



Leura P&C Association

Minutes – July 2017

Location: Learning Support Room

Date: Tuesday, 18th July 2017

Time: 7:00pm

Attendees (9): Elisa Berwick, Belinda Ottmann, Rebecca Williams, Marion Schlegel, Winnie Hua, Keris Macarthur, Kellie Hammon, Tina-Marie Sheil, Niki Martenego

Apologies (4): Vikki Willmott-Sharp, Di Kipp, Petra Braat, Kylie Crowe

Minutes

Welcome & Introductions	By Joint-President, Belinda Ottmann
Matters Arising from Last Meeting	
Approval of June Minutes	The minutes of the General Meeting held 16 th June 2017 were accepted by Keris and seconded by Winnie.
Review outstanding Action Items	<i>Refer to table on page 5 of these minutes.</i>
New Business	
Correspondence	Nil
Bikes to be raffled (Belinda)	<p>We have 3 bikes to raffle. Ideas:</p> <ul style="list-style-type: none"> • Raffle 1 of the bikes to raise money for K-2 readers in Term 3 • Disco raffle where the raffle is included in the ticket price in Term 4 • The final bike can be raffled to raise money for the Year 6 farewell <p>Action: We need a volunteer from K-2 to organize the Term 3 raffle</p> <p>Action: P&C to advise the Year 6 farewell committee that they have a bike to raffle</p>
Update on ground works (Elise)	<p>The ground works were largely completed over the holidays – the old equipment was removed, silver seats relocated, bank reduced. Thanks to Peter van Gemert for his work in coordinating and managing the project.</p> <p>The bank will be turfed in the coming weeks.</p>

<p>Clothing swap review (Keris)</p>	<p>The clothing swap was a great success, with \$500 raised for the school. There has been some great feedback and also a number of suggestions to improve the event for future years, including:</p> <ul style="list-style-type: none"> • School event open to the public • Hold the event over 2 days – Friday night (parents only) to include a fashion parade; Saturday afternoon may be able to bring kids along. • Promote to the community better • Review the process for collecting and sorting clothes • Consider the pricing and the best time of year to run the event • Review in early 2018 <p>Lots of donations were made to Stewart House. Thanks to all the volunteers and Keris for organizing.</p>
<p>Newcombe Ball sausage sizzle (Belinda)</p>	<p>We raised approx. \$200. Thanks to all the volunteers and Vikki for organizing.</p>
<p>Canteen request for new oven (Beck)</p>	<p>The canteen committee presented a proposal for a new oven. The current oven doesn't work properly and impacts on the menu that can be offered.</p> <p>The proposed oven is approx. \$1600 + installation. The supplier will also remove the existing oven.</p> <p>Belinda moved to approve the spend. Seconded by Keris.</p> <p>Action: Beck to talk with the canteen committee about the process for replacing the oven.</p>
<p>Canteen request to consider reusable cups (Winnie)</p>	<p>The canteen committee presented a proposal for reusable cups to reduce the waste the canteen produces.</p> <p>At this time, the P&C recommends that the canteen trial the 'BYO' cup policy. We can revisit the proposal in Term 4.</p> <p>Niki Martenego has offered the canteen a soup warmer. She will bring it in during the week.</p>
<p>Athletics Carnival (Belinda)</p>	<p>We had offered to run a cake stall at the Athletics Carnival. There is also the possibility of a sausage sizzle if we can get the BBQ to the ground. The group thinks the cake stall would be easier to run.</p> <p>Action: Belinda to discuss with Vikki and ensure a note is organized for this event.</p>
<p>Renewal of P&C insurance (Marion)</p>	<p>The renewal quote is \$1,012 incl. \$75 for motor vehicle excess (1 car). We have decided to remove the motor vehicle excess component.</p> <p>Anyone who drives their car for P&C business, e.g. canteen shopping must be made aware that they are responsible for their own car insurance.</p> <p>The insurance quote is approved.</p>

School spend list (standing item)	<p>See list at the end of this document.</p> <p>Elise presented a general quote for the wet weather games tubs (one for every 2 classes). The P&C has approved the spend in principle, with Elise to provide a more detailed costing at the August meeting.</p> <p>Action: Elise to provide a clear costing for wet weather games tubs at the August P&C meeting.</p>
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 \$525 for payment of school uniform items.</p> <p>The invoice for the audit is \$1,815. Payment approved. Marion would like to find a local auditor for 2018.</p> <p>Action: Marion to talk with Kylie about any other uniform items that may be bought back from the school as we come into summer</p>
Markets	<p>Report provided</p> <p>Action: Beck to talk with Di about including expenses in the report</p>
Fundraising report	See New Business section for event details
Canteen report	Report provided.
Vegie Gardens report	Carol is now back to help with the K-2 gardens
PD at LPS (one-off report)	See report attached
Other (including Open Forum)	
WHS	No additional items
Meeting Closed	8:45pm
Next Meeting	Friday, 18 th August at 1:00pm in the Learning Support Room (if available).

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
	Beck to talk with the canteen committee about the process for replacing the oven.	Beck	August	In progress

Item	Action	Owner(s)	Due	Status
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. Update 18/7: Belinda and Vikki will meet with Di towards the end of July	Belinda	August	In progress

Item	Action	Owner(s)	Due	Status
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
Veggie 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
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	Vikki	August	In progress

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	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			
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	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
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 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

Item	Action	Owner(s)	Date	Status
Wet Weather Games (TV Policy)	<p>In Term 2, discuss possible alternative arrangements for rainy days with the new principal</p> <p>Update 9/5: Elise to look into this and discuss with exec in Week 6</p> <p>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.</p> <p>Update 18/7: P&C has agreed in principle to fund wet weather tubs, including board games</p>	Elise	July	Complete
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	Elise to speak with teachers about a stocktake of old costumes in preparation for 2017	Elise Berwick & Belinda Ottmann	2017	Completed

Item	Action	Owner(s)	Date	Status
	<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>			
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>	Elise & Steve Atkinson	March	Completed

Item	Action	Owner(s)	Date	Status
	<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>			
	<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> <p>Update 16/6: School has now been reimbursed</p>	Marion	June	Completed
Fundraising 2017/18	<p>Keris to draft a note seeking feedback on 2017/18 fundraising ideas and suggestions for other events</p> <p>Update 16/6: Proposed events will continue to be discussed at P&C Meetings</p>	Keris	June	Closed
School Needs List for 2017/18	<p>Elise to talk with the staff to determine needs for 2017/18</p> <p>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.</p>	Elise	June	Complete

Item	Action	Owner(s)	Date	Status
Leura Harvest Festival	<p>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.</p> <p>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.</p>	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	<p>Di to talk with Leura Village Assoc to move the Harvest Festival or work together with Markets in future.</p> <p>Update 9/5: Di is drafting a letter to LVA about moving their date so that it no longer impacts the school markets</p>	Di Kipp	Ongoing	Completed
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> <p>Update 9/5: The P&C resolved not to take up this functionality</p>	Belinda Ottmann	Ongoing	Complete
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>Vikki Willmott-Sharp</p> <p>Tessa Hockley. Belinda Ottman</p>	December	Tasks Completed, project still open

Item	Action	Owner(s)	Date	Status
	Update: Belinda will add a feedback form to Skoolbag for the families who attended the showcase and sampled the food.			
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 Run an informal meeting with Kim to provide more information to anyone interested	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 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

Item	Action	Owner(s)	Date	Status
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
	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.	Tina-Marie Sheil	Feb 17	Completed

Item	Action	Owner(s)	Date	Status
	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			
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
- 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 P&C Association Agenda – July 2017

Location: Learning Support Office

Date: Tuesday 18th July 2017

Time: 7:00pm

Agenda

Welcome & Introductions	By President
Apologies	
Matters Arising from Last Meeting	
Approval of June Minutes	The minutes of the General Meeting held 16 th June 2017 accepted by [] and seconded by []
Review outstanding Action Items	See page 3 of this Agenda
New Business	
Correspondence (Beck)	
Bikes to be raffled	
Update on ground works	
Clothing Swap review (Keris)	
Newcombe Ball Sausage Sizzle review (Vikki)	
Canteen request for new oven (Beck/Vikki)	The oven doesn't work properly – it takes a long time to heat up and with the early lunch time it can't be used effectively. The canteen committee has gathered a number of quotes and a preferred option. Approx. cost \$1,600 + installation.
Canteen request to consider reusable cups (Winnie)	The canteen committee is conscious of the waste in the paper cups we use for milk, soup, etc. We have obtained a quote for stainless steel cups. For P&C consideration.

Athletics Carnival Cake Stall/BBQ	
Renewal of P&C insurance (Marion)	
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	
PD at LPS (one-off report)	
Other	
Open Forum	
WHS issues	
Meeting Closed/Next Meeting	Friday 18 th August at 1:30pm

Outstanding Actions

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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. Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line.	Beck and Elise	July	In progress
	Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used.	Elise	July	In progress
Grounds Work	Elise/Lyn to action the quote (see new business above) and keep the P&C updated.	Elise	July	In progress
Clothes Swap	Lyn to talk with PVG about locking up the school after the event	Lyn	June	In progress
	Confirm that we can get access to the hall on Friday morning	Keris	June	In progress
	Nibbles to be provided by volunteers	Keris	June	In progress
	Winnie to continue with FB and Skoolbag posts in the lead up	Winnie	June	In progress
Athletics Cake Stall	Discuss requirements with Rachel Weir	Belinda/Vikki	July	In progress
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	In progress
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Tea Towel Fundraiser	Keris to investigate tea towel fundraiser	Keris	July	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. Keris to talk with Elise about a Term 4 date	Keris and Winnie		
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Kindy Orientation	Organize a roster for the parent afternoon teas and any assistance required for the Uniform Shop.	Belinda	Term 3	In progress
Markets	We require a full income and expenses report from Di for the 2016 fin year for review.	Belinda	July	In progress
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	Elise	July	In progress

Item	Action	Owner(s)	Due	Status
	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.			
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	July	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	July	In progress
Vegie Gardens	Belinda will talk to Carol about a note for parent involvement in Term 3.	Belinda	July	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.	Beck	July	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.	Tess Hockley	June	In progress

Item	Action	Owner(s)	Due	Status
	Update 16/6: Tess is trying to organize a meeting for 25/6.			
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	July	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
	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	In progress
WHS Issues	Elise to discuss outstanding issues listed in the minutes with Peter van Gemert	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 May 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 June 2017 to 30 June 2017

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	810	-	-	810
Investment Account	26,080	-	-	26,080
Operating Account	15,832	7,624	4,051	19,404
Total	42,722	7,624	4,051	46,294

The major cash received was:

- Uniform shop \$2,077
- Canteen \$ 2,571
- Fundraising \$ 1,594
- Markets \$ 1395

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 Audit approximately \$ 1200

Profit and Loss

Leura Public School P&C Association For the month ended 30 June 2017

JUN 2017

Trading Income

Canteen Income	2,570.65
Fundraising Income	1,593.55
Market Income	1,395.00
Uniform Shop Income	2,077.00
Total Trading Income	7,636.20

Cost of Sales

Canteen Expenses	695.09
Fundraising Expenses	852.05
Market Expenses	546.30
Uniform Shop Expenses	250.00
Total Cost of Sales	2,343.44

Gross Profit

5,292.76

Other Income

Interest Income	3.87
Total Other Income	3.87

Net Profit

5,296.63

Uniform Shop Report

June 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				
	April 2017	May	June	YTD
Sales	\$ 1,633	\$ 1,937	\$ 2077	\$ 15,538
Less Expenses	\$ 1,049	\$ 4,404	\$ 250	\$ 13,622
Profit (Loss)	\$ 584	(\$ 2,467)	\$ 1825	\$ 1,916

Expenses in June were \$ 250 reimbursement of uniform shop manager and merchant fees.

Action

We would like approval for a cheque to the school \$ 525 being for reimbursement school items sold during June.

Sales by Item				
Leura Public School P&C Association				
1 June 2017 to 31 July 2017				
Item	Current Unit Price	Quantity Sold	Total	Average Price
BP - Lge - Back Pack - Large	\$50.00	1.0	\$50.00	\$50.00
BP - Boys Pants	\$30.00	5.0	\$150.00	\$30.00
GP - girls pants	\$20.00	3.0	\$60.00	\$20.00
GS 04-10 - Girls Skirt - Sizes 4-10	\$40.00	5.0	\$200.00	\$40.00
GT - Girl's Tights	\$12.00	5.0	\$60.00	\$12.00
JZ - Zipfront Tracksuit Jumper	\$30.00	9.0	\$270.00	\$30.00
PB - Polar Fleece Beanie	\$10.00	3.0	\$30.00	\$10.00
PG - Polar Fleece Gloves	\$6.00	8.0	\$48.00	\$6.00
PSG - LS - Polo Shirt, L/sleeve - Green	\$29.00	11.0	\$319.00	\$29.00
PSW - LS - Polo Shirt, L/sleeve - White	\$29.00	7.0	\$203.00	\$29.00
PSW - SS - Polo Shirt, S/sleeve - White	\$25.00	1.0	\$25.00	\$25.00
RC - Raincoat	\$12.00	1.0	\$12.00	\$12.00
SH - Miscellaneous second hand uniform item	\$0.00	14.0	\$105.00	\$7.50
SS - Sports Shorts	\$20.00	1.0	\$20.00	\$20.00
subtotal		74.0	\$1,552.00	
xH 625 - Hat	\$19.00	3.0	\$57.00	\$19.00
xMJ 04-16 - Micro Fibre Jacket - Sizes 4 - 16	\$40.00	1.0	\$40.00	\$40.00
xPFV 624 - SALE - Polar Fleece Vest	\$2.00	5.0	\$10.00	\$2.00
xSP - Sports Track Pants	\$22.00	1.0	\$22.00	\$22.00
xSPS - LS 631 - Sports Polo Shirt - Long sleeve	\$29.00	1.0	\$29.00	\$29.00
xSPS - SS 631 - Sports Polo Shirt, Short sleeve	\$25.00	1.0	\$25.00	\$25.00
xWJ 04-08 632 - Woollen Jumper, Sizes 4-8	\$63.00	1.0	\$63.00	\$63.00
xWJ 10 -16 632 - Woollen Jumper, size 10-14	\$63.00	1.0	\$63.00	\$63.00
xWJkt - Winter Jacket	\$54.00	4.0	\$216.00	\$54.00
subtotal		18.0	\$525.00	
Total		92.0	\$2,077.00	

MARKET REPORT

JULY 2 2017

55 stalls



Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	2	-
\$15.00	3	\$45.00
\$25.00	38	\$950.00
\$30.00	12	\$360.00
	55	\$1355.00
Table hire: \$5.00	6	\$30.00
Table hire: \$10.00	2	\$20.00
Weights hire: \$10.00	1	\$10.00
	Total Income Banked	\$1415.00

A pretty good markets this month. July is often one of the busiest, so long as the weather is on our side, as people associate winter with the mountains. The predicted very cold start meant the day turned out crisp & clear which helped to bring people through. As usual the crowds came in waves & it seemed there was still a lot of people around right at the end of the markets.

I held another Hamper Raffle – where stallholders donate, & all goods go into a hamper, customers who spend \$5 or more at any stall get a free ticket into the draw – the catch being that they have to be there when it is drawn to win. This month I did three hampers so there were three winners & it seemed to go well. There is never a massive crowd (a lot of people won't take tickets as they won't still be at the markets when it is drawn) but always enough to make it worthwhile. Stallholders who donate to the raffle are given the chance to win a free stall & the lucky stall this time was Sergio Veloso. Not all the stallholders are as helpful as they could be with these simple promotion initiatives so I will consider whether it is worthwhile to continue in the future.

We were fortunate to have a Leura School student come & busk for a while – Elisabeth plays the violin & was a wonderful addition to the day.

Advertising as for previous markets:

- Gazette ad (Public Notices)
 - Western Weekender ad
 - Facebook page
 - Advertising on website
 - Flyers put up in Katoomba and Leura
 - Flyers to local bus tour companies
 - Community noticeboard on local radio
- www.localmarketguide.com.au

* Next markets **Sunday August 6** *

Di Kipp
Market Manager

0432 021 863
leura-markets@hotmail.com

www.facebook.com/leurafirstsundaymarkets

Canteen Report – June

After absorbing some initial expenses in April and May, profit for June was approx. \$1,800.

The menu has been extended for Term 3 and will include Dumplings and Miso soup. We're also encouraging people to bring their own cups for milk to reduce waste. BYO items are at a reduced price.

We've got a great group of volunteers to help with Fridays – a Team Leader and 3 or 4 helpers. Next phase will be to get some more Team Leaders, to reduce the pressure on Suzy and Vikki.

The online ordering system – QuickClik – has been launched to the wider school community. We currently have 45 users and 74 registered students. To increase take up, we are offering a free item to all new users in Term 3 (for their first order). We will continue to publicise the system through Skoolbag and the Newsletter.

The system is now ready for the uniform shop as well. We'll work with Kylie in the new couple of weeks to get this up and running.

Request: The committee would like to request approval to purchase a new oven/stove top. The existing oven takes a long time to warm up and given the early lunch time, it's not really being used effectively.

Thanks to all of the committee members for their help making the canteen a success in Term 2 – Vikki, Suzy, Winnie, Beck, Kylie, Coreen, Keris and Michelle. We will continue to meet monthly to make small improvements to Canteen 2.0.

Thanks, Canteen Committee