LISAROW PUBLIC SCHOOL
P&C MEETING MINUTES

Wednesday 12 March 2014

Meeting Opened: 7.39pm
Apologies: Martina Hutchinson, Kim McGinn, Claire McCormack
Present: Refer to attendance list attached.
Minutes from Previous Meeting: Moved - Jennifer Tyson-Davies
Seconded - Fiona Speed

Matters Arising from Previous Minutes:

- Financial assistance policy – has been drafted up and will be put in general business – done.
- School zone – letter still to be done. Photos to be taken – to do.
- Blazers – Jennifer Tyson-Davies has a flyer to give to Renee - $88. To investigate if these are local and might work out cheaper – to do.
- Twilight Markets – refer to general business - done.
- Nitbusters – refer to general business – to do.
- $5 insurance fee to stall holders has been refunded – some were donated and some were refunded. Majority said to keep as donation to school - done.
- General liability waiver – signed by those who didn’t have insurance before the markets – done.
- Draft process for volunteers – a list was used on Fri night for banking process - to do.
- Easter Raffle – refer to general business – to do
- Flexischools printer – refer to uniform report - done.
- Ethics – refer to Principal’s report - done
- Fitness Station – refer to general business – to do.

Correspondence In:

- Parent & Citizen Magazine Term 1, 2014 Vol 66 No 1
- Email dated 28 February 2014 from P&C Federation regarding unauthorised correspondence purporting to be from the P&C Federation. All mail from P&C Federation are sent from the registered business address or via emails@pandc.org.au
- Email from Ella Comertpay from P&C Insurance dated 28 February enclosing Certificate of Currency for the Twilight Markets Event.
- Receipt from Lisarow Public School dated 27 February 2014 for P&C donations.
- Brochure from unisite regarding street and park furniture.
- Letter from Fiona Halaevalu requesting help fundraising for those affected by the cyclone in Tonga.
- Fundraising brochure from Debbie Gillham from Nutrimetics.
- Showbags.com.au Fundraising brochure.
• Planet Entertainment fundraising brochure.
• Design a brick fundraising brochure.
• Fundraising Directory 2014.
• Garden Express Fundraising.
• Expressions Tea Towel fundraising.
• Gourmet snow cones fundraising.
• Glow productions fundraising.
• Family portrait fundraising.
• Mr Showbags fundraising.
• Australian Fundraising Specialists brochure.

Correspondence Out:
• Email to Express Advocate dated 26 February 2014 with information regarding the Twilight Markets for publication.
• Email to P&C Insurance dated 25 February 2014 enclosing Notification of Event and Risk Management Documentation.
• Lisarow Public School P&C Twilight Markets General Liability Waiver.

Treasurer’s Report – see attached:

Presented by Fiona Speed

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Balance brought forward @ 1 February 2014</td>
<td>$27,037.33</td>
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<tr>
<td>Income</td>
<td>$10,125.62</td>
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<td>Expenditure</td>
<td>$20,502.14</td>
</tr>
<tr>
<td>Balance at 28 February 2014</td>
<td>$16,660.81</td>
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</tbody>
</table>

• $80 came through main account for Twilight Stalls. $10,000 transfer from investment a/c to main a/c for lighting etc to school. P&C Insurance cheque cleared this month.
• Balance as at yesterday (11 March 2014) - $22,036.81 – after Twilight Markets transfer.
• BBQ from Fri - $1000
• Lamingtons - $550 worth that need to be claimed back on insurance as spoiled goods. Renee to claim this. Excess $100. – To do

Moved - Fiona Speed
Seconded - Sharyn Mostran

Canteen Report – see attached:

Presented by: Melissa Pryor

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>Balance brought forward @ 1 February 2014</td>
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<tr>
<td>Income</td>
<td>$3,671.30</td>
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<td>Expenditure</td>
<td>$4,481.55</td>
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<tr>
<td>Balance at 28 February 2014</td>
<td>$8,637.99</td>
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</tbody>
</table>

• As of yesterday (11/3) $5,362.74 in working and $3,392.66 in investment a/c
Moved – Melissa Pryor  
Seconded - Fiona Speed

- Sales down slightly. Swim scheme possible impact.  
- Meal Deal – 3 April – should have enough volunteers.  
- End of Term Clean.

**Motion:** That the Canteen Committee to have a Standard allowance of up to $500 per month for Incidentals without P&C approval.  
**Motion passed unanimously.**

**Uniform Report** – see attached:  

Presented by: Nicole Baginski

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Balance brought forward @ 1 February 2014</td>
<td>$5,873.87</td>
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<tr>
<td>Income</td>
<td>$1,457.66</td>
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<td>Expenditure</td>
<td>$5,110.68</td>
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<tr>
<td>Balance at 28 February 2014</td>
<td>$2,220.85</td>
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- Have moved to new room.  
  Thanks to Ross and Adrian and Jen for help with the move.  
- Need storage cubes for storage of hats and step stool.

**Motion:** To provide up to the value of $150 to purchase cubes and step stool.  
**Motion passed unanimously.**

- Flexischools now underway. Uniform Shop need an email address. Ross to organise – to do.  
- Free to set up before end of March. Printer not required as yet. Quoted $400 but can use any printer. Don’t think one will be required as yet.

**Motion:** That the uniform shop committee to have a Standard allowance of up to $50 per month for Incidentals without P&C approval.  
**Motion passed unanimously.**

Moved - Nicole Baginski  
Seconded - Jennifer Tyson-Davies

**Fundraising Report**

a. **Twilight Markets**

Presented by Sharon Coates.

- From all stall holders made $2536 included 80 stalls all together.  
- Accounts have been signed off by auditors. Renee has copies of reports.  
- Bank account has $20 which was initial opening  
- $2,274 was transferred to P&C on Monday night. $2248.
• Donation by Gozleme people - $50.
• Hired a gazebo – charged $10.
• Hired out some tables – 3x$5 each for families outside of school community.
• Jeep $185
• Coffee $68
• First Aid – made $40 – Thank you to Eddie for his time.
• Thank you to Kylie’s husband for all of his help putting up lights. He has donated a light to the school with extra bulbs.
• Ben Tunnicliff – also put up an extra light. Need to be discussed with Ross whether going to keep the light as expensive to run.
• No money was spent on lighting this time.
• Notes have been made for future lighting requirements.
• Issue with a stallholder who was not happy with a competitor being at the market. No exclusivity on stalls in terms & conditions.
• To look at in future that if a parent of the school then you are accepted whatever you sell but if a community member not accepted if in competition with a parent.
• Sharon Coates and Michelle Drysdale have said they want to step down from doing them again. Would like to see them go ahead in future if someone else would like to take them over.
• Thank you to YMCA girls for their face painting help.
• Renee thanked Twilight Fairies for all of their efforts.
• Letter from Twilight Fairies read by Renee.

b. Easter Raffles

• Request to be put in the newsletter for donations. There was an advance last year of approx $200.
• The O’Donnell family have offered to donate one Easter egg per child.
• Grandparents’ day – volunteers to sell raffle tickets – Debbie, Nicole, Fiona, Carmen.
• Drawn on last Friday of Term.

Motion: To allow the fundraising committee to have up to $200 for the purchase of Easter raffle prizes.

Motion passed unanimously

c. Mother’s Day

• Request for a Crazy Hair Day for fundraising. Have some necklaces for sale.
• Proposed Date: Thursday 3 April – Meal Deal Day.

Motion: To allow the fundraising committee to have a float of up to $150 for the mother’s day stall and to spend up to $400.

Motion seconded by Tony Heuston
Motion passed unanimously.
Principals Report – see attached.

- Staffing – in process of filling. Position has closed hoping to announce by week 9.
- Ethics classes – in a position that we can now offer these. Carmen and Lynn to run these. To be offered to non-scripture in stage 3 scripture time. 12-13 children offered this opportunity. Limited in numbers as only 1 teacher. Will evaluate after a term of operation.
- Email from Karen James – Ross’ Director. Wanted her thanks for Twilight Markets to be passed on. Ross thanked Twilight Fairies as well.

School Council Report – see attached.

- School Evaluation Survey – now completed. Children are completing theirs online now. It is on the school website for them to complete at school.
- Final paperwork received for grant – can now be sent back – to do.
- 50/50 funding for staffroom should hear back in May.
- Training Sessions for Technology – survey for online homework stage 2 and 3. Staff reviewing these and making decisions re homework.
- Sessions for parents will be coming on variety on technology – in particular reading. This will be in newsletters.

Moved - Renee Hodge
Seconded - Melissa Pryor.

General Business

a. Update on the fitness area

- Scott Dunn – has had 3 dads volunteer who are builders. Placed note in newsletter for helpers. One of the dad’s has drafted up proper plans. All the measurements have been taken so can now go ahead with purchasing materials. Goal to get some of the stuff built at home before working bee. No start date as yet – to do.

b. YMCA

- Were asked to come along to watch a meeting - no before school care at present as not enough attendees to fund it. Need at least 6-10 permanent every morning as need two permanent. Afternoon capacity – 30. Demand for Wednesdays.

c. BBQ

- Tony requested some new BBQ tools. Advised that there are some in the canteen. Should be 6 BBQ mates and tongs - done.
d. **Nitwits**

- Have spoken to Renee. Looking at **Tuesday 1 April** to come to the school for information session. 5.30pm to 8pm. Three parts – kids, parents, live demo and styling.
- Might be consent forms for them to film for their marketing.
- Donating 100 combs to the school. Then a Q&A
- Volunteer teacher to do a Q&A session.
- After this then we will run a program within the school during school time – to do.

e. **Regional P&C Meeting**

- Discussion re working with children checks. Renee to research what needs to be done by volunteers within the school and give some more information to us – to do.

f. **Financial Assistance Policy**

- For students representing Lisarow Public School. Policy drafted by Renee. Basic policy as to who eligible for funding. Feedback to Renee welcomed leave in P&C tray. To be reviewed every 2 years. Ross made some suggestions for amendments to Renee – to do.

g. **By-laws**

- Renee has found out that Tony Heuston has done work previously on the school by-laws. Suggested that a sub-committee be set up to look at the by-laws. The Constitution was there and by-laws formed part of that. A committee was never formed and was never updated.
- Tony has requested copies of those from previous presidents as documents were incomplete.
- Base template on P&C website. Need formal agreed documentation.
- Nicole and Alex volunteered to form the committee with Tony to examine this – to do.

h. **Request for help fundraising for Tonga**

- Letter from Correspondence In read.
- Suggestions put forward and concerns raised. Questions as to how much would actually make a difference in water costs.
- P&C agreed that perhaps a request for a donation of goods of school supplies from the children. Renee to speak to Fiona – to do.

i. **Interrelate**

- Is on this year. Renee speaking with Jeanette re dates.

**Next P&C Meeting:** 9 April 2014

**Meeting Closed:** 9.35pm