

Deanmore Primary School P&C | Minutes

Monday 26thth February 2018, 7.30pm | Meeting location *Deanmore Primary – Staff Room*

Meeting called by	P&C Committee	Attendees
Type of meeting	Monthly Meeting	George, Steve, Lisa, Amanda, Kaye, Nici, Wendy, Victoria, Lisle, Veronica, Clare.
Facilitator	Steve	
Note taker	Jade	

WELCOME

Steve welcomed all attendees to the Monthly P&C meeting and thanked everyone for attending.

Apologies: Jade and Kiera

CONFIRMATION OF PREVIOUS MINUTES

The minutes were read from the February 12, 2018, meeting and approved by Steve and Lisa.

Steve thanked Jade for taking the minutes

BUSINESS ARISING & DECISIONS OUT OF SESSION

Action number	Action required	Person responsible	Due date
1.0	audit report – motions to approve actual spent vs what was minuted	Lisa	Closed
2.0	Communication to class reps – Jade will review changes to how the communication to class reps will be sent and present information to next meeting	Jade	28 th February Carried/over
3.0	Steve to look into setting up a P&C desk at assembly's and report back at next meeting	Steve	Closed
4.0	Clare to contact Janelle to obtain all fundraising information and files	Clare	28 th February On-going
5.0	Treasurer - Budget and Cash flow Report	Lisa, George, Steve	Ongoing

6.0	Record Keeping and best practices – open a dropbox or Onedrive for all P&C information to be properly stored	Lisa	On-going
7.0	Email accounts – ensure all committee members have access to correct email accounts – Lisa , Treasurer email	Steve, Lisa	26 March
8.0	Find school banking helper – Jade to broadcast on Facebook	Kaye, Jade	Closed
9.0	Coles Sports tokens – Clare will look into this	Clare	Closed

CORRESPONDENCE – SECRETARY

Incoming	<ul style="list-style-type: none"> Fundraising correspondence was received and will be given to fundraising committee for review. CGU form that must be completed (Lisa)
Outgoing	

PRESIDENTS REPORT

- Steve mentioned that even though it has only been two weeks since the last meeting, he is pleased at the progress that has been made in preparation for the year ahead. Given his regular meetings with George, he feels that all stakeholders at the school are adequately represented, and that our planning will support Student, Teachers and Parents. He highlighted that forecasting of expected income/expenditure will be critical in giving Lisa projections to work with.
- Steve emphasized his desire to ensure that the ability to communicate and collaborate is a high priority as is the engagement of more parents with the P&C. Steve has reviewed applications such as “School Bag” which he believes has merit in pursuing. He will do this in collaboration with George who is similarly meeting with the Schools Website developer. He stressed the importance of avoiding disparate means of communication that didn’t fulfill the communication need of everyone.
- Additionally, Steve suggested that a P&C presence at assembly (either via way of a desk, a slot on the agenda or coffee morning) would be a means of spreading the message of the P&C and canvassing support
- Steve also noted that the P&C could commit ICT funding for Reading Eggs and Mathletics, but made the decision to remove the Book Fair off the list of supported initiatives

PRINCIPALS REPORT

- George mentioned that the year has started off well, with 510 students enrolled.
- The official census is complete; he will be expecting the budget shortly.
- All the parent-teacher meetings are complete.
- George has had a few meetings with Steve about 2018 such as a playground and staff needs. Teachers have started a discussion with George as to what can be done with funds (raised by the P&C) that are not ICT related. George mentioned that some of the staff are exceptional with ICT and noted Lisa Samprey has an Apple training background and will be sending out a survey related to assess the ICT needs of the teachers. George emphasized that the ICT strategy needs to underpin and support educational needs.
- The introduction of iSTAR has been well received and the teachers have done a thoroughly good job of implementing it
- George is proud of the work that has been invested in orientating the school values into the culture at Deanmore. This includes the print campaign that can be seen through the school.
- George met with Cheryl Parkin and Paul Meacock to review the progress made in response to the ERG.
- Initial feedback has been good however, official feedback will be received in the next two weeks.
- George is very happy with the newest staff members (as a result of 12 staff leaving at the end of 2017). He is delighted that they have all made such a positive start.

TREASURER REPORT

- **Motion passed to cover a gap between minutes and spending in 2017 of \$2,952 (2017) for Athletics and Reading Eggs (S) Steve**
- Lisa could not find minutes relating to the spend of \$3,618 for Polo Shirts (2018). Lisa to catch up with Karin
- Canteen: Position at end of January \$919 with no creditors owing. (current balance \$2,742). Payments due 15 March of \$1,980
- Main account balance \$34,928, however after receipts/cheques outstanding and funds held in trust for Netball, funds available for distribution \$20,009
- Commission received from JFE for \$1,257
- **Motion passed for lease payment of iPads \$14,428 (S) Steve**
- Netball Fund \$1,721.
- Budget and Cashflow will be developed over next month. Waiting for Fundraising report to finalise forecast. Lisa to catch up with Clare re fundraising.
- There is no central location for Record keeping (still dealing with traceability issues on some decisions). Lisa creating a central place to store all documentation
- Ryan Hough advised that an accounting cash count sheet is required for all monies banked into the P&C Account. Lisa has created one. Funds raised need to be validated by a P&C member (other than the event organizer, the P&C Treasurer or the P&C Banker).
- Ryan Hough has volunteered to do audit for 2018
- Toni (Bookkeeper) is aligned with going paperless for accounting approvals.
- Veronica Kuipers has volunteered to be the P&C Banker for 2018

Notes

1. Steve asked George for clarification as to what happened at the end of the 3-year lease for the iPads.

- George said it was undecided – Lisa/George to confirm this is the last year of the three-year lease – to ensure future expenses can be catered for
- George mentioned there are issues being experienced with various devices. Currently moving over to Zuludesk, which should help alleviate problems.
- Steve discussed there was a wealth of IT skills amongst the parents who could be called on to assist in fixing various IT problems
- Lisa asked for clarification as to where the Scholastic Book Fair Funds are paid to. Georges believes it's to the P&C. Lisa to follow up
- Lisle to Validate paid up members of the P&C

SUB COMMITTEE REPORTS – FUNDRAISING

- Coles Sports tokens – Confirmed can collect at school
- Clare reported the Fundraising meeting was productive. Happy to present a proposed events calendar.
- **Coin War.**
 - **Motion passed (Clare) to place collection jars in classrooms (S) Nicky.** This was done on condition that George first communicates with the teachers, and that the message is clear - Students should not contribute their pocket money.
- **Outdoor Movie night.** In theory, a good idea. George to review and revert to Clare
 - Pizza supplier will donate free pizza and with are drinks and popcorn leftover from ArtMarket.
 - Proposed budget is \$2000. **Motion proposed (S) to spend up to this amount (S) Clare**
- **Easter Cake Stall**
 - KJ received approval to have chocolate donations box in the office.
 - KJ to contact Yvette to get it mentioned in this week's newsletter.
- **Deanmore Dads Colour Run.**
 - **Motion passed by Steve for spend of \$1500 (S) Clare**
- **Disco.**
 - Date to be decided
- **Subway lunch**
 - Proposed suggestion to provide a “subway lunch” once a term. School receives \$1 for every lunch purchased. Further investigation to be done.
- **Read-a-thon.**
 - **Motion proposed by Steve to provide Library with \$1000 funding ahead of fundraiser (s) Clare**
 - Other ideas were noted i.e., publish a list of desired books that families can gift. Exchange a book with a \$1
- **Quiz Night.**
 - Needs someone to take the reins. Discussed various venue ideas and potential revenue from selling own alcohol.
- **Wembley Downs District Fair**
 - Kaye emailed Wembley Downs – no response received yet

Nia to pursue Golf Day idea as potential fundraising effort.

SUB COMMITTEE REPORTS – COMMUNICATION

- George would like to meet with Class Reps in the next month. Amanda to arrange
- Class app (like School Bag) will be thoroughly investigated. This conversation will be paused until George has had an opportunity to meet with Web Developers
- P&C need an online system that allows for secure record keeping. Lisa suggested OneDrive and Steve Suggested Office 365. **Lisa passed a motion to spend \$250 for an on-line solution. (S) Steve**
- Lisa is having issues with receiving correspondence via P@C email address. Lisle and Keira need to be set up as aliases for Secretary. Steve to follow up with Amanda for both issues

SUB COMMITTEE REPORTS – DEANMORE DADS

- Justin has arranged a catchup on the 7th of March at the Scarborough Sportsman's Club
- Ask the class reps to get a list of email addresses who have indicated they would like to receive Deanmore Dads emails
- Funds have been allocated to Deanmore Dads for Dads Dash

SUB COMMITTEE REPORTS – UNIFORM

- No Update

SUB COMMITTEE REPORTS – CANTEEN

- No update

SUB COMMITTEE REPORTS – SCHOOL BANKING

- Kaye has a helper to assist with School Banking. Thank you, Veronica, for volunteering

SUB COMMITTEE REPORTS – SUSTAINABILITY

- Follow up with Clare Bachelor to see what funds she will require

SCHOOL BOARD REPORT

- No Update

SUB COMMITTEE REPORTS – NETBALL

- Registration is Wednesday
- Currently have \$1,731 in the bank.
- **Wendy asked for a Motion passed to be for projected expenditure of \$12,816 (S) Nici**
 - **Netball have submitted an indicative budget to support this expenditure**
- Included is spend is
 - “net set goal” registration
 - 35 New shirts
 - Grading fees
 - Hoping for training for coaches
- Payment can be made using eftpos machine from canteen or cash
- Wendy to use newly designed accounting cash count sheet

P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- Amanda has taken control of the class rep communication and sent out two updates.
- The first “meet and greet” of the P&C is proposed for a day that co incidences with an assembly and Running club. Potential dates are the 9th/23rd of March. Clare to investigate a coffee truck. Once confirmed, communicate in the newsletter
- Clare to arrange an A3 calendar fundraising events for the year.
- A suggestion was made to design a “fundraising thermometer”. No action taken
- Clare to arrange a “suggestion Box” for parents to place fundraising suggestion on. Lisa recommended that the nomination slip asks the questions “would you be willing to run your suggested event?”
- Steve confirmed all parents have access to P&C minutes and communication. He is keen to move away from P&C website and rather pursue other means of communication (until decision on Application is made)
- The P&C Facebook page is gaining popularity. Everyone agreed the way we market the P&C needs to be succinct and emphasize what committee has done. In addition, messaging need to encourage more involvement from parents
- A suggestion was raised to included P&C noticeboard at the classrooms, but the efficacy of this was rejected, since Parents do not escort children to class from year two.

GENERAL BUSINESS

1. Parent Information Evening

- Lisa presented “Kids Safe” and “Protective Behaviors” as an option (again – given its popularity in 2017)
- Cyber safety was raised as an additional (preferred option). Lisa will pursue this and confirm dates with George
- Lisa also mentioned a parent approached her about presenting a talk to parents of students where English is their second language. This was rejected.

Further nominations as office bearers to the P&C were received

Vice President	Nici Ogle	Nominated by: Steve Seconded by: Clare
Secretary	Kiera Riechelt and Lisle Nurse	Nominated by: Lisle Seconded by: Steve

2. Health and Safety

- Lisa reported that the shrubs near the ramp (Old Kindy Site Side) have been pruned but have introduced a hazard as there are now spikes sticking out. George to follow up with Gardener.
- Lisa expressed her concern for road safety rules and lack of students wearing helmets. A consideration will be made to include a safety message soon, but the school will not be able to enforce helmet wearing.

MEETING CLOSE

- Meeting close at 9.20

NEXT MEETING

- 26th March 2018

ACTIONS FROM THIS MEETING			
1.	Communication to class reps – Jade will review changes to how the communication to class reps will be sent and present information to next meeting	Jade	28 th February Carried/over

2.	Clare to contact Janelle to obtain all fundraising information and files	Clare	28 th February On-going
3.	Record Keeping and best practices – open a dropbox or Onedrive for all P&C information to be properly stored.	Lisa/Steve	On-going
4.	Email accounts – ensure all committee members have access to correct email accounts – Lisa, Treasurer email	Steve, Lisa	26 March
5.	Lisa to catch up with Karin Hunt regarding Polo shirts	Lisa	26 March
6.	Confirm this is the last year of the three for iPad lease	Lisa	26 March
7.	Clarify where the Scholastic Book Fair Funds are paid to.	Lisa	26 March
8.	Lise to Validate paid up members of the P&C	Lise	26 March
9.	Bookkeeper is happy with going paperless. Lisa to meet with Toni to understand what this entails	Lisa	26 March
10.	Coin War. Place collection jars in classrooms	Clare	26 March
11.	Place Guess-the-eggs Easter box in the school office	Kaye	26 March
12.	Pursue idea of a Golf Day idea as potential fundraising effort	Nia	26 March
13.	Set up Meeting between George and the class reps	Amanda	26 March
14.	Decide on online solution for storage of documentation	Steve	26 March
15.	Email issues and creation of Lise and Kiera as alias for Secretary – follow up with Amanda	Steve	26 March
16.	Confirm P&C engagement for Running club and assembly. Potential dates are the 9 th /23 rd of March. Investigate a coffee truck. Once confirmed, communicate in the newsletter	Jade/Steve Clare	2 March
17.	Design A3 Fundraising calendar for printing	Clare	26 March
18.	Create Suggestion Box and slips (preferably for P&C engagement)	Clare	26 March
19.	Arrange Cyber Safety Talk	Lisa	26 March