



Leura P&C Association Agenda – February 2017

Location: Learning Support Room
 Date: Friday 17th February 2017
 Time: 1:30pm

Agenda

Welcome & Introductions	By Vice-President
Apologies	
Matters Arising from Last Meeting	
Approval of October Minutes	The minutes of the General Meeting held 2 nd December 2016 accepted by [] and seconded by []
Nominees for vacant P&C positions	President Fundraising Coordinator
Review outstanding Action Items	See page 3 of this Agenda
New Business	
Correspondence	From P&C Assoc: Casual Vacancies for the Election of Councillors & Delegates 2017 (nominations required by 15/2/17)
Uniform Shop – <i>Kylie Crowe</i>	Hoping to purchase a new item from the school plus laptop purchase options
Audit Required – <i>Marion Schlegel</i>	The audit/ financial report for 2016 has to be done. Marion would like to get this underway. The estimated costs are \$950. It is noted that the P&C Executive approved (by email) the payment of \$1,304 (including GST) for the audit in 2015. This included an additional charge of \$250 for the preparation of the report.
Ethics Coordinator	Petra taken on position. Thanks to Cara.

Canteen tender	Discuss options: <ul style="list-style-type: none"> • New parent manager • Canteen committee • Tender (school run) • http://www.metrocanteens.com.au/ Suggested by Louisa. • Other?
End of year process - advice to parents on likely structure	
Principal recruitment process	
Meet the teacher wrap-up	Include approval for expenditure
Skoolbag fundraising option	
Term 1 events	<ul style="list-style-type: none"> • Ride to school day 17/3 • Harmony day 21/3 • Easter colouring comp - alternative for primary Good Friday is 14/4 • Others?
Teacher supplies annual donation	
School gardens	<ul style="list-style-type: none"> • Parent help for Carol • Teacher/class involvement
Pinterest page 5/6 farewell items	
Fundraising goals for 2017 plus 2016 totals	
Dates for 2017 presentation day and 5/6 farewell.	Looking ahead: there was limited access to the hall for farewell setup given presentation day is usually the day before.
Schedule for 2017 P&C Meetings	
Reports - included with this Agenda	
Principal's Report	
Treasurer's Report – including Uniform Shop	
Markets Report	

Other	
Open Forum	
Meeting Closed/Next Meeting	

Outstanding Actions from 2016

Item	Action	Owner(s)	Due	Status
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	In progress
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 Wilmott-Sharpe Tessa Hockley. Belinda Ottman	December	In progress
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	December	In progress

Item	Action	Owner(s)	Due	Status
Canteen	Kim to develop recipes for Amber foods so that home-made items fit within the guidelines	Kim Craddock	Ongoing	Ongoing
	Kim to investigate the costs for hiring a coffee machine for Term 3 to trial the popularity of such a service	Kim Craddock	Ongoing	On Hold
	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	Ongoing	In progress
	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	November	In progress
	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	December	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	Kylie Crowe	2017	In progress
Playground	Nathan to talk with PVG about removing the old (out of bounds) equipment Update: The school will look into getting it repaired. PVG will seek a quote in Term 1 – this could be a possible fundraiser for the P&C	Nathan Smith	2017	In progress
Sunscreen	Nathan to investigate the department's position on the school providing sunscreen	Nathan Smith	2017	In progress
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	2017	In progress

Item	Action	Owner(s)	Due	Status
Storerooms	<p>Nathan 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>	Nathan Smith & Belinda Ottmann	2017	In progress
PA System	<p>Nathan to obtain quotes for a new permanent PA system for the COLA</p> <p>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.</p> <p>Update 27/10: Installation was to occur on 24/10 but has been delayed</p> <p>Update: Installation complete</p> <p>Update: New quote for speaker near flagpole obtained - \$550</p>	Tina-Marie Sheil	2017	In progress
Sanitary Bins	<p>Nathan 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>	Nathan Smith	Ongoing	In progress
Skoolbag App upgrade and fundraising option	<p>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</p> <p>Belinda to review the upgrade and present to the first P&C meeting in 2017</p> <p>Belinda will also develop instructions for the P&C option in Skoolbag and show Beck</p>	Belinda Ottmann	Ongoing	In progress

Item	Action	Owner(s)	Due	Status
Position Descriptions	Beck to contact managers to get this project up and running	Beck Williams	Ongoing	In progress
	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.	Marion & Beck	Ongoing	In progress
Dance Groups	Look at approaching former students/local dance teachers to help with 2017 dance groups	All	Term 3	Parked until Term 3
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	In progress
WHS Issues	Nathan to discuss outstanding issues listed in the minutes with Peter van Gemert	Nathan Smith	Ongoing	In progress



Leura P&C Association

Minutes – February 2017

Location: Principal's office

Date: Friday, 17th February 2017

Time: 1:30pm

Attendees (14): Belinda Ottmann, Vikki Wilmott-Sharp, Rebecca Williams, Nathan Smith, Petra, Kylie Crowe, Marion Schlegel, Vanessa Balfour, Belinda Huxley, Kim Craddock, Jill Day, Suzie, Winnie, Barbara

Apologies (8): Ken Stockbridge, Peter van Gemert, Di Kipp, Michelle Farrell, Melissa Emerson, Louisa Forrest, Sarah Delaney, Trish Gonzalez

Minutes

Welcome & Introductions	By Vice-President, Vikki Wilmott-Sharp
Matters Arising from Last Meeting	
Approval of September Minutes	The minutes of the General Meeting held 2 nd December 2016 accepted by Belinda Ottmann and seconded by Marion Schlegel.
Nominees for vacant P&C Positions	Nathan Smith called for nominees for the position of President . There were no nominees, the position is still vacant. Nathan Smith called for nominees for the position of Fundraising Coordinator . There were no nominees, the position is still vacant.
Review outstanding Action Items	<i>Refer to table on page 5 of these minutes.</i> We did not get to the Action Items this meeting; held over to next meeting
New Business	
Correspondence	From P&C Assoc: Casual Vacancies for the Election of Councillors & Delegates 2017 (nominations required by 15/2/17) Noted – too late for nominations
Uniform Shop – <i>Kylie Crowe</i>	Kylie advised that there are 7 items still to purchase from the school (excluding discontinued items). She would like to purchase the remaining stock for the girls Winter Skirt. Approval granted for up to \$1500. Update: Subsequent to the meeting and after Kylie's review of current stock, she sought and received approval from

	<p>Executive members to purchase the winter skirts from the school at a cost of \$2,065.25</p> <p>Kylie would also like to purchase a new laptop for the Uniform Shop. The current laptop cannot connect to the school wifi and order processing is currently being done on phones. Approval granted for up to \$500.</p>
Audit Required – <i>Marion Schlegel</i>	<p>The audit/ financial report for 2016 has to be done. Marion would like to get this underway. The estimated costs are \$950.</p> <p>It is noted that the P&C Executive approved (by email) the payment of \$1,304 (including GST) for the audit in 2015. This included an additional charge of \$250 for the preparation of the report.</p> <p>Approval granted for up to \$1200.</p>
Ethics Coordinator	<p>Petra has taken on the position of Ethics Coordinator. A new teacher has also been appointed.</p> <p>The P&C would like to thank Cara for pioneering the Ethics program at Leura PS. Approval has been granted for Petra to buy a gift for Cara up to \$50.</p> <p>Action: Petra to buy gift for Cara</p> <p>Action: Petra to draft a thank you for the next Newsletter.</p>
Canteen tender	<p>After 2 years, Kim Craddock is no longer able to continue in the role of Canteen manager. The P&C would like to thank Kim for establishing the canteen and providing an amazing service to the school community.</p> <p>The P&C would like to continue the Canteen and have identified the following options:</p> <ol style="list-style-type: none"> 1. New parent manager 2. Canteen Committee 3. Tender (which the school will manage) <p>After discussing this options, we have agreed the following next steps (Actions):</p> <ul style="list-style-type: none"> • Belinda will add a note to the next Newsletter and Skoolbag seeking interest from one or more parents to manage the canteen • Run an informal meeting with Kim to provide more information to anyone interested • Note that Kim is available to talk privately with anyone interested in taking on the role. • We will revisit the process and next steps after this meeting
End of year process - advice to parents on likely structure	<p>We raised with Nathan the need for an end of year process to communicate 'proposed' teacher movements with parents, with the hope that this may reduce rumours in the school.</p> <p>We will revisit this towards the end of the year, Term 3.</p>

Principal recruitment process	<p>The recruitment process for a new principal is underway. We would like to express our thanks to Nathan Smith for acting in the role for the last 12 mths.</p> <p>The recruitment panel consists of a P&C rep, teacher rep, DET's Regional Director and an Aboriginal Education officer.</p> <p>The first panel meeting will be held week beg 20/2 to draw up the advertisement. The ad is likely to close in Week 7 with a shortlist determined by Week 8. Interviews will commence in Week 9. The successful candidate will likely start in Term 2.</p>
Meet the teacher wrap-up	<p>The Meet the Teacher afternoon tea was met with many positive comments from parents. Thanks to Vikki for organizing this event. Approval was granted to reimburse Vikki's expenses, approx \$90. Although this event was not a fundraiser, we received \$75 in donations.</p>
Skoolbag fundraising option	
Term 1 events	<p>Possible fundraising events for Term 1 include:</p> <ul style="list-style-type: none"> • Ride to school day 17/3 – Mr Bartie • Harmony day 24/3 – Miss Crowe • Easter Bake Sale – 13/4 <p>Action: Nathan to confirm dates</p> <p>Action: Beck to develop a note seeking volunteers for each event</p> <p>We also discussed the Easter colouring competition, in particular seeking an alternative for those in Years 3-6. It might be a good idea to ask the SRC.</p> <p>Action: Nathan to raise this with the SRC coordinator (Mrs McMahon)</p>
Teacher supplies annual donation	<p>Each year the P&C provides funds for each teacher to use for classroom supplies. This year approval has been granted for \$150 per classroom including Art and Music. Total = \$1,950.</p>
School gardens	<p>Nathan met with Sarah Delaney about the primary veggie gardens. The grant included space for indigenous food plants and they've been talking about how to kick that off.</p> <p>Action: Nathan to investigate with Council's Bushcare Officer and Katoomba High School</p> <p>The Infants garden is currently being managed by a volunteer, Carol Conway. She takes a small number of students to the garden each Friday but would like parent helpers so that she can increase the number of students who can experience the garden. Nathan has spoken with Mr Atkinson about this.</p> <p>Action: Mr Atkinson is going to seek assistance from K-2 families.</p>
Pinterest page 5/6 farewell items	<p>Cat Swann from Wentworth Falls has started a Pinterest Page.</p> <p>Action: Vikki to contact Cat to see how we can contribute</p>

Fundraising goals for 2017 plus 2016 totals	Action: Nathan to talk with the staff to determine needs for 2017
Dates for 2017 presentation day and 5/6 farewell.	Looking ahead: there was limited access to the hall for farewell setup given presentation day is usually the day before. Action: Nathan to talk with the staff about the timing of end of year events, likely to revisit during planning later in the year.
Schedule for 2017 P&C Meetings	Action: Beck to send suggested list of dates to Nathan; once approved they can be published.
Reports – included with this Agenda	
Principal's Report	<p>Staffing:</p> <ul style="list-style-type: none"> • Student numbers in 2017 = 267, similar to 2016 • Funding is also similar to 2016 • The School Plan continues into its last year – refer to the website to see the plan <p>Swimming Carnival:</p> <ul style="list-style-type: none"> • Congrats to all swimmers and thanks to all parent helpers • Good luck to those heading to Zone <p>Meet the Teacher</p> <ul style="list-style-type: none"> • Great parent turnout, positive feedback on the resilience talk <p>Care of council/RMS property around the school</p> <ul style="list-style-type: none"> • Nathan has contacted council about the long grass and weeds on Willow Park Ave, GWH and the bus bay circle – council advises that responsibility lies with RMS • Suggest that parents contact council • Action: Vikki to draft a letter from the P&C, then add to Skoolbag and encourage parents to act <p>School Band</p> <ul style="list-style-type: none"> • Excellent response to the School Band in 2017 has resulted on an increase in size • Thanks to Mrs Mann for continuing this initiative <p>Important Dates for 2017</p> <ul style="list-style-type: none"> • UBM Music Festival – 31/7, 1/8 & 2/8 (Term 3) – Katoomba HS • NAPLAN – 9 – 11/5 • Festival of Instrumental Music – 5/9 • Festival of Choral Music – 12/9 – Stage 3, Opera House
Treasurer's Report – including Uniform Shop	Approval sought to pay \$1,658 for school uniform items – Nov \$697, Dec \$385, Jan \$576. Approved by all.
Other (including Open Forum)	

P&C Website	<p>Kylie suggested that the P&C website needs updating.</p> <p>Action: Belinda to grant access to Kylie and Beck</p> <p>Action: Kylie to update Uniform Shop page</p> <p>There was also discussion on managing the P&C Facebook page. It is currently managed by Di Kipp. No action was recorded at this time.</p>
Meeting Closed	3pm
Next Meeting	23 rd March at 7:00pm in the Staff Room

Outstanding Actions

Item	Action	Owner(s)	Due	Status
Ethic	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	In progress
Canteen	Belinda will add a note to the next Newsletter and Skoolbag seeking interest from one or more parents to manage the canteen Run an informal meeting with Kim to provide more information to anyone interested	Belinda & Kim	March	In progress
Fundraising 2017	Beck to develop a note seeking volunteers for Term 1 fundraising events	Beck	March	In progress
	Nathan to talk with SRC coordinator (Mrs McMahon) about an alternative to the Easter Colouring Comp for Yrs 3 - 6	Nathan	March	In progress
	Nathan to talk with the staff to determine needs for 2017	Nathan	March	In progress
Vegie Gardens	For Primary Gardens: Nathan to investigate with council bushcare and Katoomba high school For Infants: Steve Atkinson to seek parent helpers to take K-2 students on a Friday afternoon.	Nathan & Steve Atkinson	March	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	Vikki	March	In progress
2017 P&C Dates	Beck to determine dates for the year ahead	Beck	March	In progress
P&C Website	Belinda to grant access to Kylie and Beck Kylie to update Uniform Shop info on the site	Belinda & Kylie	March	In progress
P&C Accounts	Nathan to investigate Aruba grant from the P&C to the school	Marion Schlegel	December	In progress

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	Update: Marion will liaise with Lyn for the invoice and make the payment ASAP			
Leura Cookbook	<p>Tessa to organize a note to target infants parents for involvement – testing, recipes, help with other aspects of the project.</p> <p>Committee to organize the test cooking day/s.</p> <p>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.</p> <p>Update: Tessa will organize more test cooking in the holidays.</p> <p>Update: Belinda will add a feedback form to Skoolbag for the families who attended the showcase and sampled the food.</p>	<p>Vikki Wilmott-Sharpe</p> <p>Tessa Hockley. Belinda Ottman</p>	December	In progress
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>	Kylie Crowe	2017	In progress
Playground	<p>Nathan to talk with PVG about removing the old (out of bounds) equipment</p> <p>Update: The school will look into getting it repaired. PVG will seek a quote in Term 1 – this could be a possible fundraiser for the P&C</p>	Nathan Smith	2017	In progress
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Sanitary Bins	Nathan to investigate additional sanitary bins in primary girls' toilets	Nathan Smith	Ongoing	In progress

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Position Descriptions	Beck to contact managers to get this project up and running	Beck Williams	Ongoing	In progress
	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.	Marion & Beck	Ongoing	In progress
Dance Groups	Look at approaching former students/local dance teachers to help with 2017 dance groups	All	Term 3	Parked until Term 3
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	In progress
WHS Issues	Nathan to discuss outstanding issues listed in the minutes with Peter van Gemert	Nathan Smith	Ongoing	In progress

Completed Actions to date (2017)

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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
	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	Tina-Marie Sheil	Feb 17	Completed

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	<p>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.</p> <p>Update 27/10: Installation was to occur on 24/10 but has been delayed</p> <p>Update: Installation complete</p> <p>Update: New quote for speaker near flagpole obtained - \$550</p> <p>Update Feb 17: Speaker has now been installed</p>			
2017 Welcome BBQ	<p>The P&C would like to instead host a welcome for new and returning families to the school in early 2017</p> <p>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.</p>	Belinda & Vikki	Feb 17	Completed
Sunscreen	<p>Nathan to investigate the department's position on the school providing sunscreen</p> <p>Update: The department has no restrictions on providing sunscreen but warrants further discussion with staff</p>	Nathan Smith	Feb 17	Completed