



Leura P&C Association

Minutes – February 2018

Location: Learning Support Room

Date: Tuesday, 13 February 2018

Time: 7:00pm

Attendees (19): Elise Berwick, Lyn Vidler, Matthew Carter, Belinda Ottmann, Keris Macarthur, Marion Schlegel, Winnie Hua, Tina-Marie Sheil, Petra Braat, Suzie Lemonjian, Levente Boda, *Connor Hogan, *Jacqueline Brinkman, *Elizabeth Rodriguez, *Nykki Porteous, Patricia Gonzolez, Zoe Ivory-Phan, Peter Christmas, Di Kipp (part), *Cate Harrison (part)

Apologies (5): Rebecca Williams, Vikki Willmott-Sharp, Kellie Hammon, Kylie Crowe, *Kate Fagan

Minutes

Welcome & Introductions	The President welcomed all new and returning attendees. Introductions were made around the table. \$1 membership fees were paid by or on behalf of 6 attendees - marked * above.
Matters Arising from Last Meeting	
Approval of June Minutes	The minutes of the General Meeting held 8 December 2017 were accepted by Marion and seconded by Winnie.
Review outstanding Action Items	<i>Refer to table on page 3 of these minutes.</i>
New Business	
Correspondence	<p>It was noted that correspondence below did not require any action:</p> <ul style="list-style-type: none"> • My School Lunchbox • P&C Fed Media Releases: <ul style="list-style-type: none"> ○ Don't Blame Educators for Poor NAPLAN Results ○ Stop Devaluing Public Education: The Heart of Communities ○ Welcome to 2018 • P&C Federation will be presenting an information session and Q&A on 28 March 2018, Emu Plains Public School • P&C Bulletin Term 4 2017 and Term 1 2018 • P&C Fed Elections <p>Action: Marion requested that discussion on the notification for P&C Federation Insurance Renewal be added to the next agenda.</p>

Topic of focus (Elise)	There was no topic of focus included for this meeting. Instead, Elise was asked to present her report – refer comments under ‘Reports’ below.
Markets coordinator	<p>Belinda and Di introduced Cate Harrison, who has offered to take over the coordinator position. It was noted that while Cate is not a parent at our school, she has been a long-term stallholder/facepainter at our markets.</p> <p>Cate provided a brief run down on her experience at our markets. She advised that she would likely be looking for some help for an hour or so here and there, e.g. on arrival and for pack/clean up times.</p> <p>It was noted that we will not be holding markets in May, as this will clash with the Leura Harvest Festival, or October, as this will clash with the Leura Village Fair.</p>
Canteen 2018	<p>It was noted that a call for Committee members was put out last week with only a few responses received to date. The Canteen will not be able to open until all positions, e.g. rostering, shopping, counting have been filled.</p> <p>A few attendees indicated they would be able to help and were asked to return the form and/or provide their details at the office.</p>
Class resources contribution	A contribution of \$1200 (\$100 per class including Music and Art) was approved to assist teachers in buying miscellaneous resources for their classroom.
Term 1 activities	<p>It was agreed that the P&C would again run an Easter colouring competition and Easter Bake Sale.</p> <p>Actions: Patricia offered to coordinate the colouring competition and Keris the Bake Sale.</p> <p>There were a number of other fundraising ideas raised, including a student art auction. It was agreed that this should be considered as part of our Sculpture Trail event later in the year.</p> <p>Action: Keris undertook to organise a separate meeting to discuss fundraising initiatives for the year.</p>
Infants garden focus	Elise was reminded that she was to provide advice to Carol Conway on whether the Infants garden activities should be focused on a particular year and/or incorporate any part of the curriculum.
School Spend List (standing item)	<p>It was noted that a number of the ‘school needs suggestions’ had now been funded.</p> <p>Action: Elise was asked to advise provide advice at the next meeting on</p> <ul style="list-style-type: none"> • funds required for K-2 and 3-6 reading resources • priorities for funding in 2018. Elise did advise that an additional shade structure(s) would be beneficial. It was agreed she would seek some recommendations/quotes for discussion at a future meeting.

	Update on funds raised and allocation is on the listing attached.
Reports – included with this Agenda	
Principal’s Report	Refer report attached which provided advice on: <ul style="list-style-type: none"> • Staffing update • School Plan • 2018 Events Planner • Communication matters – Elise asked for feedback on Term 1 overview pamphlet • Creative Arts
Treasurer’s Report – including Uniform Shop	Reports for December and January were noted. Payments to school of \$147 and \$199 for payment of uniform items were approved.
Markets	Reports for December and February from Di Kipp were noted. Report for January from Michelle Gatenby not yet received.
Fundraising report	Not discussed at this meeting.
Canteen report	Not discussed at this meeting.
Other (including Open Forum)	
Annual report	Elise advised that the school’s annual report was now being drafted. It was agreed that the P&C should include a summary of achievements. Belinda to draft.
Meeting Closed	8:30pm
Next Meeting	1.30pm on Friday, 16 March 2018

Outstanding Actions

Item	Action	Owner(s)	Date	Status
Easter Bake Sale and Colouring Comp	Patricia offered to coordinate the colouring competition. Info on running the comp will be forwarded by Beck/Winnie.	Patricia Gonzalez	End of Term 1	Not started
	Bake Sale will be held on Tues 27 th March.	Keris	End of Term 1	Not started
Fundraising 2018	A separate meeting will be organised to discuss fundraising initiatives for the year.	Keris	Term 1	Not started
Music Review	Outline the review process for the music program changes	Elise / P&C	End of Term 1	Not started
Creative Arts Sub-committee	Creative Arts sub-committee proposal to be presented in 2018. Update 13/2: No ideas or information has been received for discussion of a terms of reference.	Interested parents	Term 1	Not started
Student Fundraising BBQ	Work with Mark Nelson and Madeline to identify a suitable date and help with the logistics of the BBQ.	Vikki	Term 1	Not started
Swampcare	Promote regular Hanging Swamp visits for parents.	?	Term 1	Not started
School entrance	Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes Update 20/10: This will be included in a general school plan item around the promotion of the school.	Elise	March	In progress

Item	Action	Owner(s)	Date	Status
	Update 13/2: Elise advised that new signage was with production team and should be received soon for approval.			
Canteen refit	<p>Canteen committee to review the proposal and respond to P&C.</p> <p>Update 20/10: See main agenda minutes – P&C commitment to \$3K</p> <p>Update 8/12: PVG to start works during Christmas break.</p> <p>Update 13/2: PVG removed the toilet and created new storage area over the Christmas/New Year break. Other agreed work will be started during next break.</p>	Beck/Kylie/Vikki/Keris	May	In progress
Policy – school access	<p>Elise to clarify requirements for parent/visitor sign in to the school.</p> <p>Update 20/10: Sign in required for all school events during school hours, e.g. assemblies, reading groups. Not required after hours, e.g. music showcase</p> <p>Elise to approach Sherpa re costs for short supervision times, prior to 8:45am.</p> <p>Update 20/10: Elise has spoken with Sarah from Sherpa – she thinks it's a good idea in principle but no decision as yet.</p> <p>Update 13/2: Elise reported that she was meeting with the owner of Sherpa later this week.</p>	Elise	March	In progress
Kindy Orientation	Update school brochure to include schedule of activities for both parents and children in 2018.	Elise/Lyn	Term 3	Not started
Sculpture Walk Plaques and Nature Trail	Belinda will organize a meeting between herself, Vikki, Elise, Niki Martignago and Keris to develop a high-level plan for the sculpture plaques and nature trail.	Sculpture Trail Committee	October	In progress

Item	Action	Owner(s)	Date	Status
	<p>Update 18/8: Committee meetings are underway. Minutes from those meetings are attached.</p> <p>Date for Spring Wing Fling is set at Mon 9th Oct (first day of Term 4) from 2pm to celebrate the installation of the dragonfly. Kids can dress as any of the three totems.</p> <p>Celebrations will include a choir performance, dragonfly dance and Aunty Carol will perform the welcome to country.</p> <p>BMCC is interested, and there may be more funding available. Elise to continue discussions with council.</p> <p>Update 19/9: New date – Friday 10th Nov at 2pm. P&C will host a cake stall. Nikki is talking with Council. Committee is meeting again next term.</p> <p>Update 20/10: Committee to meet regarding invite list; info sheet to be completed (Keris) for the event; Elise to do a note to families; Nikki continuing to talk with council</p> <p>Update 17/11: Spring Wing Fling very successful. Thanks to Keris and Winnie for putting the brochure together, and to Vikki, Keris and Winnie (and other helpers) for their organisation on the day. Niki and Elise continuing talks with Council for funding. On 28 Nov, Committee (and anyone else interested) will walk around school and decide where to put signs. Belinda to seek copy of school history from Liz Colton to aid this discussion/walk.</p> <p>Update 8/12: Elise met with Niki to continue the sculpture trail planning. BMCC are not offering much funding for signage; however a quote has been obtained and Elise is happy with it. A quote has also been received for school entry signage – the Community Grant</p>			

Item	Action	Owner(s)	Date	Status
	<p>will be used for this, with the school to top-up. Elise to confirm design in early Feb.</p> <p>Update 13/2: Elise reported that Plan is still being developed. A planting day has been scheduled for this term (run by Greening Australia).</p>			
Position Descriptions	<p>Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.</p> <p>Update 9/5: Position descriptions have been done but handover items are outstanding</p> <p>Update 17/11: Note that Coles card for Markets Coordinator will need to be re-issued to Michelle.</p>	Marion & Beck	Ongoing	In progress

Completed Actions to date (2018)

Item	Action	Owner(s)	Date	Status
Meeting Dates for 2018	<p>Provide a list of proposed dates to Elise and exec for approval. Once approved, they'll be added to P&C website and provided to Winnie for promotion.</p>	Beck Williams	December	Completed
Meet the Teacher afternoon tea	<p>Advise the date ASAP so we can plan for this event.</p> <p>Update 13/2: A big thank you to Vikki for coordinating.</p>	Elise	Term 1	Completed

P&C - School Needs Suggested by Staff 2017

Funding in progress

- Outside Learning Area resourcing – Hanging Swamp (eg. fire pit made for the area)
- 3-6 Guided Reading Books (to be funded in part by Disco \$516)

Not yet prioritised

- Buddy bench/es (quote \$660 each)
- K-2 active garden space
- K-2 Reading Eggs online phonics program
- Electronic school sign (approx. \$30,000) – approach RMS?
- Painting on water tanks – incl. kids street art on our buildings
- Creative and performing arts complex (jointly funded capital works project with department)
- K-2 wooden cubby house – consider department restrictions
- 21st Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 x alto saxophones (approx. \$1,500 each)

Funding complete

- Remove playground seating on slope, re-landscape and install near court area (quote \$6,215 – incl. \$340 for each of 4 silver seats, however preferable for 8) – **APPROVED FROM EXISTING FUNDS**
- Remove and dispose of K-2 play equipment (quote \$1,200 – incl. see quote for ground works above) – **APPROVED FROM EXISTING FUNDS**
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this. **SCHOOL FUNDED**
- Wet weather games (eg. board games, construction toys) - **\$1,419 APPROVED (Disco \$1935)**
- K-2 Home Readers & K-2 Guided Reading Books – **\$1000 APPROVED (Bike raffle \$600 + Tea Towels \$400)**
- 15 Chromebooks – to make 30 in total for Stage 2 (approx. \$5000) – **WALKATHON** (School initiative)



P&C MEETING

PRINCIPAL'S REPORT – 13 FEBRUARY 2018

Staffing Update:

Current enrolments are 245 students, and 10 classes.

Vacant AP position currently in advertisement stage. The merit selection panel will meet next week to cull applications prior to interviews.

School Plan:

Executive have been involved in identifying our 2018-2020 School Plan focus areas, using information gained from 2017 data and consultation. In our draft plan, the Strategic Directions (SDs) and their focuses are:

- Teaching – Assessment & Reporting, Performance Development, Curriculum
- Learning – Personalised Learning, Positive Behaviour for Learning
- Connecting – Communication, Community Engagement

Different staff will take on leadership of each focus area, beginning by developing their draft 5Ps (process, purpose, practices, products, people) and improvement measures for each SD. The draft School Plan will be supported by a 'Window of Certainty', which uses a metaphor of four interactive frames (vision, values, beliefs, outcomes) to describe our collective purpose.

Both of these documents will be presented to P&C and provided to the school community for feedback later this term.

2018 Events Planner:

Consultation with staff was conducted last term, following consultation with P&C.

The final planner for 2018 events presented.

Communication Matters:

Term Overviews went home last week for each stage, identifying focus areas for student learning.

A 'Media Club' for stage 2 & 3 students will be established this term. The purpose of this club is to engage students in using devices to 'capture' footage of special events and publishing it as a way of communicating and celebrating what happens here at LPS. The avenues for publication will be decided after consultation and negotiation with students and families. Possible ideas include a student bulletin, media club newsletter section and/or school Facebook page. Protocols will be established around publication of images, construction of text and behaviour during events. This club will be organised and supervised directly by the Principal.

Creative Arts:

Stage 2 and 3 teachers have organised for Creative Arts Groups to begin this week. They will happen every Monday from 2.00-3.00pm. Each teacher has nominated themselves for either drama, art or dance, with the Band students coming out for music during this session. We aim to have an experienced and beginner band this year and to offer small group tuition during the break before the Band session. Mr Renwick will direct the beginner band. Final notification of the tutors and other band director is pending. We also intend to notify parents of options and contacts for private individual tuition outside school hours.

General Business:

Approval for class budgets again in 2018

MARKET REPORT

FEBRUARY 4 2018

50 stalls



Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	3	-
\$15.00	1	\$15.00
\$25.00	38	\$950.00
\$30.00	6	\$180.00
\$35.00	1	\$35.00
\$40.00	1	\$40.00
	50	\$1220.00
Total Income Banked		\$1220.00
Markets Expenses		
Reimbursement for Managers expenses		\$400.00
Music Performance		\$50.00
Advertising – Blue Mountains Gazette		\$53.13

Advertising as for previous markets:

- Gazette ad (Public Notices)
- Facebook page
- Flyers put up in Katoomba and Leura
- Flyers to local bus tour companies
- Community noticeboard on local radio

Di Kipp

0432 021 863

leura-markets@hotmail.com

www.facebook.com/leurafirstsundaymarkets

Leura Public School P&C Association

Treasurer Report January 2018

Below is a summary of our Bank balances as to our start and end of the period along with the breakdown of the movements and over the page is our year to date profit and loss.

Leura Public School P&C Association From 1 January 2018 to 31 January 2018

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	811	-	-	811
Investment Account	26,165	12	-	26,177
Operating Account	13,761	1,942	264	15,438
Total	40,737	1,953	264	42,427

The major cash received was:

- Uniform shop \$ 1,884
- Fundraising \$ 56

All of these figures are embedded in the profit and loss given over the page, but if you would like to have more information please refer to the individual reports or let me know.

Known expenses that will affect the above balances include:

- Cost for wet weather boxes approximately \$ 1,419
- Costs for renovating the canteen \$ 3,000

Profit and Loss

Leura Public School P&C Association
For the month ended 31 January 2018

JAN 2018

Trading Income	
Fundraising Income	56.31
Uniform Shop Income	1,884.00
Total Trading Income	1,940.31
Cost of Sales	
Uniform Shop Expenses	46.75
Total Cost of Sales	46.75
Gross Profit	1,893.56
Other Income	
Interest Income	13.08
Total Other Income	13.08
Operating Expenses	
Accounting Fees	50.00
Total Operating Expenses	50.00
Net Profit	1,856.64

Uniform Shop Report

January 2018

Overview

Sales during January were pleasing with sales across the range of products offered by the uniform shop.

Uniform shop Cash based income and Costs				
	November	December 17	January 18	YTD
Sales	\$ 4,672	\$ 1,223	\$ 1884	\$ 1884
Less Expenses	\$ 5,379	\$ 1,614	\$ 47	\$ 47
Profit (Loss)	(\$ 707)	(\$ 391)	\$ 1837	\$ 1837

Expenses in January were merchant fees.

Action

We would like approval for a cheque to the school \$ 199 being for reimbursement school items sold during January.

Sales by Item
Leura Public School P&C Association
1 January 2018 to 31 January 2018

Item	Current Unit Price	Quantity Sold	Total
BS - Boys Shorts	\$20.00	4.0	\$80.00
GP - girls pants	\$20.00	3.0	\$60.00
JZ - Zipfront Tracksuit Jumper	\$30.00	5.0	\$150.00
LB - Library Bag	\$10.00	1.0	\$10.00
PSG - LS - Polo Shirt, L/sleeve - Green	\$29.00	6.0	\$174.00
PSG - SS - Polo Shirt, S/sleeve - Green	\$25.00	10.0	\$250.00
PSW - LS - Polo Shirt, L/sleeve - White	\$29.00	1.0	\$29.00
PSW - SS - Polo Shirt, S/sleeve - White	\$25.00	7.0	\$175.00
SD 04-08 - Summer Dress, Size 4-8	\$60.00	7.0	\$420.00
SD 10-12 - Summer Dress - Size 10-12	\$65.00	2.0	\$130.00
SH - Miscellaneous second hand uniform item	\$0.00	9.0	\$64.00
SS - Sports Shorts	\$20.00	4.0	\$80.00
WJ 04-08 632 - Woollen Jumper size 04-08	\$63.00	1.0	\$63.00
subtotal		60.0	\$1,685.00
xH 625 - Hat	\$19.00	5.0	\$95.00
xSPS - SS 631 - Sports Polo Shirt, Short sleeve	\$25.00	2.0	\$50.00
xWJkt - Winter Jacket	\$54.00	1.0	\$54.00
subtotal		8.0	\$199.00
total		68.0	\$1,884.00