



# Leura P&C Association Agenda – March 2018

Location: Learning Support Office

Date: Friday 16<sup>th</sup> March 2018

Time: 1:30pm

## Agenda

|  |   |
|--|---|
| Welcome & Introductions                    | By President  |
| Apologies                                  |   |
| <b>Matters Arising from Last Meeting</b>   |   |
| Approval of previous Minutes               | The minutes of the General Meeting held 13 <sup>th</sup> February 2017 accepted by [ ] and seconded by [ ]  |
| Review outstanding Action Items            | See page 3 of this Agenda   |
| <b>New Business / Items for discussion</b> |   |
| Correspondence                             | <p>From P&amp;C Assoc:</p> <ul style="list-style-type: none"> <li>• 2018 Elections – Enrolment Notice and Calling for Nominations</li> <li>• Term 1 Ed 3 Bulletin – including info session at Emu Plains PS 28/3 at 6pm</li> <li>• Media Release - ‘Common Sense Prevails: Minister Uncouples HSC - NAPLAN Link.’</li> <li>• Term 1 Ed 4 Bulletin – walk safely to school day 18/5</li> <li>• Media Release – ‘Winner of the 2017 P&amp;C Volunteer of the Year’</li> <li>• Media Release – ‘Celebrate your P&amp;C on P&amp;C Day’</li> </ul> <p>Fundraising:</p> <ul style="list-style-type: none"> <li>• Kids Art Work – forwarded to Keris</li> </ul> |
| Thanks to Sarah Delaney                    | For her work on the final grant report for the Eco Schools project ‘Live well at Leura kitchen garden project’. And for her ongoing work with the gardens and garden club.  |

|   |   |
|---|---|
| Topic of focus (Elise)                      | School Report<br>Funds required for K-2 and 3-6 reading resources.<br>Priorities for funding in 2018. |
| Uniform Shop Update                         | New items, and purchasing from school   |
| Bulbs Fundraiser                            |   |
| Assistant Principal position update         |   |
| P&C Federation Insurance Renewal            |   |
| Markets                                     | Dogs on school grounds  |
| Proposal – Parent Presentation              | Raising Caring, Confident, Capable Children   |
| Proposal – School Shades                    | Visit to P&C meeting from David Whetton   |
| Sculpture Trail Committee Meeting           | See Actions   |
| School Spend List (standing item)           | See page 6  |
| <b>Reports - included with this Agenda</b>  |   |
| Principal's Report                          | at  |
| Treasurer's Report – including Uniform Shop |   |
| Markets Report                              |   |
| Canteen Report                              |   |
| Fundraising Report                          |   |
| <b>Other</b>                                |   |
| Open Forum                                  |   |
| WHS issues                                  |   |
| Meeting Closed/Next Meeting                 | Tuesday 15 <sup>th</sup> May at 7:00pm  |

## Outstanding Actions

| Item                                       | Action   | Owner(s)                   | Date          | Status      |
|--|--|----------------------------|---------------|-------------|
| <b>Easter Bake Sale and Colouring Comp</b> | 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 <sup>th</sup> March.   | Keris                      | End of Term 1 | Not started |
| <b>Fundraising 2018</b>                    | A separate meeting will be organised to discuss fundraising initiatives for the year.  | Keris                      | Term 1        | Not started |
| <b>Music Review</b>                        | Outline the review process for the music program changes   | Elise / P&C                | End of Term 1 | Not started |
| <b>Creative Arts Sub-committee</b>         | Creative Arts sub-committee proposal to be presented in 2018.<br>Update 13/2: No ideas or information has been received for discussion of a terms of reference.  | Interested parents         | Term 1        | Not started |
| <b>Student Fundraising BBQ</b>             | Work with Mark Nelson and Madeline to identify a suitable date and help with the logistics of the BBQ.   | Vikki                      | Term 1        | Not started |
| <b>Swampcare</b>                           | Promote regular Hanging Swamp visits for parents.  | ?                          | Term 1        | Not started |
| <b>School entrance</b>                     | Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes<br>Update 20/10: This will be included in a general school plan item around the promotion of the school.<br>Update 13/2: Elise advised that new signage was with production team and should be received soon for approval. | Elise                      | March         | In progress |
| <b>Canteen refit</b>                       | Canteen committee to review the proposal and respond to P&C.<br>Update 20/10: See main agenda minutes – P&C commitment to \$3K   | Beck/Kylie/Vikki/<br>Keris | May           | In progress |

| Item   | Action  | Owner(s)                  | Date    | Status      |
|--|---|---------------------------|---------|-------------|
|  | <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>  |                           |         |             |
| <b>Policy – school access</b>                  | <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 |
| <b>Kindy Orientation</b>                       | Update school brochure to include schedule of activities for both parents and children in 2018.   | Elise/Lyn                 | Term 3  | Not started |
| <b>Sculpture Walk Plaques and Nature Trail</b> | <p>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.</p> <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 9<sup>th</sup> 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> | Sculpture Trail Committee | October | In progress |

| Item                         | Action  | Owner(s)      | Date    | Status      |
|------------------------------|---|---------------|---------|-------------|
|                              | <p>Update 19/9: New date – Friday 10<sup>th</sup> Nov at 2pm. P&amp;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 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> |               |         |             |
| <b>Position Descriptions</b> | <p>Marion &amp; Beck to develop a checklist to formalise the process for handing over P&amp;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 |

## 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
- 21<sup>st</sup> 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)

# MARKET REPORT

March 4 2018

42 stalls



| Stall Fees                           | Number of Stalls           | Total Stall Fees |
|--------------------------------------|----------------------------|------------------|
| Free (charity/kids stall)            | 2                          | -                |
| \$15.00                              | 2                          | \$30.00          |
| \$25.00                              | 28                         | \$700.00         |
| \$30.00                              | 8                          | \$240.00         |
| \$40.00                              | 1                          | \$40.00          |
| \$60.00                              | 1                          | \$60.00          |
|                                      | <b>42</b>                  | <b>\$1070.00</b> |
|                                      | <b>Total Income Banked</b> | <b>\$1070.00</b> |
| <b>Markets Expenses</b>              |                            |                  |
| 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

## Market notes:

We had a great Market, the sun was shining and although stall numbers were down due to a lot of illness, it managed to look full and spread out.

I asked for some feedback during the day from customers, who said that it was hard to work out how to get off the highway to get over to the market so I will be looking at ways to maximise our signage use to make this easier to navigate.

Our next market is Easter Sunday, so I plan to create an Easter feel with the bunny as Di has done previously and an egg hunt but would love suggestions on other things we could do to make it a great fun day that school families could get involved in. I would love to seek approval to run a colouring in competition which could go out with the market note the week prior and be drawn on the day for an Easter Hamper of which I will seek donations to create. Can't wait for the next market and would love to have some helpers from the P and C if any are available ☺

Cheers!

**Cate Harrison**

**0432 021 863**  
**leura-markets@hotmail.com**

**[www.facebook.com/leurafirstsundaymarkets](http://www.facebook.com/leurafirstsundaymarkets)**

# Leura Public School P&C Association

## Treasurer Report February 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 February 2018 to 28 February 2018

| Bank Accounts               | Opening Balance | Cash Received | Cash Spent   | Closing Balance |
|-----------------------------|-----------------|---------------|--------------|-----------------|
| Building Fund (DGR Account) | 811             | -             | -            | 811             |
| Investment Account          | 26,177          | 10            | -            | 26,187          |
| Operating Account           | 15,438          | 6,501         | 2,992        | 18,947          |
| <b>Total</b>                | <b>42,427</b>   | <b>6,511</b>  | <b>2,992</b> | <b>45,946</b>   |

The major cash received was:

- Uniform shop                      \$ 5,533                                      (\$ 5,131)
- Market                                      \$1,220                                      (\$ 717)

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:

- Costs for renovating the canteen \$ 3,000



# Profit and Loss

## Leura Public School P&C Association For the month ended 28 February 2018

FEB 2018

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| <b>Trading Income</b>           |                 |
|---------------------------------|-----------------|
| Market Income                   | 1,220.00        |
| Uniform Shop Income             | 5,532.90        |
| <b>Total Trading Income</b>     | <b>6,752.90</b> |
| <b>Cost of Sales</b>            |                 |
| Canteen Expenses                | 100.00          |
| Market Expenses                 | 503.13          |
| Uniform Shop Expenses           | 401.60          |
| <b>Total Cost of Sales</b>      | <b>1,004.73</b> |
| <b>Gross Profit</b>             | <b>5,748.17</b> |
| <b>Other Income</b>             |                 |
| Interest Income                 | 11.44           |
| Membership                      | 9.00            |
| <b>Total Other Income</b>       | <b>20.44</b>    |
| <b>Operating Expenses</b>       |                 |
| Accounting Fees                 | 50.00           |
| P&C Projects for School         | 1,419.56        |
| <b>Total Operating Expenses</b> | <b>1,469.56</b> |
| <b>Net Profit</b>               | <b>4,299.05</b> |

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# Uniform Shop Report

## February 2018

### Overview

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

| Uniform shop<br>Cash based income and Costs |                |            |             |          |
|---|----------------|------------|-------------|----------|
|   | December<br>17 | January 18 | February 18 | YTD      |
| Sales                                       | \$ 1,223       | \$ 1884    | \$ 5,533    | \$ 7,417 |
| Less Expenses                               | \$ 1,614       | \$ 47      | \$ 402      | \$794    |
| Profit (Loss)                               | (\$ 391)       | \$ 1837    | \$ 5,131    | \$ 6,623 |

Expenses in February were reimbursement for u/shop manager, order for sample items and merchant fees.

### Action

We would like approval for a cheque to the school \$ 1,389 being for reimbursement school items sold during February.

| <b>Sales by Item</b>                           |  |  |  |
|--|--|--|--|
| <b>Leura Public School P&amp;C Association</b> |  |  |  |
| <b>1 February 2018 to 28 February 2018</b>     |  |  |  |
|  |  |  |  |

| <b>Item</b>                                     | <b>Current Unit Price</b> | <b>Quantity Sold</b> | <b>Total</b>      |
|---|---------------------------|----------------------|-------------------|
| AS - Art Smock                                  | \$20.00                   | 3.0                  | \$60.00           |
| BP - Lge - Back Pack - Large                    | \$50.00                   | 5.0                  | \$250.00          |
| BP - Boys Pants                                 | \$30.00                   | 9.0                  | \$270.00          |
| BS - Boys Shorts                                | \$20.00                   | 11.0                 | \$220.00          |
| GP - girls pants                                | \$20.00                   | 8.0                  | \$160.00          |
| GS 04-10 - Girls Skirt - Sizes 4-10             | \$40.00                   | 3.0                  | \$120.00          |
| GT - Girl's Tights                              | \$12.00                   | 9.0                  | \$108.00          |
| JZ - Zipfront Tracksuit Jumper                  | \$30.00                   | 10.0                 | \$300.00          |
| PG - Polar Fleece Gloves                        | \$6.00                    | 4.0                  | \$24.00           |
| PSG - LS - Polo Shirt, L/sleeve - Green         | \$29.00                   | 3.0                  | \$87.00           |
| PSG - SS - Polo Shirt, S/sleeve - Green         | \$25.00                   | 25.0                 | \$625.00          |
| PSW - LS - Polo Shirt, L/sleeve - White         | \$29.00                   | 4.0                  | \$116.00          |
| PSW - SS - Polo Shirt, S/sleeve - White         | \$25.00                   | 21.0                 | \$525.00          |
| SD 04-08 - Summer Dress, Size 4-8               | \$60.00                   | 4.0                  | \$240.00          |
| SD 10-12 - Summer Dress - Size 10-12            | \$65.00                   | 3.0                  | \$195.00          |
| SGS633 - sport girls skort                      | \$27.00                   | 6.0                  | \$162.00          |
| SH - Miscellaneous second hand uniform item     | \$0.00                    | 41.0                 | \$335.90          |
| SS - Sports Shorts                              | \$20.00                   | 11.0                 | \$220.00          |
| WJ 04-08 632 - Woollen Jumper size 04-08        | \$63.00                   | 2.0                  | \$126.00          |
| <b>subtotal</b>                                 |                           | <b>182.0</b>         | <b>\$4,143.90</b> |
| xGTP - Girls Tailored Pants                     | \$18.00                   | 1.0                  | \$33.00           |
| xH 625 - Hat                                    | \$19.00                   | 10.0                 | \$190.00          |
| xSP - Sports Track Pants                        | \$22.00                   | 1.0                  | \$22.00           |
| xSPS - SS 631 - Sports Polo Shirt, Short sleeve | \$25.00                   | 36.0                 | \$900.00          |
| xST 623 - SALE - Sports t-shirt                 | \$1.00                    | 3.0                  | \$3.00            |
| xTFJ 634 - Track Fleece Jumper                  | \$12.00                   | 1.0                  | \$25.00           |
| xWJkt - Winter Jacket                           | \$54.00                   | 4.0                  | \$216.00          |
| <b>subtotal</b>                                 |                           | <b>56.0</b>          | <b>\$1,389.00</b> |
| <b>Total</b>                                    |                           | <b>238.0</b>         | <b>\$5,532.90</b> |



# Leura P&C Association

## Minutes – March 2018

Location: Learning Support Room

Date: Friday, 16 March 2018

Time: 1:30pm

Attendees (13): Elise Berwick, Lyn Vidler, Belinda Ottmann, Marion Schlegel, Winnie Hua, Petra Braat, Rebecca Williams, Vikki Willmott-Sharp, Kellie Hammon, Kylie Crowe, Kate Fagan, Suzie Lemonjian, Jill Day

Apologies (4): Keris Macarthur, Tina-Marie Sheil, Nykki Porteous, Elizabeth Rodriguez

### Minutes

|  |  |
|--|--|
| Welcome & Introductions                  | The President welcomed all new and returning attendees.  |
| <b>Matters Arising from Last Meeting</b> |  |
| Approval of June Minutes                 | The minutes of the General Meeting held 8 December 2017 were accepted by Belinda and seconded by Jill.   |
| Review outstanding Action Items          | <i>Refer to table on page 4 of these minutes.</i>  |
| <b>New Business</b>                      |  |
| Correspondence                           | <p>It was noted that correspondence below did not require any action:</p> <p>From P&amp;C Assoc:</p> <ul style="list-style-type: none"> <li>• 2018 Elections – Enrolment Notice and Calling for Nominations</li> <li>• Term 1 Ed 3 Bulletin – including info session at Emu Plains PS 28/3 at 6pm</li> <li>• Media Release - ‘Common Sense Prevails: Minister Uncouples HSC - NAPLAN Link.’</li> <li>• Term 1 Ed 4 Bulletin – walk safely to school day 18/5</li> <li>• Media Release – ‘Winner of the 2017 P&amp;C Volunteer of the Year’</li> <li>• Media Release – ‘Celebrate your P&amp;C on P&amp;C Day’</li> </ul> <p>Fundraising:</p> <ul style="list-style-type: none"> <li>• Kids Art Work – forwarded to Keris</li> </ul> <p><b>Action:</b> Elise to talk with staff about organising walk/ride to school day. P&amp;C would do a breakfast.</p> |

|                                     |   |
|-------------------------------------|---|
| Thanks to Sarah Delaney             | <p>For her work on the final grant report for the Eco Schools project 'Live well at Leura kitchen garden project'. And for her ongoing work with the gardens and garden club.</p> <p><b>Action:</b> Beck to organise card for Sarah</p>   |
| Topic of focus (Elise)              | <p>School Plan 2018-2020 will be available on the website by the end of term, for families to access. No feedback on the draft plan has been received to date.</p> <p>Priorities for funding in 2018. The school would like the P&amp;C to consider shade options. PVG will seek quotes.</p> <p><b>Action:</b> Elise will provide more information in Term 2.</p>   |
| Uniform shop update                 | <p>Kylie reported on a number of updates:</p> <ul style="list-style-type: none"> <li>• The change in supplier for the girls summer dress has reduced the cost price from \$60 to \$32. We still have a number of the more expensive dresses in stock, but given the new stock, Kylie would like to <b>reduce the sale price to \$50</b> for all sizes. This will cover the cost of both 'new' stock 'old' stock. <b>Approved.</b></li> <li>• Kylie would also like to reduce the price of polos to \$20 (short sleeve) and \$25 (long sleeve). <b>Approved.</b></li> <li>• A new shorts supplier has been found, and a new polo supplier will be used from the end of the year.</li> <li>• Our skirt supplier has gone out of business and Kylie is in the process of finding a new one (probably the same as our dress supplier). There's not much stock.</li> </ul> <p>Discussion was also held on buying back a number of items from the school. Kylie and Lyn raised the possibility of buying everything back (some items will be discontinued and some can be 'written off' by the school) to finalise the handover as soon as possible. Kylie suggested this may be around \$15K. Marion indicated we have the funds to make this happen.</p> <p><b>Action:</b> Kylie will do a stock take of school items and work out how much it would cost to buy everything back from the school. We'll finalise at or before the next P&amp;C meeting.</p> |
| Bulbs Fundraiser                    | Kylie has agreed to organise this fundraiser again.   |
| Assistant Principal position update | Jodie Field (previously from Hazelbrook PS) has been appointed and will start in Term 2. Refer to the Principal's report.   |
| P&C Federation Insurance Renewal    | <p>Marion indicated the insurance renewal is not due till July.</p> <p><b>Action:</b> Revisit closer to the due date.</p>   |
| Markets                             | Elise has received a complaint about dogs on the grounds during markets. Elise reviewed the Companion Animals Act, which precludes dogs on school grounds during school time. However, Elise is giving permission for leashed dogs to be on grounds during the markets.   |

|   |   |
|---|---|
|   | <b>Action:</b> Elise will add a note to the next Newsletter.  |
| Proposal – Parent Presentation              | P&C to consider a proposal for the ‘Raising Caring, Confident, Capable Children’ presentation for parents.<br><b>Action:</b> Vikki and Belinda to review and discuss at the next meeting.                       |
| Proposal – School Shades                    | Proposed visit to P&C meeting from David Whetton to discuss.<br><b>Action:</b> All members to review product outline (attached) and discuss at the next meeting.  |
| School Spend List (standing item)           | <b>Actions:</b> Elise to provide more info on resourcing required for 3-6 guided reading books. Still awaiting invoice from school for K-2 reading resources.   |
| <b>Reports – included with this Agenda</b>  |   |
| Principal’s Report                          | Refer report attached which provided advice on: <ul style="list-style-type: none"> <li>• Staffing update</li> <li>• School Plan</li> <li>• 2018 Events Planner</li> <li>• Greening Australia Project</li> </ul> |
| Treasurer’s Report – including Uniform Shop | Reports for February were noted.<br>Payments to school of \$1389 for payment of uniform items were approved.<br>Marion noted that she has sought a quote from a Katoomba accounting firm for our audit          |
| Markets                                     | Not discussed at this meeting.  |
| Fundraising report                          | Not discussed at this meeting.  |
| Canteen report                              | Not discussed at this meeting.  |
| <b>Other (including Open Forum)</b>         |   |
| Music Review                                | Elise noted that the Music Review will not take place at the May meeting as some of elements of the program are still being finalised. It was agreed that this would be scheduled for some time during Term 2.  |
| Canteen donation                            | We have received a very generous donation of an oven and cooktop from a community member. Vikki proposed that she organize a thank you card to the donor with a \$200 gift voucher. <b>Approved.</b>            |
| Meeting Closed                              | 3:00pm  |
| Next Meeting                                | 6.30pm on Tuesday, 15 <sup>th</sup> May 2018 – commencing with AGM.   |

## Outstanding Actions

| Item                                       | Action  | Owner(s)          | Date          | Status      |
|--|---|-------------------|---------------|-------------|
| <b>School Spend List</b>                   | Lyn to provide an invoice to the K-2 reading resources (\$1K approved previously by P&C)<br><br>Elise to advise resources required for similar donation to 3-6 reading resources.                           | Lyn/Marion        | Term 2        | Not started |
| <b>Walk/Ride to School</b>                 | Elise to talk with staff about organising walk/ride to school day. P&C would do a breakfast.  | Elise             | Term 2        | Not started |
| <b>Uniform buy-back</b>                    | Kylie to do a stock take of school items and work out how much it would cost to buy everything back from the school.  | Kylie             | Term 2        | Not started |
| <b>Bulbs Fundraiser</b>                    | To be organized by Kylie  | Kylie             | Term 2        | Not started |
| <b>Parent presentation</b>                 | 'Raising Caring, Confident, Capable Children' presentation for parents – proposal to be reviewed  | Vikki/Belinda     | Term 2        | Not started |
| <b>School Shades</b>                       | See attached - all members to review product outline (attached) and discuss at the next meeting.  | All               | Term 2        | Not started |
| <b>Easter Bake Sale and Colouring Comp</b> | Patricia offered to coordinate the colouring competition. Info on running the comp will be forwarded by Beck/Winnie.<br><br>Update 16/3: Judging to take place on Mon 26/3. Great response received so far. | Patricia Gonzalez | End of Term 1 | In progress |

| Item                               | Action   | Owner(s)    | Date          | Status      |
|------------------------------------|--|-------------|---------------|-------------|
|                                    | Bake Sale will be held on Tues 27 <sup>th</sup> March.<br>Update 16/3: The cake stall will be held near the dragon fly.  | Keris       | End of Term 1 | In progress |
| <b>Fundraising 2018</b>            | A separate meeting will be organised to discuss fundraising initiatives for the year.<br>Update 16/3: A meeting will be held on 20/3 at 2pm, including the sculpture trail   | Keris       | Term 1        | In progress |
| <b>Music Review</b>                | Outline the review process for the music program changes<br>Update 16/3: Band and tutors are going slowly. Meeting 26/3 with Band Director (Jane Tinkler) to discuss and allocate instruments. Band due to start Term 2. Still need a brass tutor.   | Elise / P&C | Term 2        | In progress |
| <b>Creative Arts Sub-committee</b> | Creative Arts sub-committee proposal to be presented in 2018.<br>Update 13/2: No ideas or information has been received for discussion of a terms of reference.<br>Update 16/3: the committee would operate similar to the canteen. Meet regularly, report back to P&C. Ideas include helping to manage the showcase, instrument hire, assist teachers with CAPA groups (dance, music, art) like reading groups. Kate will put together a 1-pager that Elise can then take to staff. | Jill/Kate   | Term 1        | In progress |
| <b>Student Fundraising BBQ</b>     | Work with Mark Nelson and Madeline to identify a suitable date and help with the logistics of the BBQ.   | Vikki       | Term 2        | Not started |
| <b>Swampcare</b>                   | Promote regular Hanging Swamp visits for parents.  | ?           | Term 1        | Not started |



| Item                     | Action  | Owner(s)                   | Date   | Status      |
|--------------------------|---|----------------------------|--------|-------------|
|                          | Update: Beck to add Lisa Scott-Smith to email list for P&C dates so she can come and present to us.   |                            |        |             |
| <b>School entrance</b>   | <p>Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes</p> <p>Update 20/10: This will be included in a general school plan item around the promotion of the school.</p> <p>Update 13/2: Elise advised that new signage was with production team and should be received soon for approval.</p> <p>Update 16/3: Elise awaiting final proof of each sign – one for each gate, portico and various other signs.</p>   | Elise                      | March  | In progress |
| <b>Canteen refit</b>     | <p>Canteen committee to review the proposal and respond to P&amp;C.</p> <p>Update 20/10: See main agenda minutes – P&amp;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> <p>Update 16/3: No further action until the holidays. PVG will complete in stages. We have received a very generous donation of an oven and cooktop from a community member. PVG to propose works for installation. Vikki will organize a thankyou to the donor with a \$200 gift voucher - <b>Approved.</b></p> | Beck/Kylie/Vikki/<br>Keris | May    | In progress |
| <b>Kindy Orientation</b> | Update school brochure to include schedule of activities for both parents and children in 2018.   | Elise/Lyn                  | Term 3 | Not started |

| Item   | Action   | Owner(s)                  | Date    | Status      |
|--|--|---------------------------|---------|-------------|
| <b>Sculpture Walk<br/>Plaques and<br/>Nature Trail</b> | <p>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.</p> <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 9<sup>th</sup> 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 Auntie 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 10<sup>th</sup> Nov at 2pm. P&amp;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> | Sculpture Trail Committee | October | In progress |

| Item                         | Action   | Owner(s)      | Date    | Status      |
|------------------------------|--|---------------|---------|-------------|
|                              | <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 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> <p>Update 16/3: Another meeting is required. Belinda to contact Nikki. Once the plan is developed, Elise will formally approach council for funding. See Principal’s report for info on the Greening Australia project. Elise will involve the environment team in prepping the sites and the planting. Planting day has been scheduled for May 10<sup>th</sup>.</p> |               |         |             |
| <b>Position Descriptions</b> | <p>Marion &amp; Beck to develop a checklist to formalise the process for handing over P&amp;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 Cate.</p>  | Marion & Beck | Ongoing | In progress |

## Completed Actions to date (2018)

| Item                                  | Action  | Owner(s)      | Date     | Status    |
|---------------------------------------|---|---------------|----------|-----------|
| <b>Policy – school access</b>         | <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> <p>Update 16/3: Sherpa have adjusted fees – see Note and Skoolbag. Thank you to Sherpa!</p> | Elise         | March    | Completed |
| <b>Meeting Dates for 2018</b>         | <p>Provide a list of proposed dates to Elise and exec for approval. Once approved, they’ll be added to P&amp;C website and provided to Winnie for promotion.</p>  | Beck Williams | December | Completed |
| <b>Meet the Teacher afternoon tea</b> | <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
- 21<sup>st</sup> 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 – 16 MARCH 2018

### Staffing Update:

Current enrolments are 247 students (2 extra with another to come), and 10 classes.

Vacant AP position has been filled. Jodie Field is the successful applicant. She will be starting as Stage 3 leader from 30 April.

### School Plan:

The School Plan will be uploaded to the school website by the end of this term. Leadership responsibility for each area in the plan is currently as follows:

Informed Teaching –

- Assessment & Reporting: Matthew Carter
- Performance Development: Elise Berwick
- Curriculum: Elise Berwick

Student Centred Learning –

- Personalised Learning: Paula Forrester
- Positive Behaviour for Learning: Justine Jinks

Authentic Connections –

- Communication: Elise Berwick & Lyn Vidler
- Community Engagement – Stephen Atkinson

Feedback opportunities for staff and parents have provided no results to date. Chit Chat to be held on Monday. Only one RSVP so far.

Feedback from P&C: positives? negatives? suggestions?

### 2018 Events Planner:

A slight change made to sporting opportunities in consultation with executive staff as a result of what was available across this year. T1 – Rugby League Gala Day (instead of UBMLC soccer gala day which is held in Term 4). T2 – Basketball Gala Day added (as Newcombe Ball only for those not normally competing in sport). T4 – UBMLC Soccer Gala Day added (not involved in 2018).

### Greening Australia Project:

A site inspection has been completed. The project will involve the student Environment Team, any volunteer parents/community members, Mr Van Gemert and me. Our tasks will be to prepare the five planting sites (next to amphitheatre, around outdoor learning area, below primary garden, at back end of library, between library and stage 3 rooms) which will include removing any unwanted plants/weeds/grass, covering the areas with mulch then planting a large number of natives. The plant list will be sent out by Greening Australia for approval once selected. The planting day is scheduled for Thursday 10 May. Request for parent/community helpers will start from next week in our school newsletter.

### General Business:

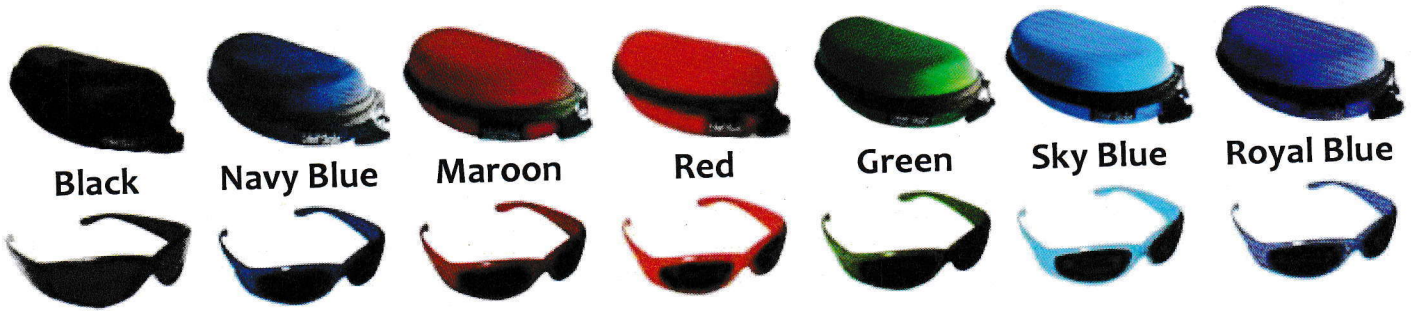
- Markets – dogs on school grounds
- Proposal – parent presentation – Raising Caring, Confident, Capable Children
- Proposal – School Shades – visit to P&C meeting from David Whetton
- Sculpture Trail Committee Meeting



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|-----------------------|-------|--------|-------|----|--------------------|---------|-----------|
| No. of units          |       |        |       |    |                    |         |           |
| Example               | 4     | 40     | 15    |    | 59                 | 12.50   |           |
|                       |       |        |       |    |                    | Freight | \$19.00   |
| Contact person: _____ |       |        |       |    |                    | TOTAL   |           |

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\* <http://www.schools.nsw.edu.au/studentsupport/studenthealth/sun-safety/index.php>

