



# Leura P&C Association

## Minutes – May 2018

Location: Learning Support Room

Date: Tuesday, 15 May 2018

Time: 7:00pm

Attendees (16): Elise Berwick, Lyn Vidler, Belinda Ottmann, Marion Schlegel, Winnie Hua, Rebecca Williams, Vikki Willmott-Sharp, Kate Fagan, Suzie Lemonjian, Jill Day, Keris Macarthur, Tina-Marie Sheil, Elizabeth Rodriguez, Patricia Gonzalez, Conor Hagan, Caroline Casdagli

Apologies (3): Petra Braat, Cate Harrison, Kylie Crowe

### Minutes

Welcome & Introductions	The President welcomed all new and returning attendees.
<b>Matters Arising from Last Meeting</b>	
Approval of previous Minutes	The minutes of the General Meeting held 16 <sup>th</sup> March accepted by Vikki and seconded by Belinda.
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>• P&amp;C Federation 2018 AGM - Motion Submission</li> <li>• Media Release - 'Education is a Value in Itself.'</li> <li>• Media Release – 'Labor Announces Cool Schools policy'</li> <li>• Media Release – 'Inequitable School Funding Must End'</li> <li>• Term 1 Ed 6 Bulletin – including elections, NSW Youth Week, Fair Funding campaign</li> <li>• Term 1 Ed 7 Bulletin – walk safely to school day 18/5, spelling bee registration</li> <li>• Media Release – 'the NAPLAN essay assessment is poorly designed'</li> <li>• Media Release – 'NSW Parents Say NAPLAN Must Return to its Original Purpose'</li> </ul>

	<ul style="list-style-type: none"> <li>• 2018 Casual Vacancies Elections – Enrolment Notice and Calling for Nominations</li> <li>• Media Release – ‘Public schools are in for a massive shake-up as Prime Minister backs Gonski review report</li> <li>• Term 2 Ed 1 Bulletin – including new insurance broker, spelling bee, tress day, Screen Smart Parent Tour</li> <li>• Media Release - Gonski 2.0 represents a broken promise by the Federal Government</li> <li>• School Banking Survey</li> </ul> <p>From ATO: Help for your Not-for-profit organisation</p> <p>Newsletter from Richards Financial Services</p> <p><b>Action:</b> Rebecca to add Screen Smart info to a future newsletter.</p>
Note Buy Back of Uniform	<p>10 out of 20 members responded to the email regarding buy back of the remaining uniform stock from the school of not more than \$12,000, and all <b>approved</b>.</p> <p>The final amount paid to the school was <b>\$11,730</b>.</p>
Topic of focus (Elise)	Not covered in this meeting
Newcombe Ball	<p>Scheduled for 15<sup>th</sup> June. P&amp;C to organize the BBQ. Coincides with 3-6 Futsal Gala Day.</p> <p><b>Action:</b> Beck to update QuickCliq with BBQ menu only – no other orders available for this day. Vikki/Winnie to do a canteen note.</p>
Proposal – Parent Presentation	<p>Visit to P&amp;C meeting from David Whetton.</p> <p><b>Action:</b> Elise to advise David we are not interested at this stage.</p>
Proposal – School Shades	See Actions
Sculpture Trail Committee Meeting	See Actions
School Spend List (standing item)	See Actions
<b>Reports – included with this Agenda</b>	
Principal’s Report	<p>Refer report attached which provided advice on:</p> <ul style="list-style-type: none"> <li>• Staffing update</li> <li>• 2017 Annual Report - tabled</li> <li>• Annual Financial Statement - tabled</li> <li>• School Plan</li> <li>• Greening Australia Project</li> </ul> <p>General Business:</p>

	<ul style="list-style-type: none"> <li>• We discussed the reasons for moving parent/teacher interviews to Term 3</li> <li>• Elise requested funding for 3-6 reading resources. See Actions.</li> <li>• Elise requested the P&amp;C consider applying for a Community Building Partnership to install a footpath, handrail and steps to the Amphitheatre, as part of the Sculpture Trail project.</li> </ul> <p><b>Action:</b> Kate Fagan to review the grant requirements and process.</p>
Treasurer's Report – including Uniform Shop	<p>Reports for February were noted.</p> <p>Reimbursement to school of \$407 for payment of uniform items. <b>Approved.</b></p> <p>Reimbursement to Richards Financial Services of \$1815 for audit. <b>Approved.</b></p> <p>Marion noted that she has sought a quote from a Katoomba accounting firm for our audit</p>
Markets	<p>Reports for January and March tabled. No markets were held in May.</p> <p>Cate is making some changes and refreshing the types of stalls, so the community should see some exciting changes in the coming months.</p>
Fundraising report	<p>See attached review of Mothers Day Stall. Approx \$600 profit made. There's a small amount of stock left over. Well received, as usual. Thanks to Tina-Marie and helpers.</p> <p>Upcoming events include Clothes Swap and Disco.</p> <p><b>Action:</b> Keris to talk with the office and identify dates for these events.</p>
Canteen report	See attached.
<b>Other (including Open Forum)</b>	
Meeting Closed	8:30pm
Next Meeting	1:30pm on Friday, 16 <sup>th</sup> June 2018.

## Outstanding Actions

Item	Action	Owner(s)	Date	Status
<b>School Spend List</b>	<p>Lyn to provide an invoice to the K-2 reading resources (\$1K approved previously by P&amp;C)</p> <p>Elise to advise resources required for similar donation to 3-6 reading resources.</p> <p>Update 15/5: Elise has identified literacy-based resources linked to science, history, geography. A box for each class. <b>\$1,000 approved for this spend.</b></p>	Lyn/Marion	June	In progress
<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>Fundraising 2018</b>	<p>A separate meeting will be organised to discuss fundraising initiatives for the year.</p> <p>Update 16/3: A meeting will be held on 20/3 at 2pm, including the sculpture trail</p> <p>Update 15/5: Meeting identified key fundraising activities for the year, with an emphasis on keeping it simple – mothers/fathers day stalls, bake sale, disco and clothes swap. Keris to work with the school to identify dates for the Disco and Clothes Swap.</p>	Keris	Term 1	In progress
<b>Music Review</b>	Outline the review process for the music program changes	Elise / P&C	Term 2	In progress

Item	Action	Owner(s)	Date	Status
	<p>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.</p> <p>Update 15/5: Elise is finalizing tutors and a note should be sent home in the next week or so.</p>			
<b>Creative Arts Sub-committee</b>	<p>Creative Arts sub-committee proposal to be presented in 2018.</p> <p>Update 13/2: No ideas or information has been received for discussion of a terms of reference.</p> <p>Update 16/3: the committee would operate similar to the canteen. Meet regularly, report back to P&amp;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.</p> <p>Update 15/5: Kate has developed a note outlining the types of activities the sub-committee can help with. See attached.</p>	Jill/Kate	Term 1	In progress
<b>Student Fundraising BBQ</b>	<p>Work with Mark Nelson and Madeline to identify a suitable date and help with the logistics of the BBQ.</p>	Vikki	Term 2	Not started
<b>Swampcare</b>	<p>Promote regular Hanging Swamp visits for parents.</p> <p>Update: Beck to add Lisa Scott-Smith to email list for P&amp;C dates so she can come and present to us.</p>	?	Term 1	Not started
<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>	Beck/Kylie/Vikki/Keris	May	Hold

Item	Action	Owner(s)	Date	Status
	<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> <p>Update 15/5: On hold for the time being</p>			
<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> <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</p>			

Item	Action	Owner(s)	Date	Status
	sites and the planting. Planting day has been scheduled for May 10 <sup>th</sup> .			
<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>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	Completed



Item	Action	Owner(s)	Date	Status
<b>Easter Bake Sale and Colouring Comp</b>	<p>Patricia offered to coordinate the colouring competition. Info on running the comp will be forwarded by Beck/Winnie.</p> <p>Update 16/3: Judging to take place on Mon 26/3. Great response received so far.</p>	Patricia Gonzalez	End of Term 1	Completed
	<p>Bake Sale will be held on Tues 27<sup>th</sup> March.</p> <p>Update 16/3: The cake stall will be held near the dragon fly.</p> <p>Update 15/5: The soup was a big hit, and because we didn't provide cake boxes the donations were down on previous years. This meant we weren't left with lots of leftovers!</p>	Keris	End of Term 1	Completed
<b>School Shades</b>	<p>See attached - all members to review product outline (attached) and discuss at the next meeting.</p> <p>Update 15/5: Elise to advise David that we are not interested at this time.</p>	All	Term 2	Completed
<b>Uniform buy-back</b>	<p>Kylie to do a stock take of school items and work out how much it would cost to buy everything back from the school.</p> <p>Update 15/5: See agenda item for this. Approved by a majority of P&amp;C members, total payout to school was <b>\$11,730</b>.</p>	Kylie	Term 2	Completed
<b>Walk/Ride to School</b>	<p>Elise to talk with staff about organising walk/ride to school day. P&amp;C would do a breakfast.</p> <p>Update 15/5: Ride to school will be held later in the year and this item will be revisited then.</p>	Elise	Term 2	Completed

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>	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.	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)



# Leura P&C Association Agenda – May 2018

Location: Learning Support Office  
 Date: Tuesday 15<sup>th</sup> May 2018  
 Time: 7:00pm - at the conclusion of the AGM

## Agenda

Welcome & Introductions	By President
Apologies	
<b>Matters Arising from Last Meeting</b>	
Approval of previous Minutes	The minutes of the General Meeting held 16 <sup>th</sup> March 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>• P&amp;C Federation 2018 AGM - Motion Submission</li> <li>• Media Release - 'Education is a Value in Itself.'</li> <li>• Media Release – 'Labor Announces Cool Schools policy'</li> <li>• Media Release – 'Inequitable School Funding Must End'</li> <li>• Term 1 Ed 6 Bulletin – including elections, NSW Youth Week, Fair Funding campaign</li> <li>• Term 1 Ed 7 Bulletin – walk safely to school day 18/5, spelling bee registration</li> <li>• Media Release – 'the NAPLAN essay assessment is poorly designed'</li> <li>• Media Release – 'NSW Parents Say NAPLAN Must Return to its Original Purpose'</li> <li>• 2018 Casual Vacancies Elections – Enrolment Notice and Calling for Nominations</li> <li>• Media Release – 'Public schools are in for a massive shake-up as Prime Minister backs Gonski review report'</li> </ul>

	<ul style="list-style-type: none"> <li>• Term 2 Ed 1 Bulletin – including new insurance broker, spelling bee, tress day, Screen Smart Parent Tour</li> <li>• Media Release - Gonski 2.0 represents a broken promise by the Federal Government</li> <li>• School Banking Survey</li> </ul> <p>From ATO: Help for your Not-for-profit organisation  Newsletter from Richards Financial Services</p>
Note Buy Back of Uniform	10 out of 20 members responded to the email regarding buy back of the remaining uniform stock from the school of not more than \$12,000, and all <b>approved</b> . The final amount to be noted at this meeting.
Topic of focus (Elise)	
Newcombe Ball	Scheduled for 6 <sup>th</sup> June. P&C to organize the BBQ.
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	
Treasurer's Report – including Uniform Shop	Table reports for March & April
Markets Report	Table reports for January (Michelle Gatenby) and April (Cate Harrison)
Canteen Report	
Fundraising Report	
<b>Other</b>	
Open Forum	
WHS issues	
Meeting Closed/Next Meeting	Friday 15 <sup>th</sup> June at 1:30pm

## 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. 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 Update 20/10: This will be included in a general school plan item around the promotion of the school. 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. Update 20/10: See main agenda minutes – P&C commitment to \$3K	Beck/Kylie/Vikki/ Keris	May	In progress

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	<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

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- 21<sup>st</sup> Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
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### 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)

# Leura Public School P&C Association

## Treasurer Report April 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 April 2018 to 30 April 2018

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	811	-	-	811
Investment Account	26,198	11	-	26,209
Operating Account	17,759	4,193	2,466	19,486
<b>Total</b>	<b>44,768</b>	<b>4,205</b>	<b>2,466</b>	<b>46,507</b>

The major cash received was:

- Market           \$ 790           (\$ 390)
- Canteen         \$ 1,154       (\$ 349)

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.

Major expenses during March were the K-2 Readers, contribution to class budget \$ 1,800 and buy back of stock from Leura PS to the P&C with \$ 11,730.

All stock in the uniform shop now belongs to the P&C.

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 30 April 2018

APR 2018

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### Trading Income

Canteen Income	1,154.30
Fundraising Income	390.05
Market Income	790.00
Uniform Shop Income	910.00
<b>Total Trading Income</b>	<b>3,244.35</b>

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### Cost of Sales

Canteen Expenses	805.22
Fundraising Expenses	669.00
Market Expenses	400.00
Uniform Shop Expenses	13,137.25
<b>Total Cost of Sales</b>	<b>15,011.47</b>

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**Gross Profit** (11,767.12)

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### Other Income

Interest Income	13.18
<b>Total Other Income</b>	<b>13.18</b>

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### Operating Expenses

Accounting Fees	50.00
P&C Projects for School	2,676.34
<b>Total Operating Expenses</b>	<b>2,726.34</b>

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**Net Profit** (14,480.28)

# Profit and Loss

## Leura Public School P&C Association For the month ended 30 April 2018

APR 2018

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### Trading Income

Canteen Income	1,154.30
Fundraising Income	390.05
Market Income	790.00
Uniform Shop Income	910.00
<b>Total Trading Income</b>	<b>3,244.35</b>

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### Cost of Sales

Canteen Expenses	805.22
Fundraising Expenses	669.00
Market Expenses	400.00
Uniform Shop Expenses	13,137.25
<b>Total Cost of Sales</b>	<b>15,011.47</b>

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**Gross Profit** (11,767.12)

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### Other Income

Interest Income	13.18
<b>Total Other Income</b>	<b>13.18</b>

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### Operating Expenses

Accounting Fees	50.00
P&C Projects for School	2,676.34
<b>Total Operating Expenses</b>	<b>2,726.34</b>

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**Net Profit** (14,480.28)

# Uniform Shop Report

## April 2018

### Overview

Sales during April were across the range of products offered by the uniform shop. They seem less than usually as there were holidays in April and there were more expenses than in the previous months.

Uniform shop Cash based income and Costs				
	February 18	March 18	April 18	YTD
Sales	\$ 5,533	\$ 2,246	\$ 910	\$ 10,019
Less Expenses	\$ 402	\$ 4,205	\$ 13,137	\$ 18,137
Profit (Loss)	\$ 5,131	(\$ 1,959)	(\$ 12,227)	(\$ 8,118)

Expenses in April were reimbursement for Buy back of stock of Leura PS, u/shop manager, stock items and merchant fees. All stock in the uniform shop now belongs to the P&C.

**Uniform buy back of LPS  
Leura Public School P&C Association Inc.**

Item	Quantity	Price ex GST	Total
Microfiber jacket	48	34.95	1677.60
Softshell Jacket (no logo)	3	38.95	116.85
Softshell Jacket (with logo)	56	43.95	2461.20
Sports Polo	256	22.25	5696.00
Tracksuit pants	18	14.75	265.50
Hat	38	14.95	568.10
Girl's shorts	37	24.85	919.45
Girl's tailored pants	1	25.60	25.60
<b>total</b>	<b>457</b>		<b>11730.30</b>

**Sales by Item**  
**Leura Public School P&C Association**  
**1 April 2018 to 30 April 2018**

<b>Item</b>	<b>Current Unit Price</b>	<b>Quantity Sold</b>	<b>Total</b>
GP - girls pants	\$20.00	5.0	\$100.00
GS 04-10 - Girls Skirt - Sizes 4-10	\$40.00	1.0	\$40.00
GT - Girl's Tights	\$12.00	5.0	\$60.00
PSG - LS - Polo Shirt, L/sleeve - Green	\$25.00	5.0	\$125.00
PSG - SS - Polo Shirt, S/sleeve - Green	\$20.00	3.0	\$60.00
PSW - LS - Polo Shirt, L/sleeve - White	\$25.00	6.0	\$150.00
PSW - SS - Polo Shirt, S/sleeve - White	\$20.00	6.0	\$120.00
SD 04-08 - Summer Dress, Size 4-8	\$50.00	2.0	\$100.00
SGS633 - sport girls skort	\$27.00	1.0	\$27.00
SH - Miscellaneous second hand uniform item	\$0.00	11.0	\$58.00
SP - Sports Polo	\$25.00	2.0	\$50.00
SS - Sports Shorts	\$20.00	1.0	\$20.00
			\$910.00
<b>Total</b>		<b>48.0</b>	<b>\$910.00</b>

# MARKET REPORT

April 1 2018

34 stalls



Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	3	-
\$15.00	1	\$15.00
\$25.00	27	\$675.00
\$30.00	2	\$60.00
\$40.00	1	\$40.00
	<b>34</b>	<b>\$790.00</b>
<b>Total Income Banked</b>		<b>\$790.00</b>
<b>Markets Expenses</b>		
Reimbursement for Managers expenses		\$400.00
Easter Eggs		\$34.00
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:

Stall numbers were down this month, but that was to be expected as it was Easter. We did however have an amazing day and there were customers galore! The stallholders who were there were extremely happy and some even sold out! We had the Easter bunny most of the day, and I would like to thank Michelle Gatenby for helping out and putting on the suit when I got too hot. I would also like to thank her for making some new signage which states 'Next exit' for the highway- a lot of people said they saw the signs and thought they'd pop in. We ran an Easter egg hunt all day and gave away 50 little gift bags of lollies before 1pm! No Market next month, but we will continue advertising on Facebook etc. for June. 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 March 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 March 2018 to 31 March 2018

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	811	-	-	811
Investment Account	26,187	10	-	26,198
Operating Account	18,947	5,426	6,615	17,759
<b>Total</b>	<b>45,946</b>	<b>5,437</b>	<b>6,615</b>	<b>44,768</b>

The major cash received was:

- Market \$ 1,705 (\$ 1,168)
- Canteen \$ 2,383 (\$ 487)

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
- Class budget contribution \$1,800
- Uniform shop buy-back \$ 11,730
- K-2 Readers \$ 876



# Profit and Loss

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

MAR 2018

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### Trading Income

Canteen Income	2,383.08
Fundraising Income	17.65
Market Income	1,705.10
Uniform Shop Income	1,692.15
<b>Total Trading Income</b>	<b>5,797.98</b>

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### Cost of Sales

Canteen Expenses	1,905.95
Fundraising Expenses	379.65
Market Expenses	537.13
Uniform Shop Expenses	4,205.35
<b>Total Cost of Sales</b>	<b>7,028.08</b>

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**Gross Profit** (1,230.10)

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### Other Income

Interest Income	11.94
<b>Total Other Income</b>	<b>11.94</b>

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### Operating Expenses

Accounting Fees	50.00
<b>Total Operating Expenses</b>	<b>50.00</b>

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**Net Profit** (1,268.16)

# Uniform Shop Report

## March 2018

### Overview

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

Uniform shop Cash based income and Costs				
	January 18	February 18	March 18	YTD
Sales	\$ 1884	\$ 5,533	\$ 2,246	\$ 9,663
Less Expenses	\$ 47	\$ 402	\$ 4,205	\$ 5,000
Profit (Loss)	\$ 1837	\$ 5,131	(\$ 1,959)	\$ 4,663

Expenses in March were reimbursement for u/shop manager, stock items and merchant fees.

### Action

We would like approval for a cheque to the school \$ 407 being for reimbursement school items sold during February.

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

<b>Item</b>	<b>Current Unit Price</b>	<b>Quantity Sold</b>	<b>Total</b>
AS - Art Smock	\$20.00	1.0	\$20.00
BP - Lge - Back Pack - Large	\$50.00	3.0	\$150.00
BP - Boys Pants	\$30.00	6.0	\$180.00
BS - Boys Shorts	\$20.00	2.0	\$40.00
GP - girls pants	\$20.00	2.0	\$40.00
GS 04-10 - Girls Skirt - Sizes 4-10	\$40.00	3.0	\$120.00
GT - Girl's Tights	\$12.00	3.0	\$36.00
JZ - Zipfront Tracksuit Jumper	\$30.00	2.0	\$60.00
LB - Library Bag	\$10.00	2.0	\$20.00
PS - Polar Fleece Scarf	\$7.00	2.0	\$14.00
PSG - LS - Polo Shirt, L/sleeve - Green	\$25.00	7.0	\$199.00
PSG - SS - Polo Shirt, S/sleeve - Green	\$20.00	3.0	\$75.00
PSW - LS - Polo Shirt, L/sleeve - White	\$25.00	3.0	\$87.00
PSW - SS - Polo Shirt, S/sleeve - White	\$20.00	2.0	\$50.00
SH - Miscellaneous second hand uniform item	\$0.00	17.0	\$109.15
SH-S - SALE - Sports t-shirt	\$1.00	2.0	\$2.00
SS - Sports Shorts	\$20.00	1.0	\$20.00
WJ 04-08 632 - Woollen Jumper size 04-08	\$63.00	1.0	\$63.00
<b>subtotal</b>		<b>62.0</b>	<b>\$1,285.15</b>
xGTP - Girls Tailored Pants	\$18.00	1.0	\$18.00
xH 625 - Hat	\$19.00	3.0	\$57.00
xMJ 04-16 - Micro Fibre Jacket - Sizes 4 - 16	\$40.00	1.0	\$40.00
xSP - Sports Track Pants	\$22.00	1.0	\$22.00
xSPS - SS 631 - Sports Polo Shirt, Short sleeve	\$25.00	6.0	\$150.00
xTFJ 634 - Track Fleece Jumper	\$12.00	1.0	\$12.00
xWJkt - Winter Jacket	\$54.00	2.0	\$108.00
<b>subtotal</b>		<b>15.0</b>	<b>\$407.00</b>
<b>total</b>		<b>77.0</b>	<b>\$1,692.15</b>

## Canteen Report - May 2018

After the first term of canteen our financial situation is as follows:

Month:	Income	Expenses	Profit
February	\$0.00	\$ 100.00	(\$100.00)
March	\$2,383.08	\$1,905.95	\$477.13
April	\$1,154.00	\$ 805.22	\$348.78
<b>Total</b>	<b>\$3,537.08</b>	<b>\$2,811.17</b>	<b>\$725.91</b>

Although the profit is fairly modest, canteen has been running smoothly, with plenty of volunteers and a very popular summer menu. At this stage we anticipate this menu will return without major changes for term 4.

We would like to thank all parents and carers who have given their time to help in term one.

### New menu

As we are moving into the colder months we have changed our menu to suit, with an emphasis on hot food. This is likely to provide an increase in profit but requires extra hands to get everything prepared by lunchtime. At this stage both canteen coordinators are working together each Friday to get the system running smoothly.

Winter also provides more opportunities for those who would like to cook something for the canteen as the menu includes soup and pasta sauce.

### Volunteers

Volunteer numbers are stable and we are filling the roster each week. We still need to increase our list of people available to fill in at short notice, even just once a term. This is especially important in winter.

### Waste at the canteen

Currently we are looking into ways of reducing the amount of packaging waste we produce. As an interim measure we have reintroduced our recycle buckets in the playground to encourage children to dispose of plastic waste in them, rather than the rubbish bins. These items include cup lids, jelly cups and take away containers. Parents take these home for domestic recycling.

The next canteen committee meeting will be held shortly; any interested parents are enthusiastically encouraged to attend! Please contact us at [lpssc.leuracanteen@gmail.com](mailto:lpssc.leuracanteen@gmail.com) or leave your details at the office.



# P&C MEETING

PRINCIPAL'S REPORT – 15 MAY 2018

## Staffing Update:

Current enrolments are 247 students (another 3 to come), and 10 classes.

Jodie Field has started as our Stage 3 Assistant Principal, teaching 5/6 Cicadas. Rachael Weir has moved to another school. Her position is being filled on a temporary basis for Term 3 by Kirsty Horne. The vacancy has been submitted to staffing to be filled for the beginning of Term 3.

## 2017 Annual Report:

Finalised and published on the school's website at the end of Term 1. Notice to families given via Skoolbag. Hard copy tabled at AGM.

## Annual Financial Statement:

Summarised version provided in Annual Report. Hard copy tabled. Points to note:

- comparison between 2017 and 2018 statement are not valid due to change over of financial systems used and timing of AFS completion
- statement now includes all finances involving staffing income and expenditure
- balance carried forward is for 2018 expenditure
- opening balance is 'excess' for expenditure (\$216, 661); ideas include replacement of interactive whiteboards in classrooms, playground shade structure, electronic message board)

## School Plan:

Finalised and published on the school's website at the end of Term 1. Notice to families given via Skoolbag. Hard copy provided.

## Greening Australia Project:

The planting day was held last Thursday and was hugely successful. The student Environment Team were tasked with planting across 6 sites in the school grounds. 6 Kingfishers were responsible for planting in another site, the bank outside their classroom. There were two keen parent helpers as well. As a team, we planted approximately 600 tubed native shrubs. This was a huge effort and achievement! There were even a few left overs which were given away as freebies to interested staff and families.

## General Business:

- Parent/Teacher Interviews – move to Term 3; written reports still sent home in Terms 2 & 4; interviews used to provide update to parents about progress since Term 2 report; note informing parents to go home this week
- Proposal – P&C apply for Community Building Partnership 2018, NSW Government grant, to install footpath, steps and handrail to amphitheatre as part of the Sculpture Trail
- Funding Request – for Y3-6 reading resources; approximately \$2000 spent in Term 1; Can P&C reimburse the costs?

## 2018 Mothers' Day Stall Report from Tina Marie Sheil

### Expenditure:

Hot Chocolate pops \$100 (TBC)

Soaps \$240

Bath Bombs \$220

Jewellery Pouches \$137.50

Bangles \$137.50

Lip Balm \$150

**Total Outlay: \$985**

### Sold at Mother's Day Stall

Item	Sold at stall	Sold in Office later	Total Sold	Total Income	Remaining Stock
Tissue Covers \$3	18	0	18	\$54	1
Bangles \$3	55	0	55	\$165	0
Jewellery Pouches \$4	46	0	46	\$184	9
Car diffusers \$5	25	1	26	\$130	0
Hot Choco Pops \$5	49	1	50	\$250	0
Soaps \$5	48	2	50	\$250	10
Bath bombs \$5	43	1	44	\$220	16
Candles \$7	3	0	3	\$21	1
Lip balm \$5	43	0	43	\$215	7
Jute Bags \$7	10	0	10	\$70	0
Painted cups \$7	10	0	10	\$70	4
				<b>\$1629</b>	<b>\$231</b>

**Total made on Mothers Day stall = \$1 629 (\$1 633 was banked)**

**Approximately \$644 profit (still to finalise Choco Pop expenditure)**

**Stock remaining value of = \$231**

**Helpers: Winnie, Angela, Cressida, Mel**

### Comments:

- I ordered less product than in previous year so had a few less choices. This worked well as there was less product left over.
- Sold left over product from last year also.
- Also items were cheaper.
- Was difficulty in getting helpers – only one person responded from the note.
- No problems experienced with change of time (started after lunch).