



Leura P&C Association Agenda – August 2017

Location: Learning Support Office

Date: Friday 18th August 2017

Time: 1:30pm

Agenda

| | |
|--|--|
| Welcome & Introductions | By President |
| Apologies | |
| Matters Arising from Last Meeting | |
| Approval of June Minutes | The minutes of the General Meeting held 18 th July 2017 accepted by [] and seconded by [] |
| Review outstanding Action Items | See page 3 of this Agenda |
| New Business | |
| Correspondence (Beck) | |
| Fundraising offer (Belinda/Winnie) | Refer to flyer |
| Father's Day stall (Belinda) | |
| Athletics Carnival cake stall wrap up (Vikki) | |
| Great Book Swap wrap up (Vikki) | |
| Walkathon BBQ | |
| Recording deposits and withdrawals from the safe (Belinda) | |

| | |
|---|--|
| Uniform item to buy back (Kylie) | |
| School Spend List (standing item) | See pge 7 |
| Reports - included with this Agenda | |
| Principal's Report | |
| Treasurer's Report – including Uniform Shop | |
| Markets Report | |
| Vegie Gardens Report | |
| Canteen Report | |
| Other | |
| Open Forum | |
| WHS issues | |
| Meeting Closed/Next Meeting | Tuesday 19 th September at 7:00pm |

Outstanding Actions

| Item | Action | Owner(s) | Due | Status |
|---|---|---------------|--------|-------------|
| Uniform items | Talk with Kylie about any other uniform items that may be bought back from the school as we come into summer | Marion/Kylie | August | In progress |
| School spend – wet weather games | Elise to provide a clear costing for wet weather tubs at the August P&C meeting | Elise | August | In progress |
| Markets report | Talk with Di about including expenses in the Markets Report moving forward | Beck | August | In progress |
| Bike Raffles | Seek a volunteer from K-2 to organize the Term 3 raffle Advise the Year 6 farewell committee that they have a bike to raffle | Belinda | August | In progress |
| Road safety | Beck to draft a letter to council and RMS on behalf of P&C. Elise to draft a letter on behalf of the school. Update 18/7: Elise has contacted RMS re visibility. She is waiting to hear back on the process for getting more flashing lights on Railway Pde. | Beck | August | In progress |
| | Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used, particularly on railway parade. | Elise | August | In progress |
| Athletics Cake Stall | Discuss requirements with Rachel Weir Update 18/7: Belinda to discuss with Vikki and ensure a note is organized for this event. | Belinda/Vikki | August | In progress |
| Canteen 2.0 | Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons Update 16/6: Beck to draft a note for music people and ask Jane Andino distribute | Beck | August | In progress |

| Item | Action | Owner(s) | Due | Status |
|-------------------------------|---|------------------------|--------|-------------|
| | Beck to talk with the canteen committee about the process for replacing the oven. | Beck | August | In progress |
| Great Book Swap | Belinda, Vikki, Winnie and Petra to assist with the Great Book Swap on 4 August. Confirm if additional helpers are required. Update 18/7: Elise will talk with teachers to ensure children are bringing in age-appropriate books | Vikki | August | In progress |
| Tea Towel Fundraiser | Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas. | Keris | August | In progress |
| Term 4 Disco | Keris and Winnie to work on a Skoolbag blast to invite people to be part of the Disco organising committee. Update 18/7: Keris and Ke;ie to form committee Keris to talk with Elise about a Term 4 date Update 18/7: Disco date proposed for 27/10 with a 'Spooky' theme, to be confirmed with Lyn Keris to contact Flava Dave for his availability | Keris | August | In progress |
| Fathers Day Stall | Stall date proposed for 30 th August. Belinda to confirm with Lyn. Tina-Marie to source goods, e.g. cactus, bookmarks | Belinda and Tina-Marie | August | In progress |
| Leura Harvest Festival | Vikki and Belinda will write to LVA on behalf of P&C expressing disappointment at not being granted a free stall for Yr 6 Farewell, given that we are the local school and regularly support the Festival | Vikki and Belinda | July | In progress |
| Kindy Orientation | Organize a roster for the parent afternoon teas and any assistance required for the Uniform Shop. Update 18/7: Review towards the end of Term 3 | Belinda | Term 3 | In progress |
| Markets | We require a full income and expenses report from Di for the 2016 fin year for review. | Belinda | August | In progress |

| Item | Action | Owner(s) | Due | Status |
|---|--|--------------------------|--------|-------------|
| | Update 18/7: Belinda and Vikki will meet with Di towards the end of July | | | |
| Sculpture Walk Plaques and Nature Trail | Belinda will organize a meeting between herself, Vikki, Elise, Niki Martignago and Keris to develop a high-level plan for the sculpture plaques and nature trail. | Belinda | August | In progress |
| | For the proposed tree fundraiser, Elise to review the department's Tree Management Guidelines and bring them along to the next P&C meeting. Update 16/6: Tree Management Guidelines checked and it only mentions the rules for tree planting very briefly. Another document is required - 'Education Facilities Standards and Guidelines (EFSG) Elise will continue to follow up on this matter. It is more likely that this will form part of the 3yr plan. | Elise | August | In progress |
| Vegie Gardens | Belinda will talk to Carol about a note for parent involvement in Term 3. | Belinda | August | In progress |
| Yr 6 Farewell Decorations Pinterest Page | Vikki to contact Cat Swann (former Wentworth Falls) to see how we can contribute to the Farewell Pinterest Page Update 9/5: Beck to find out who is managing the Wenty Farewell Committee for 2017. Update 16/6: Beck attended the Wenty Farewell planning meeting and they are yet to finalise the theme. Wenty and Katoomba North are keen to contribute to a Pinterest page. Beck will work with the Leura committee to progress this initiative. Update 18/7: Belinda will organize photos as she sorts through items | Beck | August | In progress |
| Leura Cookbook | The project has stalled, with no action since the end of 2016. However, Belinda reports that Tessa is interested in rebooting the project. Update 16/6: Tess is trying to organize a meeting for 25/6. Update 18/7: The cookbook will be raised at the kindy afternoon tea to get new parents involved | Tess Hockley and Belinda | August | In progress |

| Item | Action | Owner(s) | Due | Status |
|------------------------------|---|-----------------|------------|---------------|
| Aprons | <p>Vikki to talk to Kylie about ordering Leura-branded aprons through Midford</p> <p>Update: Midford are investigating, and will also let us know the minimum order</p> <p>Update 16/6: Kylie reports that it has been difficult to find a supplier. Vikki will look into purchasing plain aprons, and then having them screen printed or embroidered locally</p> | Vikki | August | In progress |
| 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> | Marion & Beck | Ongoing | In progress |
| WHS Issues | <p>Elise to discuss outstanding issues listed in the minutes with Peter van Gemert</p> | Elise Berwick | Ongoing | In progress |

P&C - School Needs Suggested by Staff

- K-2 Home Readers
- K-2 Guided Reading Books
- K-2 Reading Eggs online phonics program
- 3-6 Guided Reading Books
- Wet weather games (e.g. board games, construction toys)
- 15 Chromebooks - to make 30 in total for Stage 2 (approx. \$5000)
- 21st Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 alto saxophones (approx. \$1,500 each)
- Buddy bench/es (quote \$660 each)
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area)
- 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)
- Remove and dispose old K-2 play equipment (quote \$1,200 – incl. see quote for ground works above)
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this.
- K-2 active garden space
- K-2 wooden cubby house – consider department restrictions
- 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)

Leura Public School P&C Association

Treasurer Report July 2017

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 July 2017 to 31 July 2017

| Bank Accounts | Opening Balance | Cash Received | Cash Spent | Closing Balance |
|-----------------------------|-----------------|---------------|--------------|-----------------|
| Building Fund (DGR Account) | 811 | - | - | 811 |
| Investment Account | 26,093 | - | - | 26,093 |
| Operating Account | 19,404 | 3,780 | 5,237 | 17,947 |
| Total | 46,307 | 3,780 | 5,237 | 44,850 |

The major cash received was:

- Uniform shop \$ 1245
- Canteen \$ 872
- Fundraising \$ 487
- Markets \$ 1415

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:

- We will still have \$2,620 in our Investment Account which is for the balance of the dragonfly sculpture.
- Cost for the removal of the old play equipment, moving of the benches and landscaping approximately \$ 8000
- Cost for a new stove/oven for the canteen approximately \$ 1800
- Cost for the wet weather game boxes \$ 1300

Profit and Loss

Leura Public School P&C Association
For the month ended 31 July 2017

JUL 2017

Trading Income

| | |
|-----------------------------|-----------------|
| Canteen Income | 872.01 |
| Fundraising Income | 487.61 |
| Market Income | 1,415.00 |
| Uniform Shop Income | 1,245.00 |
| Total Trading Income | 4,019.62 |

Cost of Sales

| | |
|----------------------------|-----------------|
| Canteen Expenses | 946.42 |
| Fundraising Expenses | 92.72 |
| Market Expenses | 546.30 |
| Uniform Shop Expenses | 146.75 |
| Total Cost of Sales | 1,732.19 |

Gross Profit

2,287.43

Operating Expenses

| | |
|---------------------------------|---------------|
| Accounting Fees | 50.00 |
| General Expenses | 937.00 |
| Total Operating Expenses | 987.00 |

Net Profit

1,300.43

Uniform Shop Report

July 2017

Overview

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

| Uniform shop | | | | |
|------------------------------------|-------------------|-----------------|-----------------|------------------|
| Cash based income and Costs | | | | |
| | May | June | July | YTD |
| Sales | \$ 1,937 | \$ 2,077 | \$ 1,245 | \$ 17,245 |
| Less Expenses | \$ 4,404 | \$ 250 | \$ 147 | \$ 14,911 |
| Profit (Loss) | (\$ 2,467) | \$ 1,825 | \$ 1,098 | \$ 2,334 |

Expenses in June were \$ 147 reimbursement of uniform shop manager and merchant fees.

Action

We would like approval for a cheque to the school \$ 384 being for reimbursement school items sold during July.

Sales by Item

Laura Public School P&C Association

1 July 2017 to 31 July 2017

| Item | Current Unit Price | Quantity Sold | Total | Average Price |
|---|--------------------|---------------|-------------------|---------------|
| BP - Boys Pants | \$30.00 | 6.0 | \$180.00 | \$30.00 |
| BS - Boys Shorts | \$20.00 | 3.0 | \$60.00 | \$20.00 |
| GP - girls pants | \$20.00 | 1.0 | \$20.00 | \$20.00 |
| GS 04-10 - Girls Skirt - Sizes 4-10 | \$40.00 | 2.0 | \$80.00 | \$40.00 |
| GT - Girl's Tights | \$12.00 | 1.0 | \$12.00 | \$12.00 |
| JZ - Zipfront Tracksuit Jumper | \$30.00 | 4.0 | \$120.00 | \$30.00 |
| LB - Library Bag | \$10.00 | 1.0 | \$10.00 | \$10.00 |
| PB - Polar Fleece Beanie | \$10.00 | 1.0 | \$10.00 | \$10.00 |
| PG - Polar Fleece Gloves | \$6.00 | 1.0 | \$6.00 | \$6.00 |
| PSG - SS - Polo Shirt, S/sleeve - Green | \$25.00 | 1.0 | \$25.00 | \$25.00 |
| PSW - LS - Polo Shirt, L/sleeve - White | \$29.00 | 3.0 | \$87.00 | \$29.00 |
| PSW - SS - Polo Shirt, S/sleeve - White | \$25.00 | 3.0 | \$75.00 | \$25.00 |
| SD 04-08 - Summer Dress, Size 4-8 | \$60.00 | 1.0 | \$60.00 | \$60.00 |
| SH - Miscellaneous second hand uniform iter | \$0.00 | 8.0 | \$96.00 | \$12.00 |
| SS - Sports Shorts | \$20.00 | 1.0 | \$20.00 | \$20.00 |
| subtotal | | | \$861.00 | |
| xH 625 - Hat | \$19.00 | 4.0 | \$76.00 | \$19.00 |
| xPFV 624 - SALE - Polar Fleece Vest | \$2.00 | 3.0 | \$6.00 | \$2.00 |
| xSP - Sports Track Pants | \$22.00 | 1.0 | \$22.00 | \$22.00 |
| xSPS - SS 631 - Sports Polo Shirt, Short sleeve | \$25.00 | 4.0 | \$100.00 | \$25.00 |
| xWJ 04-08 632 - Woollen Jumper, Sizes 4-8 | \$63.00 | 2.0 | \$126.00 | \$63.00 |
| xWJkt - Winter Jacket | \$54.00 | 1.0 | \$54.00 | \$54.00 |
| subtotal | | 52.0 | \$384.00 | \$7.38 |
| total | | | \$1,245.00 | |
| | | | | |
| | | | | |

Canteen Report – July

The canteen ran at a loss in July (approx. \$75). A change to our processes means that we now do a bulk order of non-perishables at the beginning of the term, and this accounts for the slow start. Our expenses for August and September should be much lower.

There have been a few issues with lunch orders this term as we come to grips with the new menu. A few orders have gone missing or weren't filled completely. Parents have been contacting the canteen and we're issuing credits where appropriate. The team leaders are doing their best to ensure all orders are checked before they go out, so hopefully the problems will reduce or disappear over time!

Dumplings are proving to be very popular, and are now our most popular lunch item.

Online order numbers continue to increase, and the canteen committee has decided to close paper orders from Term 4. We'll be communicating this to families in the coming weeks.

The replacement oven is on hold for now. Mr Van Gemert seemed to reset the existing oven while investigating the requirements for the new one. So we're going to give it another go and see how it operates in the next few weeks.

Thanks, Canteen Committee



Leura P&C Association

Minutes – August 2017

Location: Learning Support Room

Date: Friday, 18th August 2017

Time: 1:30pm

Attendees (12): Elise Berwick, Belinda Ottmann, Rebecca Williams, Marion Schlegel, Winnie Hua, Keris Macarthur, Vikki Willmott-Sharp, Tina-Marie Sheil, Petra Braat, Kylie Crowe, Michelle Farrell, Lyn Vidler

Apologies (1): Kellie Hammon

Minutes

| | |
|--|---|
| Welcome & Introductions | By Joint-President, Vikki Willmott-Sharp |
| Matters Arising from Last Meeting | |
| Approval of June Minutes | The minutes of the General Meeting held 18 th July 2017 were accepted by Vikki and seconded by Belinda. |
| Review outstanding Action Items | <i>Refer to table on page 5 of these minutes.</i> |
| New Business | |
| Correspondence | P&C Federation Newsletter, nothing to report Imelda from KPS has requested to join a P&C meeting to talk with year 5 and 6 parents. We discussed that this might be best achieved in another forum, specific to those parents. Action: Elise to review the best forum for Imelda to talk with parents. |
| Fundraising offer (Belinda/Winnie) | We received a request to promote a financial services company, with the school receiving a donation in return. As per previous discussions on advertising, the P&C does not support advertising of local businesses. Action: Winnie to contact the business and explain that we don't offer advertising. |
| Walkathon BBQ (Vikki) | Walkathon is scheduled for 6 th Sept (week 8). The P&C are organising a sausage sizzle. Keris and Kylie will organize this fundraiser. Johnny Martin has already offered to man the BBQ. |

| | |
|--|--|
| | <p>Actions: Vikki will do the note and then pass over to Kylie/Keris; Beck will open the Special Orders option on QuickCliq for online orders; Beck will make sure we have plenty of poppers and iceblocks.</p> |
| Recording deposits and withdrawals from the safe (Belinda) | <p>Given the number of P&C reps who access to the various P&C floats, a system has been implemented to record all withdrawals and deposits to the P&C safe. The system also applies to the Year 6 farewell funds.</p> <p>When removing or adding P&C/Yr 6 funds to the safe you must:</p> <ul style="list-style-type: none"> • Go to the appropriate tab in the ledger book • Sign out or sign in the funds you are taking, including the amount, your name and the date. <p>This procedure applies to everyone with access to the safe and P&C funds, e.g. canteen, uniform shop, fundraising.</p> |
| School spend list (standing item) | See list at the end of this document. |
| Reports – included with this Agenda | |
| Principal’s Report | Refer report attached. |
| Treasurer’s Report – including Uniform Shop | <p>Reports provided.</p> <p>Approval sought and granted for \$384 for payment to school of uniform items. Marion has requested that all monies from canteen (except float) be deposited on a Friday.</p> <p>Marion has also requested that we advertise for an assistant treasurer to ensure that more than one person understands the processes.</p> <p>Action: Winnie to add a note to Newsletter and Skoolbag for this role</p> |
| Markets | Report provided – the August markets were cancelled due to weather conditions. |
| Fundraising report | See New Business section for event details |
| Canteen report | Report provided. |
| Vegie Gardens report | <p>Carol joined us for part of the meeting to talk about the Infants vegie garden. Carol’s observations:</p> <ul style="list-style-type: none"> • The weather was against us earlier in the year with the rain and it took some time to get going; then Carol was on holidays. • So far only Yr 2s have been in the garden this year, in groups of 6 • An extra helper each week would be useful, it’s a big garden and difficult for Carol to do on her own. • Teachers should engage with the garden in classwork, it’s been casual or ad-hoc so far. • Carol talks to the students about what a plant needs to grow, gets them to observe the garden and determine which things were planted first etc. • She would like us to look at buying more mulch for the pathway. • Carol saves seeds to plant each season, saving on expense. |

| | |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> • A working bee would be useful – the compost heap needs to be cleaned out and started again (there was a European wasp issue previously, so hasn't been used) • Carol would like us to help ourselves to herbs etc as that helps encourage new growth <p>Action: Elise to talk with teachers about lining up units of learning with the garden, e.g. scientific enquiry or healthy living. If Carol knows the goal she'll have a better idea of what to plant.</p> <p>Action: Carol would like the roster to focus on one grade per year, e.g. Year 1. Then that year group can see the whole cycle, from planting, growing and then harvesting and eating the produce. Consider rostering parents in a similar way to reading groups. Elise will raise this with the exec and get a plan together for 2018</p> |
| Other (including Open Forum) | |
| WHS | The dept completed a tree audit; all works are low priority. PVG has some tree management tasks to work on. We have been randomly selected for another check of 5 trees next term. |
| Canteen refit | Matthew Bell from the Dept Asset Committee will be visiting the school on Tues 22/8 to discuss possible alterations to the canteen. Vikki will attend on behalf of the P&C. |
| Meeting Closed | 8:45pm |
| Next Meeting | Tuesday, 19 th September at 7:00pm in the Learning Support Room (if available). |

Outstanding Actions

| Item | Action | Owner(s) | Due | Status |
|--|---|----------------------------|-----------|-------------|
| High school liaison officer visit | Imelda would like to visit the school again, to talk with Yr 5 and 6 parents. Elise to review the best forum for the visit. | Elise | September | In progress |
| Fundraising offer | We received a request to promote a financial services company, with the school receiving a donation in return. Winnie to contact the business and explain that we don't offer advertising. | Winnie | September | In progress |
| Walkathon BBQ | Walkathon to be held on 6/9 with P&C providing a BBQ. Keris and Kylie to run the BBQ. Vikki will do the note; Beck will open the Special Orders option on QuickCliq for online orders; Beck will make sure we have plenty of poppers and iceblocks. | Keris/Kylie/ Vikki/Beck | September | In progress |
| Assistant Treasurer role | Winnie to add a note to Newsletter and Skoolbag advertising for this role | Winnie | September | In progress |
| Vegie Gardens | Belinda will talk to Carol about a note for parent involvement in Term 3. | Belinda | September | In progress |
| | Elise to talk with teachers about lining up units of learning with the infants garden; Elise will also discuss a roster for 2018 involving just one grade, e.g. Year 1 | Elise | September | In progress |
| Uniform items | Talk with Kylie about any other uniform items that may be bought back from the school as we come into summer Update 18/8: Kylie has recommended we buy the wool jumpers, there are 47 currently in stock, the cost is \$1771.43. Motion moved by Belinda and seconded by Tina-Marie. All approve | Marion/Kylie | September | In progress |
| School spend – wet weather games | Elise to provide a clear costing for wet weather tubs at the August P&C meeting | Elise | September | In progress |

| Item | Action | Owner(s) | Due | Status |
|-----------------------------|--|--------------|-----------|-------------|
| | Update 18/8: Elise presented the costs to the group. \$1695 for 6 tubs of games (3 x K-2 and 3 x 3-6). Motion moved by Beck and seconded by Keris. All approve. | | | |
| Bike Raffles | Seek a volunteer from K-2 to organize the Term 3 raffle Update 18/8: The note is ready to go, just awaiting approval by Elise. | Keris | September | In progress |
| | Advise the Year 6 farewell committee that they have a bike to raffle Update 18/8: Committee has not been formed yet | Belinda | September | In progress |
| Road safety | Beck to draft a letter to council and RMS on behalf of P&C. Elise to draft a letter on behalf of the school. Update 18/7: Elise has contacted RMS re visibility. She is waiting to hear back on the process for getting more flashing lights on Railway Pde. Update 18/8: Elise to contact council to check/observe the proportion of the school that use the south side | Beck / Elise | September | In progress |
| | Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used, particularly on railway parade. Update 18/8: PVG advises that the flags have been stolen. Elise to continue with resolution of this issue. | Elise | September | In progress |
| Canteen 2.0 | Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons Update 16/6: Beck to draft a note for music people and ask Jane Andino distribute | Beck | September | In progress |
| Tea Towel Fundraiser | Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas. Update 18/8: Keris has requested a kit from Xpressions. Drawings need to be sent back by Oct 20 to be ready by end of Term 4. 1 towel design for the school, with ALL student faces. We need to | Keris/Elise | September | In progress |

| Item | Action | Owner(s) | Due | Status |
|-------------------------------|---|------------------------|-----------|-------------|
| | <p>order a minimum of 50. The cost per towel is approx. \$9.50, and we can sell for \$15. Next steps are to organise the drawings.</p> <p>Elise to approach the staff about how best to manage the drawings.</p> | | | |
| Term 4 Disco | <p>Keris and Winnie to work on a Skoolbag blast to invite people to be part of the Disco organising committee.</p> <p>Update 18/7: Keris and Kellie to form committee</p> <p>Keris to talk with Elise about a Term 4 date</p> <p>Update 18/7: Disco date proposed for 27/10 with a 'Spooky' theme, to be confirmed with Lyn</p> <p>Update 18/8: Date locked in confirmed</p> <p>Keris to contact Flava Dave for his availability</p> <p>Update 18/8: Dave is locked in</p> <p>There won't be any glo stuff this year; considering 'tricks' instead.</p> | Keris / Kellie | September | In progress |
| Fathers Day Stall | <p>Stall date proposed for 30th August. Belinda to confirm with Lyn.</p> <p>Update 18/8: Date confirmed; dance group will be able to buy on their return at 2pm.</p> <p>Tina-Marie to source goods, e.g. cactus, bookmarks. Note to go out next week.</p> | Belinda and Tina-Marie | September | In progress |
| Leura Harvest Festival | <p>Vikki and Belinda will write to LVA on behalf of P&C expressing disappointment at not being granted a free stall for Yr 6 Farewell, given that we are the local school and regularly support the Festival</p> | Vikki and Belinda | September | In progress |
| Kindy Orientation | <p>Organize a roster for the parent afternoon teas and any assistance required for the Uniform Shop.</p> <p>Update 18/7: Review towards the end of Term 3</p> <p>Update 18/8: Consider a theme for each day for parents, e.g. Hanging Swamp, Uniform fashion parade, Canteen food prep</p> | Belinda | September | In progress |
| Markets | <p>We require a full income and expenses report from Di for the 2016 fin year for review.</p> | Belinda | September | In progress |

| Item | Action | Owner(s) | Due | Status |
|---|---|---------------------------|-----------|-------------|
| | Update 18/7: Belinda and Vikki will meet with Di towards the end of July | | | |
| 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 | September | In progress |
| | <p>For the proposed tree fundraiser, Elise to review the department's Tree Management Guidelines and bring them along to the next P&C meeting.</p> <p>Update 16/6: Tree Management Guidelines checked and it only mentions the rules for tree planting very briefly. Another document is required - 'Education Facilities Standards and Guidelines (EFSG) Elise will continue to follow up on this matter. It is more likely that this will form part of the 3yr plan.</p> | Elise | September | In progress |
| Yr 6 Farewell Decorations Pinterest Page | <p>Vikki to contact Cat Swann (former Wentworth Falls) to see how we can contribute to the Farewell Pinterest Page</p> <p>Update 9/5: Beck to find out who is managing the Wenty Farewell Committee for 2017.</p> <p>Update 16/6: Beck attended the Wenty Farewell planning meeting and they are yet to finalise the theme. Wenty and Katoomba North are keen to contribute to a Pinterest page. Beck will work with the Leura committee to progress this initiative.</p> | Beck | September | In progress |

| Item | Action | Owner(s) | Due | Status |
|------------------------------|--|--------------------------|-----------|-------------|
| | Update 18/7: Belinda will organize photos as she sorts through items | | | |
| Leura Cookbook | The project has stalled, with no action since the end of 2016. However, Belinda reports that Tessa is interested in rebooting the project. Update 16/6: Tess is trying to organize a meeting for 25/6. Update 18/7: The cookbook will be raised at the kindy afternoon tea to get new parents involved | Tess Hockley and Belinda | September | In progress |
| Aprons | Vikki to talk to Kylie about ordering Leura-branded aprons through Midford Update: Midford are investigating, and will also let us know the minimum order Update 16/6: Kylie reports that it has been difficult to find a supplier. Vikki will look into purchasing plain aprons, and then having them screen printed or embroidered locally Update 18/8: Belinda found an old apron! So Kylie now knows who the supplier is and can do an order. | Vikki | September | In progress |
| Position Descriptions | 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. Update 9/5: Position descriptions have been done but handover items are outstanding | Marion & Beck | Ongoing | In progress |
| WHS Issues | Elise to discuss outstanding issues listed in the minutes with Peter van Gemert | Elise Berwick | Ongoing | In progress |

Completed Actions to date (2017)

| Item | Action | Owner(s) | Date | Status |
|-----------------------------|---|---------------|--------|-----------|
| Great Book Swap | <p>Belinda, Vikki, Winnie and Petra to assist with the Great Book Swap on 4 August. Confirm if additional helpers are required.</p> <p>Update 18/7: Elise will talk with teachers to ensure children are bringing in age-appropriate books</p> <p>Update 18/8: We raised approx. \$500 for the Indigenous Literacy Foundation; it was also good to see the appropriateness of the books improving. And a box of pre-school books was delivered to the Leura Childcare Centre.</p> | Vikki | August | Complete |
| Canteen 2.0 | <p>Beck to talk with the canteen committee about the process for replacing the oven.</p> <p>Update 18/8: New oven is on hold for the time being, the current oven has roared back to life. We'll revisit next term.</p> | Beck | August | Complete |
| Athletics Cake Stall | <p>Discuss requirements with Rachel Weir</p> <p>Update 18/7: Belinda to discuss with Vikki and ensure a note is organized for this event.</p> <p>Update 18/8: We raised \$487, less expenses.</p> | Belinda/Vikki | August | Completed |
| Markets report | Talk with Di about including expenses in the Markets Report moving forward | Beck | August | Complete |
| Road safety | <p>Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line.</p> <p>Update 18/7: The exec team are looking at drafting requirements for both staff and students</p> | Elise | July | Complete |
| Grounds Work | Elise/Lyn to action the quote (see new business above) and keep the P&C updated. | Elise | July | Complete |
| Clothes Swap | Lyn to talk with PVG about locking up the school after the event | Lyn | June | Complete |

| Item | Action | Owner(s) | Date | Status |
|--------------------------------------|---|---------------|------|-----------|
| | Confirm that we can get access to the hall on Friday morning | Keris | June | |
| | Nibbles to be provided by volunteers | Keris | June | |
| | Winnie to continue with FB and Skoolbag posts in the lead up | Winnie | June | |
| Canteen 2.0 | Open up the online ordering system to the whole school – Beck to do a note Update 16/6: Beck to discuss ways of improving take up with canteen committee at the next meeting. For example, use testimonials, provide a free ‘thing’ with each online order. | Beck Williams | July | Complete |
| Bikes for raffle | Belinda to contact Janice Price about the bikes to see if there any conditions on raffling them Update 16/6: Janice has confirmed that the bikes are ours to raffle, the only condition is that the funds must go to the school. Add to Agenda for July to discuss how best to proceed. | Belinda | July | Completed |
| Newcombe Ball Gala Day | Vikki to create a note for the cake stall asking Yr 3/4 families for donations; Vikki to liaise with Mr Carter on the sausage sizzle numbers Update 16/6: Cake stall is not going ahead. Vikki is drafting a note for volunteers. | Vikki | July | Complete |
| Wet Weather Games (TV Policy) | In Term 2, discuss possible alternative arrangements for rainy days with the new principal Update 9/5: Elise to look into this and discuss with exec in Week 6 Update 16/6: Elise has revised the current organisation for wet weather supervision and is consulting with staff about options for activities. 2A students have presented letters of persuasion, also making suggestions of other activities. Elise has communicated to staff the need, and my expectation, to engage students in activities other than watching a screen. The P&C is prepared to fund board games, toys etc. Awaiting proposed list and associated costs from the school. | Elise | July | Complete |

| Item | Action | Owner(s) | Date | Status |
|----------------------|--|---------------------------------|------|-------------|
| | Update 18/7: P&C has agreed in principle to fund wet weather tubs, including board games | | | |
| Coles cards | Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe | Marion | June | Complete |
| Dance Groups | <p>Look at approaching former students/local dance teachers to help with 2017 dance groups</p> <p>Update 9/5: Elise to talk with teachers about how Stage 3 is going. This may be something that can then be extended to other stages.</p> <p>Update 16/6: The 4W practicum teacher is a dance teacher. She has been helping all dance groups with organising their routines and our teachers have been most grateful.</p> | All | June | In progress |
| Sanitary Bins | <p>Elise to investigate additional sanitary bins in primary girls' toilets</p> <p>Update 27/10: Nathan has spoken with cleaner (Chris) and will follow up</p> <p>Update 9/5: Elise to follow up on getting a second bin</p> <p>Update 16/6: A second sanitary bin is now available in the primary bathroom</p> | Elise Berwick | June | Completed |
| Storerooms | <p>Elise to speak with teachers about a stocktake of old costumes in preparation for 2017</p> <p>Year 5/6 Farewell committee to clean out decorations</p> <p>Update 27/10: Janice has tidied up decorations and costumes.</p> <p>Update 27/10: Year 6 Farewell Committee to photograph items and add to Pinterest page – local schools may want to do the same and we can share resources</p> <p>Update: Cat Swann from Wenty is keen to help with the Pinterest page; teachers and P&C to revisit in 2017</p> <p>Update 9/5: Farewell decorations were tidied up over the Xmas holidays and are just awaiting movement on the Pinterest page (see separate agenda item)</p> | Elise Berwick & Belinda Ottmann | 2017 | Completed |

| Item | Action | Owner(s) | Date | Status |
|----------------------|---|------------------------|-------|-----------|
| | <p>Update 9/5: Elise will talk with Rachel Weir about the dance costumes</p> <p>Update 16/6: Most of the dance costumes have been moved to another storage elsewhere in the school, away from the Farewell storage. Please advise Elise if there are any dance costume tubs left and she will coordinate with P&C to have them moved.</p> | | | |
| Playground | <p>Elise to talk with PVG about removing the old (out of bounds) equipment</p> <p>Update 9/5: Elise will talk with PVG about the quote for repairing or removing the equipment – this could be a possible fundraiser for the P&C. Possibility of something for use during fitness as well?</p> <p>Update 16/6: This will be included in the approved ground works</p> | Elise | June | Completed |
| Vegie Gardens | <p>For Primary Gardens: Elise to investigate with council bushcare and Katoomba high school</p> <p>Update 9/5: Julie Fendall has been doing a greenhouse project and linking to the garden. Plus a vegie group is happening at break times to tend to the garden. It is also being used as an outdoor learning space.</p> <p>For Infants: Steve Atkinson to seek parent helpers to take K-2 students on a Friday afternoon.</p> <p>Update 9/5: Carol is away for much of Term 2 and the garden will need watering. Carol has been working with the Kindys in Term 1 and would like to move on to working with the Yr 1s in Term 3. She has developed a note for the Newsletter to encourage parent helpers.</p> | Elise & Steve Atkinson | March | Completed |
| | <p>Moving forward, Elise can ask the teachers to provide the P&C with reports on items of interest, such as the gardens. We would like this instigated for the next meeting. It can then come off the Action Items list and be a regular report.</p> <p>Update 16/6: This is now a report item in the Agenda</p> | Elise | June | Completed |

| Item | Action | Owner(s) | Date | Status |
|--|--|-----------------|---------|-----------|
| Sculpture Walk Plaques and Nature Trail | In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal Update 9/5: Elise advises that this may not be within the grant guidelines, and will check on funding requirements Update 16/6: Elise has confirmed that the plaques will fit within the Grant guidelines. | Belinda & Elise | June | Completed |
| PA System | Marion to talk with Lyn about second invoice for PA system. We believe the school has paid the invoice, but P&C needs to reimburse. Update 16/6: School has now been reimbursed | Marion | June | Completed |
| Fundraising 2017/18 | Keris to draft a note seeking feedback on 2017/18 fundraising ideas and suggestions for other events Update 16/6: Proposed events will continue to be discussed at P&C Meetings | Keris | June | Closed |
| School Needs List for 2017/18 | Elise to talk with the staff to determine needs for 2017/18 Update 16/6: The staff have provided a wish list of school needs, with the priority to do some work in the playground (see New Business). This item will be added as a standing order in the Agenda. | Elise | June | Complete |
| Leura Harvest Festival | Elise to talk with the LVA about giving a stall to the school in future years as an ongoing fundraiser for the Yr 6 farewell. We would like to use our own garden product as well. Update 16/6: LVA not willing to offer our school a free stall. There are other schools who have paid for stalls at a discounted price (\$60 instead of \$195). Need to consider if we want to pay this to have a stall or not have one at all. | Elise Berwick | July | Complete |
| Mothers Day Stall | Tina-Marie to add a thank you note to the next Newsletter thanking volunteers for their support | Tina-Marie | June | Completed |
| Harvest Festival 2017 | Di to talk with Leura Village Assoc to move the Harvest Festival or work together with Markets in future. | Di Kipp | Ongoing | Completed |

| Item | Action | Owner(s) | Date | Status |
|--|--|--|----------|-------------------------------------|
| | Update 9/5: Di is drafting a letter to LVA about moving their date so that t no longer impacts the school markets | | | |
| Skoolbag App updgade and fundraising option | Belinda to add a note to the Newsletter to seek expressions of interest from school families (local business owners) who may want to advertise via the app Belinda to review the upgrade and present to the first P&C meeting in 2017 Belinda will also develop instructions for the P&C option in Skoolbag and show Beck Update 9/5: The P&C resolved not to take up this functionality | Belinda Ottmann | Ongoing | Complete |
| Leura Cookbook | Tessa to organize a note to target infants parents for involvement – testing, recipes, help with other aspects of the project. Committee to organize the test cooking day/s. Update: The Music & Art Showcase was a huge success with all food selling out, with lots of positive comments about the food! \$706 sales in 30mins, which was \$424 profit for the cookbook project. A big thanks to Kim for stepping in to help with extra food for the starving masses. Update: Tessa will organize more test cooking in the holidays. Update: Belinda will add a feedback form to Skoolbag for the families who attended the showcase and sampled the food. | Vikki Willmott-Sharp Tessa Hockley. Belinda Ottman | December | Tasks Completed, project still open |
| Easter Bake Sale | Add a note to the next Newsletter thanking all Easter Bake Sale helpers – Kylie, Suzie, Michelle, Winnie, Vikki and Beck. Plus all the K-2 bakers! | Winnie | May | Complete |
| Mothers' Day Stall | Promote the event (8 th May) via a note and Skoolbag | Winne & Tina-Marie | May | Complete |
| Ethics | Petra to purchase a gift for Cara McDonald to thank her for managing the Ethics program to date. Vikki to add a thanks in the next Newsletter | Petra & Vikki | March | Completed |
| Canteen | Belinda will add a note to the next Newsletter and Skoolbag seeking interest from one or more parents to manage the canteen | Belinda & Kim | March | Completed |

| Item | Action | Owner(s) | Date | Status |
|-----------------------------------|--|---|----------|---|
| | Run an informal meeting with Kim to provide more information to anyone interested | | | |
| Fundraising 2017 | Beck to develop a note seeking volunteers for Term 1 fundraising events | Beck | March | Completed |
| | Nathan to talk with SRC coordinator (Mrs McMahon) about an alternative to the Easter Colouring Comp for Yrs 3 - 6 | Nathan | March | Completed |
| 2017 P&C Dates | Beck to determine dates for the year ahead | Beck | March | Completed |
| P&C Website | Belinda to grant access to Kylie and Beck Kylie to update Uniform Shop info on the site | Belinda & Kylie | March | Completed |
| P&C Accounts | Nathan to investigate Aruba grant from the P&C to the school Update: Marion will liaise with Lyn for the invoice and make the payment ASAP | Marion Schlegel | December | Completed |
| Position Descriptions | Beck to contact managers to get this project up and running Update: Position descriptions developed for 2017 AGM | Beck Williams | Ongoing | Completed |
| Our Online Canteen Project | Beck to get paperwork completed and sent off, including the canteen menu and uniform order list and will arrange training Nathan indicated that there is a spare laser printer in the office that can be used for labels; Belinda to investigate Update 27/10: Beck to forward paperwork including menu and canteen order form to Our Online Canteen Update 27/10: Belinda to test printer and wifi for Kim Update 27/10: Approval to purchase required labels Update: Kylie would like to trial with the Uniform shop over the holidays | Beck Williams Belinda Ottman Beck & Kylie Crowe | Feb 17 | Closed; will revisit if canteen continues |
| Canteen | Kim to develop recipes for Amber foods so that home-made items fit within the guidelines | Kim Craddock | Feb 17 | Closed; may revisit if canteen continues |

| Item | Action | Owner(s) | Date | Status |
|-------------------------|--|------------------|--------|--|
| | Kim to investigate the costs for hiring a coffee machine for Term 3 to trial the popularity of such a service | Kim Craddock | Feb 17 | Closed; may revisit if canteen continues |
| | Vikki and Kim to consider offering a free meal to kids on the day that their mum/dad/carer is in the canteen Update July: Kim to advise volunteers when the roster is sent out | Kim Craddock | Feb 17 | Closed; may revisit if canteen continues |
| | Put a call out for families to provide recipes and/or donate items like gluten-free bread or pasta for those children with allergies | Belinda & Kim | Feb 17 | Closed; may revisit if canteen continues |
| | Kim would like certificates for the student canteen helpers. Belinda and Janice will check for the existing certificates. It would be great to present to at the next PBL Assembly on 15/12 | Belinda & Janice | Feb 17 | Completed |
| PA System | Nathan to obtain quotes for a new permanent PA system for the COLA Update August: Tina-Marie has obtained two quotes; we have decided to move with one of those quotes. Tina-Marie will liaise with the provider and the school to install in mid-September. Update 27/10: Installation was to occur on 24/10 but has been delayed Update: Installation complete Update: New quote for speaker near flagpole obtained - \$550 Update Feb 17: Speaker has now been installed | Tina-Marie Sheil | Feb 17 | Completed |
| 2017 Welcome BBQ | The P&C would like to instead host a welcome for new and returning families to the school in early 2017 Update: The welcome event will coincide with the Meet the Teacher afternoon in Week 3. The P&C will need to meeting with Mrs Jinks ASAP. | Belinda & Vikki | Feb 17 | Completed |
| Sunscreen | Nathan to investigate the department's position on the school providing sunscreen Update: The department has no restrictions on providing sunscreen but warrants further discussion with staff | Nathan Smith | Feb 17 | Completed |

P&C - School Needs Suggested by Staff

- K-2 Home Readers – BIKE RAFFLE
- K-2 Guided Reading Books – BIKE RAFFLE
- K-2 Reading Eggs online phonics program
- 3-6 Guided Reading Books
- Wet weather games (e.g. board games, construction toys) – APPROVED, could be tea towel fundraiser
- 15 Chromebooks - to make 30 in total for Stage 2 (approx. \$5000) - WALKATHON
- 21st Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 alto saxophones (approx. \$1,500 each)
- Buddy bench/es (quote \$660 each)
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area) – DISCO?
- 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)
- Remove and dispose old K-2 play equipment (quote \$1,200 – incl. see quote for ground works above)
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this.
- K-2 active garden space
- K-2 wooden cubby house – consider department restrictions
- 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)