

Minutes of the West Pymble P&C Association held on Monday 21st March 2011 commencing at 7:30pm.

Members present: Amber Sebire, Brigid Robson, Megan Hutchins, Jo Kitchener, Kath Fitness, Nahid Kabir, Bronwyn Wilson, Sarah Plant, Alicia Kinsey, Monique Chilton, Caroline Owens, Darren Rassack, Ian Plant, Janelle Cowan, Helen Hannon.

Apologies: Deb Bocock, Carollyn Nathan.

Agenda:

1. Thank you to outgoing executive

Jo, Liz and Alicia were presented with thankyou presents for the outstanding work performed in the P&C over the last few years.

Amber to pass on Liz' present due to her absence this evening.

2. Amendment to previous minutes

An amendment to the previous minutes was put forward by Caron Taylor and Bronwyn Wilson.

Item 4, Donations to the school for 2011

c) Teachers \$100 each and P&C photocopying expenses to total \$2,500 is amended to:

c) \$1800 for teachers classroom resources. The remaining \$700 is a paper/photocopying expense for the P&C. It is not a donation to the school.

3. Previous minutes accepted

Minutes from the meeting from the 21 st February have been accepted.

Jo Kitchener has proposed, Kath Fitness seconded.

4. Presentation of the Accounts

Alicia has said this is the final audit for 2011. This will be Stephen Kinsey's last time as auditor. Next time we will need to ask a registered Chartered Accountant to do the auditing. Suggestions were Tim Taylor and Prue Bennett.

Ian to send a bottle of wine to Stephen Kinsey.

5. Principal's Report

The 2010 Audit.

Bronwyn had a few queries about the audit.

Some queries were answered at the meeting by Jo, and in a subsequent email by Alicia, the outgoing Treasurer.

Page 6. \$71853 in cash management account. The donations to the school were only \$36710.

Some of the money in the investment account is band money and should be kept separate.

A decision was made to split the band amount and create another savings account for them. The band were happy to waive the interest.

Page 8 Class artworks from 2010-\$633

Page 9 Class Artworks 2010 \$0

Jo Kitchener stated this cost absorbed into Family Fair.

Page 9 Christmas Tree Lighting and gifts-\$245

Page 8 \$82 Miscellaneous income.

The misc income 2010 is made up of P&C membership fees (some taken at meetings and some from the voluntary contributions), and a payment for the P&C online business directory (\$40).

Page 9 Employment costs from \$10K to \$17K.

I missed paying some wages to Alison (canteen manager) in 2009. This means that some of the money paid in early 2010 was actually for work done in 2009. \$3735 in salaries and \$280 in superannuation that was paid from the bank account in 2010 was actually owed in 2009. This means that the actual amount that should have been spent on employment expenses in 2009 was \$14 222.28 and in 2010 was \$13 130.76. The audit report has to reflect actual monies spent. There was a slight increase in pay in July 2010 due to a change in tax rate. The wages were paid less in 2010 because due to school holidays and pupil free days there were less canteen hours. The canteen manager only gets paid during term time. Also there was a decrease in the CGU Workers compensation costs from \$368.64 in 2009 to \$248.36.

Procedures for the use of the Hall (Bronwyn)

When the weather is suitably warm for outdoor functions, the hall will not be used. When it is too cold, the hall will be used. Before and after a P&C event, there will be a pre and post check of the hall with Ian or Ian's representative and Bronwyn. Normal wear and tear is fine but major damage will need to be fixed.

Bronwyn to create a checklist for the use of the hall.

Grandparents Day

Bronwyn thanked Nahid for the fantastic job she did with Grandparents' Day. From all reports the day went very well.

Cleaning of the premises

Bronwyn has sent a warning to morning cleaners. This resulted from some hall cleaning that was sub standard.

Official Anniversary

The official date for our 50th Anniversary is 27 April 2013. This will be an event where we give advice to the School Education Director, provide a formal submission to the DET, and invite the Minister. We will get a database of interested people to run the 50th Anniversary Celebrations committee. This will be organised 18 months prior to the event. A suggested person to contact was Peter Close. We will get something together for the children to commemorate the first class held in 1961.

Ian to see what interest we can get for the 50 year celebration.

PSSA lunches

Keep Friday as a Canteen Day according to staff. One point was parents have no food in the house at the end of the week. A suggestion was noting the trial from Thornleigh West PS with the Hot/cold pack. Monique has said hot packs would not work but the cold packs would. Jo has stated the parents are willing to change days. Monique does not mind working on a Friday.

The outcome was keeping Friday as a Canteen day and trialling for a term not doing PSSA lunches.

Harmony Day-K-2

The 3-6 classes will participate in an Ethnic background talk. The theme of harmony and blending will be happening next week. The Yr 6s will be selling cupcakes.

Young Leaders Day

28th March. Bronwyn will be taking some school leaders to hear speakers on Leadership working for the betterment of school community.

New executives

Emma Smales and Rosie Charles will be attending the P&C meeting next month.

6. Sourcing of Sport Saturday BBQ Co-Ordinator

No interest received.

7. Election Day BBQ-26th March

Darren has ordered some meat from North Turrumurra Butchers. This will be delivered to the canteen Friday afternoon.

8. Cross Country-5th April

Class Parents have been notified and an email sent to the general school population. Some help has been sourced for this event. Monique to order meat. There will be one time for K-2 and one for 3-6.

9. New signatories forms

This has been in process since the last meeting. Internet banking is in the process of being set up. We have 2 new P&C executive members signing the cheques.

10. Grandparent's Day.

This was a great, well run event. 160 grandparents turned up with 180 catered for. Nahid thanked our new tea co-ordinator, Janelle Cowan for the great job she has done. Caron Taylor ordered scones and the Yr 1 and 2 parents organised tea and coffee.

11. P&C Membership List

More members are being added to the list. This is updated monthly each P&C meeting. Mary and Nigel Day, Amanda McKinney, Cowans, R Dulabh have now paid their membership.

12. Clothing Pool

Discussion of Electronic Credit Card Machine for Clothing Pool (Brigid) Online Clothing Pool Proposal (Caroline)

Brigid discussed putting a phone line into the Clothing Pool area. This would be \$16.50/mth plus \$22/mth (credit and debit cards \$0.21/transaction-same as manual). The Electronic Machine was suggested for other functions-Canteen and Voluntary Contributions.

The phone line installation cost would be quoted by Bronwyn and sent to the P&C.

Check whether we can use it for other services (Brigid)

Caroline proposed an Online Clothing Pool proposal on the P&C website. This would be the encouraged method of ordering although there would still be an opportunity to visit on certain days and change over incorrect uniform items. The orders would go to the child on Tuesday.

Jeremy Owens and Ian Chilton to look at setting up the website. Brigid to look at BPAY biller number for ordering.

13. Fund Raising Opportunities

Jo has suggested a Learning Ladder Fundraiser. This would be a class year morning tea with the 20% hostess rewards to go to school. There are volunteers already for this. This would be in May. The proceeds from the sales would be divided by all classes.

14. Treasurer's Report

Fundraising to date: Bunnings, Tupperware, and Wine and Cheese. This has been a Net Profit of \$1418. Donations have been from McGrath Real Estate, Aussie Farmers, and the sale of cold drinks making a total of \$1859.47.

Brigid has suggested an email be sent when direct deposits and credits come through. This makes it a lot easier to identify where the money is coming from.

Trivia Night payment for table bookings. We will need to implement Direct Deposit identification.

Brigid suggested the profit from the trivia night goes to the school.

15. Canteen Renovations

- Previous sketches of the canteen renovation have been completed by Kerry, an existing WPPS parent. A copy of previous sketches is held by Bronwyn.
- Request architects within the school for design of the canteen. Suggestions were Mr Greg Beard and Mr Mick Jarosciewicz.
- Prioritise getting this through Major Capital Works.
- DET may contribute to the canteen. They will give approval but then P&C fund.
- Plans will need to be passed through Assets Management.
- 3 quotes-one from Commerce.
- DET will apply for council permit.
- Interior work only.
- Election Day and Family Fair proceeds will be for the Canteen.
- Earmark money to be raised. \$20K in the building fund allocated to the Canteen.

Money goes to canteen Ian proposed, Jo Seconded.

16. Building Fund Contribution (Ian)

Ian proposed, Nahid seconded the fee remain at \$150 for the Voluntary building fund. This would have to be advertised twice in the newsletter.

Ian to put a piece in the newsletter about the Voluntary Building Fund.

17. Air-conditioning Upgrade

- 7-13 classrooms do not have air conditioning.
- The switchboard will need to be upgraded and this cost will come from the department.
- It costs \$2000 for an air-conditioning unit.
- Next year another unit being put in.
- Brigid suggested also putting away money for air-conditioning unit.

18. Band Report (Sarah)

- Currently we have 75kids in Band, which means half of 3-6 in the Band.
- Concert Band kids now have uniforms.
- 14-15 May Band Camp.

- No home once we don't have a demountable. The demountables hold instruments. Drum kit to go on the tardis. Drum lessons in library once Band loses the demountable. The Band will now go into the Hall.

19. OOSH request

Request from OOSH to put in another Vegetable garden. Bronwyn has given her permission for this to go ahead.

20. Canteen Report (Monique)

- Freezers are settled now we have replaced power points. The damage has been fixed.
- Monique has noticed the canteen floor is filthy, therefore cleaners to be notified on performance if canteen is not being cleaned properly. Monique to notify Bronwyn if cleaning not up to a good standard.
- Goodman Fielder has not been delivering. We are changing suppliers next Term.
- Canteen Committee is fantastic. They have mentioned we are desperate for volunteers next term.
- Over the counter drink sales to be implemented in Term 2.
- 14 wire baskets to be bought. Darren proposed, Kath Fitness seconded.
- Monique asked permission for the use of the car park. This will be used for picking up canteen takings and groceries. The consensus from Bronwyn was to give the office a call needing to use the car park. Monique will write a roster of when she needs the car park.

21. Cricket Pitch

This is looking to be repaired by the WPC. They will raise the money then approach P&C.

Next Meeting:

Monday 2nd May 2011 at 7:30pm in the Library.