead to obtain laptop - can we be invoiced / pay by cheque?

- **MOTION:** D Whitehead to approach Harvey Norman if Joyce Mayne won't accept a P&C cheque.

**Moved:** J Gibson      **Seconded:** J Gilkes      **APPROVED.**

d) **Coles Account Limit Increase** - Actioned. Closed.

e) **Year 6 Money** - Janet / Ian requested to obtain quote to have National Anthem and school song put on boards and mounted in hall.

f) **2012 P&C Funding Commitments** - Report tabled. Future process to be staff make request to Financial Committee (meeting during Term 4); Financial Committee approve items for funding; P&C rep to committee identify projects that P&C could fund, present these to the P&C committee for voting / approval, then take results back to Funding Committee. Better than previous process, with no firm record of approvals and actual expenditure. Feedback also to be provided to parents on amounts raised and how it is expended (P&C minutes / newsletter / web site) - eg, cross country. The Annual Financial Statement for NNPS will define how much the P&C pays to the school.

➤ **Action:** J Ashby to identify how much money raised by cross country, what it was spent on, and provide feedback to parents.

• **MOTION:** Expenditure commitment for 2012 (per Feb 2012 meeting and tabled report - approx. \$10,000) to be ratified.

**Moved:** T Smart      **Seconded:** T Hodge      **APPROVED**

• **MOTION:** Request from NNPS Office staff for a nominal \$300 donation per year to cover printing costs etc.

**Moved:** D Whitehead      **Seconded:** J Gibson      **APPROVED**

➤ **Action:** 2 Cheques to be passed to the school: \$10,000 - commitment; \$300 - printing

g) **P&C Mission Statement** - ➤ **Action:** D Whitehead to put together and email over weekend (4 / 5 August)

**Treasurers Report:**

Profit and Loss statement for 2012 to date shows loss of \$3,242.49, however approx. \$6,000 of this is uniform stock on hand (school shirts).

Canteen Account: Approx \$11,500

P&C Account: Approx \$32,500.

Debit card available balance approx. \$200.

**Principals Report:**

Tabled.

a) **Welfare worker** recruiting by YWCA; Merryn Corban (?) view to start Term 3 Week 5, work 20 hours/week for remainder of 2012, then 12 hours/week in 2013. Position has a lot of reporting / governance, including to P&C - invite to next P&C meeting to outline program.

b) **Peer Mediation for Students** - Staff keen to support; School leaders develop coping / problem solving / conflict resolution skills with guidance; Provides role cross-over with other learning teams.

c) **Aboriginal Learning Plans** - occurring Term 3 weeks 4 and 5.

d) **Anti-Bullying Plan** - to be finalised and presented to P&C for comment / approval. Will be posted to web site, and reviewed annually.

e) **Parent Handbook** - Seeking P&C input; comments to J Ashby.

f) **Tabled documents** - • "Resource Allocation Model" flyers for school funding. Defines factors forming / affecting funding allocations; being trialled in 2 local schools.

• "Syllabus Changes" providing timeframe for publication and rollout of state syllabuses to national curriculum.

g) **Current enrolment** - 265 children

h) **Term Meetings** - school self-evaluation; Aboriginal Education committee; Canteen Sub Committee.

i) **Judith Drive No Parking Zone** - Notification to go into newsletter.

**Moved:** J Ashby

**Seconded:** J Gibson

#### **Canteen Report:**

Minutes of last meeting on web site.

a) **Food Processor** - \$500 approved at last canteen meeting - new processor purchased for \$400; Couldn't be used to grate cheese, so returned. After more investigation, commercial processor bought for \$750. Verbal approval for increased expenditure obtained by phone from D Whitehead. Working well!

b) **Bells** - Sales at recess and lunch decreased since second bell removed. Prepared food cut back, but stock still being thrown out. 'Play' bell to be reinstated, and a follow up sales survey conducted.

**Moved:** T Smart

**Seconded:** T Hodge

#### **Fundraising:**

a) **Father's Day Stall** - (Father's Day Sunday 2 September) Stock ordered. Stall to be held Tuesday 28 August from 9am.

➤ **Action:** K Kay to develop flyers and advertise in newsletter.

b) No other fundraising planned for Term 3. Term 4 disco to be explored at next meeting.

#### **General Business:**

a) **P&C Federation Affiliation** - Obtain additional insurance? Probably not. Id canteen stock on hand covered by insurance policy?

➤ **Action:** J Gibson to check insurance taken out last time, then organise completion of forms / cheque.

➤ **Action:** J Gibson and J Ashby to investigate coverage of uniform stock on hand by policy.

b) **SCC Letter** - covered during Principal's Report.

c) **Local Elections** - (8 September). Is NNPS being used as a polling location? If yes, Special General Meeting to be held to organise BBQ / cake/book/craft stall. Do we need to put in an application to hold a BBQ?

➤ **Action:** J Ashby to follow up if NNPS being used, and requirements to hold fundraising activity.

d) **Award Nominations** - Mrs Dilley and Mrs George nominated by Whitehead family for Australian Scholars Group "Inspirational Teaching" awards (personal nomination, not on behalf of school or P&C).

e) **Photo Fundraiser** - Request for in-principal support to investigate for Term 4 (mid November)? Yep!

➤ **Action:** J Gibson to investigate mid-November requirements to hold photo fundraiser.

f) **MSP Photography** - Pack promoting their school photo packages left at front office.

➤ **Action:** J Gibson to compare with process of current school photographer (Don Wood)

**Next Meeting:**

• **MOTION:** Request to delay September meeting by 1 week to remove conflict with Choral Festival performances.

**Moved:** D Whitehead      **Seconded:** T Hodge      **Approved**

12 September

**Meeting Closed:** 9:15 pm

  
D. Whitehead  
President.