



General Meeting

Tuesday, 18 March 2014

In attendance

Sandra Forman (SF)	Violeta Trajcevska (VT)	Sallie Wilson (SW)
Danielle Ruming (DR)	Christy Jessep (CJ)	Nicole Royan (NR)
Zoe Peters (ZP)	Debbie Sykes (DS)	John Richards (JR)
Heather Locker (HL)	Claire Hirst (CH)	Marianne Topple (MT)
Julie McQuilty (JM)	Liz Haynes (LHa)	Marnie Szeles (MS)
Michelle Waring (MW)	Lisa Keelan (LK)	Sally Fallah (SF)
Debbie Whitham (DW)	Tanya Kerr (TK)	Sarah Dunne (SD)
Lynne Graham (LG)	Kristy Powles (KP)	Tamlyn Meares (TM)
Amanda Kulibab (AK)	Melinda McCormick (MM)	Kirsty Ettrick (KE)
Rebecca Hembling (RH)		

Agenda Items

1. Welcome & Apologies

NR, Outgoing President, opened the meeting at 7.00pm.

NR thanked everyone for their attendance.

Apologies were received from the following members: Sharron McDonald (SM), David Bourke (DB), Lisa Fox (LF), Cath Wilson (CW), Danielle O'Grady (DG).

2. Minutes of the Previous Meeting

Motion: To accept the minutes from the previous meeting.

Moved: Debbie Sykes

Seconded: Marnie Szeles

Motion carried.

3. Election of Office Bearers

President

Nominations:

Self nomination - Rebecca Hembling

Seconded: Claire Hirst

Treasurer

Nominations:

Self Nominated – Tanya Kerr



Seconded: Claire Hirst

Fundraising Co-Ordinator

Nominations:

Self Nominated - Sarah Dunne

Seconded: Claire Hirst

All nominations accepted and carried.

4. Actions and business arising from the minutes of the previous meeting

None.

5. Correspondence

None.

6. Principal's Report

Parent Teacher Interviews

Parent teacher interviews are now able to be booked on line. Lots of people have used the system already.

ANZAC Day Ceremony

In week 11 there will be an ANZAC Day Ceremony on Thursday, 10 April.

After the ceremony at 2.30pm there will be an Easter Parade. K-Y2 will create their bonnets at home and bring them in to school for the parade. Y3-Y6 can take an Easter photo and also bring it in. They can also make a mask or a bonnet if they like. The Easter raffle will also be drawn on this day.

Staff Development Day

A staff development day will be held on Friday, 11 April 2014.

School Open Day

SF is having an open day on 7 May which involves a tour of the school and information on what our school has to offer new students. Hopefully P& C can put on a morning tea for this day.

Trees

We need to have regular maintenance on the trees. Trees have been inspected and there are five trees which need to be removed. This will be done fairly quickly over the coming weeks.

Secure Fence

SF has secured two quotes for fencing. One is for the L shape fence along the pathway out the front of the school to the Boulevard. This quote is for \$46500. SF also asked for gates to be



put in the Boulevard fence. Second fence is from the entry to the teacher's car park. This means a standard gate to the car park where someone will be required to manually open and close it. Considering the possibility of an automatic gate. That quote is \$26800 it will cost more if it is upgraded to an automated gate and an intercom system.

Down Pipes on Block B

The covered walk way has to be finished by April.

Wish List

SF has the wifi upgrade on the wish list. There are not enough ports for the whole school to utilise the wifi system. It will cost \$5000 for ports and \$10000 for the necessary cabling. Be great if P & C can assist with this.

Assembly for outgoing Executive Committee of the P & C

SF would like to hold an assembly on 4 April for outgoing executive of the P & C so the school can acknowledge great work. This date to be negotiated with the outgoing committee.

7. Chaplain's Report

LF is not present at this meeting.

8. Treasurers Report

Violeta Trajcevska presented the Treasurers report (see attachment 1).

Motion: To accept the Treasurer's Report

Motion moved: Danielle Rimming

Seconded: Julie McQuilty

Motion carried.

9. Fundraising Report

DS and MS are organising the school disco. Numbers are a bit slow but this is usual. SD is organising the Mother's Day stall. She has ordered the goods. MM is still going to organise the Christmas Raffle.

Dates for Mothers Day Stall:

Donation Day: Thursday, 1 May

Wrapping Day: Friday, 2 May

Stall Day: Tuesday, 6 May

**Dates for Easter Raffle:**

Donation Day: Tuesday, 1 April

Wrapping Day: Friday, 4 April

Raffle Day: Thursday, 10 April

Need to organise Easter eggs to go around to the classes on the last day. Need to have jelly beans for kids with allergies.

10. Canteen Report

NR presented the canteen report (see attachment 2). There are days when it appears kids maybe held on the seats by teachers which only allows five minutes to come to canteen. This may be affecting sales.

11. Uniform Shop Report

Uniform Shop report was presented (see attachment 3). Orders forms for the winter jacket will go out shortly. DR and JM ask that they still be allowed to view banking on line so they can see when direct debits are made. Not an issue HL. DR and JM welcome other people who would like to come and work in the uniform store this will allow for succession planning.

12. General Business**Survey about P & C**

RH asked about a previous survey which was circulated asking what parents wanted from the P & C. Question asked if RH could have access to the response.

NR informed that survey was sent out by Meredith and there wasn't much response. Mostly P & C members responded. There was a poor response from parents.

P & C Meeting Schedules 2014

RH prefers to have P & C meetings monthly as it is a new committee and it would be beneficial to new committee to do monthly meetings.

Fundraising

SD asked if would be possible to get everyone at the school's email addresses. SF stated that it was not possible due to privacy issues and school can not give that information out. P & C communication is normally through newsletters.

**Vote on WiFi Upgrade**

HL asked if we could vote on the \$15000 requested by SF for wifi upgrade within the school.

Motion: P & C to give \$15,000 to the school towards the upgrade of the wifi network.

Motion moved: Heather Locker

Seconded: Claire Hirst

Motion carried.

Fundraising ideas

Bring all fundraising ideas to the meeting. Brochures come in to the school about fundraising.

Relay for Life

CJ - Di Mackay contacted the school to see if a banner could be placed out the front on the school fence for Relay for Life. SF has confirmed this and said this is ok. Suggestion to run a sausage sizzle on the night of the school disco to raise money for Relay for Life.

This concluded the business of the General Meeting. The next meeting will be held at 7.00pm on Tuesday, 20 May 2014.

The President declared the meeting closed at 8.10 pm.

**Action Items 2014**

Item	Action	Responsible Person	Status Update
1	Obtain quotes for additional ipads and Wi-Fi upgrade	SF	
2	Signatories on all accounts to be changed to Executive Committee Members only	Exec Committee	



Canteen report as at 28 February 2014

Details	DR	CR
Opening Bank Balance as at 1 February 2014		\$8,719.24
Plus Income:		
Interest		\$7.41
Takings during Feb		\$1,779.10
Less Expenditure:		
P Sunderland #327268	\$600.00	
Global #327270 Inv 57118	\$1,414.90	
Tropical Slush #327269 Inv 4776	\$456.00	
Subtotal	<u>\$2,470.90</u>	<u>\$10,505.75</u>
Closing Balance as at 28 February 2014		<u>\$8,034.85</u>

**P&C Uniform Shop Report for Meeting 18th March 2014**

Financial Details for February 2014	
Sales Figures	\$6,125.00
Profit Total	\$1,620.26
Account Balance as @	\$13,943.62
Outstanding Cheques Total	\$0.00
Outstanding Invoices	\$4,959.50
Stock Value	\$32,648.31



GYMEA NORTH PUBLIC SCHOOL P&C

Reconciliation as 28th Feb 2014

Opening Balance		\$27,686.40
Interest		\$24.38
Closing Balance		\$27,423.54
<u>Income</u>		
Ritches stores (donation)		\$26.19
Aussie Farmers (donation)		\$278.54
P&C Votes 2014		\$18.00
Scholastic Australia		\$579.50
	TOTAL	\$902.23
<u>Expenses</u>		
Canteen Supervisor wages		\$1,127.44
Canteen Supervisor (rest super contribution)		\$51.58
	TOTAL	\$1,179.02
Outstanding cheques that now have been presented		
Violeta . T. Purchase of stationary (626601)		\$10.45
	TOTAL	\$1,189.47
Outstanding cheques still be presented .	NIL	
Grand total cash end o of Feb 2014		
	GRAND TOTAL	\$27,423,054