



North Nowra Public School P&C

General Meeting - 3 April 2013

- Meeting Opened:** 7:10 pm
- Attendance:** Jodie Gibson, Tania Hardy, Melanie Drury, Tracey-lee Hodge, Merryn Corbyn, Catherine Cross, Julie Ashby, Jen Mellington
- Apologies:** Tina Smart, Natalie Stephanidis, Mark Adams
- Previous Minutes:** **Moved:** Jodie Gibson **Seconded:** Tania Hardy **Accepted**
- Correspondence In:** Fundraising, Request for Donation (Far West School),
- Correspondence Out:** P&C Members spreadsheet
- Business Arising:**
- a) **Reimbursement for Accounting Software** – ongoing.
 - b) **Breakfast Club** – See Student Welfare Worker report (tabled). Ongoing.
The PCYC auspice money from Manildra. Discussions to be held with Mrs Ashby regarding applying for assistance through this program, and letters to request support are to be written.
Hopefully Red Cross will pick us up at a point in the future.
 - c) **Activated Dance Groups** – Ongoing
 - d) **Canteen Manager Account Reconciliation Payment** – ongoing. Cheque books have recently been returned from the accountant.
 - e) **Noticeboards** – Boards have arrived and will be erected during school holidays. Invoice to be obtained from school for reimbursement of half the cost.
 - f) **Collection of Kindergarten children** – ongoing. Teachers have been reminded about early infants student collection. Options discussed to help Kindy kids get to where they have to be in the afternoon include being collected for bus lines by buddies / school seniors, and tags on bags / visible cues as to where the children need to go in the afternoons.
 - g) **CLUB Grant Application** – See Student Welfare Worker report. Grant has been put together, but supporting documentation required (ABN, Auditor's statement, President's report). Hoping to have all requirements together and submit application by close of business Friday 5 April.
 - **Action:** Jodie to provide electronic copy of President's Report to Merryn.
 - h) **Supervised eating / canteen money** – has been reviewed and reinforced to staff.
- Treasurers Report:** Auditor statements from North Nowra Taxation Services (NNTS) were tabled. Both P&C and Canteen accounts agree with the records. Further, the Business Activity Statements (BAS) for the canteen had NOT been submitted with the ATO for the period October 2011 to September 2012, and the school owes the tax department \$2200.00 for wages tax withholding. The ATO has been notified by NNTS, and will issue a payment advice in due course.
- P&C Account cash on Hand: \$24835.82
Income: \$1147.64
Expenditure: \$Nil
Profit: \$1147.64
- Canteen Account cash on hand figure was not available, and the accounts could not be reconciled. Figures will be available for the next meeting.
- Moved:** Catherine Cross **Seconded:** Jodie Gibson **Accepted.**

Principals Report:

Tabled.

- a) **Annual School Report.** Tabled, and uploaded to school web site.
- b) **School Plan.** Has been amended and uploaded to the web site.
- c) **Web Site Use** – There have been up to 500 hits on the web site in one week!
- d) **Shade Structure** – for the support classes will be erected during the school holidays.
- e) **Gardening** – will be done during the school holidays, utilising a work crew from the local correctional facility.
- f) **Staff Development Days** – Covering Aboriginal cultural awareness training, Every Student Every School, use of the school's new technology server, new national English syllabus implementation preparation.
- g) **A new server** has been installed at the school by the Department of Education. This has resulted in some resources (such as the server housing the P&C and Canteen Wiki's) to be removed for security reasons. Access to new server will be required by the P&C to support P&C information.
- h) **School Self Evaluation** – Meeting held 26 March. In 2013 the committee will be looking at Science and Student Leadership. A parent representative is still required for this committee.

Jen Mellington was approached to ascertain her interest, after she expressed a willingness to be on a school committee in her AGM nomination form. Jen accepted the position of School Self Evaluation Committee P&C Representative.

- i) **Debating** workshops have been held. Practical experience will be gained during a workshop / debate with Minnamurra PS next week.

Canteen Report:

- a) There was no quorum for the Term 1 Canteen meeting. Due to commitments of other members, there is no opportunity to reconvene this meeting during Term 1. The next meeting will be held at the scheduled time of Term 2 Week 5 (31 May).

Fundraising:

- a) **Easter Raffle:** \$1106.00 raised, and in excess of 30 baskets raffled off.
- b) **Mother's Day Stall** – The date of 8th May clashes with District Cross Country and Stage 1 AFL. There was much discussion regarding the venue and scheduling of the stall. The preference was to approach Havenlee to move their assembly, so that the hall could be utilised on Tuesday 7th May.

➤ **Action:** Julie to approach Havenlee re: moving of their assembly.

A sub-committee was formed to run the Mother's Day Stall:

Coordinator – Tania Hardy

Assistants – Tracey-lee Hodge, Melanie Drury, Jen Mellington.

- c) **Fundraising Schedule** – Change of date for photo fundraiser and inclusion of stall / BBQ for the election was discussed.

A note is to go home to all families requesting a commitment to assist at fundraising activities. Responses to come to the Secretary, who will coordinate lists and contact parents closer to event times.

➤ **Action:** Jodie to develop a form requesting parental assistance to run fundraising events throughout the year.

General Business:

- a) **Student Welfare Worker** – A request for ongoing support of the Student Welfare Worker was proposed by Merryn.
 - **MOTION: The P&C provide Support as required to the Student Welfare Worker program for 2013**

Moved: Tania Hardy

Seconded: Jodie Gibson

Approved.

b) **'Red Days'** – Staff have raised concerns over sugary foods etc at sports events. Many options were discussed, with a commitment to explore methods to restrict student access to these foods on these days, and limit availability.

c) **P&C Rules / Constitution.** A number of P&C documents were presented for discussion / ratification:

- a. Canteen Sub-Committee Rules – Changes to be made, clarification to be sought from the P&C Federation, and further review required before resubmission.
- b. Membership Form – Changes required before resubmission.
- c. Code of Conduct – There was discussion around the statement regarding 'Working with Children', and clarification was provided by Julie and Merryn..

Moved: Jodie Gibson **Seconded:** Tania Hardy **Approved.**

d. Constitution –

Moved: Jodie Gibson **Seconded:** Tania Hardy **Approved.**

e. Rules –

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

- **Action:** Signed / approved documents to be scanned and loaded to the web site, and copies provided to the front office.

d) **Minutes of September 2012 Meeting** – After discussion on the inaccuracies of the minutes recorded / promulgated from the September 2012 meeting, a new record of the meeting was presented for ratification per the notes in the Secretary's record book.

- **MOTION:** That the revised minutes for the September 2012 P&C Committee Meeting be accepted.

Moved: Tracey-lee Hodge **Seconded:** Jen Mellington **Approved.**

e) **Nutrimetics Fundraiser** – Discussion relating to the amount of benefit for effort of the fundraiser, and the perception that the P&C was after money from parents again.

- **MOTION: That the P&C support a Nutrimetics 'Shower Gel' fundraiser in Term 2**

Moved: Jodie Gibson **Seconded:** Tania Hardy **Approved.**

- **Action:** Jodie to contact Nutrimetics agent and coordinate delivery of order forms / organisation of fundraiser etc.

f) **Handprints on Poles** – Has the project been completed?

- **Action:** Julie to follow up completion of handprints project.

g) **P&C Badges** – The consensus was that the P&C members were happy with the "Visitor" or "Volunteer" badges currently available, however Janet and Susan were going to be approached to print up specific "P&C Committee member" badges for fundraising activities such as the Easter raffle and Mother's Day Stall.

- **Action:** Julie to ask whether P&C-specific visitors / volunteers stickers can be printed.

h) **Principal Attendance at Easter Hat Parade** – The Principal was on leave for the days preceding the Easter weekend. The principal expressed disappointment that the Easter Bunny did not put in an appearance.

i) **Cross Country** – The suggestions were raised to have the longer distance races run earlier when the day is cooler, and also to have water / spray bottle stations available on the course during these events. Also to have water coolers available for children to refill water bottles rather than having to use a tap.

➤ **Action:** Julie to raise suggestions with staff.

j) **ANZAC Day March** – Will a P&C Representative be marching, and does the P&C wish to lay a wreath?

- **MOTION:** P&C Purchase a wreath to lay at the Bomaderry ANZAC Day march.

Moved: Tania Hardy

Seconded: Jodie Gibson

Approved.

➤ **Action:** Tania to liaise with Jacqui Copeland

Next Meeting:

Wednesday 01 May, 7 pm

Meeting Closed:

9:15 pm

T. Hodge

President.