

Fundraising Term 2 & 3 (Keris)	Identify fundraising opportunities and discuss ways to get families involved
Newcombe Ball Sausage Sizzle (Vikki)	Leura will once again host the Newcombe Ball tournament on 22 nd June and the P&C will be putting on a sausage sizzle.
Skoolbag Fundraising Option (Belinda)	
Reports - included with this Agenda	
Principal's Report	
Treasurer's Report – including Uniform Shop	
Markets Report	
Other	
Open Forum	
Meeting Closed/Next Meeting	

Outstanding Actions

Item	Action	Owner(s)	Due	Status
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	In progress
Mothers' Day Stall	Promote the event (8 th May) via a note and Skoolbag	Winne & Tina-Marie	May	In progress
PA System	Marion to talk with Lyn about second invoice for PA system. We believe the school has paid the invoice, but P&C needs to reimburse.	Marion	May	In progress
Markets	We require a full income and expenses report from Di for the 2016 fin year for review.	Belinda	May	In progress
TV Policy	In Term 2, discuss possible alternative arrangements for rainy days with the new principal	Winnie	May	In progress
Sculpture Walk Plaques	In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal	Belinda	May	In progress
Fundraising 2017	Elise to talk with the staff to determine needs for 2017	Elise	March	In progress
Vegie Gardens	For Primary Gardens: Elise to investigate with council bushcare and Katoomba high school For Infants: Steve Atkinson to seek parent helpers to take K-2 students on a Friday afternoon.	Elise & Steve Atkinson	March	In progress
Yr 6 Farewell Decorations Pinterest Page	Vikki to contact Cat Swann (former Wentworth Falls) to see how we can contribute to the Farewell Pinterest Page	Vikki	March	In progress
Leura Cookbook	Tessa to organize a note to target infants parents for involvement – testing, recipes, help with other aspects of the project. Committee to organize the test cooking day/s.	Vikki Willmott-Sharp	December	In progress

Item	Action	Owner(s)	Due	Status
	<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>	Tessa Hockley. Belinda Ottman		
Aprons	<p>Vikki to talk to Kylie about ordering Leura-branded aprons through Midford</p> <p>Update: Midford are investigating, and will also let us know the minimum order</p>	Kylie Crowe	2017	In progress
Playground	<p>Elise to talk with PVG about removing the old (out of bounds) equipment</p> <p>Update: The school will look into getting it repaired. PVG will seek a quote in Term 1 – this could be a possible fundraiser for the P&C</p>	Elise Berwick	2017	In progress
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>	Elise Berwick & Belinda Ottmann	2017	In progress
Sanitary Bins	<p>Elise to investigate additional sanitary bins in primary girls' toilets</p> <p>Update 27/10: Elise has spoken with cleaner (Chris) and will follow up</p>	Elise Berwick	Ongoing	In progress
Skoolbag App upgdade 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>	Belinda Ottmann	Ongoing	In progress

Item	Action	Owner(s)	Due	Status
	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			
Position Descriptions	Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.	Marion & Beck	Ongoing	In progress
Dance Groups	Look at approaching former students/local dance teachers to help with 2017 dance groups	All	Term 3	Parked until Term 3
Harvest Festival 2017	Di to talk with Leura Village Assoc to move the Harvest Festival or work together with Markets in future.	Di Kipp	Ongoing	In progress
WHS Issues	Elise to discuss outstanding issues listed in the minutes with Peter van Gemert	Elise Berwick	Ongoing	In progress

MARKET REPORT

MAY 7 2017

45 stalls



Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	-	-
\$15.00	3	\$45.00
\$25.00	32	\$800.00
\$30.00	9	\$270.00
\$40.00	1	\$40.00
	45	\$1155.00
Table hire: \$5.00	6	\$30.00
Table hire: \$10.00	2	\$20.00
Weights hire: \$10.00	1	\$10.00
	Total Income Banked	\$1215.00

Unfortunately, the Leura Harvest Fair was on the same day as the markets & this had a MAJOR impact on the amount of stalls, as well as the number of customers coming through. Some regular stalls had given me notice that they would be attending the fair instead & some stalls decided to pull out a few days before the market thinking that it 'would not be worthwhile with the fair on as well'. This is the first year I have gone ahead with the May markets since the Harvest Fair moved to be on the same day as us (the first year the Harvest Fair was on the second Sunday so made no difference to the markets). The past two years when the Leura Village Association moved the fair to coincide with the markets the weather has been atrocious so I have cancelled the markets, knowing that people would not be coming to visit us as well as the fair. I will be writing to the organisers of the Harvest Fair expressing my concerns, & some stallholders have indicated that they will also, as the markets have been operating for nearly 24 years & the Harvest Fair has only been going for 4 years. Ideally they would reschedule the fair to be on another day so the markets, our stalls, & ultimately the school is not penalised.

Advertising as for previous markets:

- Gazette ad (Public Notices)
- Western Weekender ad
- Facebook page
- Website
www.leurafirstsundaymarkets.com
- Advertising on website
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 May 7** *

Di Kipp
Market Manager

0432 021 863
leura-markets@hotmail.com

www.leurafirstsundaymarkets.com www.facebook.com/leurafirstsundaymarkets



P&C MEETING

PRINCIPAL'S REPORT – 9 MAY 2017

Annual Report: Nathan Smith finalized the report at the end of Term 1; currently available on the school's website under Our School – School Planning and Reporting; Skoolbag alert sent out today; paper copies tabled

Student Enrolments: currently 265; five students have left due to home relocations

Professional Learning: on Staff Development Day, teachers and administration staff participated in two workshops at Katoomba HS; a range of options were on offer including learning about the Aboriginal learning site (Birraban), mindfulness, dance, teacher accreditation, peer coaching, finance systems; the afternoon session was spent in stage team meetings, preparing for the term ahead; focus session for the rest of this term include the Bounce Back program (resilience), Newman's Error Analysis (Mathematics comprehension and problem solving) and mandatory compliance training in Emergency Care

School Plan: Strategic Direction Committees, under leadership of the Assistant Principals, have evaluated progress to date and are working to develop 'milestones', which will define our intended actions for this year; substantial whole school evaluation will take place this year as the current school planning cycle comes to an end; consultation with the students and community will help revise our vision and values, and will help to define our outcomes and strategic directions for the 2018-2020 School Plan

Hanging Swamp Development Project: school team working to develop the hanging swamp site as an outdoor learning space; consultation with Katoomba HS staff and Blue Mountains City Council staff has begun; planning to consult with local Aboriginal elders and AECG; potential links to Environmental Education, Aboriginal Education and curriculum areas such as Geography, Science and History; first steps are to work with BMCC to establish access and determine sustainable usage guidelines as well as work with Aboriginal elders and AECG to name the site; will be part of 2018-2020 School Plan; Mr Carter and Mrs Fendall currently involved

Positive Behaviour for Learning (PBL): our PBL approach is being revised and refreshed; current team is attending training in May; aim to develop an action plan for implementation based on latest evaluation data; will be part of 2018-2020 School Plan; Mr Carter leading the PBL team

Attendance: 2016 average attendance rate was 93.6%; over the last 4 years this average has ranged between 93% and 94.1%; the state average over that time has ranged between 94% and 94.8%; whole school attendance monitoring completed at least once per term; last check showed 7% of our students had an attendance rate of 85% or below; many of these had taken blocks of leave from school; there is currently Home School Liaison Officer (HSLO) and School Counsellor involvement for some of our students to support them in improving their attendance; looking to plan for and implement an attendance improvement initiative as we approach winter

Elise Berwick

Leura Public School P & C Association

Treasurer Report April 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 April 2017 to 30 April 2017

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	810	-	-	810
Investment Account	26,054	12	-	26,066
Operating Account	15,285	5,174	4,037	16,422
Total	42,149	5,186	4,037	43,298

The major cash received was:

- Uniform shop \$1633
- Fundraising \$ 1735 (Easter Bake Sale, Cross Country Trial BBQ)
- Markets \$ 1725

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 will include:

- We still have \$ 2,620 in our Investment Account which is for the balance of the dragonfly sculpture.
- Costs for Audit approximately \$ 1,200
- Teacher supplies annual donation \$ 1,950

Profit and Loss

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

APR 2017

Trading Income

Fundraising Income	1,725.38
Market Income	1,735.00
Uniform Shop Income	1,633.00
Total Trading Income	5,093.38

Cost of Sales

Fundraising Expenses	836.43
Market Expenses	546.30
Uniform Shop Expenses	1,049.21
Total Cost of Sales	2,431.94

Gross Profit

2,661.44

Other Income

Interest Income	11.99
Total Other Income	11.99

Operating Expenses

Accounting Fees	50.00
General Expenses	152.40
Total Operating Expenses	202.40

Net Profit

2,471.03

Leura Public School P & C Association
Uniform Shop Report
April 2017

Overview

Sales during April seem to be less than usually due to holidays and less opening times during this month. Sales were across the range of products offered by the uniform shop.

Uniform shop				
Cash based income and Costs				
	February 2017	March 2017	April 2017	YTD
Sales	\$ 3,719	\$ 4,105	\$ 1,633	\$ 11,524
Less Expenses	\$ 247	\$ 5,226	\$ 1,049	\$ 8,314
Profit (Loss)	\$ 3,472	\$ (1,121)	\$ 584	\$ 3,210

Expenses in April were \$ 950 for stock, reimbursement of uniform shop manager and merchant fees.

Action

We would like approval for a check to the school \$ 497 being for reimbursement school items sold during April.

Sales by Item				
Leura Public School P&C Association				
1 April 2017 to 30 April 2017				
Item	Current Unit Price	Quantity Sold	Total	
BP - Boys Pants	\$30.00	11.0	\$330.00	
GP - girls pants	\$20.00	5.0	\$100.00	
GS 04-10 - Girls Skirt - Sizes 4	\$40.00	4.0	\$160.00	
GS 12-16 - Girls Skirt - Sizes 1	\$40.00	1.0	\$40.00	
GT - Girl's Tights	\$12.00	1.0	\$12.00	
JZ - Zipfront Tracksuit Jumper	\$30.00	2.0	\$60.00	
PB - Polar Fleece Beanie	\$10.00	2.0	\$20.00	
PS - Polar Fleece Scarf	\$7.00	1.0	\$7.00	
PSG - LS - Polo Shirt, L/sleeve	\$29.00	4.0	\$116.00	
PSG - SS - Polo Shirt, S/sleeve	\$25.00	1.0	\$25.00	
PSW - LS - Polo Shirt, L/sleeve	\$29.00	5.0	\$145.00	
PSW - SS - Polo Shirt, S/sleeve	\$25.00	1.0	\$25.00	
SH - Miscellaneous second ha	\$0.00	18.0	\$96.00	
subtotal			\$1,136.00	
xH 625 - Hat	\$19.00	1.0	\$19.00	
xMJ 04-16 - Micro Fibre Jacket	\$40.00	2.0	\$80.00	
xPFV 624 - SALE - Polar Fleece	\$2.00	2.0	\$4.00	
xSP - Sports Track Pants	\$22.00	1.0	\$22.00	
xSPS - SS 631 - Sports Polo S	\$25.00	1.0	\$25.00	
xTFJ 634 - Track Fleece Jump	\$25.00	2.0	\$50.00	
xWJ 04-08 632 - Woollen Jum	\$63.00	3.0	\$189.00	
xWJkt - Winter Jacket	\$54.00	2.0	\$108.00	
subtotal		70.0		
			\$497.00	
Total			\$1,633.00	



Leura P&C Association

Minutes – May 2017

Location: Learning Support Room

Date: Tuesday, 9th May 2017

Time: 7:00pm

Attendees (10): Belinda Ottmann, Vikki Willmott-Sharp, Rebecca Williams, Marion Schlegel, Winnie Hua, Tina-Marie Sheil, Danielle Roberson, Elise Berwick, Petra Braat, Keris Macarthur

Apologies (1): Kylie Crowe

Minutes

Welcome & Introductions	By Joint-President, Vikki Willmott-Sharp
Matters Arising from Last Meeting	
Approval of April Minutes	The minutes of the General Meeting held 7 th April 2017 were accepted by Winnie and seconded by Marion.
Review outstanding Action Items	<i>Refer to table on page 5 of these minutes.</i>
New Business	
Correspondence	Nil
New executive committee (Belinda)	Office holders elected at our AGM are: <ul style="list-style-type: none"> • Joint presidents – Belinda Ottmann and Vikki Willmott-Sharp • Vice President – Tina-Marie Sheil • Treasurer – Marion Schlegel • Secretary – Rebecca Williams • Fundraising – Keris Macarthur (and Kellie Hammon on her return) • Publicity – Winnie Hua
Canteen Term 2 (Vikki)	Week 1 of canteen was a success, with the sausage rolls proving very popular. We have since made some minor changes to the Menu. We'll be trialling the online system with year 5 & 6 families. Didn't break even in week 1 due to the start up expenses.

	<p>A couple of kids didn't get their lunch in a timely manner because they were in music – can we check a list for who will be in music and have their lunch ready early for pick up?</p> <p>Action: Beck to do a note about the online ordering trial</p> <p>Action: Beck to check with the office about the music schedule</p>
Mother's Day Stall (Tina-Marie)	<p>We had some beautiful local, handmade or ethically sourced items for sale and the feedback has been very positive.</p> <p>We took approx. \$1700 but the cost of goods was \$2000 so we didn't break even. However, we will be able to sell leftover items at the Xmas stall or even at next year's Mother's Day stall.</p> <p>Thanks to the volunteers who helped set up and man the stall on the day – these events can't happen without our supporters.</p> <p>Action: Tina-Marie to add a thank you note to the next Newsletter thanking volunteers for their support</p>
Leura Harvest Festival (Beck)	<p>As per note from Zoe Jerrat:</p> <ul style="list-style-type: none"> • Zoe was given a Harvest Festival stall Zoe as part payment for freelance work done for LVA, and Zoe then donated the stall to raise money for Yr 6 farewell. • Goods were donated by LPS families: Monzur & Soheli, Brenda, Bron & Adam, Madeleine, Zoe and Kylie C. • Goods were also donated by local businesses: Hominy Bakery, Logan Brae, Penny Lane Studio, Leura Gourmet, Sandy Ink, SugarLoveCo. • TOTAL made and donated to Yr 6 farwell was \$563.00. • A big thanks to the helpers on the day - Zoe Jerrat, Brooke Saunders and Danielle Roberson <p>The P&C would like to thank Zoe for her hard work in managing the stall in the lead up, and on the day.</p> <p>Action: 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>
Bulbs Direct (Beck)	<p>As per note from Kylie Crowe:</p> <ul style="list-style-type: none"> • The bulb fundraiser was a last minute idea and as a result parents only had three days to respond and hand their orders in. • We received orders totaling \$777 of which we were entitled to keep 50% minus \$15 delivery fee and \$8.90 money order fee. This left us with a profit of \$364.60. • The effort involved in this fundraiser was fairly minimal and the company was really easy to deal with and very well organised. I think it would be an excellent fundraiser to continue with, and would expect the take up to be better next year with more forewarning.
Fundraising Terms 2, 3 & 4 (Keris)	<p>Keris talked about having one major fundraiser each term. Smaller fundraisers like cake stalls, mothers'/fathers' day stalls and sausage sizzles will also still be run.</p> <p>Ideas for the rest of the year are:</p>

	<ul style="list-style-type: none"> • Term 2: Clothes Swap evening – around the time of the annual Stewart House clothing appeal, adults only, pay a nominal amount for x number of tickets to gain ‘new to me’ clothing • Term 3 – We have previously discussed celebrating installation of the final sculpture, the dragonfly, with a ‘Spring Wing’ event for children. This could be combined with a tree fundraiser. For example, plant citrus trees amongst the primary vegie garden. In addition, we noted a previous discussion on further celebrating our sculptures and other points of interesting, including the Hanging Swamp through a ‘signposted trail’. The trees and trail should be considered along with other works needed at the school, including possible stepping of the slope down to infant’s playground. We could call on the expertise of school families/local supporters in the design of the garden etc. It was agreed to discuss this further at the next meeting with input from Nikki and advice from Elise about whether Community Grant funds could be used for such a project. • Term 4 – Disco • Also in Term 4 will be the Art & Music Showcase. Once again the P&C would like to offer a food service. To get a better idea of numbers (a drawback in 2016) we can use the online canteen ordering system. • We also have three bikes to raffle • Term 1 2018 – a BBQ or similar as a welcome to new and returning families <p>Action: Keris to draft a note seeking feedback on these ideas and suggestions for other events</p> <p>Action: Elise to review the department’s Tree Management Guidelines and bring them along to the next P&C meeting</p> <p>Action: Elise to review criteria for Community Grant.</p> <p>Action: Belinda to contact Janice Price about the bikes to see if there any conditions on raffling them</p>
Newcombe Ball Sausage Sizzle (Vikki)	<p>Leura will once again host the Newcombe Ball tournament on 22nd June (week 9) and the P&C will be putting on a sausage sizzle.</p> <p>The sausage sizzle will be managed by Vikki. This is open only to the competitors. We would also like to do a cake stall for all Leura kids, with donations from Stage 2 families.</p> <p>Action: 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</p>
Skoolbag Fundraising Option (Belinda)	<p>Belinda presented information on the new fundraising option within Skoolbag. It would allow us to create banner ads and/or a directory for local businesses, at a cost.</p> <p>After much discussion the P&C decided this is not something we are interested in.</p>
Reports – included with this Agenda	

Principal's Report	Refer report attached.
Treasurer's Report – including Uniform Shop	Reports provided Approval sought and granted for \$497 for payment of school uniform items.
Markets	Report provided
Other (including Open Forum)	
End of year celebrations	<p>Elise indicated the following tentative dates:</p> <ul style="list-style-type: none"> • 11/12 Presentation day • 13/12 Yr 6 Farewell <p>We discussed the possibility of also having the Disco in this week, to celebrate and leverage the farewell decorations. It was agreed however that this time was too busy.</p> <p>Action: Park this item until the June meeting – Beck to add to Agenda</p> <p>Action: Elise to check which teacher is running the 2017 Farewell.</p>
Kindy Orientation	<p>Keris raised the issue of a more intensive orientation program for kids going into Kindy in 2018 and onwards.</p> <p>For example, Katoomba Public School have a playgroup once per week for Terms 3 & 4. We believe they receive funding for this from Connect.</p> <p>Elise is also passionate about the transition into school.</p> <p>Action: Elise will discuss the orientation program with Steve Atkinson.</p>
Meeting Closed	8:45pm
Next Meeting	Friday, 16 th June 1:30pm in the Learning Support Room (if available).

Outstanding Actions

Item	Action	Owner(s)	Due	Status
Canteen 2.0	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
Mothers Day Stall	Tina-Marie to add a thank you note to the next Newsletter thanking volunteers for their support	Tina-Marie	June	In progress
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.	Elise Berwick	June	In progress
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	Vikki	June	In progress
Fundraising 2017/18	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
PA System	Marion to talk with Lyn about second invoice for PA system. We believe the school has paid the invoice, but P&C needs to reimburse.	Marion	June	In progress
Markets	We require a full income and expenses report from Di for the 2016 fin year for review.	Belinda	June	In progress
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	June	In progress

Item	Action	Owner(s)	Due	Status
Sculpture Walk Plaques	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
Vegie Gardens	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
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.	Beck	June	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.	????	June	In progress

Item	Action	Owner(s)	Due	Status
Aprons	Vikki to talk to Kylie about ordering Leura-branded aprons through Midford Update: Midford are investigating, and will also let us know the minimum order	Kylie Crowe	June	In progress
Playground	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
Storerooms	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
Sanitary Bins	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
Position Descriptions	Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.	Marion & Beck	Ongoing	In progress

Item	Action	Owner(s)	Due	Status
	Update 9/5: Position descriptions have been done but handover items are outstanding			
	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	In progress
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
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
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 t no longer impacts the school markets	Di Kipp	Ongoing	Completed
Skoolbag App upgdade and fundraising option	Belinda to add a note to the Newsletter to seek expressions of interest from school families (local business owners) who may want to advertise via the app Belinda to review the upgrade and present to the first P&C meeting in 2017 Belinda will also develop instructions for the P&C option in Skoolbag and show Beck Update 9/5: The P&C resolved not to take up this functionality	Belinda Ottmann	Ongoing	Complete
Leura Cookbook	Tessa to organize a note to target infants parents for involvement – testing, recipes, help with other aspects of the project. Committee to organize the test cooking day/s. Update: The Music & Art Showcase was a huge success with all food selling out, with lots of positive comments about the food! \$706 sales in 30mins, which was \$424 profit for the cookbook project. A big thanks to Kim for stepping in to help with extra food for the starving masses. Update: Tessa will organize more test cooking in the holidays. Update: Belinda will add a feedback form to Skoolbag for the families who attended the showcase and sampled the food.	Vikki Willmott-Sharp Tessa Hockley. Belinda Ottman	December	Tasks Completed, project still open
Easter Bake Sale	Add a note to the next Newsletter thanking all Easter Bake Sale helpers – Kylie, Suzie, Michelle, Winnie, Vikki and Beck. Plus all the K-2 bakers!	Winnie	May	Complete
Mothers' Day Stall	Promote the event (8 th May) via a note and Skoolbag	Winne & Tina-Marie	May	Complete

Item	Action	Owner(s)	Date	Status
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
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	Beck Williams Belinda Ottman	Feb 17	Closed; will revisit if canteen continues

Item	Action	Owner(s)	Date	Status
	Update: Kylie would like to trial with the Uniform shop over the holidays	Beck & Kylie Crowe		
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. 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	Belinda & Vikki	Feb 17	Completed

Item	Action	Owner(s)	Date	Status
	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.			
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