



# Leura P&C Association Agenda – October 2017

Location: Learning Support Office

Date: Friday 17 November 2017

Time: 1.30 pm – 3.00 pm

## Agenda

Welcome & Introductions	By President
Apologies	Rebecca Williams;
<b>Matters Arising from Last Meeting</b>	
Approval of previous Minutes	The minutes of the General Meeting held 20 October 2017 accepted by [ ] and seconded by [ ]
Review outstanding Action Items	See page 3 of this Agenda
<b>New Business / Items for discussion</b>	
Correspondence	<p>P&amp;C Federation Media releases and E-Bulletins (available on P&amp;C Federation website)</p> <p>20/10: Robots Cannot Read NAPLAN Essays</p> <p>27/10: NSW Public Schools Receive Extra Funding for Academic and Well-Being Needs</p> <p>30/10: P&amp;C Federation E-Bulletin Term 4 Edition 2</p> <p>10/11: Parents Say NSW Public Schools Are Not Ready for NAPLAN Online</p> <p>15/11: E-Bulletin Term 4 Edition 3</p> <p>Comment: All media releases self explanatory from title. Couple of points to note from E-Bulletin Edition 3 – attached.</p>
Topic of focus (Elise)	Community Cafés
Markets 2018	Welcome to new Markets Coordinator, Michelle Gatenby.
Art & Music Showcase	Menu and volunteers need to be discussed.

School Spend List (standing item)	See page 7
<b>Reports - included with this Agenda</b>	
Principal's Report	
Treasurer's Report – including Uniform Shop	
Markets Report	
Canteen Report	
<b>Other</b>	
Open Forum	
WHS issues	
Meeting Closed/Next Meeting	Tuesday, 21 <sup>st</sup> November at 7:00pm

## Outstanding Actions

Item	Action	Owner(s)	Due	Status
<b>Planter boxes</b>	<p>Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes</p> <p>Update 20/10: This will be included in a general school plan item around the promotion of the school.</p>	Elise	October	In progress
<b>Art &amp; Music Showcase</b>	<p>Elise to discuss showcase agenda with Sarah and Robyn.</p> <p>Vikki to consider catering requirements once the agenda is finalized.</p> <p>Update 20/10: Runsheet will be completed in Week 4. Showcase will start at 6pm, with food available beforehand.</p>	Elise/Vikki	October	In progress
<b>Canteen refit</b>	<p>Canteen committee to review the proposal and respond to P&amp;C.</p> <p>Update 20/10: See main agenda minutes – P&amp;C commitment to \$3K</p>	Beck/Kylie/Vikki/Keris	October	In progress
<b>Policy – school access</b>	<p>Elise to clarify requirements for parent/visitor sign in to the school.</p> <p>Update 20/10: Sign in required for all school events during school hours, e.g. assemblies, reading groups. Not required after hours, e.g. music showcase</p> <p>Elise to approach Sherpa re costs for short supervision times, prior to 8:45am.</p> <p>Update 20/10: Elise has spoken with Sarah from Sherpa – she thinks it's a good idea in principle but no decision as yet.</p>	Elise	October	In progress
<b>High school liaison officer visit</b>	<p>Imelda would like to visit the school again, to talk with Yr 5 and 6 parents. Elise to review the best forum for the visit.</p>	Elise	October	In progress
<b>Bike Raffles</b>	<p>Seek a volunteer from K-2 to organize the Term 3 raffle</p> <p>Update 18/8: The note is ready to go, just awaiting approval by Elise.</p> <p>Update 19/9: Draw will take place at assembly on 12/10 at 2:30pm.</p>	Kellie	October	In progress

Item	Action	Owner(s)	Due	Status
<b>Tea Towel Fundraiser</b>	<p>Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas.</p> <p>Update 18/8: Keris has requested a kit from Xpressions. Drawings need to be sent back by Oct 20 to be ready by end of Term 4. 1 towel design for the school, with ALL student faces. We need to order a minimum of 50. The cost per towel is approx. \$9.50, and we can sell for \$15. Next steps are to organise the drawings.</p> <p>Elise to approach the staff about how best to manage the drawings.</p> <p>Update 19/9: Face slips are now with classes; each child will do a portrait, as will teachers and support staff. Need to be back by end of Term 3. Keris will draft a note to go out to parents in Term 4 Week 1.</p> <p>Update 20/10: Artwork sent, design due back end of Oct. for approval; note to be sent home next week for orders. We will buy some for canteen and more to sell at Christmas market.</p>	Keris	October	In progress
<b>Term 4 Disco</b>	<p>Keris and Winnie to work on a Skoolbag blast to invite people to be part of the Disco organising committee.</p> <p>Update 18/7: Keris and Kellie to form committee</p> <p>Keris to talk with Elise about a Term 4 date</p> <p>Update 18/7: Disco date proposed for 27/10 with a 'Spooky' theme, to be confirmed with Lyn</p> <p>Update 18/8: Date locked in confirmed</p> <p>Keris to contact Flava Dave for his availability</p> <p>Update 18/8: Dave is locked in</p> <p>There won't be any glo stuff this year; considering 'tricks' instead.</p> <p>Update 19/9: Meeting on 20/9 to discuss decorations, note, price. Elise has requested the music be 'clean'</p> <p>Update 20/10: Keris to confirm hall availability for decorating; PVG to organise BBQ and gas; request for cake stall donations.</p>	Keris / Kellie	October	In progress

Item	Action	Owner(s)	Due	Status
<b>Kindy Orientation</b>	<p>Organize a roster for the parent afternoon teas and any assistance required for the Uniform Shop.</p> <p>Update 18/7: Review towards the end of Term 3</p> <p>Update 18/8: Consider a theme for each day for parents, e.g. Hanging Swamp, Uniform fashion parade, Canteen food prep</p> <p>Update 19/9: Belinda to have a draft program available in Term 4 Wk 1</p> <p>Update 20/10: Winnie to update parent brochure</p>	Belinda	October	In progress
<b>Sculpture Walk Plaques and Nature Trail</b>	<p>Belinda will organize a meeting between herself, Vikki, Elise, Niki Martignago and Keris to develop a high-level plan for the sculpture plaques and nature trail.</p> <p>Update 18/8: Committee meetings are underway. Minutes from those meetings are attached.</p> <p>Date for Spring Wing Fling is set at Mon 9<sup>th</sup> Oct (first day of Term 4) from 2pm to celebrate the installation of the dragonfly. Kids can dress as any of the three totems.</p> <p>Celebrations will include a choir performance, dragonfly dance and Aunty Carol will perform the welcome to country.</p> <p>BMCC is interested, and there may be more funding available. Elise to continue discussions with council.</p> <p>Update 19/9: New date – Friday 10<sup>th</sup> Nov at 2pm. P&amp;C will host a cake stall. Nikki is talking with Council. Committee is meeting again next term.</p> <p>Update 20/10: Committee to meet regarding invite list; info sheet to be completed (Keris) for the event; Elise to do a note to families; Nikki continuing to talk with council</p>	Sculpture Trail Committee	October	In progress
<b>Position Descriptions</b>	<p>Marion &amp; Beck to develop a checklist to formalise the process for handing over P&amp;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

## P&C - School Needs Suggested by Staff 2017

### Funding in progress

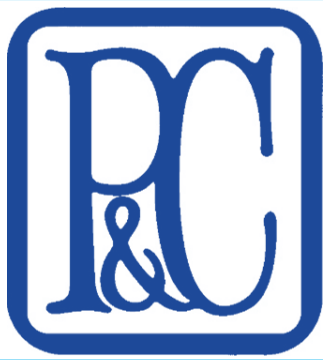
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area) – DISCO?
- K-2 Home Readers – BIKE RAFFLE
- K-2 Guided Reading Books – BIKE RAFFLE
- 3-6 Guided Reading Books
- 15 Chromebooks - to make 30 in total for Stage 2 (approx. \$5000) - WALKATHON
- Wet weather games (e.g. board games, construction toys) – \$1,700 APPROVED, could be tea towel fundraiser

### Not yet prioritised

- Buddy bench/es (quote \$660 each)
- K-2 active garden space
- K-2 Reading Eggs online phonics program
- 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)
- K-2 wooden cubby house – consider department restrictions
- 21<sup>st</sup> Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 alto saxophones (approx. \$1,500 each)

### Funding complete

- 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) – APPROVED FROM EXISTING FUNDS
- Remove and dispose old K-2 play equipment (quote \$1,200 – incl. see quote for ground works above) – APPROVED FROM EXISTING FUNDS
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this. SCHOOL FUNDED



Term 4, Edition 3

November 2017

## Share Learn Network: P&C Federation 2018 Conference

### Revised Registration Rates

2018 Conference Proud Community Partner

P&C Federation Board has reduced the registration cost for attending the P&C Federation 2018 Conference. The goal of the P&C Federation 2018 Conference is to celebrate P&C Associations and enable as many as possible to attend.



Event	Was	Now
Friday, Saturday & Awards Dinner	\$300 per person	\$100 per person
Friday & Saturday	\$250 per person	\$50 per person
Friday Only	\$150 per person	\$30 per person
Saturday Only	\$150 per person	\$30 per person
Awards Dinner Only	\$100 per person	\$100 per person

To complete your registration online, please click [Here](#). For more information, please click [P&C Federation 2018 Conference](#). We look forward to seeing you at the P&C Federation 2018 Conference!

### Registration for Workshops Now Open

The P&C Federation 2018 conference will include workshops for attendees to participate in. To view options regarding Workshops themes and registration, please click [Here](#).



### Limited Sponsorship Opportunities

Is your Organisation interested in being a sponsor? It's not too late! If you would like to know more about becoming a sponsor at the P&C Federation 2018 conference, please click [Here](#)

P&C Federation 2018 Conference: 2 & 3 March 2018

**BECOME A SPONSOR**

2018 Conference Proud Community Partner




### Return & Earn

An initiative that could raise funds for your P&C

On 1 December 2017, the NSW Government will launch its largest ever litter-reduction initiative – the NSW Container Deposit Scheme. The scheme will enable a 10-cent refund on eligible drink containers (most between 150ml – 3 litres) when purchased in NSW and returned to an approved collection point. For more information about the scheme, click [Here](#)



## Reminder! Insurance

### Certificate of Currency

Has your P&C Association paid their membership and insurance and received a Certificate of Currency? If not, please contact Ela Comertpay Insurance Officer on [insurance@pandc.org.au](mailto:insurance@pandc.org.au)

### Community Use Agreement

Has your P&C Association been asked to sign a Community Use Agreement? If yes, please be aware Your Public Liability P&C Insurance policy explicitly excludes the negligence of the Department of Education. Please refer to Schedule [click here](#)

To enable us to issue a certificate of currency we will require additional information for the insurances and noting only the events the P&C Association will undertake as per the agreement your P&C Association is to sign.

### Events

For every event that a P&C Association undertakes, a risk plan should be developed, which can be submitted as part of the Notification of Events form. This form should contain all the details of the event that is going to take place. Once submitted, a Certificate of Currency is issued by P&C Federation to your P&C Association for the specific date of the event. This form is a good resource to notify the insurance policy of your activities, check that you have all facets of organising the event in hand and, where you select to permit P&C Federation to promote the event, it will be placed on the event calendar on the front page of P&C Federation's website.

A notification of event form should be completed & submitted 14 working days prior to **ANY** P&C Association event.

**If you have any questions, please contact P&C Federation's Insurance Officer - Ela Comertpay on 1300 885 982, Option 1 or email [insurance@pandc.org.au](mailto:insurance@pandc.org.au)**

### Young & eSafe

Office of the eSafety Commissioner's youth platform designed to educate and empower young people to take control of their online experiences.



Young & eSafe is practical advice by young people, for young people to help challenge the haters and fakers online. Great resource in the classroom, this platform promotes positive, proactive conversations around online safety by building on critical thinking and digital resilience skills. For more information, click [Here](#).

### Share your story with us!

P&C Federation is always keen to hear about the wonderful successes that your P&C Association has achieved! We would like to share your success stories and photos in our Parent & Citizen Journal. Send your photos and a few words (up to 600 words) at [journal@pandc.org.au](mailto:journal@pandc.org.au). If you are struggling to put the words together, please call Hetaal Badiyani on 1300 885 982 or email at [comsupport@pandc.org.au](mailto:comsupport@pandc.org.au) for assistance.



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# P&C MEETING

PRINCIPAL'S REPORT – 17 NOVEMBER 2017

## **Staffing Update:**

As of early November, our staffing entitlement for 2018 has dropped, changing to 10 classes. This was based on projected 250 student enrolments which reflects the information from parents. Final projected enrolment numbers must be resubmitted by the last day of the school year. Out of area enrolments will be considered through a committee, including the principal, an executive, and a staff representative. A parent representative is invited to join this committee as well. The intention is to meet on Tuesday 5 December at 8.30am and go through all the out of area enrolments, consider what places we have available and make decisions about which applications will be accepted based on criteria (as per policy). Any volunteers?

As per the newsletter, Liz Tink was appointed permanently as our Assistant Principal but has been on extended leave and has now retired. We are waiting to hear from Staffing about who will fill this position. Crystal Cooke will be extending her maternity leave and returning part time to the school at the beginning of Term 3. Paula Forrester is returning from leave to start Term 1. At this stage there is no indication whether Matt Carter is returning or not. I will keep you informed through future newsletters of any further changes as we get more details.

Unfortunately, there will not be enough positions to retain all of our current temporary teachers. We are supporting them in finding other teaching work, permanent and temporary, at other schools.

## **Aboriginal Art Workshops:**

Mrs Fendall co-ordinated 3 teaching days for local Aboriginal artist, Leanne Tobin, to work with all students across the school. The artwork focus was our hanging swamp and it's flora and fauna. Initial feedback indicates the workshops were an enjoyable and valuable learning experience for our students and teachers. There are some initial thoughts to invite Leanne back to our school next year to help us create an Aboriginal mural.

## **Community Cafes:**

15 parents involved over two café events. There was very productive discussion related to aspirations for their children, beliefs about quality education and what behaviours from staff, students and parents would support a positive school culture. There were a number of key themes throughout the discussions, however a thorough analysis of the discussion notes recorded and of their relationship with the same discussion and survey ideas from teachers, other parents and students is required before identifying them.

There was interest in using this model of consultation again, with homework and the discipline policy being suggestions of other discussion points.

### **School Signage:**

Meeting held with Tim from Corporate Signs. Awaiting a quote on several signs for admin building, pedestrian entry near pencils, hall building and gates. He suggested using gate numbers to direct people to particular entry points in our communications rather than street-type signage. Also considering painting the portico entry to admin building to make it stand out a little from it's surroundings.

### **Wet Weather Games:**

Games boxes are complete. One box with 12 games has been distributed between each pair of classes across the school. If we get some wet weather, I will ask teachers to take some photos and get some feedback from students for our newsletter. Thank you P&C for funding this project.

### **Presentation Day:**

Staff have revised the nature of our Presentation Day assemblies. The reason for change is that students have not valued the presentation day awards over recent years.

Our aims are to:

- celebrate the achievements and efforts of our students in learning
- develop a school wide understanding that it is a special achievement to achieve an LPS presentation day award
- re-establish the prestige and importance of presentation day by only awarding those most deserving students

This year, every class teacher will be giving out 6 awards for students in their class. The Personal Best awards will not be handed out this year as students are awarded throughout the year for their personal best achievements.

A note about these changes and invitations to the parents/carers of award recipients will come home shortly.

### **End of Year Events:**

Week 8 – 2018 school leader speeches & voting; final Kindy transition session; Art & Music Showcase

Week 9 – Swim School; Principal's Assembly; last P&C meeting

Week 10 – Presentation Day; student reports go home; Year 6 Farewell; K-2 Christmas Party Day; Stage 2 Party Day; Stage 3 Movie Day; last day for students

Week 11 – two Staff Development Days

### **Requests:**

Mark Nelson is trying to support his daughter in her efforts to run a fundraiser in the community for purchasing playground equipment for our school. The fundraising idea is to have a sausage sizzle outside Leura Woolworths. He would like some support in being able to pre purchase items needed. I explained normal process is to purchase items needed in advance then take these costs out of profits. I will co-ordinate with Peter to organise use of the BBQ and gazebo. Is P&C able to provide financial support to pre purchase the items needed?

# Uniform Shop Report

## October 2017

### Overview

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

Uniform shop Cash based income and Costs				
	August	September	October	YTD
Sales	\$ 880	\$ 902	\$ 829	\$ 19422
Less Expenses	\$ 815	\$ 1968	\$ 655	\$ 18,069
Profit (Loss)	\$ 65	(\$ 1066)	\$ 174	\$ 1,353

Expenses in October were \$ 655 reimbursement of uniform shop manager, reimbursement to the school for August and September and merchant fees.

### Action

We would like approval for a cheque to the school \$ 193 being for reimbursement school items sold during October.

**Sales by Item**  
**Leura Public School P&C Association**  
**1 October 2017 to 31 October 2017**

Item	Current Unit Price	Quantity Sold	Total
BP - Boys Pants	\$30.00	1.0	\$30.00
BS - Boys Shorts	\$20.00	2.0	\$40.00
GP - girls pants	\$20.00	1.0	\$20.00
JZ - Zipfront Tracksuit Jumper	\$30.00	1.0	\$30.00
PSG - SS - Polo Shirt, S/sleeve - Green	\$25.00	4.0	\$100.00
PSW - SS - Polo Shirt, S/sleeve - White	\$25.00	4.0	\$100.00
SD 10-12 - Summer Dress - Size 10-12	\$65.00	2.0	\$130.00
SGS633 - sport girls skort	\$27.00	2.0	\$54.00
SH - Miscellaneous second hand uniform item	\$0.00	20.0	\$112.00
SS - Sports Shorts	\$20.00	1.0	\$20.00
<b>subtotal</b>		<b>38.0</b>	<b>\$636.00</b>
WJ 04-08 632 - Woollen Jumper size 04-08	\$63.00	1.0	\$63.00
xH 625 - Hat	\$19.00	4.0	\$76.00
xWJkt - Winter Jacket	\$54.00	1.0	\$54.00
<b>subtotal</b>		<b>6.0</b>	<b>\$193.00</b>
<b>Total</b>		<b>44.0</b>	<b>\$829.00</b>

# Leura Public School P&C Association

## Treasurer Report October 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 October 2017 to 31 October 2017

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	811	-	-	811
Investment Account	26,132	13	-	26,144
Operating Account	17,544	6,682	2,267	21,958
<b>Total</b>	<b>44,486</b>	<b>6,695</b>	<b>2,267</b>	<b>48,914</b>

The major cash received was:

- Uniform shop \$ 826 \$174
- Canteen \$ 1,500 \$ 312
- Fundraising \$ 3,220 (Disco, Bike Raffle) \$ 2,604
- Markets \$ 1,105 \$ 559

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:

- Cost for wet weather boxes approximately \$ 1,600

# Profit and Loss

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

OCT 2017

<b>Trading Income</b>	
Canteen Income	1,500.05
Fundraising Income	3,219.49
Market Income	1,105.00
Uniform Shop Income	829.00
<b>Total Trading Income</b>	<b>6,653.54</b>
<b>Cost of Sales</b>	
Canteen Expenses	1,188.62
Fundraising Expenses	615.67
Market Expenses	146.30
Uniform Shop Expenses	655.75
<b>Total Cost of Sales</b>	<b>2,606.34</b>
<b>Gross Profit</b>	<b>4,047.20</b>
<b>Other Income</b>	
Interest Income	14.34
<b>Total Other Income</b>	<b>14.34</b>
<b>Operating Expenses</b>	
Accounting Fees	50.00
P&C Projects for School	8,000.00
<b>Total Operating Expenses</b>	<b>8,050.00</b>
<b>Net Profit</b>	<b>(3,988.46)</b>

# MARKET REPORT

NOVEMBER 5 2017

29 stalls



STALLS \$15 DUE TO BAD WEATHER		
Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	2	-
\$5.00	1	\$5.00
\$10.00	1	\$10.00
\$15.00	12	\$180.00
\$20.00	1	\$20.00
\$25.00	1	\$25.00
	<b>18</b>	<b>\$240.00</b>
<b>Total Income Banked</b>		<b>\$240.00</b>
<b>Markets Expenses</b>		
Reimbursement for Managers expenses		\$400.00
Advertising – Blue Mountains Gazette		\$53.13
Advertising – Western Weekender		\$146.30

Unfortunately, the weather was not on our side for the November markets – misty all day & constant drizzle & rain. This is the quietest markets I have done for a number of years. But the small number of stallholders (including two first-timers) who did commit had a lovely day as there was a decent number of visitors (considering the conditions) coming through. I offered all stalls the discounted rate of \$15 per stall & some chose to still pay more – school family stalls were also discounted.

November is the markets birthday so this year it was a little low key affair. Stallholders joined together to celebrate with cake & singing 'Happy Birthday'. Often the smaller markets, though quieter in terms of customers, have a wonderful positive feel & it's great to see everyone came together.

Next markets are the Christmas markets so there will be a visit by Santa with some little treats for the kids. Music which was booked in for this month – Lucy Mills – is also scheduled for December so hopefully the weather will be better & it all goes to plan.

### Advertising as for previous markets:

- Gazette ad (Public Notices)
- Western Weekender ad
- Facebook page
- Flyers put up in Katoomba and Leura
- Flyers to local bus tour companies
- Community noticeboard on local radio

\* Next markets **Sunday December 3 – Christmas Markets** \*

**Di Kipp**  
Market Manager

**0432 021 863**  
leura-markets@hotmail.com

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



# Leura P&C Association Minutes – November 2017

Location: Learning Support Room

Date: Friday, 17 November 2017

Time: 1:30pm

Attendees(11): Tracey Aitken, Kellie Hammon, Tessa Hockley, Winnie Hua, Keris Macarthur, Belinda Ottman, Marion Schlegel, Selena Seifert, Vikki Willmott-Sharp, Tina-Marie Sheil, Lyn Vidler

Apologies(5): Petra Braat, Kylie Crowe, Di Kipp, Rebecca Williams, Elise Berwick

## Minutes

<b>Welcome and introductions</b>	By Joint-President, Belinda Ottman  Tracey Aitken and Tessa Hockley paid for membership.
<b>Matters Arising from Last Meeting</b>	
<b>Approval of October minutes</b>	The minutes of the General Meeting held 20 October 2017 accepted by Marion and seconded by Winnie.
<b>Review outstanding Action Items</b>	<i>Refer to table on page 3 of these minutes.</i>
<b>New Business</b>	
<b>Correspondence</b>	P&C Federation Media releases and E-Bulletins (available on P&C Federation website)  20/10: Robots Cannot Read NAPLAN Essays  27/10: NSW Public Schools Receive Extra Funding for Academic and Well-Being Needs  30/10: P&C Federation E-Bulletin Term 4 Edition 2



	<p>10/11: Parents Say NSW Public Schools Are Not Ready for NAPLAN Online</p> <p>15/11: E-Bulletin Term 4 Edition 3</p> <p>Vikki to investigate the new NSW Government Return &amp; Earn Scheme</p>
<b>Topic(s) of Focus</b>	<ul style="list-style-type: none"> <li>Community Cafes: <i>See Principal's Report for details</i></li> </ul>
<b>Markets 2018</b>	<p>Thank you to Michelle Gatenby for willingness to take over the running of the Leura First Sunday Markets. She will help Di to run the December market.</p>
<b>Art &amp; Music Showcase</b>	<p>Menu and volunteers discussed. <i>See table on page 3 for further details.</i></p>
<b>Assistant Treasurer Role</b>	<p>Thank you to Petra Braat for taking on the role of Assistant Treasurer.</p>
<b>School Spend List (standing item)</b>	<ul style="list-style-type: none"> <li>Need to check with Elise if Bike Raffle fundraiser (\$614) was enough to cover 3-6 Guided Reading Books, and if not, perhaps we could assign the Tea Towel fundraiser to this. If adequate, Tea Towel fundraiser could go towards Primary resources.</li> <li>Wet weather games – assign funds from Disco</li> <li>Need to determine if Walkathon funds were enough to cover all 15 Chromebooks.</li> <li>Priority in 2018 will be to raise funds for the Sculpture Trail</li> </ul> <p><i>See page 7 for further details.</i></p>
<b>Reports – included with this Agenda</b>	
<b>Principal's Report</b>	<p>Copy distributed at the meeting and attached to these minutes Read through by Lyn in Elise's absence.</p> <ul style="list-style-type: none"> <li>Staffing Update: Belinda Ottman has volunteered to be the Parent Representative for the Out-of-area Enrolment Committee. <i>See Principal's Report for further details</i></li> <li>Request: Mark Nelson (parent) has requested assistance for his daughter's efforts in running a fundraiser in the community for purchasing playground equipment for the</li> </ul>

	<p>school. Vikki undertook to find out further details from Mark.</p>
<p><b>Treasurer's Report – including Uniform Shop</b></p>	<p>Report provided and attached.</p> <p>\$3K for Canteen renovation was added as a Known Expense affecting October balance</p> <p>Request for payment to school of \$193 for payment of uniform items. Approved.</p>
<p><b>Market's Report</b></p>	<p>Refer attached report.</p>
<p><b>Canteen Report</b></p>	<p>No report submitted. Vikki and Winnie discussed current situation – current menu is going well with sushi being very popular; canteen will not open in 2018 unless there are more volunteers, otherwise we will open in in Week 3 with the current summer menu.</p>
<p><b>Other (including Open Forum)</b></p>	
<p><b>Music Program/Lessons</b></p>	<p>Tracey Aitken and Tessa Hockley raised concerns about music lessons and the cut to tuition hours. There were conflicting messages from tutors and Elise. A letter from Elise was read out. Concerns were raised regarding decisions being made without parent contribution/communication.</p> <p>P&amp;C Exec advised that:</p> <ul style="list-style-type: none"> <li>• it was not aware of any plans to cut the music program</li> <li>• the issue of the number of extra-curricular activities had been raised by both teachers and parents as a concern and Elise has undertaken to bring a draft plan on how to better accommodate these in the school timetable to the December meeting.</li> </ul> <p>Belinda and Vikki undertook to seek a meeting with Elise for interested parties.</p>
<p><b>Christmas Stall</b></p>	<p>Date confirmed with Lyn for Tuesday, 12 Dec. The stall will be offered at both lunch and recess for students to purchase items. Tina-Marie to put out a note in Week 9.</p>
<p><b>WHS</b></p>	<p>Discussed and noted that for any event not supervised by the school (eg. Disco), a First Aid officer must be present.</p>

<b>Meeting Closed</b>	3:00pm
<b>Next Meeting</b>	Friday, 8 December at 1:30pm in the Learning Support Room (if available)

## Outstanding Actions

Item	Action	Owner(s)	Due	Status
<b>Planter boxes</b>	<p>Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes</p> <p>Update 20/10: This will be included in a general school plan item around the promotion of the school.</p>	Elise	October	In progress
<b>Art &amp; Music Showcase</b>	<p>Elise to discuss showcase agenda with Sarah and Robyn.</p> <p>Vikki to consider catering requirements once the agenda is finalised.</p> <p>Update 20/10: Runsheet will be completed in Week 4. Showcase will start at 6pm, with food available beforehand.</p> <p>Update 17/11: Meals will be pre-order only via Quickcliq or paper orders. Vikki to send out note/order form, Winnie to put on Skoolbag and to create Special Event menu on Quickcliq. Meals will be served from canteen at 5pm. Tables under the Dragonfly will be set up by PVG. Menu items include a tagine, honey-soy drumettes, a vegetarian option, cake and tea &amp; coffee. Tessa offered to help with the tagine; Keris with the drumettes, and Kellie volunteered to make a non-alcoholic punch.</p>	Elise/Vikki	October	In progress
<b>Canteen refit</b>	<p>Canteen committee to review the proposal and respond to P&amp;C.</p> <p>Update 20/10: P&amp;C agreed to commit \$3K to project.</p> <p>Update 17/11: PVG will commence work in the Summer Holidays.</p>	Beck/Kylie/Vikki/ Keris/Winnie	October	In progress

Item	Action	Owner(s)	Due	Status
<b>Policy – school access</b>	<p>Elise to clarify requirements for parent/visitor sign-in to the school.</p> <p>Update 20/10: Sign-in required for all school events during school hours, eg. assemblies, reading groups etc. Not required after hours eg. music showcase.</p> <p>Elise to approach Sherpa re costs for short supervision times, prior to 8:45am.</p> <p>Update 20/10: Elise has spoken with Sarah from Sherpa – she thinks it’s a good idea in principle but no decision as yet.</p>	Elise	October	In progress
<b>High school liaison officer visit</b>	<p>Imelda would like to visit the school again, to talk with Yr 5 and 6 parents. Elise to review the best forum for the visit.</p> <p>Update 17/11: No reply from Imelda. Too late in the year for further action and agreed to note this item as complete.</p>	Elise	October	Completed
<b>Bike Raffle</b>	<p>Seek a volunteer from K-2 to organise Term3 raffle</p> <p>Update 18/8: The note is ready to go, just awaiting approval by Elise.</p> <p>Update 19/9: Draw will take place at assembly on 12/10 at 2:30pm.</p> <p>Update 17/11: Raffle drawn 26/10. Winners notified via newsletter. We raised \$598. Thanks to Kellie for her efforts.</p>	Kellie	October	Completed
<b>Tea Towel Fundraiser</b>	<p>Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas.</p> <p>Update 18/8: Keris has requested a kit from Xpressions.</p>	Keris	October	In progress

Item	Action	Owner(s)	Due	Status
	<p>Drawings need to be sent back by Oct 20 to be ready by end of Term 4. 1 towel design for the school, with ALL student faces. We need to order a minimum of 50. The cost per towel is approx. \$9.50, and we can sell for \$15. Next steps are to organise the drawings.</p> <p>Elise to approach the staff about how best to manage the drawings.</p> <p>Update 19/9: Face slips are now with classes; each child will do a portrait, as will teachers and support staff. Need to be back by end of Term 3. Keris will draft a note to go out to parents in Term 4 Week 1.</p> <p>Update 20/10: Artwork sent, design due back end of Oct for approval; note to be sent home next week for orders. We will buy some for canteen and more to sell at Christmas market.</p> <p>Update 17/11: Tea towels have been ordered and there is a 2 week delivery window. Final number of tea towels ordered was 161. Profit of \$400 made, however the profit declined with the larger orders eg. 3 for \$40. Will need to redress for future fundraisers with larger order benefits.</p>			
<b>Term 4 Disco</b>	<p>Keris and Winnie to work on a Skoolbag blast to invite people to be part of the Disco organising committee.</p> <p>Update 18/7: Keris and Kellie to form committee.</p> <p>Keris to talk with Elise about a Term 4 date.</p> <p>Update 18/7: Disco date proposed for 27/10 with a 'Spooky' theme, to be confirmed with Lyn.</p>	Keris/Kellie	October	Completed

Item	Action	Owner(s)	Due	Status
	<p>Update 18/8: Date confirmed and locked-in.</p> <p>Keris to contact Flava Dave for his availability.</p> <p>Update 18/8: Dave locked in.</p> <p>There won't be any glow stuff this year; considering 'tricks' instead.</p> <p>Update 19/9: Meeting on 20/9 to discuss decorations, note price. Elise has requested music to be 'clean'.</p> <p>Update 20/10: Keris to confirm hall availability for decorating; PVG to organise BBQ and gas; request for cake stall donations.</p> <p>Update 17/11: Disco went well with many parent volunteers. Glow items given away and nearly all gone! Games were good, but now will need to consider other prizes. Good profit on sausage sizzle. Lots of parent involvement. Some parents were adverse to 'Halloween' theme – will consider other themes next year. Funds raised = \$1935.48.</p> <p>Although a First Aid kit was available, there was no First Aid officer on site. Noted that a Medical Supervisor is required for future events not supervised by the school.</p>			
<b>Kindy Orientation</b>	<p>Organise a roster for the parent afternoon teas and any assistance required for the Uniform shop.</p> <p>Update 18/7: Review towards the end of Term 3.</p> <p>Update 18/8: Consider a theme for each day for parents, eg. Hanging Swamp, Uniform fashion parade, Canteen food prep.</p> <p>Update 19/9: Belinda to have draft program available in Term 4</p>	Belinda/Elise	October	In progress

Item	Action	Owner(s)	Due	Status
	<p>Week 1.</p> <p>Update 20/10: Winnie to update parent brochure.</p> <p>Update 17/11: One more afternoon tea to organise. If school is happy to continue similar program including P&amp;C next year, suggest both child and parent activities are , included in the school's Kindy Orientation brochure.</p>			
<p><b>Sculpture Walk Plaques and Nature Trail</b></p>	<p>Belinda will organise a meeting between herself, Vikki, Elise, Niki Martignago and Keris to develop a high-level plan for the sculpture plaques and nature trail.</p> <p>Update 18/8: Committee meetings are underway. Minutes from those meetings are attached.</p> <p>Date for Spring Wing Fling is set for Monday, 9 October (first day of Term 4) from 2pm to celebrate the installation of the dragonfly. Kids can dress as any of the three totems.</p> <p>Celebrations will include a choir performance, dragonfly dance and Auntie Carol will perform the Welcome to Country.</p> <p>BMCC is interested, and there may be more funding available. Elise to continue discussions with Council.</p> <p>Update 19/9: New date – Friday 10 November at 2pm. P&amp;C will host a cake stall. Niki is talking with Council. Committee is meeting again next term.</p> <p>Update 20/10: Committee to meet regarding invite list; info sheet to be completed (Keris) for the event; Elise to do a note to families; Niki continuing to talk to Council.</p>	<p>Sculpture Trail Committee</p>	<p>October</p>	<p>In progress</p>



Item	Action	Owner(s)	Due	Status
	<p>Update 17/11: Spring Wing Fling very successful. Thanks to Keris and Winnie for putting the brochure together, and to Vikki, Keris and Winnie (and other helpers) for their organisation on the day. Niki and Elise continuing talks with Council for funding. On 28 Nov, Committee (and anyone else interested) will walk around school and decide where to put signs. Belinda to seek copy of school history from Liz Colton to aid this discussion/walk.</p>			
<b>Position Descriptions</b>	<p>Marion &amp; Beck to develop a checklist to formalise the process for handing over P&amp;C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.</p> <p>Update 9/5: Position descriptions have been done but handover items are outstanding.</p> <p>Update 17/11: Note that Coles card for Markets Coordinator will need to be re-issued to Michelle.</p>	Marion & Beck	Ongoing	In progress

## Completed Actions to date (2017)

Item	Action	Owner(s)	Date	Status
<b>WHS</b>	Elise to discuss outstanding issues listed in the minutes with Peter van Gemert	Elise Berwick	Ongoing	N/A
<b>Leura Cookbook</b>	<p>The project has stalled, with no action since the end of 2016. However, Belinda reports that Tessa is interested in rebooting the project.</p> <p>Update 16/6: Tessa is trying to organise a meeting for 25/6.</p> <p>Update 18/7: The cookbook will be raised at the kindy afternoon tea to get new parents involved.</p> <p>Update 19/9: Park till 2018.</p>	Tessa Hockley and Belinda	2018	Parked till 2018
<b>Aprons</b>	<p>Vikki to talk to Kylie about ordering Leura-branded aprons through Midford.</p> <p>Update: Midford are investigating, and will also let us know the minimum order.</p> <p>Update 16/6: Kylie reports that it has been difficult to find a supplier. Vikki will look into purchasing plain aprons, and then having them screen printed or embroidered locally.</p> <p>Update 18/8: Belinda found an old apron! So Kylie now knows who the supplier is and can do an order.</p> <p>Update 20/10: Order now placed with supplier.</p>	Vikki	October	Completed

Item	Action	Owner(s)	Date	Status
	Update 17/11: Aprons have arrived and stored in canteen.			
<b>Vegie Gardens</b>	<p>Elise to talk with teachers about lining up units of learning with the infants garden; Elise will also discuss a roster for 2018 involving just one grade, eg. Year 1.</p> <p>Update 19/9: Exec is OK with one grade idea, TBA before the end of this school year; Miss Lilywhite will be starting a garden club for the primary vegie garden.</p>	Elise	October	On hold till 2018
<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 & Belinda	September	Park until 2018
<b>Road Safety</b>	<p>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>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.</p> <p>Update 19/9: Highway patrol have contacted Elise, she reminded them about Railway Pde; Beck to send draft letter to Belinda/Keris to review.</p> <p>Update 20/10: Beck to send to Council</p>	Beck/Elise	October	Completed

Item	Action	Owner(s)	Date	Status
<b>Bike Raffles</b>	<p>Advise the Year 6 Farewell committee that they have a bike to raffle.</p> <p>Update 18/8: Committee has not been formed yet.</p> <p>Update 19/9: Not required for Year 6 Farewell, instead keep for later in the year or next year for Primary Reading resources.</p> <p>Update 20/10: 2 bikes to be raffled, 3<sup>rd</sup> bike held over till 2018.</p>	Belinda	October	Completed
<b>Assistant Treasurer Role</b>	Winnie to add a note to Newsletter and Skoolbag advertising for this role	Winnie	October	Completed
<b>Markets 2018</b>	<p>Di to provide an outline of the Markets Coordinator role.</p> <p>Belinda and Vikki to develop an ad for the role.</p>	Belinda/Vikki	October	Completed
<b>Yr 6 Farewell Decorations Pinterest Page</b>	<p>Vikki to contact Cat Swann (former Wentworth Falls) to see how we can contribute to the Farewell Pinterest Page.</p> <p>Update 9/5: Beck to find out who is managing the Wenty Farewell Committee for 2017.</p> <p>Update 16/6: Beck attended the Wenty Farewell planning meeting and they are yet to finalise the theme. Wenty and Katoomba North are keen to contribute to a Pinterest page. Beck will work with the Leura committee to progress this initiative.</p> <p>Update 18/7: Belinda will organise photos as she sorts through items.</p>	Beck	September	Completed

Item	Action	Owner(s)	Date	Status
<b>Tree Management</b>	<p>For the proposed tree fundraiser, Elise to review the department's Tree Management Guidelines and bring them along to the next P&amp;C Meeting.</p> <p>Update 16/6: Tree Management Guidelines checked and it only mentions the rules for tree planting very briefly. Another document is required – 'Education Facilities Standards and Guidelines (EFSG). Elise will continue to follow up on this matter. It is more likely that this will form part of the 3yr plan.</p>	Elise	September	Completed
<b>Markets</b>	<p>We require a full income and expenses report from Di for the 2016 fin year for review.</p> <p>Update 18/7: Belinda and Vikki will meet with Di towards the end of July.</p> <p>Update 19/9: See New Business for details</p>	Belinda	September	Completed
<b>Fathers' Day Stall</b>	<p>Stall date proposed for 30 August. Belinda to confirm with Lyn.</p> <p>Update 18/8: Date confirmed; dance group will be able to buy on their return at 2pm.</p> <p>Tina-Marie to source goods, eg. cactus, bookmarks. Note to go out next week.</p>	Belinda & Tina-Marie	September	Completed
<b>Canteen 2.0</b>	<p>Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons.</p> <p>Update 16/6: Beck to draft a note for music people and ask Jane</p>	Beck	September	Completed

<b>Item</b>	<b>Action</b>	<b>Owner(s)</b>	<b>Date</b>	<b>Status</b>
	<p>Andino to distribute.</p> <p>Update 19/9: Beck has spoken with Jane – she only has one lunchtime student and he only comes after he has eaten.</p>			
<b>Road Safety</b>	<p>Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used, particularly on Railway Pde.</p>	Elise	September	Completed
<b>School spend – wet weather games</b>	<p>Elise to provide a clear costing for wet weather tubs at the August P&amp;C meeting.</p> <p>Update: 18/8: Elise presented the costs to the group. \$1695 for 6 tubs of games (3 x K-2 and 3 x 3-6). Motion moved by Beck and seconded by Keris. All approved.</p>	Elise	September	Completed
<b>Uniform Items</b>	<p>Talk with Kylie about any other uniform items that may be bought back from the school as we come into summer.</p> <p>Update 18/8: Kylie has recommended we buy the wool jumpers – refer to August minutes.</p>	Marion/Kylie	September	Completed
<b>Vegie Gardens</b>	<p>Belinda will talk to Carol about a note for parent involvement in Term 3.</p>	Belinda	September	Closed – N/A
<b>Walkathon BBQ</b>	<p>Walkathon to be held on 6/9 with P&amp;C providing a BBQ. Keris and Kylie to run the BBQ.</p> <p>Vikki will do the note; Beck will open the Special Orders option on</p>	Keris/Kylie/Vikki / Beck	September	Completed

Item	Action	Owner(s)	Date	Status
	QuickCliq for online orders; Beck will make sure we have plenty of poppers and iceblocks.			
<b>Fundraising offer</b>	We received a request to promote a financial services company, with the school receiving a donation in return. Winnie to contact the business and explain that we don't offer advertising.  Update 19/9: Winnie has actioned	Winnie	September	Completed
<b>Great Book Swap</b>	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.  Update 18/8: We raised approx. \$500 for the Indigenous Literacy Foundation; it was good to see the appropriateness of the books improving. A box of pre-school books was delivered to the Leura Childcare Centre.	Vikki	August	Completed
<b>Canteen 2.0</b>	Beck to talk with the canteen committee about the process for replacing the oven.  Update 18/8: New oven is on hold for the time being, the current oven has roared back to life. We'll revisit next term.	Beck	August	Completed
<b>Athletics Cake Stall</b>	Discuss requirements with Rachel Weir.	Belinda/Vikki	August	Completed

<b>Item</b>	<b>Action</b>	<b>Owner(s)</b>	<b>Date</b>	<b>Status</b>
	<p>Update 18/7: Belinda to discuss with Vikki and ensure a note is organised for this event.</p> <p>Update 18/8: We raised \$487, less expenses.</p>			
<b>Markets report</b>	Talk with Di about including expenses in the Markets Report moving forward.	Beck	August	Completed
<b>Road safety</b>	<p>Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line.</p> <p>Update 18/7: The exec team are looking at drafting requirements for both staff and students.</p>	Elise	July	Completed
<b>Grounds Work</b>	Elise/Lyn to action the quote (see new business above) and keep the P&C updated.	Elise	July	Completed
<b>Clothes Swap</b>	<p>Lyn to talk with PVG about locking up the school after the event.</p> <p>Confirm we can get access to the hall on Friday morning.</p> <p>Nibbles to be provided by volunteers.</p> <p>Winnie to continue with FB and Skoolbag posts in the lead-up.</p>	<p>Lyn</p> <p>Keris</p> <p>Keris</p> <p>Winnie</p>	<p>June</p> <p>June</p> <p>June</p> <p>June</p>	Completed
<b>Canteen 2.0</b>	Open up the online ordering system to the whole school – Beck to do a note.	Beck	July	Completed



Item	Action	Owner(s)	Date	Status
	<p>Update 16/6: Beck to discuss ways of improving take up with canteen committee at the next meeting, eg. use testimonials, provide a free item with each online order etc.</p>			
<b>Bikes for raffle</b>	<p>Belinda to contact Janice Price about the bikes to see if there any conditions on raffling them.</p> <p>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.</p>	Belinda	July	Completed
<b>Newcombe Ball Gala Day</b>	<p>Vikki to create a note for the cake stall asking Yr ¼ families for donations; Vikki to liaise with Mr Carter on the sausage sizzle numbers.</p> <p>Update 16/6: Cake stall is not going ahead. Vikki is drafting a note for volunteers.</p>	Vikki	July	Completed
<b>Wet Weather Games (TV Policy)</b>	<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 expectation, to engage</p>	Elise	July	Completed

Item	Action	Owner(s)	Date	Status
	<p>students in activities other than watching a screen. The P&amp;C is prepared to fund board games, toys etc. Awaiting proposed list and associated costs from the school.</p> <p>Update 18/7: P&amp;C has agreed in principle to fund wet weather tubs, including board games.</p>			
<b>Coles cards</b>	Marion to order 2 x Coles Cards for Keris Macarthur and Kylie Crowe	Marion	June	Completed
<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	Completed
<b>Sanitary Bins</b>	<p>Elise to investigate additional sanitary bins in primary girls' toilets.</p> <p>Update 27/10: Nathan has spoken to 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	June	Completed

Item	Action	Owner(s)	Date	Status
<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 27/10/16: Janice has tidied up decorations and costumes.</p> <p>Update 27/10/16: 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 waiting 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 nay dance costume tubs left and she will coordinate with P&amp;C to have them moved.</p>	Elise/Belinda	2017	Completed
<b>Playground</b>	<p>Elise to talk with PVG about removing the old (out of bounds) equipment.</p> <p>Update 9/5: Elsie will talk with PVG about the quote for repairing</p>	Elise	June	Completed

Item	Action	Owner(s)	Date	Status
	<p>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>			
<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>	Elise	June	Completed

Item	Action	Owner(s)	Date	Status
	Update 16/6: This is now a report item in the Agenda.			
<b>Sculpture Walk Plaques and Nature Trail</b>	<p>In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal.</p> <p>Update 9/5: Elsie advised 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
<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: Proposed events will continue to be discussed at P&amp;C Meetings.</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	Completed
<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</p>	Elise	June	Completed

Item	Action	Owner(s)	Date	Status
	Agenda.			
<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 a tall.</p>	Elise	July	Completed
<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	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
<b>Skoolbag App upgrade and fundraising option</b>	<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&amp;C meeting in 2017.</p> <p>Belinda will also develop instructions for the P&amp;C option in Skoolbag and</p>	Belinda	Ongoing	Completed



Item	Action	Owner(s)	Date	Status
	Vikki to add a thanks in the next Newsletter.			
<b>Canteen</b>	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
<b>Fundraising 2017</b>	Beck to develop a note seeking volunteers for Term 1 fundraising events.  Nathan to talk with SRC coordinator (Mrs McMahon) about an alternative to the Easter Colouring Competition for Yrs 3-6.	Beck  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	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	Ongoing	Completed



Item	Action	Owner(s)	Date	Status
<b>Our Online Canteen Project</b>	<p>Beck to get paperwork completed and sent off, including the canteen menu and uniform order list and will arrange training.</p> <p>Nathan indication that there is a spare laser printer in the office that can be used for labels; Belinda to investigate.</p> <p>Update 27/10: Beck to forward paperwork including menu and canteen order form to Our Online Canteen.</p> <p>Update 27/10: Belinda to test printer and WIFI for Kim.</p> <p>Update 27/10: Approval to purchase required labels.</p> <p>Update: Kylie would like to trial with the Uniform Shop over the holidays.</p>	<p>Beck</p> <p>Belinda</p> <p>Beck &amp; Kylie</p>	<p>Feb 17</p>	<p>Closed; will revisit if canteen continues</p>
<b>Canteen</b>	<p>Kim to develop recipes for Amber foods so that home-made items fit within the guidelines</p> <p>Kim to investigate the costs for hiring a coffee machine for Term 3 to trial the popularity of such a service.</p> <p>Vikki and Kim to consider offering a free meal to kids on the day that their mu/dad/carer is in the canteen.</p> <p>Update July: Kim to advise volunteers when the roster is sent out.</p> <p>Put a call out for families to provide recipes and/or donate items like gluten-free bread or pasta for those children with allergies.</p> <p>Kim would like certificates for the student canteen helpers. Belinda and</p>	<p>Kim Craddock</p> <p>Kim Craddock</p> <p>Kim Craddock</p> <p>Kim Craddock</p> <p>Belinda &amp; Kim</p> <p>Belinda &amp; Janice</p>	<p>Feb 17</p>	<p>Closed; may revisit if canteen continues</p>

Item	Action	Owner(s)	Date	Status
	Janice will check for the existing certificates. It would be great to present at the next PBL Assembly on 15/12.			
<b>PA System</b>	<p>Nathan to obtain quotes for a new permanent PA system for the COLA.</p> <p>Update August: Tina-Marie has obtained two quotes; we have decided to move with one of those quotes. Tina-Marie will liaise with the provider and the school to install in mid-September.</p> <p>Update 27/10: Installation was to occur on 24/10 but has been delayed.</p> <p>Update: Installation complete.</p> <p>Update: New quote for speaker near flagpole obtained - \$550</p> <p>Update Feb 17: Speaker has now been installed.</p>	Tina-Marie	Feb 17	Completed
<b>2017 Welcome BBQ</b>	<p>The P&amp;C would like to instead host a welcome for new and returning families to the school in early 2017.</p> <p>Update: The welcome event will coincide with the Meet the Teacher afternoon in Week 3. The P&amp;C will need to meet with Mrs Jinks ASAP.</p>	Belinda & Vikki	Feb 17	Completed
<b>Sunscreen</b>	<p>Nathan to investigate the department's position on the school providing sunscreen.</p> <p>Update: The department has no restrictions on providing</p>	Nathan	Feb 17	Completed

Item	Action	Owner(s)	Date	Status
	sunscreen but warrants further discussion with staff.			

## P&C – School Needs Suggested by Staff 2017

### Funding in progress

- Outside Learning Area resourcing – Hanging Swamp (eg. fire pit made for the area)
- K-2 Home Readers – BIKE RAFFLE
- K-2 Guided Reading Books – BIKE RAFFLE
- 3-6 Guided Reading Books
- 15 Chromebooks – to make 30 in total for Stage 2 (approx. \$5000) – WALKATHON
- Wet weather games (eg. board games, construction toys) - \$1,700 APPROVED, DISCO

### Not yet prioritised

- Buddy bench/es (quote \$660 each)
- K-2 active garden space
- K-2 Reading Eggs online phonics program
- 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)
- K-2 wooden cubby house – consider department restrictions
- 21<sup>st</sup> Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 x alto saxophones (approx. \$1,500 each)

### Funding complete

- 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) – APPROVED FROM EXISTING FUNDS
- Remove and dispose of K-2 play equipment (quote \$1,200 – incl. see quote for ground works above) – APPROVED FROM EXISTING FUNDS
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this. SCHOOL FUNDED