



School Spend List (standing item)	See page 8
<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>	Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes	Elise	October	In progress
<b>Art &amp; Music Showcase</b>	Elise to discuss showcase agenda with Sarah and Robyn. Vikki to consider catering requirements once the agenda is finalized.	Elise/Vikki	October	In progress
<b>Canteen refit</b>	Canteen committee to review the proposal and respond to P&C.	Beck/Kylie/Vikki/ Keris	October	In progress
<b>Policy – school access</b>	Elise to clarify requirements for parent/visitor sign in to the school. Elise to approach Sherpa re costs for short supervision times, prior to 8:45am.	Elise	October	In progress
<b>Markets 2018</b>	Di to provide an outline of the Markets Coordinator role. Belinda and Vikki to develop an ad for the role.	Belinda/Vikki	October	In progress
<b>High school liaison officer visit</b>	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.	Elise	October	In progress
<b>Assistant Treasurer role</b>	Winnie to add a note to Newsletter and Skoolbag advertising for this role	Winnie	October	In progress
<b>Vegie Gardens</b>	Elise to talk with teachers about lining up units of learning with the infants garden; Elise will also discuss a roster for 2018 involving just one grade, e.g. Year 1  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	Elise	October	In progress
<b>Bike Raffles</b>	Seek a volunteer from K-2 to organize the Term 3 raffle	Kellie	October	In progress

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	<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>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>	Belinda	October	In progress
<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 18/8: Elise to contact council to check/observe the proportion of the school that use the south side</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>	Beck / Elise	October	In progress
<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>	Keris	October	In progress

Item	Action	Owner(s)	Due	Status
<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>	Keris / Kellie	October	In progress
<b>Leura Harvest Festival</b>	<p>Vikki and Belinda will write to LVA on behalf of P&amp;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</p>	Vikki and Belinda	September	In progress
<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>	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>	Sculpture Trail Committee	October	In progress

Item	Action	Owner(s)	Due	Status
	<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>			
<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>	Vikki	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
<b>WHS Issues</b>	<p>Elise to discuss outstanding issues listed in the minutes with Peter van Gemert</p>	Elise Berwick	Ongoing	In progress
<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: Tess is trying to organize a meeting for 25/6.</p>	Tess Hockley and Belinda	2018	In progress

Item	Action	Owner(s)	Due	Status
	Update 18/7: The cookbook will be raised at the kindy afternoon tea to get new parents involved Update 19/9: Park till 2018			

## P&C - School Needs Suggested by Staff

- K-2 Home Readers – BIKE RAFFLE
- K-2 Guided Reading Books – BIKE RAFFLE
- K-2 Reading Eggs online phonics program
- 3-6 Guided Reading Books
- Wet weather games (e.g. board games, construction toys) – APPROVED, could be tea towel fundraiser
- 15 Chromebooks - to make 30 in total for Stage 2 (approx. \$5000) - WALKATHON
- 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)
- Buddy bench/es (quote \$660 each)
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area) – DISCO?
- Remove playground seating on slope, re-landscape and install near court area (quote \$6,215 – incl \$340 for each of 4 silver seats, however preferable for 8)
- Remove and dispose old K-2 play equipment (quote \$1,200 – incl. see quote for ground works above)
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this.
- K-2 active garden space
- K-2 wooden cubby house – consider department restrictions
- Electronic school sign (approx. \$30,000) – approach RMS?
- Painting on water tanks – incl. kids street art on our buildings
- Creative and performing arts complex (jointly funded capital works project with department)



# Leura Public School P&C Association

## Treasurer Report August 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.

<b>Bank Accounts</b>	<b>Opening Balance</b>	<b>Cash Received</b>	<b>Cash Spent</b>	<b>Closing Balance</b>
Building Fund (DGR Account)	811	-	-	811
Investment Account	26,119	12	-	26,132
Operating Account	18,963	4,710	6,131	17,543
<b>Total</b>	<b>45,893</b>	<b>4,723</b>	<b>6,131</b>	<b>44,485</b>

The major cash received was:

- Uniform shop \$ 902 (\$ -1066)
- Fundraising \$ 25
- Canteen \$ 2018 (\$1271)

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 and landscaping approximately \$ 8000 for the removal of the old play equipment, moving of the benches
- Cost for wet weather boxes approximately \$ 1,600

# Profit and Loss

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

SEP 2017

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## Trading Income

Canteen Income	2,017.91
Fundraising Income	25.00
Market Income	1,090.00
Uniform Shop Income	902.00
<b>Total Trading Income</b>	<b>4,034.91</b>

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## Cost of Sales

Canteen Expenses	746.60
Fundraising Expenses	169.35
Market Expenses	599.43
Uniform Shop Expenses	1,968.18
<b>Total Cost of Sales</b>	<b>3,483.56</b>

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**Gross Profit** 551.35

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## Other Income

Interest Income	14.03
<b>Total Other Income</b>	<b>14.03</b>

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## Operating Expenses

Accounting Fees	50.00
P&C Projects for School	2,400.00
<b>Total Operating Expenses</b>	<b>2,450.00</b>

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**Net Profit** (1,884.62)

# Uniform Shop Report

## September 2017

### Overview

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

Uniform shop Cash based income and Costs				
	July	August	September	YTD
Sales	\$ 1,245	\$ 880	\$ 902	\$ 18,598
Less Expenses	\$ 147	\$ 815	\$ 1968	\$ 16,511
Profit (Loss)	\$ 1,098	\$ 65	(\$ 1066)	\$ 2,087

Expenses in August were \$ 1066 reimbursement of uniform shop manager, \$ 1771 purchase of woollen jumpers for P&C and merchant fees.

### Action

We would like approval for a cheque to the school \$ 82 being for reimbursement school items sold during September.

**Sales by Item**

Leura Public School P&amp;C Association

1 September 2017 to 30 September 2017

<b>Item</b>	<b>Current Unit Price</b>	<b>Quantity Sold</b>	<b>Total</b>	<b>Average Price</b>
BS - Boys Shorts	\$20.00	2.0	\$40.00	\$20.00
GP - girls pants	\$20.00	2.0	\$40.00	\$20.00
PSG - SS - Polo Shirt, S/sleeve - Green	\$25.00	9.0	\$225.00	\$25.00
PSW - SS - Polo Shirt, S/sleeve - White	\$25.00	3.0	\$75.00	\$25.00
SD 04-08 - Summer Dress, Size 4-8	\$60.00	1.0	\$60.00	\$60.00
SD 10-12 - Summer Dress - Size 10-12	\$65.00	1.0	\$65.00	\$65.00
SGS 633 - Sports Girls Skort	\$27.00	1.0	\$27.00	\$27.00
SH - Miscellaneous second hand uniform item	\$0.00	26.0	\$288.00	\$11.08
<b>subtotal</b>			<b>\$820.00</b>	
xH 625 - Hat	\$19.00	3.0	\$57.00	\$19.00
xSPS - SS 631 - Sports Polo Shirt, Short sleeve	\$25.00	1.0	\$25.00	\$25.00
<b>subtotal</b>			<b>\$82.00</b>	
<b>Total</b>			<b>\$902.00</b>	

# MARKET REPORT

SEPTEMBER 3 2017

43 stalls



Stall Fees	Number of Stalls	Total Stall Fees
Free (charity/kids stall)	3	-
\$15.00	2	\$30.00
\$25.00	27	\$675.00
\$30.00	10	\$300.00
\$40.00	1	\$40.00
	<b>43</b>	<b>\$1045.00</b>
Table hire: \$5.00	7	\$35.00
Weights hire: \$10.00	1	\$10.00
	<b>Total Income Banked</b>	<b>\$1090.00</b>
	<b>Markets Expenses</b>	
Reimbursement for Managers expenses		\$400.00
Advertising – Blue Mountains Gazette		\$53.13
Advertising – Western Weekender		\$146.30

Being Father's Day I held another Hamper Raffle & it went well, with the lucky winner very pleased with her basket of goodies. Even though the markets weren't busy there was still a decent crowd for the drawing.

This month the Katoomba/Leura Rural Fire Brigade held their Open Day in conjunction with our markets. The fire trucks were set up on the hard courts, along with the 'smoke house' & it was good to see people going down to check it all out. The aim of the Open Day is to raise awareness of what the Rural Fire Service does & help the community be prepared for the bushfire season.

The weather still wasn't great with it being quite windy – which had an impact on stall numbers & visitors. It also meant that I was constantly checking stalls to ensure everything was safe & secure. When the wind did cause havoc with gazebos, or blowing things over, it was great to see stallholders jumping in to help each other out.

### 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 October 1** \*

**Di Kipp**  
Market Manager

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

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

## **Canteen Report – September**

The Canteen made a profit on \$1270 in September.

The Friday service continues to run well with our dedicated volunteers.

We have now finished up with our winter menu, and are pleased that the offering was taken up so well. Dumplings, garlic bread and sausage rolls were our most popular items. We're looking forward to introducing our summer menu – we think Sushi is going to be a big hit.

We are continuing to look for new volunteers to help with some of the admin tasks associated with the canteen – joining the committee to help make decisions, helping with the shopping and/or picking up sushi, and managing the roster. We've sent home notes and added requests to Skoolbag but we've had no takers.

The committee will need to make a decision about whether or not to continue in 2018.

Thanks, Canteen Committee



# Leura P&C Association

## Minutes – October 2017

Location: Learning Support Room

Date: Friday, 20<sup>th</sup> October 2017

Time: 1:30pm

Attendees (9): Elise Berwick, Belinda Ottmann, Rebecca Williams, Keris Macarthur, Vikki Willmott-Sharp, Winnie Hua, Lynn Vidler, Marion Schlegel, Cressida

Apologies (5): Kellie Hammon, Kylie Crowe, Di Kipp, Tina-Marie Sheil, Tessa Hockley

### Minutes

Welcome & Introductions	By Joint-President, Belinda Ottmann
<b>Matters Arising from Last Meeting</b>	
Approval of June Minutes	The minutes of the General Meeting held 19 <sup>th</sup> September 2017 were accepted by Winnie and seconded by Belinda.
Review outstanding Action Items	<i>Refer to table on page 3 of these minutes.</i>
<b>New Business</b>	
Correspondence	<p>P&amp;C Federation:</p> <ul style="list-style-type: none"> <li>Concerns over equity, capacity, capability and student wellbeing re online NAPLAN</li> <li>NAPLAN Survey</li> <li>Newsletter</li> </ul> <p><b>Action:</b> Vikki to complete survey</p>
Topic(s) of Focus	<ul style="list-style-type: none"> <li>NAPLAN Results: See principal's report for details</li> <li>First Aid: See principal's report; first aid plan tabled at meeting (attached)</li> <li>Individual Learning Plans: See principal's report for details</li> </ul>
Canteen renovations	<p>Despite the uncertainty surrounding canteen in 2018, a decision has been made to go ahead with proposed renovations. The costs will be borne equally between the school and P&amp;C. The renovations will likely take place over the summer break, Elise will coordinate with PVG.</p> <p>Motion to commit \$3K to renovation costs, all agreed.</p>

School spend list (standing item)	Not discussed at this meeting.
<b>Reports – included with this Agenda</b>	
Principal’s Report	Refer report attached.
Treasurer’s Report – including Uniform Shop	Reports provided. Request for payment to school of \$82 for payment of uniform items. Approved.
Markets	Report provided.
Fundraising report	See Action Items for updates.
Canteen report	Report provided.
<b>Other (including Open Forum)</b>	
WHS	Elise raised the fact that enclosed footwear must be worn by all helpers in the canteen. <b>Action:</b> Add to roster reminders
Meeting Closed	3:00pm
Next Meeting	Friday, 24 <sup>th</sup> November at 1:30pm in the Learning Support Room (if available). Please note, this is a change to the schedule.



## Outstanding Actions

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<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>	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.</p> <p>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

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<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

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<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>	Marion & Beck	Ongoing	In progress

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	Update 9/5: Position descriptions have been done but handover items are outstanding			

## Completed Actions to date (2017)

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<b>WHS Issues</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: Tess is trying to organize a meeting for 25/6.</p> <p>Update 18/7: The cookbook will be raised at the kindy afternoon tea to get new parents involved</p> <p>Update 19/9: Park till 2018</p>	Tess Hockley and Belinda	2018	Parked till 2018
<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	Complete
<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, e.g. 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 and Belinda	September	Park until 2018

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<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 18/8: Elise to contact council to check/observe the proportion of the school that use the south side</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	Complete
<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	Complete
<b>Assistant Treasurer role</b>	Winnie to add a note to Newsletter and Skoolbag advertising for this role	Winnie	October	Complete
<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	Complete
<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>	Beck	September	Completed

Item	Action	Owner(s)	Date	Status
	Update 18/7: Belinda will organize photos as she sorts through items			
<b>Tree Management</b>	For the proposed tree fundraiser, Elise to review the department's Tree Management Guidelines and bring them along to the next P&C meeting.  Update 16/6: Tree Management Guidelines checked and it only mentions the rules for tree planting very briefly. Another document is required - 'Education Facilities Standards and Guidelines (EFSG) Elise will continue to follow up on this matter. It is more likely that this will form part of the 3yr plan.	Elise	September	Completed
<b>Markets</b>	We require a full income and expenses report from Di for the 2016 fin year for review.  Update 18/7: Belinda and Vikki will meet with Di towards the end of July  Update 19/9: See New Business for details	Belinda	September	Completed
<b>Fathers Day Stall</b>	Stall date proposed for 30 <sup>th</sup> August. Belinda to confirm with Lyn.  Update 18/8: Date confirmed; dance group will be able to buy on their return at 2pm.  Tina-Marie to source goods, e.g. cactus, bookmarks. Note to go out next week.	Belinda and Tina-Marie	September	Completed
<b>Canteen 2.0</b>	Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons  Update 16/6: Beck to draft a note for music people and ask Jane Andino distribute  Update 19/9: Beck has spoken with Jane – she only has one lunchtime student and he only comes after he has eaten.	Beck	September	Completed
<b>Road safety</b>	Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used, particularly on railway parade.	Elise	September	Closed

Item	Action	Owner(s)	Date	Status
	Update 18/8: PVG advises that the flags have been stolen. Elise to continue with resolution of this issue.			
<b>School spend – wet weather games</b>	Elise to provide a clear costing for wet weather tubs at the August P&C meeting  Update 18/8: Elise presented the costs to the group. \$1695 for 6 tubs of games (3 x K-2 and 3 x 3-6). Motion moved by Beck and seconded by Keris. All approve.	Elise	September	Complete
<b>Uniform items</b>	Talk with Kylie about any other uniform items that may be bought back from the school as we come into summer  Update 18/8: Kylie has recommended we buy the wool jumpers – refer to August minutes	Marion/Kylie	September	Completed
<b>Vegie Gardens</b>	Belinda will talk to Carol about a note for parent involvement in Term 3.	Belinda	September	Closed – N/A
<b>Walkathon BBQ</b>	Walkathon to be held on 6/9 with P&C providing a BBQ. Keris and Kylie to run the BBQ.  Vikki will do the note; Beck will open the Special Orders option on QuickCliq for online orders; Beck will make sure we have plenty of poppers and iceblocks.	Keris/Kylie/ Vikki/Beck	September	Completed
<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 also good to see the appropriateness of the	Vikki	August	Complete



Item	Action	Owner(s)	Date	Status
	books improving. And a box of pre-school books was delivered to the Leura Childcare Centre.			
<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	Complete
<b>Athletics Cake Stall</b>	Discuss requirements with Rachel Weir  Update 18/7: Belinda to discuss with Vikki and ensure a note is organized for this event.  Update 18/8: We raised \$487, less expenses.	Belinda/Vikki	August	Completed
<b>Markets report</b>	Talk with Di about including expenses in the Markets Report moving forward	Beck	August	Complete
<b>Road safety</b>	Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line.  <b>Update 18/7:</b> The exec team are looking at drafting requirements for both staff and students	Elise	July	Complete
<b>Grounds Work</b>	Elise/Lyn to action the quote (see new business above) and keep the P&C updated.	Elise	July	Complete
<b>Clothes Swap</b>	Lyn to talk with PVG about locking up the school after the event	Lyn	June	Complete
	Confirm that we can get access to the hall on Friday morning	Keris	June	
	Nibbles to be provided by volunteers	Keris	June	
	Winnie to continue with FB and Skoolbag posts in the lead up	Winnie	June	
<b>Canteen 2.0</b>	Open up the online ordering system to the whole school – Beck to do a note  <b>Update 16/6:</b> Beck to discuss ways of improving take up with canteen committee at the next meeting. For example, use testimonials, provide a free 'thing' with each online order.	Beck Williams	July	Complete

Item	Action	Owner(s)	Date	Status
<b>Bikes for raffle</b>	Belinda to contact Janice Price about the bikes to see if there any conditions on raffling them  <b>Update 16/6:</b> Janice has confirmed that the bikes are ours to raffle, the only condition is that the funds must go to the school. Add to Agenda for July to discuss how best to proceed.	Belinda	July	Completed
<b>Newcombe Ball Gala Day</b>	Vikki to create a note for the cake stall asking Yr 3/4 families for donations; Vikki to liaise with Mr Carter on the sausage sizzle numbers  <b>Update 16/6:</b> Cake stall is not going ahead. Vikki is drafting a note for volunteers.	Vikki	July	Complete
<b>Wet Weather Games (TV Policy)</b>	In Term 2, discuss possible alternative arrangements for rainy days with the new principal  Update 9/5: Elise to look into this and discuss with exec in Week 6  Update 16/6: Elise has revised the current organisation for wet weather supervision and is consulting with staff about options for activities. 2A students have presented letters of persuasion, also making suggestions of other activities. Elise has communicated to staff the need, and my expectation, to engage students in activities other than watching a screen. The P&C is prepared to fund board games, toys etc. Awaiting proposed list and associated costs from the school.  Update 18/7: P&C has agreed in principle to fund wet weather tubs, including board games	Elise	July	Complete
<b>Coles cards</b>	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	Complete
<b>Dance Groups</b>	Look at approaching former students/local dance teachers to help with 2017 dance groups  Update 9/5: Elise to talk with teachers about how Stage 3 is going. This may be something that can then be extended to other stages.	All	June	In progress

Item	Action	Owner(s)	Date	Status
	Update 16/6: The 4W practicum teacher is a dance teacher. She has been helping all dance groups with organising their routines and our teachers have been most grateful.			
<b>Sanitary Bins</b>	<p>Elise to investigate additional sanitary bins in primary girls' toilets</p> <p>Update 27/10: Nathan has spoken with cleaner (Chris) and will follow up</p> <p>Update 9/5: Elise to follow up on getting a second bin</p> <p>Update 16/6: A second sanitary bin is now available in the primary bathroom</p>	Elise Berwick	June	Completed
<b>Storerooms</b>	<p>Elise to speak with teachers about a stocktake of old costumes in preparation for 2017</p> <p>Year 5/6 Farewell committee to clean out decorations</p> <p>Update 27/10: Janice has tidied up decorations and costumes.</p> <p>Update 27/10: Year 6 Farewell Committee to photograph items and add to Pinterest page – local schools may want to do the same and we can share resources</p> <p>Update: Cat Swann from Wenty is keen to help with the Pinterest page; teachers and P&amp;C to revisit in 2017</p> <p>Update 9/5: Farewell decorations were tidied up over the Xmas holidays and are just awaiting movement on the Pinterest page (see separate agenda item)</p> <p>Update 9/5: Elise will talk with Rachel Weir about the dance costumes</p> <p>Update 16/6: Most of the dance costumes have been moved to another storage elsewhere in the school, away from the Farewell storage. Please advise Elise if there are any dance costume tubs left and she will coordinate with P&amp;C to have them moved.</p>	Elise Berwick & Belinda Ottmann	2017	Completed
<b>Playground</b>	Elise to talk with PVG about removing the old (out of bounds) equipment	Elise	June	Completed

Item	Action	Owner(s)	Date	Status
	<p>Update 9/5: Elise will talk with PVG about the quote for repairing or removing the equipment – this could be a possible fundraiser for the P&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> <p>Update 16/6: This is now a report item in the Agenda</p>	Elise	June	Completed
<b>Sculpture Walk Plaques and Nature Trail</b>	<p>In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal</p> <p>Update 9/5: Elise advises that this may not be within the grant guidelines, and will check on funding requirements</p> <p>Update 16/6: Elise has confirmed that the plaques will fit within the Grant guidelines.</p>	Belinda & Elise	June	Completed

Item	Action	Owner(s)	Date	Status
<b>PA System</b>	Marion to talk with Lyn about second invoice for PA system. We believe the school has paid the invoice, but P&C needs to reimburse. Update 16/6: School has now been reimbursed	Marion	June	Completed
<b>Fundraising 2017/18</b>	Keris to draft a note seeking feedback on 2017/18 fundraising ideas and suggestions for other events Update 16/6: Proposed events will continue to be discussed at P&C Meetings	Keris	June	Closed
<b>School Needs List for 2017/18</b>	Elise to talk with the staff to determine needs for 2017/18 Update 16/6: The staff have provided a wish list of school needs, with the priority to do some work in the playground (see New Business). This item will be added as a standing order in the Agenda.	Elise	June	Complete
<b>Leura Harvest Festival</b>	Elise to talk with the LVA about giving a stall to the school in future years as an ongoing fundraiser for the Yr 6 farewell. We would like to use our own garden product as well. Update 16/6: LVA not willing to offer our school a free stall. There are other schools who have paid for stalls at a discounted price (\$60 instead of \$195). Need to consider if we want to pay this to have a stall or not have one at all.	Elise Berwick	July	Complete
<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>	Di to talk with Leura Village Assoc to move the Harvest Festival or work together with Markets in future. Update 9/5: Di is drafting a letter to LVA about moving their date so that it no longer impacts the school markets	Di Kipp	Ongoing	Completed
<b>Skoolbag App upgrade and fundraising option</b>	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 Ottmann	Ongoing	Complete

Item	Action	Owner(s)	Date	Status
	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			
<b>Leura Cookbook</b>	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
<b>Easter Bake Sale</b>	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
<b>Mothers' Day Stall</b>	Promote the event (8 <sup>th</sup> May) via a note and Skoolbag	Winne & Tina-Marie	May	Complete
<b>Ethics</b>	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
<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	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

Item	Action	Owner(s)	Date	Status
<b>2017 P&amp;C Dates</b>	Beck to determine dates for the year ahead	Beck	March	Completed
<b>P&amp;C Website</b>	Belinda to grant access to Kylie and Beck Kylie to update Uniform Shop info on the site	Belinda & Kylie	March	Completed
<b>P&amp;C Accounts</b>	Nathan to investigate Aruba grant from the P&C to the school Update: Marion will liaise with Lyn for the invoice and make the payment ASAP	Marion Schlegel	December	Completed
<b>Position Descriptions</b>	Beck to contact managers to get this project up and running Update: Position descriptions developed for 2017 AGM	Beck Williams	Ongoing	Completed
<b>Our Online Canteen Project</b>	Beck to get paperwork completed and sent off, including the canteen menu and uniform order list and will arrange training Nathan indicated that there is a spare laser printer in the office that can be used for labels; Belinda to investigate <b>Update 27/10:</b> Beck to forward paperwork including menu and canteen order form to Our Online Canteen <b>Update 27/10:</b> Belinda to test printer and wifi for Kim <b>Update 27/10:</b> Approval to purchase required labels Update: Kylie would like to trial with the Uniform shop over the holidays	Beck Williams  Belinda Ottman  Beck & Kylie Crowe	Feb 17	Closed; will revisit if canteen continues
<b>Canteen</b>	Kim to develop recipes for Amber foods so that home-made items fit within the guidelines	Kim Craddock	Feb 17	Closed; may revisit if canteen continues
	Kim to investigate the costs for hiring a coffee machine for Term 3 to trial the popularity of such a service	Kim Craddock	Feb 17	Closed; may revisit if canteen continues
	Vikki and Kim to consider offering a free meal to kids on the day that their mum/dad/carer is in the canteen <b>Update July:</b> Kim to advise volunteers when the roster is sent out	Kim Craddock	Feb 17	Closed; may revisit if canteen continues

Item	Action	Owner(s)	Date	Status
	Put a call out for families to provide recipes and/or donate items like gluten-free bread or pasta for those children with allergies	Belinda & Kim	Feb 17	Closed; may revisit if canteen continues
	Kim would like certificates for the student canteen helpers. Belinda and Janice will check for the existing certificates. It would be great to present to at the next PBL Assembly on 15/12	Belinda & Janice	Feb 17	Completed
<b>PA System</b>	<p>Nathan to obtain quotes for a new permanent PA system for the COLA</p> <p><b>Update August:</b> Tina-Marie has obtained two quotes; we have decided to move with one of those quotes. Tina-Marie will liaise with the provider and the school to install in mid-September.</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><b>Update Feb 17:</b> Speaker has now been installed</p>	Tina-Marie Sheil	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 meeting 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 sunscreen but warrants further discussion with staff</p>	Nathan Smith	Feb 17	Completed



## P&C - School Needs Suggested by Staff

- K-2 Home Readers – BIKE RAFFLE
- K-2 Guided Reading Books – BIKE RAFFLE
- K-2 Reading Eggs online phonics program
- 3-6 Guided Reading Books
- Wet weather games (e.g. board games, construction toys) – APPROVED, could be tea towel fundraiser
- 15 Chromebooks - to make 30 in total for Stage 2 (approx. \$5000) - WALKATHON
- 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)
- Buddy bench/es (quote \$660 each)
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area) – DISCO?
- Remove playground seating on slope, re-landscape and install near court area (quote \$6,215 – incl \$340 for each of 4 silver seats, however preferable for 8)
- Remove and dispose old K-2 play equipment (quote \$1,200 – incl. see quote for ground works above)
- Play equipment – portable soccer goals (approx. \$70 each). Lyn advises that school may be able to fund this.
- K-2 active garden space
- K-2 wooden cubby house – consider department restrictions
- Electronic school sign (approx. \$30,000) – approach RMS?
- Painting on water tanks – incl. kids street art on our buildings
- Creative and performing arts complex (jointly funded capital works project with department)



# P&C MEETING

PRINCIPAL'S REPORT – 20 OCTOBER 2017

## Staffing Entitlement:

As of 12 October, our staffing entitlement for 2018 remains the same as it is currently, maintaining 11 classes. This was based on projected 263 student enrolments. Our current enrolments have dropped to 259 this term. The projected students enrolments will be reconsidered mid -Term 4 and then before the end of term. Final projected enrolment numbers must be resubmitted by the last day of the school year.

## Student Support:

Across NSW schools, teachers actively support targeted students and differentiate their learning through the use of many strategies, including adjusted classroom resources, teacher aide support and additional teacher instruction. One of these strategies is through the use student learning plans. Different types of learning plans have different names:

- students with identified curriculum learning needs have an individual education plan (IEP)
- students with identified behaviour learning needs have a behaviour support plan (BSP)
- all Aboriginal students have a personalised learning pathway (PLP)
- students with identified healthcare needs have a health care plan (HCP)

The information included in these plans focuses on student background information, goals/outcomes for learning, strategies for achieving the goals/outcomes, resourcing considerations, responsibilities of staff, students and parents and strategies and dates for evaluation and review of the plan. A key factor in the development of any individualised plan is consultation with all involved, especially the parents. Sample copy of BSP and blank copy of PLP provided.

## First Aid:

Staff are responsible for ensuring that all staff, students, visitors and contractors have easy access to first aid. Appropriate first aid support must be provided to any person who suffers an injury or illness in the workplace or on off-site activities, such as excursions. Schools are required to have an area set aside for use as a sick bay. School sick bays must be kept clean and be in an area under constant supervision. Workplace managers must ensure that designated sick bay areas and first aid rooms have a first aid kit. In schools, there should be one first aid kit in each school building no further than 100m from each classroom. Portable first aid kit should be accessible to each teacher on playground duty and taken on excursions. The First Aid Officer should maintain all workplace first aid kits and backup supplies.

Local first aid response protocols are the documented local first aid response protocols each workplace should have as part of their first aid plan to ensure that staff and others have a clear understanding of actions to be taken in the event of a first aid response in their workplace. Arrangements will vary across each workplace to meet local needs in consultation with staff, however the first aid response will generally include commonly understood first aid action steps. A copy of our school's current First Aid Plan is provided.

NAPLAN results will be compared with school based evaluations, represented by student report grades, reading levels, ACER testing and PLAN (literacy & numeracy) data. This is done to ensure a balanced perspective of our student's performance.

NAPLAN results will be analysed in the context of the last 3 years, to identify any ongoing trends for our school. This is done to overcome any cohort dependent results.

**Request for P&C Consideration:**

Art & Music Showcase – sausage sizzle before 6pm start

Footwear – Encouraged to wear enclosed shoes when working on school site as part of WHS hazard prevention. It is a requirement for working in the canteen. Copy of NSW Dept of Education Footwear Guidelines provided.

**FIRST AID PLAN – LEURA PUBLIC SCHOOL  
2017**

<b>Assessment of first aid requirements</b>	<b>First aid plan (Controls) continued</b>
<p><b>Type of work performed</b> Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.</p> <p><b>Resources, equipment, machinery and other issues which may present hazards</b> Canteen - stoves and ovens Kiln Portable equipment lawn mowers, ladders, power tools, science tools, food technology tools and PE equipment. Chemicals used in science and cleaning. Playground surfaces.</p> <p><b>Types of injury or illness likely to be sustained</b> Abrasions, cuts and lacerations. Burns, insect/animal bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.</p> <p><b>Number and distribution of people across the school</b> 271 students                      15 teachers 3 office staff                      1 general assistant 2 learning support officer parent volunteers</p> <p><b>Size and layout of workplace</b> Four hectares of land with seven buildings. Five of the buildings are two storeys.</p> <p><b>Location of school</b> The school is located near a main road approximately 500m from a medical centre and 4km from the nearest hospital.</p> <p><b>First aid plan (Controls)</b> One first aid officer and a backup first aid officer trained to take role in periods of absence.</p> <p>SAM has current full first aid certificate</p> <p>School staff are trained in CPR and anaphylaxis procedures.</p>	<p><b>Response procedures</b> The first aid officer is called immediately after an accident or incident has occurred. (Specific procedures outlined in individual care plans) The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required. The principal or nominee notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees. All staff must follow the Department's <i>Incident Reporting Policy</i> (PD2007/0362) and <i>Incident Reporting Procedures</i>. All staff injuries must be reported to the hotline within 24hrs. Serious incidences involving students may also be reported. Students with anaphylaxis or asthma have individual health care plans posted in sick bay area, staffroom and classrooms.</p> <p><b>Sick bay and kit requirements and management</b> The principal coordinates the following arrangements: One sick bay with appropriate signage and a first aid kit in the main office building. Spare epi pen and asthma relievers kept in office. One first aid kit in canteen. Portable first aid kits to be taken on excursions. The location, access and current supplies of first aid kits is communicated to all staff during WHS consultation sessions during staff meetings. The first aid officer maintains the main first aid kit and its backup supplies.</p> <p><b>First aid recording and reporting system</b> Register of injuries is located in the main administrative office and is completed by the injured worker or visitor as soon as practicable. The administration of first aid is recorded in the record of first aid treatment located in the sick bay. The register of medications is maintained by employees authorised to administer medications.</p> <p><b>Communicating the first aid plan</b> The plan is placed on the noticeboard in the staff room and in the main office. It is communicated to all staff, students and workplace visitors.</p> <p><b>Timetable for monitoring and review procedures for first aid</b> The plan is to be reviewed annually with the input of staff.</p> <p><b>Important contact numbers</b> Emergency 000                      injuries hotline 1800 811 523 Poisons Information Centre 131 126</p>