



Leura P&C Association

Annual General Meeting – May 2018

Location: Learning Support Room

Date: Tuesday 15th May 2018

Time: 6:30pm

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.
Reports - included with this Agenda	
President's Annual Report	Tabled, see attached
Principal's Annual Report	School Annual Report tabled; is available on the school website
Treasurer's Annual Report	Audited Financial Report tabled Notes: <ul style="list-style-type: none"> Uniform Shop stocktake must be completed at the end of the financial year (December) Rebecca Williams and Belinda Ottmann will continue signing on the P&C accounts until new officers are set up as signatories
2018 Positions	
Collection of Fees	Financial members (17): Belinda Ottmann, Rebecca Williams, Vikki Willmott-Sharp, Kylie Crowe, Jill Day, Tina-Marie Sheil, Marion Schlegel, Keris Macarthur, Suzie Lemonian, Winnie Hua, Cate Harrison, Petra Braat, Trish Gonzalez, Conor Hagan, Kate Fagan, Caroline Casdagli, Elizabeth Rodriguez

Election of Officers	Elise Berwick (Returning Officer) declared all positions vacant and conducted the election of new positions. See attached for the list of 2018 office holders.
Constitution & Rules	
Confirm Constitution & Rules	Constitution confirmed; Rules to be updated to include change to executive. Action: Rebecca Williams to update by June general meeting
Meeting Closed	Meeting closed at 7:35pm Next AGM Meeting - TBA

Election of Officers for 2018

Position	Nominee	Carried
Joint President	Caroline Casdagli	Yes
Joint President	Vikki Willmott-Sharp	Yes
Vice President	Kate Fagan	Yes
Treasurer	Marion Schlegel	Yes
Joint Secretary	Jill Day	Yes
Joint Secretary	Patricia Gonzalez	Yes
Publicity Coordinator	Winne Hua	Yes
Fundraising Coordinator	Keris Macarthur	Yes



Leura P&C Association Agenda – May 2018

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

Agenda

Welcome & Introductions	By President
Apologies	
Matters Arising from Last Meeting	
Approval of previous Minutes	The minutes of the General Meeting held 16 th March accepted by [] and seconded by []
Review outstanding Action Items	See page 3 of this Agenda
New Business / Items for discussion	
Correspondence	<p>From P&C Assoc:</p> <ul style="list-style-type: none"> • P&C Federation 2018 AGM - Motion Submission • Media Release - 'Education is a Value in Itself.' • Media Release – 'Labor Announces Cool Schools policy' • Media Release – 'Inequitable School Funding Must End' • Term 1 Ed 6 Bulletin – including elections, NSW Youth Week, Fair Funding campaign • Term 1 Ed 7 Bulletin – walk safely to school day 18/5, spelling bee registration • Media Release – 'the NAPLAN essay assessment is poorly designed' • Media Release – 'NSW Parents Say NAPLAN Must Return to its Original Purpose' • 2018 Casual Vacancies Elections – Enrolment Notice and Calling for Nominations • Media Release – 'Public schools are in for a massive shake-up as Prime Minister backs Gonski review report'

	<ul style="list-style-type: none"> • Term 2 Ed 1 Bulletin – including new insurance broker, spelling bee, tress day, Screen Smart Parent Tour • Media Release - Gonski 2.0 represents a broken promise by the Federal Government • School Banking Survey <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 approved . The final amount to be noted at this meeting.
Topic of focus (Elise)	
Newcombe Ball	Scheduled for 6 th 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
Reports - included with this Agenda	
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	
Other	
Open Forum	
WHS issues	
Meeting Closed/Next Meeting	Friday 15 th June at 1:30pm

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. Update 13/2: Elise advised that new signage was with production team and should be received soon for approval.	Elise	March	In progress
Canteen refit	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

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>			
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	<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 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>	Sculpture Trail Committee	October	In progress

Item	Action	Owner(s)	Date	Status
	<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 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

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)

President's Report

Leura P&C Association Annual General Meeting 2018

It has been another busy year. We've continued to provide and enhance valued services, and we've raised funds for resources to enrich our children's learning experience.

Our fundraising initiatives included:

- Athletics carnival, Christmas and Easter cake stalls
- Mother's Day, Fathers' Day and Christmas stock-take stalls
- Newcombe Ball Day and Walkathon sausage sizzles
- Inaugural Clothes swap
- Summer Disco
- Music and Art Showcase dinner
- Kindy Orientation information sessions and afternoon teas
- Meet the teacher afternoon tea
- Tea Towel, Spring bulb, and Bike raffle fundraisers

We improved services to the school community by:

- using the School's 'Skoolbag' app to communicate with parents
- streamlining online canteen ordering
- sourcing alternative suppliers for our uniform items to improve quality and value
- maintaining canteen services via a Canteen Committee and revamping our canteen menu to ensure it meets the Department of Education's Healthy Food Guidelines
- offering Ethics classes across all Stages.

Our fundraising efforts allowed us to:

- fund the relocation of seating, removal of redundant K-2 play equipment and landscaping to improve the outside areas for both infants and primary students
- fund the purchase of 6 sets of age-appropriate wet weather games (eg. board games, construction toys)
- fund the purchase of new reading resources for both infants and primary students
- continue to contribute to individual classroom resources
- finalise our buy-back program of uniform items from the school
- fund some much-needed refurbishment to the canteen (bench and storage spaces).

At our last AGM, we farewell a much-loved Acting Principal, Mr Nathan Smith. We were able to participate in the recruitment and selection of our incumbent Principal, Mrs Elise Berwick.

We welcomed Mrs Berwick and have worked with her to address concerns from both parents and teachers on interruptions to core learning. We reviewed, prioritised and enhanced extra curricular activities for our students. The school planner now better spreads

the number of activities over the year and allows for a dedicated Creative and Performing Arts (CAPA) time.

We also farewelled some long-term and enthusiastic supporters of the P&C: Nikki Martingo and Di Kipp.

Niki has spent many hours assisting our teachers in delivering the art program. She has provided creative advice and inspiration to many initiatives of both the school and the P&C. Niki will, however, be forever remembered for her creation of the 3 sculptures that represent endangered species from our adjacent hanging swamp and which now adorn our grounds: the Blue Mountains Water Skink, the Giant Burrowing Frog and the recently installed Giant Dragonfly as well as the sculpture wall marking the entrance to our Hanging Swamp. We hope to continue to work with Niki over the coming year to complete our sculpture/nature/history trail.

Di Kipp retired from the position of Markets Coordinator after 7 years. We thank her for her tireless monthly efforts in not only raising funds for our school, but in bringing a special service to the local community. To this end, we also welcome Cate Harrison to the position, and are looking forward to celebrating 25 years of First Sunday Markets at Leura Public School later in 2018.

We would like to thank the 2017/18 P&C Executive:

- Joint Presidents – Belinda Ottmann and Vikki Wilmott-Sharp
- Vice President – Tina-Marie Sheil
- Secretary – Rebecca Williams
- Treasurer – Marion Schlegel
- Assistant Treasurer, Petra Braat
- Publicity Officer – Winnie Hua (whatever did we do before you came along)
- Fundraising Coordinators – Keris Macarthur and Kellie Hammon

As well as our 'service' co-ordinators:

- Markets – Di Kipp/Cate Harrison
- Swampcare (incl Primary gardens) – Lisa Scott-Smith/Sarah Delaney. We thank and are very grateful to the support some of our swampcare volunteers provide, particularly Lisa, Janice Price and Alison Tuck-Lee who continued to help out despite their children having moved on to high school.
- Uniform Shop – Kylie Crowe
- Canteen – Kim Craddock and all members of our newly formed Canteen Committee
- Banking – Belinda Huxley
- Ethics – Petra Braat

And Special thanks must also go to:

- Carol Conway (a local community member) who volunteers time each week to maintain the Infants vegie garden. Carol involves as many children as possible so they too can experience the joy of growing and eating your own food
- And, most importantly our many parent and community volunteers.

Belinda Ottmann and Vikki Willmott-Sharp

Joint-Presidents

Leura Public School P&C Association

Leura Public School P & C Assosiation

Annual Finacial Report 2017

Overview 2017

During 2017 the assosiation's activities raised \$ 17,911. This was a busy and successful year and we were able to donate over \$ 12,850 back into our school.

We have closed the year with a healthy cash balance of \$ 40,737.

Funds contributed to school included \$ 1,950 towards the calss budget, \$ 2,400 for the dragonfly sculpture, \$ 8000 for landscaping the playground and moving benches and \$ 500 for the PA system next to the flagpole.

The main contributors to fundraising were general fundraising events with \$ 8,543, the Canteen with a gross fundraising of \$5,371 and the Sunday markets with \$ 4,275 . A breakdown of our fundraising events is given below.

Fundraising Event Summary

Special events	Takings	Expenses	Gross fundraising
School banking	\$ 289	\$ 0	\$ 289
Meet the teacher	\$ 74	\$111	\$ 37
Easter Bake Sale	\$ 743	\$74	\$705
Bulb fundraiser	\$ 365	\$ 0	\$ 365
Cross Country Trials	\$ 932	\$ 74	\$ 857
Mother Day Stall	\$ 1,857	\$ 2,104	\$ 247
Newcombe Ball	\$ 553	\$ 312	\$ 241
Clothes Swap	\$ 720	\$ 195	\$ 525
Athletics Carneval bake sale	\$ 410	\$ 92	\$ 317
Father Day Stall	\$ 1,654	\$ 1,060	\$ 594
Walkathon	\$ 543	\$ 169	\$ 374
Bike Raffle	\$ 598	\$ 0	\$ 598
Disco	\$ 2,551	\$ 616	\$ 1,935
Tea Towels	\$ 2,160	\$ 1,500	\$ 660
Music and Art Show	\$ 265	\$ 149	\$ 116
Christmas Stall	\$ 942	\$ 0	\$ 942
Total	\$ 14,655	\$ 6,456	\$ 8,234

Ongoing activities	Takings	Expenses	Gross fundraising
Canteen	\$ 13,855	\$ 8,484	\$ 5,371
Markets	\$ 11,440	\$ 7,165	\$ 4,275
Uniform shop	\$ 25,662	\$ 25,495	\$ 167
Total	\$ 50,957	\$ 41,144	\$ 9,813

Total funds raised \$ 65,612 \$ 47,600 \$ 18,047

Audits of 2017 Accounts

The Audits for 2017 are arranged and booked in with Richards Financial Solutions. When they will be finished they will need approval by the P & C.

Once approved the report will be forwarded to the P & C Federation and the ACNC.