



North Nowra Public School

General Meeting - 06 February 2013

- Meeting Opened:** 7:05 pm
- Attendance:** Jodie Gibson, Nathan Edwards, Mark Adams, Tania Hardy, Tracey-Lee Hodge, Julie Ashby, Jessica James, Renae Beattie, Sarah Phillips, Natalie Stephanidis, Katie Kay, Catherine Cross, Peter Wright-Smith
- Apologies:** Tina Smart, Nathan Evans
- Previous Minutes:** **Moved:** Jodie Gibson **Seconded:** Tania Hardy **Accepted**
- Correspondence In:** Nil
- Correspondence Out:** Nil
- Business Arising:**
- a) **Swimming Program** - Happening at end of Term 1 at Shae's Swim School North Nowra, and reduced cost of the program by $\frac{1}{4}$. This will be a trial. The school is looking at swimming as a sport for Term 3.
 - b) **Illaroo Road Money Order** -
 - **Action:** Jodie Gibson to confirm that this item has been closed.
 - c) **P&C Treasurer** - closed.
 - d) **Student Collection Policy Change** - No feedback received as yet from wider school community. Feedback at meeting was that the COLA is crowded of an afternoon. This will be looked at. Staff have to be cognoscente of WHS, child protection, and safety, which is why the policy was put in place. The reasons for the policy change were not felt to have been explained clearly in the newsletter.

There are 'grey areas' regarding parents being allowed to enter the quadrangle, for example to play with children in the mornings.

 - **Action:** Julie Ashby to explain reasons for policy change further in newsletter, on web site, and include in Parent Handbooks.

Access of parents to teachers was discussed, with preferred contact methods being via email, through the office, or note sent in with the child.

 - **Action:** Julie Ashby to promulgate methods for parents to contact teachers.
- Treasurers Report:** Tabled.
- a) **P&C Account** - \$23,735.03
 - a. **Funds Raised** -
 - i. Disco - \$893.72
 - ii. Christmas Raffle - \$804.90
 - iii. School Banking - \$149.50
 - b. **Expenditure** -
 - i. Year 6 Farewell - \$724.51
 - b) **Canteen Account** - \$6,012.99

- a. Canteen Profit / Loss for 2012 shows profit of \$69.18, however this does not account for uniforms stock-on-hand. A more accurate figure will be available for March meeting.
- b. Canteen Profit / Loss for January shows a loss of \$749.20, as \$1175.00 was paid for uniforms. Again, uniform stock-on-hand not included.
- c) **Annual Audit** - Accounts books being taken to accountant at end of T1W3 (15 February).
- d) **Accounting Computer Program** - A new accounting / bookkeeping program was purchased by the Canteen Manager for use in the canteen and by the treasurer. It is reported to be easier than MYOB
 - **MOTION:** The Canteen Manager is reimbursed for the purchase of the new software.

Moved: Jodie Gibson **Seconded:** Tracey-Lee Hodge **Approved.**

Principals Report:

Tabled.

- a) **Welcome** to new families and to Sarah Phillips (teacher).
- b) **Enrolments** at 260, with 10 classes and 3 support classes. Classes are final, with a number of composite classes to allow for enrolments through the year.
- c) **School drop off / pick up survey** - 64 responses so far, enabling supervision lists for teachers to be organised.
- d) **Student Welfare Worker** - Hours reduced as notified at August 2012 meeting.
- e) **St John's Ambulance Literacy Program Application** - Volunteers recruited from school community will be trained by St Johns staff to support literacy teaching. Approval to submit application for program given by the P&C.
- f) **'L3' Program** - 'Language, Literacy, Learning'. Teachers to be trained through professional development, for implementation into Kindergarten classes.
- g) **'MultiLit'** - Intensive reading skills program targeting Stage 2 children requiring reading support. Two teachers and three aides already trained, with scope to train more staff and increase number of children in the program.
- h) **Speech Therapy** for language continuing. All Kindergarten to be screened, with feedback provided to teachers for lesson programming. Children identified as needing support will work in small groups, with training to be provided to SLSO's to implement the program.
- i) **Reading Eggs and Mathletics** - Licence for every child to access the programs at school and home being purchased. Children's logins are being sorted; details are to be provided to parents by teachers when classes are up and running.
- j) **Canteen Network Meeting** - Illaroo Rd Primary on 5 March.
- k) **Thank you** to P&C for Finance Committee programs being supported.

l) **Meeting Dates** - Canteen committee meeting is Friday of week 5 of each term, at 2:30 in the canteen. Self-evaluation committee date will be set after AGM.

m) **School Annual Report** - Presidents Report required by Easter for inclusion.

Canteen Report:

Tabled.

a) **Uniforms** - Sales are going well, with the canteen now stocking dresses and culottes.

b) **Canteen Manager Pay** - A discrepancy with the wages received by the Canteen Manager was tabled (diary report). The new accounting program identified an accounting error from May to July, and a wages increase from July that was not incorporated into the manual wages book. Also a discrepancy was noticed in the amount of tax paid from July. The net effect is underpayment by \$327.50.

Concern was raised regarding accountability, with just one person conducting wages verification - to ensure correct data used, not because any 'rip off' was suspected.

➤ **Action:** Tania Hardy to obtain wages details for the award, and verify figures. To be presented at March meeting.

c) **Superannuation** - Will be finalised and up to date by 15 February.

Fundraising:

a) **Fundraising Figures Term 4 2012** - Refer Treasurers Report.

b) **Apologies** given for confusion over prizes for children selling the most Christmas raffle tickets.

c) **Fundraising Coordinator** will not be continuing in role after AGM.

d) **Mother's Day Stall** in early Term 2 - If purchasing stock, need to order now to ensure availability for early May.

• **MOTION:** Budget of \$500 be set for purchase of Mother's Day merchandise.

Moved: Katie Kay

Seconded: Tania Hardy

Approved.

Jessica and Renae indicated that they can help Katie with the organisation of the Mother's Day stall.

➤ **Action:** Katie Kay to email merchandise web address to Jessica James and Renae Beattie.

e) **Easter Raffle** - Easter in late March, so information / requests for donation need to go out ASAP.

➤ **Action:** Jodie Gibson to draft P&C Newsletter containing Fundraising and other information, ready to be sent home by Friday 15 February.

General Business:

a) **Canteen Manager Payment discrepancies** - refer Canteen Report.

b) **AGM** - Nomination Form developed to allow people to express interest in committee positions. Form reviewed and minor changes to be made. Form to go out with P&C newsletter.

Only financial members can nominate for committee positions, or vote on motions. Membership is \$2 per year. Membership payments taken from all attendees except Julie Ashby and Peter Wright-Smith.

- **MOTION:** There is a requirement for members to attend one meeting prior to having voting rights. It is moved that this requirement be waived in preparation for the AGM.

Moved: Jodie Gibson **Seconded:** Tracey-Lee Hodge **Approved.**

c) **Nits** - Proposal to introduce 'Nitbusters' at the school. Need whole of school community to be involved for program to be successful; Teachers don't have capacity to check children's hair at school. Staff hands are tied with regards to excluding students with nits.

- **Action:** Dept of Health, Nitbusters, and nit life cycle information to go into newsletter and also to be placed on web site.

d) **School Uniform Grey Shorts** - Request to have shorts stocked in Canteen, particularly in-between sizes. It was pointed out that the school would have to go through the uniform companies, who don't have in-between sizes, and that they would be more expensive than purchasing from K-Mart or Best & Less. It was identified that Target On-Line have in-between sizes available.

e) **Breakfast Club** - Mrs George to be approached to see if she's willing to coordinate this again this year. Parent help will be required.

f) **ANZAC Day** - There will be a service at school after the holidays (ANZAC Day is during the holidays). Students will be asked to nominate to march at Bomaderry towards the end of Term 1.

g) **Christmas Concert** - 'Performing Arts' groups will have a concert at the end of the year. Class items will be presented at term assemblies rather than performing arts groups.

h) **School Assembly Time Change** - The move to 12:30 provides greater flexibility in the length of the assembly. The children are also better behaved (not tired and cranky). The options to run parent workshops or have parent lunches after the assembly were raised and discussed. Ideally parents should sign in when attending assemblies (WHS / insurance coverage) - a visitors book is to be accessible at assemblies.

i) **Visitors Passes for Helpers** - It was thought to be a good idea, but it is not sure whether the school is set up for it.

- **Action:** Julie Ashby to investigate validity of passes for school helpers.

j) **Child Collection** - Discussed at Previous Business. Reasons for policy change reiterated.

k) **Anti-Bullying Policy** -

- **Action:** Julie Ashby to follow up whether a summary of policy has been distributed to parents, and if complete policy is available on the web site.

l) **Age Restrictions at School Sporting Events** - Rules state children 8 years old in Infants classes are permitted to participate. Ultimately, it is up to the parents to determine whether the child is capable.

m) **SLSOs** - Timetables for SLSOs not finalised yet, but additional supports are in the classes. Some funds being utilised to allow for lesson programming, parent meetings, etc. Under 'Every School, Every Student' policy, the amount of funding has not increased, but the expectation of number of children to be supported has.

n) **Consistency of Teachers** - A number of teachers are on leave, being replaced by casuals. The school is trying to keep the same casuals on classes, but this is not always possible as casuals are free to decline work if they have other offers. Julie is conscious of doing what the school can to support teachers and students.

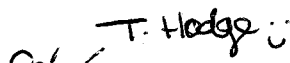
Weekly RFF (release from face to face) is being done differently to enable teachers to have stage meetings on Tuesdays, Wednesdays, and Thursdays. There are up to 4 teachers available already in the school to cover these lessons.

o) **Activated Groups** - A dance program that can be run at the school after hours. A minimum of 8 students is needed to run a group (approx. 45 minutes duration). It was suggested that there could be an opportunity to work with the school as part of the PBS rewards program. Access to the school can be achieved through the Dept of Ed 'Use of School Facilities' agreement.

- **Action:** Natalie Stephanidis to obtain more information about program for further consideration.

Next Meeting: Wednesday 6 March, after AGM

Meeting Closed: 9:10 pm.


President.