



Treasurer's Report – including Uniform Shop	
Markets Report	
Canteen Report	
Vegie Gardens Report	
<b>Other</b>	
Open Forum	
WHS issues	
Meeting Closed/Next Meeting	

## Outstanding Actions

Item	Action	Owner(s)	Due	Status
<b>Canteen 2.0</b>	Open up the online ordering system to the whole school – Beck to do a note Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons	Beck Williams	June	In progress
<b>Mothers Day Stall</b>	Tina-Marie to add a thank you note to the next Newsletter thanking volunteers for their support	Tina-Marie	June	In progress
<b>Leura Harvest Festival</b>	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.	Elise Berwick	June	In progress
<b>Newcombe Ball Gala Day</b>	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	Vikki	June	In progress
<b>Fundraising 2017/18</b>	Elise to talk with the staff to determine needs for 2017/18	Elise	June	In progress
	Keris to draft a note seeking feedback on 2017/18 fundraising ideas and suggestions for other events	Keris	June	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	Elise	June	In progress
	Belinda to contact Janice Price about the bikes to see if there any conditions on raffling them	Belinda	June	In progress
<b>PA System</b>	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.	Marion	June	In progress
<b>Markets</b>	We require a full income and expenses report from Di for the 2016 fin year for review.	Belinda	June	In progress
<b>TV Policy</b>	In Term 2, discuss possible alternative arrangements for rainy days with the new principal	Elise	June	In progress

Item	Action	Owner(s)	Due	Status
	Update 9/5: Elise to look into this and discuss with exec in Week 6			
<b>Sculpture Walk Plaques</b>	In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal  Update 9/5: Elise advises that this may not be within the grant guidelines, and will check on funding requirements	Belinda & Elise	June	In progress
	Vikki to ask Niki to come along to a meeting and discuss her ideas with Elise and the group in more detail	Vikki	June	In progress
<b>Vegie Gardens</b>	For Primary Gardens: Elise to investigate with council bushcare and Katoomba high school  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.  For Infants: Steve Atkinson to seek parent helpers to take K-2 students on a Friday afternoon.  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.	Elise & Steve Atkinson	March	In progress
	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.	Elise	June	In progress
<b>Yr 6 Farewell Decorations Pinterest Page</b>	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.	Beck	June	In progress

Item	Action	Owner(s)	Due	Status
<b>Leura Cookbook</b>	The project has stalled, with no action since the end of 2016. However, Belinda reports that Tessa is interested in rebooting the project.	????	June	In progress
<b>Aprons</b>	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	June	In progress
<b>Playground</b>	Elise to talk with PVG about removing the old (out of bounds) equipment 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?	Elise	June	In progress
<b>Storerooms</b>	Elise to speak with teachers about a stocktake of old costumes in preparation for 2017 Year 5/6 Farewell committee to clean out decorations Update 27/10: Janice has tidied up decorations and costumes. 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 Update: Cat Swann from Wenty is keen to help with the Pinterest page; teachers and P&C to revisit in 2017 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) Update 9/5: Elise will talk with Rachel Weir about the dance costumes	Elise Berwick & Belinda Ottmann	2017	In progress
<b>Sanitary Bins</b>	Elise to investigate additional sanitary bins in primary girls' toilets Update 27/10: Nathan has spoken with cleaner (Chris) and will follow up Update 9/5: Elise to follow up on getting a second bin	Elise Berwick	June	In progress

Item	Action	Owner(s)	Due	Status
<b>Position Descriptions</b>	Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.  Update 9/5: Position descriptions have been done but handover items are outstanding	Marion & Beck	Ongoing	In progress
	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	In progress
<b>Dance Groups</b>	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
<b>WHS Issues</b>	Elise to discuss outstanding issues listed in the minutes with Peter van Gemert	Elise Berwick	Ongoing	In progress

## P&C Meeting Friday 16 June 2017

### **Principal's Report:**

**Reporting to Parents** – Student progress reports will go home at the end of next week. There had been a mention previously from parents that they desired a more personalised report if possible. The report for this term will remain the same as in the past. I will consult with staff about adding a General Comment for the end of year report.

Parent-teacher interviews are scheduled for Week 10 and the online booking system is again being used. There are approximately 50% parents still not booked in for interviews. Please encourage other parents as much as possible to be part of this important process. We see it as an opportunity to share those more personalised details about the students.

**Student Attendance** – The 'push' to improve attendance across the school has involved sharing attendance data and Department of Education policy information with parents and students. In the short term, there appears to be only minor improvement. I am hoping to see more significant gains, particularly in Stage 3, across the rest of this year. I plan to engage in some consultation with Stage 3 students regarding what the enablers and barriers are to coming to school every day.

**Hanging Swamp Project Update** – We had a local Aboriginal community member, Leanne Tobin, come and visit the swamp with a small group of staff. We discussed our intended use of the area, including establishing an outdoor learning space. We invited her to suggest some appropriate Aboriginal names for the area and she has gone away to consult with others in order to provide us with the best options. Stage 3 went to the Birraban site at Katoomba HS, as part of their work in Aboriginal Education. 5J are working with BMCC and Landcare on an Environmental Education study using the space.

# 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 May 2017 to 31 May 2017

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	810	-	-	810
Investment Account	26,066	-	-	26,066
Operating Account	16,422	7,316	7,506	16,232
<b>Total</b>	<b>43,298</b>	<b>7,316</b>	<b>7,506</b>	<b>43,108</b>

The major cash received was:

- Uniform shop \$1937
- Canteen \$ 2,006
- Fundraising \$ 1,857 (Mother Day Stall)
- Markets \$ 1215

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
- Cost for the PA-system \$ 550



# Profit and Loss

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

MAY 2017

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<b>Trading Income</b>	
Canteen Income	2,006.40
Fundraising Income	1,857.20
Market Income	1,215.00
Uniform Shop Income	1,937.00
<b>Total Trading Income</b>	<b>7,015.60</b>
<b>Cost of Sales</b>	
Canteen Expenses	1,260.15
Fundraising Expenses	217.49
Market Expenses	348.19
Uniform Shop Expenses	4,404.21
<b>Total Cost of Sales</b>	<b>6,230.04</b>
<b>Gross Profit</b>	<b>785.56</b>
<b>Other Income</b>	
Membership	10.00
<b>Total Other Income</b>	<b>10.00</b>
<b>Operating Expenses</b>	
Accounting Fees	50.00
P&C Projects for School	1,950.00
<b>Total Operating Expenses</b>	<b>2,000.00</b>
<b>Net Profit</b>	<b>(1,204.44)</b>

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**Leura Public School P & C Association**  
**Uniform Shop Report**  
**May 2017**

**Overview**

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

<b>Uniform shop</b>				
<b>Cash based income and Costs</b>				
	<b>March 2017</b>	<b>April 2017</b>	<b>May</b>	<b>YTD</b>
<b>Sales</b>	<b>\$ 4,105</b>	<b>\$ 1,633</b>	<b>\$ 1,937</b>	<b>\$ 14,605</b>
<b>Less Expenses</b>	<b>\$ 5,226</b>	<b>\$ 1,049</b>	<b>\$ 4,404</b>	<b>\$ 12,818</b>
<b>Profit (Loss)</b>	<b>\$ (1,121)</b>	<b>\$ 584</b>	<b>(\$ 2,467)</b>	<b>\$ 1,787</b>

Expenses in May were \$ 3,640 reimbursement to LPS for February, March and April, reimbursement of uniform shop manager and merchant fees.

**Action**

We would like approval for a cheque to the school \$ 607 being for reimbursement school items sold during May.

<b>Sales by Item</b>				
<b>Leura Public School P&amp;C Association</b>				
<b>1 May 2017 to 31 May 2017</b>				
<b>Item</b>	<b>Current Unit Price</b>	<b>Quantity Sold</b>	<b>Total</b>	<b>Average Price</b>
BP - Boys Pants	\$30.00	5.0	\$150.00	\$30.00
BS - Boys Shorts	\$20.00	1.0	\$20.00	\$20.00
GP - girls pants	\$20.00	1.0	\$20.00	\$20.00
GS 04-10 - Girls Skirt - Sizes 4	\$40.00	7.0	\$280.00	\$40.00
GT - Girl's Tights	\$12.00	1.0	\$12.00	\$12.00
JZ - Zipfront Tracksuit Jumper	\$30.00	5.0	\$150.00	\$30.00
PB - Polar Fleece Beanie	\$10.00	1.0	\$10.00	\$10.00
PG - Polar Fleece Gloves	\$6.00	5.0	\$30.00	\$6.00
PSG - LS - Polo Shirt, L/sleeve	\$29.00	2.0	\$58.00	\$29.00
PSG - SS - Polo Shirt, S/sleeve	\$25.00	2.0	\$50.00	\$25.00
PSW - LS - Polo Shirt, L/sleeve	\$29.00	11.0	\$319.00	\$29.00
PSW - SS - Polo Shirt, S/sleeve	\$25.00	1.0	\$25.00	\$25.00
SH - Miscellaneous second ha	\$0.00	24.0	\$166.00	\$6.92
SS - Sports Shorts	\$20.00	2.0	\$40.00	\$20.00
<b>subtotal</b>		<b>68.0</b>	<b>\$1,330.00</b>	
xH 625 - Hat	\$19.00	3.0	\$57.00	\$19.00
xSP - Sports Track Pants	\$22.00	1.0	\$22.00	\$22.00
xSPS - LS 631 - Sports Polo S	\$29.00	1.0	\$29.00	\$29.00
xSPS - SS 631 - Sports Polo S	\$25.00	1.0	\$25.00	\$25.00
xST 623 - SALE - Sports t-shirt	\$1.00	3.0	\$3.00	\$1.00
xTFJ 634 - Track Fleece Jump	\$25.00	3.0	\$75.00	\$25.00
xWJ 04-08 632 - Woollen Jum	\$63.00	2.0	\$126.00	\$63.00
xWJkt - Winter Jacket	\$54.00	5.0	\$270.00	\$54.00
<b>subtotal</b>		<b>19.0</b>	<b>\$607.00</b>	<b>\$31.95</b>
<b>total</b>		<b>87.0</b>	<b>\$1,937.00</b>	

# MARKET REPORT

JUNE 4 2017

56 stalls



Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	4	-
\$15.00	4	\$60.00
\$25.00	34	\$850.00
\$30.00	13	\$390.00
\$40.00	1	\$40.00
	<b>56</b>	<b>\$1340.00</b>
Table hire: \$5.00	7	\$35.00
Table hire: \$10.00	1	\$10.00
Weights hire: \$10.00	1	\$10.00
	<b>Total Income Banked</b>	<b>\$1395.00</b>

A much better month for the markets this month with lots more people coming through. As is usually the case the crowds seem to come in waves – where there are lots of people at once & then it quietens off a little bit before picking up again.

There was a new challenge awaiting me this month – with a large road paving machine & four sets of lights parked outside the school for the weekend. Unfortunately, this meant less parking for customers & wasn't the greatest look for the markets but as there was nothing I could do about it people seemed to understand.

From last month, I have an extra person, whom I pay, helping in the afternoon for a couple of hours, to help control traffic with stallholders leaving & also assist with the markets pack-up. There is a lot to do & it takes time to get the school looking back to normal for the Monday morning. Having this extra person helping is making a difference – particularly with keeping everyone safe at the markets as there are always still customers wandering after 2.00pm.

## Advertising as for previous markets:

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

\* Next markets **Sunday July 2** \*

**Di Kipp**  
Market Manager

**0432 021 863**  
[leura-markets@hotmail.com](mailto:leura-markets@hotmail.com)

[www.leurafirstsundaymarkets.com](http://www.leurafirstsundaymarkets.com)   [www.facebook.com/leurafirstsundaymarkets](http://www.facebook.com/leurafirstsundaymarkets)

## **Canteen Report – May**

The reboot of the Canteen has gone quite smoothly, thanks largely to Vikki and Suzy and their expert running of Fridays.

After some large expenses initially, the canteen managed to make a small profit in May of just over \$700.00.

The menu has been received well with sausage rolls proving to be the most popular item. We are looking at a one or two new hot food items for Term 3. We're also pleased that we've been able to implement a menu that meets the health star guidelines.

We have trialled the online ordering system – QuickCliq – and it has now been launched to the wider school community. As at mid-June we have 39 users and 66 registered students. The system will soon include the uniform shop as well.

The volunteer roster has worked well, and Coreen is now working on the Term 3 roster.

The committee would like to request approval to purchase a new oven/stove top. The oven of the current one take a long time to warm up and given the early lunch time, it's not really being used.

Thanks to all of the committee members for making this happen – 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



# Leura P&C Association

## Minutes – June 2017

Location: Mrs McMahon’s room

Date: Friday, 16<sup>th</sup> June 2017

Time: 1:30pm

Attendees (10): Belinda Ottmann, Vikki Willmott-Sharp, Rebecca Williams, Marion Schlegel, Winnie Hua, Petra Braat, Keris Macarthur, Kylie Crowe, Lyn Vidler, Margaret McMahon, Tara White, Melissa Emerson

Apologies (1): Elise Berwick, Suzy Lemonjian

### Minutes

Welcome & Introductions	By Joint-President, Vikki Willmott-Sharp
<b>Matters Arising from Last Meeting</b>	
Approval of April Minutes	The minutes of the General Meeting held 9 <sup>th</sup> May 2017 were accepted by Winnie and seconded by Petra.
Review outstanding Action Items	<i>Refer to table on page 5 of these minutes.</i>
<b>New Business</b>	
Correspondence	<p>The P&amp;C has been notified of a <b>Junior Landcare Grant</b> to assist with environmental projects. The grant on offer is from Yates, including \$1500 in funding and \$500 in Yates products. The Grant applications close on 29<sup>th</sup> June, so Belinda asked the group if anyone was willing to write the grant application.</p> <p>Margaret expressed the view that anything to help with the Hanging Swamp as a learning space would be welcome.</p> <p><b>Action:</b> Melissa Emerson volunteered to write the grant, and will refer to previous grants written by Sarah Delaney and Lisa Scott-Smith. Teacher input will be provided by Margaret McMahon.</p> <p><b>Update 18/6:</b> Melissa advises that the request is to submit a design that students have contributed to, they stress that student involvement is a high priority for them in deciding a winner. After hearing the big project for the sculpture garden, it may be worthwhile applying for this next year, once the garden design has been sorted out. We can then think about how to get the kids involved.</p>

<p>Clothing Swap preparations</p>	<p>Keris thanked the Winnie (publicity) and Lyn (accepting the clothes) for their help so far.</p> <p>RSVPs have been slow to come in, so it would be great for everyone to start drumming up some interest. Bring a friend!</p> <p><b>Action:</b> Lyn to talk with PVG about locking up the school after the event</p> <p><b>Action:</b> Keris to confirm that we can get access to the hall on Friday morning</p> <p><b>Action:</b> Nibbles to be provided by volunteers – Keris to organise</p> <p><b>Action:</b> Winnie to continue with FB and Skoolbag posts in the lead up</p>
<p>Newcombe Ball Sausage Sizzle and Cake Stall</p>	<p>The sausage sizzle is being organized by Vikki, with an expected 110 kids participating.</p> <p><b>Action:</b> Vikki will draft a note for helpers.</p> <p>There will be no cake stall at this event, however the P&amp;C will talk with Rachel Weir (organizer) to instead hold the cake stall at the Athletics Carnival.</p> <p><b>Action:</b> Belinda/Vikki to talk with Rachel Weir.</p>
<p>Spring Wing / Sculpture trail and associated items</p>	<p>To celebrate the arrival of the dragonfly sculpture we would like to hold a fundraising event. Keris and Niki have discussed a number of ideas including involving local indigenous groups, and a thank you to those involved in the project. This could also be the launch for the nature trail project.</p> <p><b>Action:</b> Belinda to organize a meeting between herself, Vikki, Elise, Keris and Niki to discuss the project in more detail, including scheduling the event. The Tree Fundraiser can be discussed at the same meeting, but is more likely to be part of a 3yr plan for the school.</p> <p>Elise has determined that the idea for the sculpture trail plaques is within guidelines for the Community Consultation Grant (approx. \$7k), especially as it encourages parents and community to “come in’ and be part of our school. The funds need to be spent this year.</p> <p><b>Action:</b> At this same meeting, the group will need to develop a high-level plan for this project</p>
<p>Kindy orientation and afternoon teas</p>	<p>A request has been made for the P&amp;C to open the canteen and provide tea/coffee to families during the kindy orientation events. Dates are: 25<sup>th</sup> Oct, 1<sup>st</sup> Nov, 8<sup>th</sup> Nov, 15<sup>th</sup> Nov, 22<sup>nd</sup> Nov and 29<sup>th</sup> Nov.</p> <p>The P&amp;C has agreed, with plans to be firmed in Term 3.</p> <p>The Uniform Shop will also be open on the same days.</p> <p><b>Action:</b> Revisit in Term 3 to organize a roster.</p>
<p>Fundraising spend</p>	<p>The school has provided us with a wish list of items for the P&amp;C to support through funding (see attached). Some of the items on this list need more information.</p> <p>The priority is some works in the school grounds to:</p> <ul style="list-style-type: none"> <li>• Remove old playground equipment</li> <li>• Relocate silver seats from the amphitheatre to the 3-6 area</li> <li>• Reduce slope to allow for better supervision</li> </ul> <p>The school has obtained a quote (see attached).</p>

	<p>Belinda moved a motion to provide the funding to the school up to \$8k, as per the quote plus an extra 4 silver seats (8 in total). This motion was carried.</p> <p><b>Action:</b> Elise/Lyn to action the quote and keep the P&amp;C updated.</p> <p>Another priority is to purchase wet weather games, such as board games and construction toys. The P&amp;C needs to know an amount to approve this funding.</p> <p><b>Action:</b> Elise to work with the teachers to obtain a list and total amount for this item.</p> <p><b>Action:</b> The Fundraising Spend list will become a standing item in the Agenda so we can continue to review and action as appropriate.</p>
Great Book Swap	<p>The Book Swap is being held this year on 4 August. The P&amp;C has agreed to support this event in the same way as previous years.</p> <p><b>Action:</b> Belinda, Vikki and Petra to assist</p>
Teacher Report for next meeting	<p>The P&amp;C has requested more information on the PD programs at the next meeting. For example, Health Harold, Peer Support, Sexual Health, Bounce Back.</p> <p><b>Action:</b> Add to the Agenda for the next meeting</p>
<b>Reports – included with this Agenda</b>	
Principal’s Report	Refer provided
Treasurer’s Report – including Uniform Shop	<p>Reports provided</p> <p>Approval sought and granted for \$607 for payment of school uniform items.</p>
Markets	Report provided
Fundraising Report	<p>Crazy Camel will be parked for 2017. Keris will look into a tea towel fundraiser instead.</p> <p><b>Action:</b> Keris to investigate tea towel fundraiser</p> <p>Term 4 Disco is unlikely to fit in with the end of year celebrations and be able to take advantage of the farewell decorations.</p> <p><b>Action:</b> Keris and Winnie to work on a Skoolbag blast to invite people to be part of the Disco organising committee.</p> <p><b>Action:</b> Keris to talk with Elise about a Term 4 date</p>
Canteen report	Report provided. A request for a new oven was not discussed, and will be circulated by email instead.
Vegie Gardens report	<p>Mr Atkinson has reported that rotating K-2 students have been tending the garden with Carol and taking home fresh produce and herbs. He has attempted to get more parent volunteers earlier this year but had no replies. I have requested information about how the garden is tended to in Carol’s absence.</p> <p>The K-2 garden is now mostly dormant, with plantings likely to be ready in Term 3 on Carol’s return.</p> <p>Stage 3 have been using the gardens in their lessons including a science unit on greenhouses and using authentic maths through measuring growth. 3/4A have also used the area during poetry, art and maths.</p>



	<b>Action:</b> Belinda will talk to Carol about a note for parent involvement in Term 3.
<b>Other (including Open Forum)</b>	
School Zones on Railway Pde	<p>Tara White raised the issue of the school zone signs on Railway Pde. The signs are not easily visible to motorists, who may not see that the 40km zone is in place. Discussion included the fact the signs don't include lights and the bus stop is obscured by trees. It is also apparent that a number of children cross the bridge on their own, instead of waiting for the bridge line.</p> <p><b>Actions:</b> Beck to draft a letter to council and RMS on behalf of P&amp;C. Elise to draft a letter on behalf of the school.</p> <p><b>Action:</b> Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line.</p> <p>In addition, it was noted that the 'Children Crossing' flags aren't being used. Lyn explained that there have been incidences of vandalism, and there is a question over who is responsible for bringing them back in.</p> <p><b>Action:</b> Elise to resolve any issues and ensure the flags are being used.</p>
WHS	No additional items
Meeting Closed	3:00pm
Next Meeting	Tuesday, 18 <sup>th</sup> July 7:00pm in the Learning Support Room (if available).

## Outstanding Actions

Item	Action	Owner(s)	Due	Status
<b>Road safety</b>	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
<b>Grounds Work</b>	Elise/Lyn to action the quote (see new business above) and keep the P&C updated.	Elise	July	In progress
<b>Clothes Swap</b>	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
<b>Athletics Cake Stall</b>	Discuss requirements with Rachel Weir	Belinda/Vikki	July	In progress
<b>Canteen 2.0</b>	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
	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 Williams	July	In progress
<b>Great Book Swap</b>	Belinda, Vikki and Petra to assist with the Great Book Swap on 4 August. Confirm if additional helpers are required.	Vikki	July	In progress

Item	Action	Owner(s)	Due	Status
<b>Bikes for raffle</b>	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
<b>Tea Towel Fundraiser</b>	Keris to investigate tea towel fundraiser	Keris	July	In progress
<b>Term 4 Disco</b>	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		
<b>Leura Harvest Festival</b>	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
<b>Newcombe Ball Gala Day</b>	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	In progress
<b>Kindy Orientation</b>	Organize a roster for the parent afternoon teas and any assistance required for the Uniform Shop.	Belinda	Term 3	In progress
<b>Markets</b>	We require a full income and expenses report from Di for the 2016 fin year for review.	Belinda	July	In progress
<b>Wet Weather Games (TV Policy)</b>	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	Elise	July	In progress

Item	Action	Owner(s)	Due	Status
	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.			
<b>Sculpture Walk Plaques and Nature Trail</b>	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
<b>Vegie Gardens</b>	Belinda will talk to Carol about a note for parent involvement in Term 3.	Belinda	July	In progress
<b>Yr 6 Farewell Decorations Pinterest Page</b>	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.	Beck	July	In progress
	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.			
<b>Leura Cookbook</b>	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.	Tess Hockley	June	In progress
<b>Aprons</b>	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	July	In progress

Item	Action	Owner(s)	Due	Status
	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			
<b>Position Descriptions</b>	Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.  Update 9/5: Position descriptions have been done but handover items are outstanding	Marion & Beck	Ongoing	In progress
	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	In progress
<b>WHS Issues</b>	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
<b>Dance Groups</b>	<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
<b>Sanitary Bins</b>	<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
<b>Storerooms</b>	<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&amp;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>	Elise Berwick & Belinda Ottmann	2017	Completed

Item	Action	Owner(s)	Date	Status
	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.			
<b>Playground</b>	<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&amp;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
<b>Vegie Gardens</b>	<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&amp;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
<b>Sculpture Walk Plaques and Nature Trail</b>	In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal	Belinda & Elise	June	Completed

Item	Action	Owner(s)	Date	Status
	<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>			
<b>PA System</b>	<p>Marion to talk with Lyn about second invoice for PA system. We believe the school has paid the invoice, but P&amp;C needs to reimburse.</p> <p>Update 16/6: School has now been reimbursed</p>	Marion	June	Completed
<b>Fundraising 2017/18</b>	<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&amp;C Meetings</p>	Keris	June	Closed
<b>School Needs List for 2017/18</b>	<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
<b>Leura Harvest Festival</b>	<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
<b>Mothers Day Stall</b>	<p>Tina-Marie to add a thank you note to the next Newsletter thanking volunteers for their support</p>	Tina-Marie	June	Completed
<b>Harvest Festival 2017</b>	<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





Item	Action	Owner(s)	Date	Status
<b>Fundraising 2017</b>	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
<b>2017 P&amp;C Dates</b>	Beck to determine dates for the year ahead	Beck	March	Completed
<b>P&amp;C Website</b>	Belinda to grant access to Kylie and Beck Kylie to update Uniform Shop info on the site	Belinda & Kylie	March	Completed
<b>P&amp;C Accounts</b>	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
<b>Position Descriptions</b>	Beck to contact managers to get this project up and running Update: Position descriptions developed for 2017 AGM	Beck Williams	Ongoing	Completed
<b>Our Online Canteen Project</b>	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 <b>Update 27/10:</b> Beck to forward paperwork including menu and canteen order form to Our Online Canteen <b>Update 27/10:</b> Belinda to test printer and wifi for Kim <b>Update 27/10:</b> 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
<b>Canteen</b>	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

Item	Action	Owner(s)	Date	Status
	Vikki and Kim to consider offering a free meal to kids on the day that their mum/dad/carer is in the canteen <b>Update July:</b> 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
<b>PA System</b>	Nathan to obtain quotes for a new permanent PA system for the COLA <b>Update August:</b> 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 <b>Update Feb 17:</b> Speaker has now been installed	Tina-Marie Sheil	Feb 17	Completed
<b>2017 Welcome BBQ</b>	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
<b>Sunscreen</b>	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