



North Nowra Public School

General Meeting - 11 December 2012

- Meeting Opened:** 7:08 pm
- Attendance:** Jodie Gibson, Julie Kellert, Jodi Bruton, Shayne George, Tracey-lee Hodge, Tania Hardy, Tina Smart, Julie Gardner, David Whitehead, Katie Kay.
- Apologies:** Julie Ashby, Peter Wright-Smith, Jenny McCarthy, Sam George
- Previous Minutes:** **Moved:** Jodie Gibson **Seconded:** Tania Hardy **Accepted**
- Correspondence In:** Email - P&C Org; Various fundraising emails; bank statements; Sponsorship Request responses; Letter re; Extension of bus zone in Page Ave; P&C Journal; Donation Request from Year 6 Farewell committee; P&C Insurance certificate; Money order from Illaroo Rd Public School that was incorrectly made out to North Nowra Public School (refer end of Business Arising)
- Correspondence Out:** Requests for sponsorship / donations; response to P&C Org
- Business Arising:**
- a) P&C Federation Payment - CLOSED.
 - b) Finance Committee - report tabled. Explanation of report provided by Shayne George. All items listed in report approved for expenditure by school. Discussed further in New Business.
 - c) School Swimming Program - ongoing. Refer Principals Report.
 - d) Nominations for Treasurer - One person nominated for the position, but concerns over their commitment raised as they have not been seen since putting forward their nomination. Further discussion required.
 - e) Self-Evaluation Meeting - refer report supplied via email. Literacy to be main focus for 2013, with parent surveys used to identify strengths and weaknesses.
 - f) Bus Zone - Proposal letter from Shoalhaven City Council. No comment from P&C. CLOSED.
 - g) Laptop - With the uncertainty over the treasurer position and the state of the account keeping, it was discussed that any laptop purchase would be redundant at this point. Purchase of a laptop was to be revisited at a later date.
 - **MOTION:** Rescind decision to purchase a laptop until finances and accounts are sorted out.
- Moved:** Jodie Gibson **Seconded:** Tracey Hodge **Approved.**
- h) Disco - See fundraising report.
 - i) Chairs for Breakfast Club - CLOSED.

j) Year 6 Farewell - Committee coordinate ordering and purchase of items for farewell through the canteen, and pay the invoices supplied to the canteen from the P&C funds approved. Approved a budget of \$750.00

k) P&C End of Year Dinner - CLOSED

l) Canteen Manager Present -

- **MOTION:** Purchase a card and gift for the Canteen Manager for going 'above and beyond' all year.

Moved: Katie Kay **Seconded:** Jodie Gibson **Approved.**

- **Action:** Present and Card to be purchased for Canteen Manager to value of \$100.
- **Action:** David to notify of Julie Ashby that gift will be presented at end of assembly after raffle draw.

m) Money Order from Illaroo Rd Public School P&C - a parent with a child attending IRPS in 2013 incorrectly made a money order out to NNPS P&C. IRPS P&C has forwarded this money order to us with a request for us to exchange a cheque for the value (\$50) with them.

- **MOTION:** Cheque for \$50 to be raised and sent to Illaroo Rd Public School P&C.

Moved: David Whitehead **Seconded:** Tina Smart **Approved.**

- **Action:** Cheque for \$50 to be written and sent to IRPS P&C.

Treasurers Report: Tina has produced a Treasurer's Report in lieu of the position being vacant.

P&C Account (not fully reconciled) - approx. \$22,775.97

Canteen Account - \$8,836.59.

There are lots of uniforms in stock in the canteen, explaining the low account balance. Uniform order of approximately \$4,000 outstanding - remittance not due until March 2013.

Principals Report: Tabled.

a) Links from P&C Wiki to new school web page to be repaired.

b) Southern Stars - there was much spirited discussion around the decision from the school to reduce the opportunities for children to participate in Southern Stars to every 2 years. The main points raised are:

- P&C disappointed that the program is being reduced.
- There have been lots of changes at the school over the last 12 months. The decision to cut Southern Stars every 2nd year also appears to have changed in the last week, to it being offered only to

Year 6 in 2013.

- Things that the children look forward to for years, such as Southern Stars, are no longer being offered.
- Southern Stars is a focus of the school community. This program was reduced without consultation from the school community / wishes of the P&C being taken into consideration. It is feared that NNPS will lose the opportunity to participate at all if participation is not going to be consistent.
- Staff ideas for things to replace Southern Stars is to be conveyed to the school community so that it doesn't become a topic of dissension and create ill will / discord between parents / P&C and the school.

c) After School Collection Policy Change - more spirited discussion revolved around this topic. The P&C are in agreement with the change in policy. It was difficult to get that point across to one staff member, who seemed keen to argue the point with the P&C when all members of the P&C were doing was pointing out that if parents weren't informed of the changes, they would be angry and confrontational come the start of Term 1 2013.

- No pre-warning of the change in policy has been provided to parents that the policy re: pick up's is changing from the start of 2013 - despite the action for such at the meeting of 7 November 2012.
- Mrs Ashby is to be requested to put out information regarding the policy change by the end of this week, and also include a note on the school web site. Also to reiterate the policy for visiting the school during school hours.

Canteen Report:

Refer tabled report.

a) The canteen will stock dresses / culottes from the start of 2013.

b) Canteen Products - Please see the Canteen Manager if there are concerns over a product. Healthy canteens guidelines are followed; research is done on all items before they are placed on sale.

c) Kids on Detention - are not supposed to buy from the canteen. Can detention lists please be provided to canteen manager so these kids are not able to purchase.

➤ **Action:** Detention lists to be provided to canteen manager.

d) The Canteen Manager requested to be paid for sorting out finances in absence of a Treasurer. Also, she has not been paid for past four weeks.

- **MOTION:** Cheque to be written for Tina's pay until end of Term 4 2012.

Moved: David Whitehead **Seconded:** Jodie Gibson **Approved**

- **Action:** Tina to draft cheque for signature by David and Jodie on Thursday 13 December.
- **MOTION:** Tina to be paid via Direct Debit in 2013.
- **Action:** To be further investigated in early 2013. Tina to provide a spread sheet of details at next meeting
- **MOTION:** Tina to be paid at an hourly rate for sorting out the P&C and Canteen accounts. This is an emergency measure only in the absence of a permanent treasurer, and is a temporary arrangement.

Moved: Shayne George **Seconded:** Tania Hardy **Approved.**

- **Action:** Tina to keep a record of hours worked to rectify accounts. Payment will be at a rate of \$25 per hour.

Fundraising:

a) Disco - Approximately \$160 in expenses. 116 children in attendance @ \$8 each. Profit of approximately \$1050.

- Lessons learned:
 - Don't pay on night
 - Have more than 1 class list
 - Use 'gateways' (multiple lines) for entry

b) Christmas Raffle - Approximately 300 tickets sold. Reminder note to go home with children tomorrow (Wednesday 12 December); Teachers requested to also remind children in class Wednesday to return tickets whether sold or not. Donations include family pass from Nowra Zoo, veggie hampers, Shay's swim school pool passes.

General Business:

a) Year 6 Farewell - Donation request letter tabled. Discussed at Previous Business.

b) Finance Committee / Donations to school for 2013 - Up to a maximum value of \$5000 for 2013, and to include:

- i. ASO subscription for library - \$1820
- ii. Hall projector (1/2 cost, share with Havenlee) - \$1250
- iii. 2 x Listening Posts - \$600
- iv. 2 x CD players - \$260
- v. 2 x iPads - \$800
- vi. 10 x iPad Accessory Packs - \$250.00

This is a total P&C donation value of \$4980. In addition to this, the P&C will also fund a maximum of \$800 towards the Year 6 farewell, and \$426.09 for the Bully Minimisation Pack.

c) Year 6 gift to school - Although the P&C does not decide this gift, we discussed and provided input on what we thought the \$10,000 in the Year

6 gift account could be spent on. Consensus was for an upgrade of the sound system in the hall, to accompany the upgrade to the projector.

d) Shoes fundraiser (as seen in P&C Journal magazine) - not considered worthwhile. No further action.

e) School Banking - Awards presented today. Tomorrow (12/12) is last banking day for the year. Banking will resume in 2013, with possibly a visit from the banking coordinator to set up new accounts for Kindy kids / new customers.

f) Gift Plaques for Teachers - Gift plaques for Mrs Ryder and Mrs Freeman obtained from Shoalhaven Engravers, at a cost of \$50 each.

g) Plantation Point excursion - Question asked as to who pays for bus - parents or school? In previous years it was paid for by school, but parents have borne the cost since the introduction of the PBS scheme.

h) The P&C thanked David Whitehead for his efforts as President over the past 9 months, and wished him and his family well in their future in Tasmania.

Next Meeting: Wednesday 6 March 2013. 7 pm

Meeting Closed: 10:00 pm

for *T. Hardy*
D. Whitehead
President. *T*

Note: Upon the conclusion of the General Meeting, the Executive approached Tania Hardy with a request to undertake the role of Treasurer until the AGM in March. This would allow the P&C to conduct business as required at a General Meeting in February by providing a quorum.

Tania graciously accepted the nomination.

This means that the next General Meeting of the P&C will be held on **Wednesday 6 February**.