



Leura P&C Association

Minutes – December 2017

Location: Learning Support Room

Date: Friday, 8th December 2017

Time: 1:30pm

Attendees (22): Elise Berwick, Belinda Ottmann, Rebecca Williams, Vikki Willmott-Sharp, Winnie Hua, Lynn Vidler, Tina-Marie Sheil, Kylie Crowe, Tessa Hockley, Petra Braat, Kate Fagan, Suzie Lemonjian, Caroline Casdigi, Cressida Barron, Laura Masselos, Tracey Aitken, Levente Boda, Sue Gorjan, Jill Day, Jenny Rubbo, Connor Hogan, Hajnalka Tulogoli

Apologies (5): Keris Macarthur, Kellie Hammon, Di Kipp, Marion Schlegel, Michelle Gatenby

Minutes

Welcome & Introductions	<p>The Presidents welcomed all parents and staff present, particularly new attendees. They acknowledged that some of the attendees were keen to discuss the music program for 2018 but advised that as this was the last meeting for 2017, there was some administrative and planning business to get through first.</p> <p>And due to the number of items on the agenda, the Presidents first provided a very BIG THANK YOU to each and every person that has helped with any service or fundraising initiative during 2017. It was noted that the P&C has made considerable difference during the year through its services and contributions to improving the school resources and environment. This was done with limited members and hard-working volunteers who have given their time -often many hours each week- in order to make our school a better place for our kids.</p>
Matters Arising from Last Meeting	
Approval of June Minutes	The minutes of the General Meeting held 17 th November were accepted by Belinda and seconded by Tina Marie.
Review outstanding Action Items	<i>Refer to table on page 3 of these minutes.</i>
New Business	
Correspondence	<p>Some fundraising brochures received.</p> <p>Emails from parents regarding this meeting, agenda and P&C communications – all added to this Agenda.</p>

Topic of focus (Elise)	Elise advised that a note has been sent home with families outlining the stage teachers for 2018. Children will be placed into specific classes in Week 1.
Assistant Principal position panel member	<p>The P&C has been asked to provide a representative for the panel to appoint the new Assistant Principal. Keris Macarthur has been nominated.</p> <p>Approved by all P&C members present.</p>
2018 Extra-curricular programs	Elise tabled a draft timetable for extra-curricular activities (see attached). Any feedback should be provided directly to Elise.
Music program	<p>A letter from concerned parents was tabled, related to the 2018 changes to private music tuition and band programs (see attached).</p> <p>Elise responded:</p> <ul style="list-style-type: none"> • In 2018 the school Mr James Renwick will join the school 2 days per week as music teacher for RFF. Class-based music lessons will continue, unchanged. <p>Mr Renwick is well qualified for teaching music in our school – Masters of Teaching (Primary), Doctor of Philosophy (Music Education) and Bachelor of Music are among his formal qualifications. He has been employed as the Chair and as a lecturer of Music Education at Sydney Conservatorium of Music. He has experience conducting and teaching recorder ensembles, vocal groups, band and various woodwind instruments. Mr Renwick comes highly recommended by Principals from the schools he has worked in previously.</p> <ul style="list-style-type: none"> • Extra-curricular groups (e.g. recorder, band) will continue with practice during break times (e.g. lunch). • Choirs will continue with practice during break times. • The School Executive is also considering a ‘creative arts’ time in the curriculum to provide additional time for some of these groups to come together. This proposal would also help to fully address the creative arts requirements as recommended by the Department. • Private tuition will take place before or after hours. Ramen will return as guitar teacher and Elise is in contact with other interested tutors. The school community will be advised in Term 1. • As requested by interested parents, a review of the new arrangements for music will take place at the end of Term 1. • The school community values more than just music: art, sport and academic achievement are all important to the community, and there has been an inequity in the focus on music. • Subsequent to the meeting, the P&C Presidents issued a letter (attached) to be circulated to all members and attendees to clarify and confirm the points raised during discussion <p>Action: End of Term 1, talk with Elise about the review process.</p>

Creative Arts Sub-Committee	<p>Some parents raised the prospect of a Creative Arts Sub-Committee of the P&C. Those present agreed this would be worthwhile exploring. Belinda advised those interested should come to the next meeting (in 2018) with an outline of the committee’s responsibilities so we can further discuss this option.</p> <p>Action: Creative Arts sub-committee proposal to be presented in 2018 by interested parents.</p>
School plan	<p>The school plan will outline changes to the school in terms of educational level. The plan is not yet finalized.</p> <p>This is a transformational plan, outlining changes that will result in improvements in the school. A draft will be provided for feedback.</p>
Transparency in communication	<p>Some parents expressed disappointment in the communication between the school and P&C, to parents/guardians, particularly centred around the resignation of Sarah Mann.</p> <p>Elise reiterated that parents were advised about Sarah’s resignation, and the appointment of Mr Renwick, as soon as practicable.</p> <p>It is not the role of the P&C to advise the school community of staffing changes.</p>
P&C flexibility to accommodate and involve working parents	<p>There has been some concern that working parents are unable to get involved in the P&C.</p> <p>Belinda advised that:</p> <ul style="list-style-type: none"> • the scheduling of meetings has alternated between day and evening meetings for the last 2.5 years without limited exceptions to allow as many families as possible to participate. It was also pointed out that the night meetings have been held on a variety of days during the week. • a number of fundraising events are also held during the evening, e.g. clothes swap, disco and music showcase. • in 2018 we’ll continue to hold and promote our evening meetings and events.
Concerns over split classes	<p>Elise explained that from-to-time, classes will need to be split. But where there is approved leave, every effort will be made to keep the class together with a casual teacher.</p>
2018 P&C Meeting dates	<p>Action: Beck to provide a list of proposed dates to Elise and P&C Exec for approval. Once approved, they’ll be added to P&C website and provided to Winnie for promotion.</p>
2018 Meet the Teacher	<p>The P&C will host an afternoon tea for Meet the Teacher afternoon.</p> <p>Action: Elise to advise the date ASAP.</p>

Increased police presence around the school	<p>Some parents were interested to know why there has been an increased police presence around the school at pick up time. There was concern that it may be causing distress to younger students.</p> <p>It's likely the police were monitoring the 40km zones, but Elise will follow up.</p> <p>Action: Elise to follow up with highway patrol</p>
Injury care plans	<p>Some concerns were raised about the difficulty in meeting the school's requirements for injury care plans. The idea of a Universal Care Plan was discussed, as they use at Blackheath PS.</p> <p>Action: Elise to review in 2018.</p>
Student fundraising activity	<p>Mark Nelson's daughter – Madeline – wants to host a sausage sizzle in Feb 2018 to raise money for sporting/play equipment. The P&C has agreed to support her efforts.</p> <p>Action: Revisit in early 2018 to identify a suitable date and help with the logistics.</p>
School Spend List (standing item)	Not discussed at this meeting.
Reports – included with this Agenda	
Principal's Report	Refer report attached.
Treasurer's Report – including Uniform Shop	<p>Reports provided.</p> <p>Request for payment to school of \$406 for payment of uniform items. Approved.</p>
Markets	Not discussed at this meeting. Following the meeting, the P&C presented a thank you to Di Kipp for her many years of service to the P&C as Markets Coordinator.
Fundraising report	Not discussed at this meeting.
Canteen report	Not discussed at this meeting.
Other (including Open Forum)	
New members	<p>Three people paid their \$1 membership:</p> <ul style="list-style-type: none"> • Hajnalka Tulogoli • Levante Boda • Connor Hagan
Meeting Closed	3:00pm
Next Meeting	February 2018 in the evening. Date TBA.

Outstanding Actions

Item	Action	Owner(s)	Due	Status
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 by interested parents.	Kate Fagan	Term 1	Not started
Meeting Dates for 2018	Beck to 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	In progress
Meet the Teacher afternoon tea	Elise to advise the date ASAP so we can plan for this event	Elise	Term 1	In progress
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.	Elise	December	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	October	In progress
Policy – school access	Elise to clarify requirements for parent/visitor sign in to the school. 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	Elise	October	In progress

Item	Action	Owner(s)	Due	Status
	<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>			
Kindy Orientation	<p>Update brochure to include schedule of activities for both parents and children.</p>	Winnie	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> <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>	Sculpture Trail Committee	October	In progress

Item	Action	Owner(s)	Due	Status
	Update 18/12: 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.			
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

Completed Actions to date (2017)

Item	Action	Owner(s)	Date	Status
WHS Issues	Elise to discuss outstanding issues listed in the minutes with Peter van Gemert	Elise Berwick	Ongoing	N/A
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> <p>Update 19/9: Belinda to have a draft program available in Term 4 Wk 1</p> <p>Update 20/10: Winnie to update parent brochure</p>	Belinda	October	Complete

Item	Action	Owner(s)	Date	Status
	<p>Update 17/11: One more afternoon tea to organise. If school is happy to continue similar program including P&C next year, suggest both child and parent activities are included in the school's Kindy Orientation brochure.</p>			
High school liaison officer visit	<p>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.</p> <p>Update 17/11: No reply from Imelda. Too late in the year for further action and agreed to note this item as complete.</p>	Elise	October	Completed
Bike Raffles	<p>Seek a volunteer from K-2 to organize the Term 3 raffle</p> <p>Update 18/8: The note is ready to go, just awaiting approval by Elise.</p> <p>Update 19/9: Draw will take place at assembly on 12/10 at 2:30pm.</p> <p>Update 17/11: Raffle drawn 26/10. Winners notified via newsletter. We raised \$598. Thanks to Kellie for her efforts.</p>	Kellie	November	Completed
Tea Towel Fundraiser	<p>Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas.</p> <p>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 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> <p>Update 19/9: Face slips are now with classes; each child will do a portrait, as will teachers and support staff. Need to be back by end of Term 3. Keris will draft a note to go out to parents in Term 4 Week 1.</p>	Keris	December	In progress

Item	Action	Owner(s)	Date	Status
	<p>Update 20/10: Artwork sent, design due back end of Oct. for approval; note to be sent home next week for orders. We will buy some for canteen and more to sell at Christmas market.</p> <p>Update 17/11: Tea towels have been ordered and there is a 2 week delivery window. Final number of tea towels ordered was 161. Profit of \$400 made, however the profit declined with the larger orders eg. 3 for \$40. Will need to redress for future fundraisers with larger order benefits.</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> <p>Update 19/9: Meeting on 20/9 to discuss decorations, note, price. Elise has requested the music be 'clean'</p> <p>Update 20/10: Keris to confirm hall availability for decorating; PVG to organise BBQ and gas; request for cake stall donations.</p> <p>Update 17/11: Disco went well with many parent volunteers. Glow items given away and nearly all gone! Games were good, but now will need to consider other prizes. Good profit on sausage sizzle. Lots of parent involvement. Some parents were adverse to</p>	Keris / Kellie	October	Completed

Item	Action	Owner(s)	Date	Status
	<p>'Halloween' theme – will consider other themes next year. Funds raised = \$1935.48.</p> <p>Although a First Aid kit was available, there was no First Aid officer on site. Noted that a Medical Supervisor is required for future events not supervised by the school.</p>			
Art & Music Showcase	<p>Elise to discuss showcase agenda with Sarah and Robyn.</p> <p>Vikki to consider catering requirements once the agenda is finalized.</p> <p>Update 20/10: Runsheet will be completed in Week 4. Showcase will start at 6pm, with food available beforehand.</p>	Elise/Vikki	October	Completed
Leura Cookbook	<p>The project has stalled, with no action since the end of 2016. However, Belinda reports that Tessa is interested in rebooting the project.</p> <p>Update 16/6: Tess is trying to organize a meeting for 25/6.</p> <p>Update 18/7: The cookbook will be raised at the kindy afternoon tea to get new parents involved</p> <p>Update 19/9: Park till 2018</p>	Tess Hockley and Belinda	2018	Parked till 2018
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> <p>Update 18/8: Belinda found an old apron! So Kylie now knows who the supplier is and can do an order.</p> <p>Update 20/10: Order now placed with supplier</p>	Vikki	October	Complete
Vegie Gardens	<p>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</p>	Elise	October	On hold till 2018

Item	Action	Owner(s)	Date	Status
	Update 19/9: Exec is OK with one grade idea, TBA before the end of this school year; Miss Lilywhite will be starting a garden club for the primary vegie garden			
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	September	Park until 2018
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 Update 19/9: Highway patrol have contacted Elise, she reminded them about Railway Pde; Beck to send draft letter to Belinda/Keris to review Update 20/10: Beck to send to Council	Beck / Elise	October	Complete
Bike Raffles	Advise the Year 6 farewell committee that they have a bike to raffle Update 18/8: Committee has not been formed yet Update 19/9: Not required for Year 6 farewell, instead keep for later in the year or next year for Primary Reading resources Update 20/10: 2 bikes to be raffled, 3 rd bike held over till 2018	Belinda	October	Complete
Assistant Treasurer role	Winnie to add a note to Newsletter and Skoolbag advertising for this role	Winnie	October	Complete
Markets 2018	Di to provide an outline of the Markets Coordinator role. Belinda and Vikki to develop an ad for the role.	Belinda/Vikki	October	Complete
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	Beck	September	Completed

Item	Action	Owner(s)	Date	Status
	<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> <p>Update 18/7: Belinda will organize photos as she sorts through items</p>			
Tree Management	<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	Completed
Markets	<p>We require a full income and expenses report from Di for the 2016 fin year for review.</p> <p>Update 18/7: Belinda and Vikki will meet with Di towards the end of July</p> <p>Update 19/9: See New Business for details</p>	Belinda	September	Completed
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	Completed
Canteen 2.0	<p>Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons</p> <p>Update 16/6: Beck to draft a note for music people and ask Jane Andino distribute</p>	Beck	September	Completed

Item	Action	Owner(s)	Date	Status
	Update 19/9: Beck has spoken with Jane – she only has one lunchtime student and he only comes after he has eaten.			
Road safety	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	Closed
School spend – wet weather games	Elise to provide a clear costing for wet weather tubs at the August P&C meeting 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.	Elise	September	Complete
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 – refer to August minutes	Marion/Kylie	September	Completed
Vegie Gardens	Belinda will talk to Carol about a note for parent involvement in Term 3.	Belinda	September	Closed – N/A
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	Completed
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. Update 19/9 \: Winnie has actioned	Winnie	September	Completed
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	Complete

Item	Action	Owner(s)	Date	Status
	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.			
Canteen 2.0	Beck to talk with the canteen committee about the process for replacing the oven. 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.	Beck	August	Complete
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. Update 18/8: We raised \$487, less expenses.	Belinda/Vikki	August	Completed
Markets report	Talk with Di about including expenses in the Markets Report moving forward	Beck	August	Complete
Road safety	Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line. Update 18/7: The exec team are looking at drafting requirements for both staff and students	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
	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	Beck Williams	July	Complete

Item	Action	Owner(s)	Date	Status
	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.			
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. Update 18/7: P&C has agreed in principle to fund wet weather tubs, including board games	Elise	July	Complete
Coles cards	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	Complete
Dance Groups	Look at approaching former students/local dance teachers to help with 2017 dance groups 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.	All	June	In progress

Item	Action	Owner(s)	Date	Status
	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.			
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> <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>	Elise Berwick & Belinda Ottmann	2017	Completed
Playground	Elise to talk with PVG about removing the old (out of bounds) equipment	Elise	June	Completed

Item	Action	Owner(s)	Date	Status
	<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>			
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
Sculpture Walk Plaques and Nature Trail	<p>In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal</p> <p>Update 9/5: Elise advises that this may not be within the grant guidelines, and will check on funding requirements</p> <p>Update 16/6: Elise has confirmed that the plaques will fit within the Grant guidelines.</p>	Belinda & Elise	June	Completed
PA System	<p>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.</p>	Marion	June	Completed

Item	Action	Owner(s)	Date	Status
	Update 16/6: School has now been reimbursed			
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. Update 9/5: Di is drafting a letter to LVA about moving their date so that it no longer impacts the school markets	Di Kipp	Ongoing	Completed
Skoolbag App upgrade 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

Item	Action	Owner(s)	Date	Status
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 Willmott-Sharp</p> <p>Tessa Hockley. Belinda Ottman</p>	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	<p>Petra to purchase a gift for Cara McDonald to thank her for managing the Ethics program to date.</p> <p>Vikki to add a thanks in the next Newsletter</p>	Petra & Vikki	March	Completed
Canteen	<p>Belinda will add a note to the next Newsletter and Skoolbag seeking interest from one or more parents to manage the canteen</p> <p>Run an informal meeting with Kim to provide more information to anyone interested</p>	Belinda & Kim	March	Completed
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	Belinda & Kylie	March	Completed

Item	Action	Owner(s)	Date	Status
	Kylie to update Uniform Shop info on the site			
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
	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

Item	Action	Owner(s)	Date	Status
	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)