

Treasurer's Report – including Uniform Shop	
Markets Report	
Canteen Report	
Other	
Open Forum	
WHS issues	
Meeting Closed/Next Meeting	Friday, 20 th October at 1:30pm

Outstanding Actions

Item	Action	Owner(s)	Due	Status
High school liaison officer visit	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	September	In progress
Fundraising offer	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.	Winnie	September	In progress
Walkathon BBQ	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	In progress
Assistant Treasurer role	Winnie to add a note to Newsletter and Skoolbag advertising for this role	Winnie	September	In progress
Vegie Gardens	Belinda will talk to Carol about a note for parent involvement in Term 3.	Belinda	September	In progress
	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	Elise	September	In progress
Uniform items	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, there are 47 currently in stock, the cost is \$1771.43. Motion moved by Belinda and seconded by Tina-Marie. All approve	Marion/Kylie	September	In progress
School spend – wet weather games	Elise to provide a clear costing for wet weather tubs at the August P&C meeting	Elise	September	In progress

Item	Action	Owner(s)	Due	Status
	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.			
Bike Raffles	Seek a volunteer from K-2 to organize the Term 3 raffle Update 18/8: The note is ready to go, just awaiting approval by Elise.	Keris	September	In progress
	Advise the Year 6 farewell committee that they have a bike to raffle Update 18/8: Committee has not been formed yet	Belinda	September	In progress
Road safety	Beck to draft a letter to council and RMS on behalf of P&C. Elise to draft a letter on behalf of the school. Update 18/7: Elise has contacted RMS re visibility. She is waiting to hear back on the process for getting more flashing lights on Railway Pde. Update 18/8: Elise to contact council to check/observe the proportion of the school that use the south side	Beck / Elise	September	In progress
	Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used, particularly on railway parade. Update 18/8: PVG advises that the flags have been stolen. Elise to continue with resolution of this issue.	Elise	September	In progress
Canteen 2.0	Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons Update 16/6: Beck to draft a note for music people and ask Jane Andino distribute	Beck	September	In progress
Tea Towel Fundraiser	Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas. 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	Keris/Elise	September	In progress

Item	Action	Owner(s)	Due	Status
	<p>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>			
Term 4 Disco	<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>	Keris / Kellie	September	In progress
Fathers Day Stall	<p>Stall date proposed for 30th 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, e.g. cactus, bookmarks. Note to go out next week.</p>	Belinda and Tina-Marie	September	In progress
Leura Harvest Festival	<p>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</p>	Vikki and Belinda	September	In progress
Kindy Orientation	<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>	Belinda	September	In progress

Item	Action	Owner(s)	Due	Status
Markets	<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>	Belinda	September	In progress
Sculpture Walk Plaques and Nature Trail	<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 9th 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>	Sculpture Trail Committee	September	In progress
	<p>For the proposed tree fundraiser, Elise to review the department's Tree Management Guidelines and bring them along to the next P&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	In progress
Yr 6 Farewell Decorations Pinterest Page	<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</p>	Beck	September	In progress

Item	Action	Owner(s)	Due	Status
	<p>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 organize photos as she sorts through items</p>			
Leura Cookbook	<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>	Tess Hockley and Belinda	September	In progress
Aprons	<p>Vikki to talk to Kylie about ordering Leura-branded aprons through Midford</p> <p>Update: Midford are investigating, and will also let us know the minimum order</p> <p>Update 16/6: Kylie reports that it has been difficult to find a supplier. Vikki will look into purchasing plain aprons, and then having them screen printed or embroidered locally</p> <p>Update 18/8: Belinda found an old apron! So Kylie now knows who the supplier is and can do an order.</p>	Vikki	September	In progress
Position Descriptions	<p>Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.</p> <p>Update 9/5: Position descriptions have been done but handover items are outstanding</p>	Marion & Beck	Ongoing	In progress
WHS Issues	<p>Elise to discuss outstanding issues listed in the minutes with Peter van Gemert</p>	Elise Berwick	Ongoing	In progress

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
- 21st Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 alto saxophones (approx. \$1,500 each)
- Buddy bench/es (quote \$660 each)
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area) – 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.

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Building Fund (DGR Account)	811	-	-	811
Investment Account	26,106	13	-	26,119
Operating Account	17,740	4,628	3,355	19,013
Total	44,657	4,641	3,355	45,943

The major cash received was:

- Uniform shop \$ 880
- Canteen \$ 1,751 \$ 821
- Fundraising \$ 2197 (Walkathon \$ 677, FDS \$ 594) \$ 1,271

All of these figures are embedded in the profit and loss given over the page, but if you would like to have more information please refer to the individual reports or let me know.

Known expenses that will affect the above balances include:

- We will still have \$2,620 in our Investment Account which is for the balance of the dragonfly sculpture.
- Cost 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 31 August 2017

AUG 2017

Trading Income

Canteen Income	1,751.40
Fundraising Income	2,197.40
Uniform Shop Income	880.00
Total Trading Income	4,828.80

Cost of Sales

Canteen Expenses	930.18
Fundraising Expenses	1,134.00
Market Expenses	599.43
Uniform Shop Expenses	814.50
Total Cost of Sales	3,478.11

Gross Profit

1,350.69

Other Income

Interest Income	16.45
Total Other Income	16.45

Operating Expenses

Accounting Fees	50.00
Total Operating Expenses	50.00

Net Profit

1,317.14

Uniform Shop Report

August 2017

Overview

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

Uniform shop				
Cash based income and Costs				
	June	July	August	YTD
Sales	\$ 2,077	\$ 1,245	\$ 880	\$ 17,696
Less Expenses	\$ 250	\$ 147	\$ 815	\$ 15,445
Profit (Loss)	\$ 1,825	\$ 1,098	\$ 65	\$ 2,251

Expenses in August were \$ 815 reimbursement of uniform shop manager, order of stock items (Polo shirts) and merchant fees.

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

Item	Current Unit Price	Quantity Sold	Total
BP - Boys Pants	\$30.00	2.0	\$60.00
GP – girl's pants	\$20.00	1.0	\$20.00
JZ - Zipfront Tracksuit Jumper	\$30.00	1.0	\$30.00
PB - Polar Fleece Beanie	\$10.00	1.0	\$10.00
PG - Polar Fleece Gloves	\$6.00	2.0	\$12.00
PS - Polar Fleece Scarf	\$7.00	1.0	\$7.00
PSG - LS - Polo Shirt, L/sleeve - Green	\$29.00	5.0	\$145.00
PSG - SS - Polo Shirt, S/sleeve - Green	\$25.00	1.0	\$25.00
PSW - LS - Polo Shirt, L/sleeve - White	\$29.00	1.0	\$29.00
PSW - SS - Polo Shirt, S/sleeve - White	\$25.00	1.0	\$25.00
SH - Miscellaneous second hand uniform item	\$0.00	20.0	\$100.00
SS - Sports Shorts	\$20.00	2.0	\$40.00
Subtotal			\$503.00
xH 625 - Hat	\$19.00	9.0	\$171.00
xSP - Sports Track Pants	\$22.00	2.0	\$44.00
xSPS - LS 631 - Sports Polo Shirt - Long sleeve	\$29.00	1.0	\$29.00
xSPS - SS 631 - Sports Polo Shirt, Short sleeve	\$25.00	1.0	\$25.00
xWJkt - Winter Jacket	\$54.00	2.0	\$108.00
Subtotal		53.0	\$377.00
Total			\$880.00

Canteen Report – August

After making a small loss in July, we're back on track in August with a profit of approx. \$820.

Online ordering numbers steadily grow, with 118 students registered with the system, and we generally receive 50 orders per week. Using the system for the walkathon BBQ was also successful, with 40 orders received.

Dumplings have proved a huge hit in the winter months, and after a few early teething issues, the process for cooking and packing them have worked a treat. But with summer approaching we'll be making some changes to the menu: Dumplings, Miso, Soup and Potatoes will be off the menu, replaced with Sushi, Rice Paper Rolls and Pizza muffins. The new menu will be sent out in week 1 of Term 4. We will be open in week 1 as well.

A big thanks to our roster of Friday helpers, many of whom are just brilliant and coming in and getting the tasks done. With such a short time period, it's really important to have such a dedicated group of volunteers.

Unfortunately, two of our fabulous volunteers will be stepping away in Term 4. Suzy has been fantastic in the setting up and managing of Friday service, and we will definitely miss her expertise. And as a new parent to the school Coreen willingly took on the role of managing the roster, including finding emergency replacements! Our enormous thanks to both Suzy and Coreen for their help in resurrecting the canteen this year.

We are looking 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'll be sending home a note early in Term 4 so stay tuned. The difficult news is that if we don't get more volunteers for these admin tasks the canteen will need to close.

Thanks, Canteen Committee



P&C MEETING

PRINCIPAL'S REPORT – 19 SEPTEMBER 2017

Student Enrolments:

Term Update – A busy one for staff, students and parent helpers.

Events:

UBM Debating Competition	AFL After School Workshops
Festival of Instrumental Music	Zone Athletics Carnival
Athletics Carnival	Father's Day Stall
Premier's Spelling Bee	Nepean Blue Mountains Dance Festival
UBM Music Festival	Festival of Choral Music
ICAS Tests	Big Day In
Basketball Gala Day	K-2 Sports Fun Day
K-2 Dance Program	Walk-a-thon
The Great Book Swap	Oral Reading Competition
Stage 3 Camp	Kindy Fire Truck Visit
Milo Cricket Day	NAPLAN Online Readiness Testing
AFL Clinic Day	School Photos
Talent Show & African Drumming Workshop – still to come this week	

Student Attendance – Attempts to encourage improved student attendance have been generally unsuccessful this term. No grade has reached 95% attendance target this term. Ongoing poor attendance attributed to influenza and stomach virus illnesses and are reflective of a statewide pattern. Will continue monitoring and data sharing with staff, students and parents in Term 4.

Budget Update – Monitoring of school budget for 2017 shows we are on track for expending all consolidated funds (allocated to schools annually). Budget tool projects surplus of nearly \$200,000 in School and Community funds, which belong to the school. Monitoring of Cost Centres indicates the following expenditure to date:

- Education Delivery - \$126,582
- Technology - \$26,877
- Administration - \$93,211
- Staffing - \$1,505,592

Early Term 4 – UBM Dance Festival Tuesday Week 1; Year 6 Fun Day and Stage 3 Tools for Transition Week 2

School Evaluation & Planning – *Tell Them From Me* surveys being completed by students (Year4-6), teachers and parents. Require more parent surveys to be completed to ensure feedback and any trends are statistically valid – only 17 completed to date. Survey window remains open until early next term. Please encourage your friends and acquaintances to have their say.

In Term 4, another opportunity to participate in school evaluation will be presented to P&C using an adapted version of the School Excellence Framework Self Assessment Tool.

Are there any other ideas on how you would like parents to participate in school evaluation? Is there something in particular you feel should be evaluated before beginning our next planning cycle?

2018 Enrolments – A note to come home early next term asking parents to indicate intention for their children to return to our school or move on. This information is critical in submitting accurate forecasting of enrolment numbers, which then impacts on our staffing allocation. Parents will also be given the opportunity to indicate any special considerations they would like me to be aware of for their children.

Request for P&C Consideration – Fundraising opportunity at Music Concert in Term 4. Suggestion made by Mrs Mann to provide sausage sizzle before the concert begins. Thoughts?



Leura P&C Association

Minutes – September 2017

Location: Learning Support Room

Date: Tuesday, 19th September 2017

Time: 7:00pm

Attendees (6): Elise Berwick, Belinda Ottmann, Rebecca Williams, Keris Macarthur, Vikki Willmott-Sharp, Tina-Marie Sheil

Apologies (5): Kellie Hammon, Marion Schlegel, Winnie Hua, Petra Braat, Kylie Crowe, Di Kipp

Minutes

Welcome & Introductions	By Joint-President, Vikki Willmott-Sharp
Matters Arising from Last Meeting	
Approval of June Minutes	The minutes of the General Meeting held 18 th August 2017 were accepted by Belinda and seconded by Tina-Marie.
Review outstanding Action Items	<i>Refer to table on page 4 of these minutes.</i>
New Business	
Correspondence	P&C Federation updates regarding its position on NAPLAN online, children in non-SRE classes and access to school buses for rural students.
NAPLAN Results	Analysis of 2017 NAPLAN results will be done with teachers tomorrow (20 th). Elise with report back to the P&C next term.
P&C input and communication of policy changes	<p>Elise explained recent policy changes were needed to ensure the school was meeting its legal requirements for student supervision and staffing entitlements, and that they needed to be made quickly after speaking with department WHS consultant. Specifically:</p> <ul style="list-style-type: none"> • Primary equipment – anything over 1.8m is a safety issue and requires dedicated supervision. The current staff roster does not provide for additional staff supervision duties and therefore the school is trialling use of equipment during fitness only. This will be reviewed in planning for next year. • Morning access – in fulfilling its duty of care, the school can only allow student access when supervision is provided; a teacher is only required to be

	<p>on duty 30mins before school starts. After raising issues about the short time to make arrangements and the cost of Sherpa for short periods of supervision, Elise has committed to talk with Sherpa about cost for people who drop off between 8:30 and 8:45</p> <ul style="list-style-type: none"> • Extended Recess time – staff are currently exceeding their teaching time so that decision was made to increase the length of recess. We raised a concern that lunch period is not long enough. <p>We discussed the appropriateness of using the Newsletter for ‘rule changes’, particularly as it may not be read by everyone. In the future, important info like policy/rule decisions will be communicated via notes, with the Newsletter used for ‘good news’ stories and updates.</p> <p>We sought the opportunity, where time permitted, to discuss any similar changes in the future before they are communicated generally. We believe this will assist the school in providing advice that may better address parent concerns and/or include information on alternatives, e.g. short term Sherpa care suggestion.</p> <p>We also questioned the new policy for parents and visitors to sign in when on school grounds. Particularly whether we need to sign in for things like assemblies when many parents are expected. Elise will clarify.</p> <p>Action: Elise to talk with Sherpa re morning costs</p> <p>Action: Elise to talk with Lyn and Kerrie to clarify sign in requirements</p>
Report for next P&C Meeting	<p>We have requested a report on First Aid for the next meeting. For example, what can staff do, when are parents contacted.</p> <p>Other items the P&C would like to hear about in due course (as mentioned in Principal’s August report) include:</p> <ul style="list-style-type: none"> • Reintroduction of PBL • Individual Education Plans
Markets 2018	<p>Di Kipp met with Vikki and Belinda, she has decided not to continue with the markets in 2018. Our options are:</p> <ul style="list-style-type: none"> • Seek someone from the school community to run the markets next year • Outsource • Close the markets down <p>It may be useful to put together a sub-committee for this task.</p> <p>Action: Di is putting together an outline of the role; Belinda and Vikki will use this to generate an ad for the role. The ad will initially be advertised via the school.</p>
Canteen proposal	<p>Peter Van Gemert has reviewed the requirements for the canteen renovations and put together a costing – approx. \$6k in total, with the works being spread out over a specified time period.</p> <p>Action: Canteen committee to review the proposal and respond to P&C.</p>
School spend list (standing item)	See list at the end of this document.
Reports – included with this Agenda	
Principal’s Report	Refer report attached.

	<ul style="list-style-type: none"> • We discussed the long list of events in Term 3 and noted these extra curricular activities can have a significant impact on classroom learning. Elise advised that she will be working with the Exec on limiting the opportunities and lessening any resulting impacts in 2018. • The Exec team is also looking at how best to allocate the expected budget surplus. • The school was hit hard by the flu this year. Before the 2018 flu season, Elise will remind parents it's important to keep sick kids at home to promote recovery and prevent the spread of illness. • Tell Them from Me Survey responses have been low – we suggested a brief summary of areas covered be provided so that parents understand the importance of the survey, and more Skoolbag posts with a direct link to the survey. P&C has the opportunity to participate in a school evaluation in Term 4. • We advised Elise about a request (to previous Principal) for 2018 teacher movements and potential classes (e.g. how many composites) to be notified to parents before the end of the year. This will hopefully prevent rumours. • Art & Music Showcase tentatively scheduled for 30th Nov. P&C is keen to be involved in catering again, with pre-orders via online canteen. We discussed potential change to the event, with a matinee for beginners and some more established performers. Evening performance by audition only? The idea is to spread the event out, as its very long and very hot. Catering would be provided between matinee and evening performance. • Action: Elise to discuss showcase with Sarah and Robyn.
Treasurer's Report – including Uniform Shop	<p>Reports provided.</p> <p>Update: As Marion could not attend, she emailed the group during the meeting requesting payment to school of \$377 for payment to school of uniform items. As the email did not come to our attention until after the meeting, the payment was subsequently approved via email by attendees of this meeting.</p>
Markets	Report provided.
Fundraising report	See Action Items for updates.
Canteen report	Report provided.
Other (including Open Forum)	
WHS	Nil
Planter boxes at school entrance	<p>Keris raised the unsightly planter boxes at the school entrance. Can something be done?</p> <p>Action: Elise to discuss with PVG.</p>
Meeting Closed	8:45pm
Next Meeting	Friday, 20 th October at 1:30pm in the Learning Support Room (if available).

Outstanding Actions

Item	Action	Owner(s)	Due	Status
Planter boxes	Elise to talk with Peter about improving the entrance to the school, particularly the planter boxes	Elise	October	In progress
Art & Music Showcase	Elise to discuss showcase agenda with Sarah and Robyn. Vikki to consider catering requirements once the agenda is finalized.	Elise/Vikki	October	In progress
Canteen refit	Canteen committee to review the proposal and respond to P&C.	Beck/Kylie/Vikki/ Keris	October	In progress
Policy – school access	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
Markets 2018	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
High school liaison officer visit	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
Assistant Treasurer role	Winnie to add a note to Newsletter and Skoolbag advertising for this role	Winnie	October	In progress
Vegie Gardens	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
Bike Raffles	Seek a volunteer from K-2 to organize the Term 3 raffle Update 18/8: The note is ready to go, just awaiting approval by Elise.	Kellie	October	In progress

Item	Action	Owner(s)	Due	Status
	Update 19/9: Draw will take place at assembly on 12/10 at 2:30pm.			
	Advise the Year 6 farewell committee that they have a bike to raffle Update 18/8: Committee has not been formed yet Update 19/9: Not required for Year 6 farewell, instead keep for later in the year or next year for Primary Reading resources	Belinda	October	In progress
Road safety	Beck to draft a letter to council and RMS on behalf of P&C. Elise to draft a letter on behalf of the school. Update 18/7: Elise has contacted RMS re visibility. She is waiting to hear back on the process for getting more flashing lights on Railway Pde. Update 18/8: Elise to contact council to check/observe the proportion of the school that use the south side Update 19/9: Highway patrol have contacted Elise, she reminded them about Railway Pde; Beck to send draft letter to Belinda/Keris to review	Beck / Elise	October	In progress
Tea Towel Fundraiser	Keris to investigate tea towel fundraiser. This will be done instead of Crazy Camel in 2017. In time for Christmas. 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. Elise to approach the staff about how best to manage the drawings. 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.	Keris	October	In progress
Term 4 Disco	Keris and Winnie to work on a Skoolbag blast to invite people to be part of the Disco organising committee.	Keris / Kellie	October	In progress

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Leura Harvest Festival	Vikki and Belinda will write to LVA on behalf of P&C expressing disappointment at not being granted a free stall for Yr 6 Farewell, given that we are the local school and regularly support the Festival	Vikki and Belinda	September	In progress
Kindy Orientation	<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
Sculpture Walk Plaques and Nature Trail	<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 9th 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>	Sculpture Trail Committee	October	In progress

Item	Action	Owner(s)	Due	Status
	<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 10th Nov at 2pm. P&C will host a cake stall. Nikki is talking with Council. Committee is meeting again next term.</p>			
Aprons	<p>Vikki to talk to Kylie about ordering Leura-branded aprons through Midford</p> <p>Update: Midford are investigating, and will also let us know the minimum order</p> <p>Update 16/6: Kylie reports that it has been difficult to find a supplier. Vikki will look into purchasing plain aprons, and then having them screen printed or embroidered locally</p> <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
Position Descriptions	<p>Marion & Beck to develop a checklist to formalise the process for handing over P&C positions after each AGM. Things to consider include: Signatories, Tokens, Facebook and Gmail logins, Coles Cards, etc.</p> <p>Update 9/5: Position descriptions have been done but handover items are outstanding</p>	Marion & Beck	Ongoing	In progress
WHS Issues	<p>Elise to discuss outstanding issues listed in the minutes with Peter van Gemert</p>	Elise Berwick	Ongoing	In progress
Leura Cookbook	<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	In progress

Completed Actions to date (2017)

Item	Action	Owner(s)	Date	Status
Yr 6 Farewell Decorations Pinterest Page	<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 organize photos as she sorts through items</p>	Beck	September	Completed
Tree Management	<p>For the proposed tree fundraiser, Elise to review the department's Tree Management Guidelines and bring them along to the next P&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
Markets	<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
Fathers Day Stall	<p>Stall date proposed for 30th 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, e.g. cactus, bookmarks. Note to go out next week.</p>	Belinda and Tina-Marie	September	Completed

Item	Action	Owner(s)	Date	Status
Canteen 2.0	Beck to check with the office about the music schedule to avoid late lunches for kids involved in lessons Update 16/6: Beck to draft a note for music people and ask Jane Andino distribute 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
Road safety	Elise to resolve any issues with the Children Crossing Flags and ensure the flags are being used, particularly on railway parade. Update 18/8: PVG advises that the flags have been stolen. Elise to continue with resolution of this issue.	Elise	September	Closed
School spend – wet weather games	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
Uniform items	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
Vegie Gardens	Belinda will talk to Carol about a note for parent involvement in Term 3.	Belinda	September	Closed – N/A
Walkathon BBQ	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
Fundraising offer	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.	Winnie	September	Completed

Item	Action	Owner(s)	Date	Status
	Update 19/9 \: Winnie has actioned			
Great Book Swap	Belinda, Vikki, Winnie and Petra to assist with the Great Book Swap on 4 August. Confirm if additional helpers are required. Update 18/7: Elise will talk with teachers to ensure children are bringing in age-appropriate books Update 18/8: We raised approx. \$500 for the Indigenous Literacy Foundation; it was also good to see the appropriateness of the books improving. And a box of pre-school books was delivered to the Leura Childcare Centre.	Vikki	August	Complete
Canteen 2.0	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
Athletics Cake Stall	Discuss requirements with Rachel Weir Update 18/7: Belinda to discuss with Vikki and ensure a note is organized for this event. Update 18/8: We raised \$487, less expenses.	Belinda/Vikki	August	Completed
Markets report	Talk with Di about including expenses in the Markets Report moving forward	Beck	August	Complete
Road safety	Elise to draft a letter to parents as a reminder that unaccompanied children MUST wait for the bridge line. Update 18/7: The exec team are looking at drafting requirements for both staff and students	Elise	July	Complete
Grounds Work	Elise/Lyn to action the quote (see new business above) and keep the P&C updated.	Elise	July	Complete
Clothes Swap	Lyn to talk with PVG about locking up the school after the event	Lyn	June	Complete
	Confirm that we can get access to the hall on Friday morning	Keris	June	

Item	Action	Owner(s)	Date	Status
	Nibbles to be provided by volunteers	Keris	June	
	Winnie to continue with FB and Skoolbag posts in the lead up	Winnie	June	
Canteen 2.0	Open up the online ordering system to the whole school – Beck to do a note Update 16/6: Beck to discuss ways of improving take up with canteen committee at the next meeting. For example, use testimonials, provide a free ‘thing’ with each online order.	Beck Williams	July	Complete
Bikes for raffle	Belinda to contact Janice Price about the bikes to see if there any conditions on raffling them Update 16/6: Janice has confirmed that the bikes are ours to raffle, the only condition is that the funds must go to the school. Add to Agenda for July to discuss how best to proceed.	Belinda	July	Completed
Newcombe Ball Gala Day	Vikki to create a note for the cake stall asking Yr 3/4 families for donations; Vikki to liaise with Mr Carter on the sausage sizzle numbers Update 16/6: Cake stall is not going ahead. Vikki is drafting a note for volunteers.	Vikki	July	Complete
Wet Weather Games (TV Policy)	In Term 2, discuss possible alternative arrangements for rainy days with the new principal Update 9/5: Elise to look into this and discuss with exec in Week 6 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

Item	Action	Owner(s)	Date	Status
Coles cards	Marion to order 2 x Coles Cards – for Keris Macarthur and Kylie Crowe	Marion	June	Complete
Dance Groups	<p>Look at approaching former students/local dance teachers to help with 2017 dance groups</p> <p>Update 9/5: Elise to talk with teachers about how Stage 3 is going. This may be something that can then be extended to other stages.</p> <p>Update 16/6: The 4W practicum teacher is a dance teacher. She has been helping all dance groups with organising their routines and our teachers have been most grateful.</p>	All	June	In progress
Sanitary Bins	<p>Elise to investigate additional sanitary bins in primary girls' toilets</p> <p>Update 27/10: Nathan has spoken with cleaner (Chris) and will follow up</p> <p>Update 9/5: Elise to follow up on getting a second bin</p> <p>Update 16/6: A second sanitary bin is now available in the primary bathroom</p>	Elise Berwick	June	Completed
Storerooms	<p>Elise to speak with teachers about a stocktake of old costumes in preparation for 2017</p> <p>Year 5/6 Farewell committee to clean out decorations</p> <p>Update 27/10: Janice has tidied up decorations and costumes.</p> <p>Update 27/10: Year 6 Farewell Committee to photograph items and add to Pinterest page – local schools may want to do the same and we can share resources</p> <p>Update: Cat Swann from Wenty is keen to help with the Pinterest page; teachers and P&C to revisit in 2017</p> <p>Update 9/5: Farewell decorations were tidied up over the Xmas holidays and are just awaiting movement on the Pinterest page (see separate agenda item)</p> <p>Update 9/5: Elise will talk with Rachel Weir about the dance costumes</p>	Elise Berwick & Belinda Ottmann	2017	Completed

Item	Action	Owner(s)	Date	Status
	Update 16/6: Most of the dance costumes have been moved to another storage elsewhere in the school, away from the Farewell storage. Please advise Elise if there are any dance costume tubs left and she will coordinate with P&C to have them moved.			
Playground	<p>Elise to talk with PVG about removing the old (out of bounds) equipment</p> <p>Update 9/5: Elise will talk with PVG about the quote for repairing or removing the equipment – this could be a possible fundraiser for the P&C. Possibility of something for use during fitness as well?</p> <p>Update 16/6: This will be included in the approved ground works</p>	Elise	June	Completed
Vegie Gardens	<p>For Primary Gardens: Elise to investigate with council bushcare and Katoomba high school</p> <p>Update 9/5: Julie Fendall has been doing a greenhouse project and linking to the garden. Plus a vegie group is happening at break times to tend to the garden. It is also being used as an outdoor learning space.</p> <p>For Infants: Steve Atkinson to seek parent helpers to take K-2 students on a Friday afternoon.</p> <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&C with reports on items of interest, such as the gardens. We would like this instigated for the next meeting. It can then come off the Action Items list and be a regular report.</p> <p>Update 16/6: This is now a report item in the Agenda</p>	Elise	June	Completed
Sculpture Walk Plaques and Nature Trail	In Term 2, discuss the possibility of using the Community Grant for this project with the new Principal	Belinda & Elise	June	Completed

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

Item	Action	Owner(s)	Date	Status
Fundraising 2017	Beck to develop a note seeking volunteers for Term 1 fundraising events	Beck	March	Completed
	Nathan to talk with SRC coordinator (Mrs McMahon) about an alternative to the Easter Colouring Comp for Yrs 3 - 6	Nathan	March	Completed
2017 P&C Dates	Beck to determine dates for the year ahead	Beck	March	Completed
P&C Website	Belinda to grant access to Kylie and Beck Kylie to update Uniform Shop info on the site	Belinda & Kylie	March	Completed
P&C Accounts	Nathan to investigate Aruba grant from the P&C to the school Update: Marion will liaise with Lyn for the invoice and make the payment ASAP	Marion Schlegel	December	Completed
Position Descriptions	Beck to contact managers to get this project up and running Update: Position descriptions developed for 2017 AGM	Beck Williams	Ongoing	Completed
Our Online Canteen Project	Beck to get paperwork completed and sent off, including the canteen menu and uniform order list and will arrange training Nathan indicated that there is a spare laser printer in the office that can be used for labels; Belinda to investigate Update 27/10: Beck to forward paperwork including menu and canteen order form to Our Online Canteen Update 27/10: Belinda to test printer and wifi for Kim Update 27/10: Approval to purchase required labels Update: Kylie would like to trial with the Uniform shop over the holidays	Beck Williams Belinda Ottman Beck & Kylie Crowe	Feb 17	Closed; will revisit if canteen continues
Canteen	Kim to develop recipes for Amber foods so that home-made items fit within the guidelines	Kim Craddock	Feb 17	Closed; may revisit if canteen continues
	Kim to investigate the costs for hiring a coffee machine for Term 3 to trial the popularity of such a service	Kim Craddock	Feb 17	Closed; may revisit if canteen continues

Item	Action	Owner(s)	Date	Status
	Vikki and Kim to consider offering a free meal to kids on the day that their mum/dad/carer is in the canteen Update July: Kim to advise volunteers when the roster is sent out	Kim Craddock	Feb 17	Closed; may revisit if canteen continues
	Put a call out for families to provide recipes and/or donate items like gluten-free bread or pasta for those children with allergies	Belinda & Kim	Feb 17	Closed; may revisit if canteen continues
	Kim would like certificates for the student canteen helpers. Belinda and Janice will check for the existing certificates. It would be great to present to at the next PBL Assembly on 15/12	Belinda & Janice	Feb 17	Completed
PA System	Nathan to obtain quotes for a new permanent PA system for the COLA Update August: Tina-Marie has obtained two quotes; we have decided to move with one of those quotes. Tina-Marie will liaise with the provider and the school to install in mid-September. Update 27/10: Installation was to occur on 24/10 but has been delayed Update: Installation complete Update: New quote for speaker near flagpole obtained - \$550 Update Feb 17: Speaker has now been installed	Tina-Marie Sheil	Feb 17	Completed
2017 Welcome BBQ	The P&C would like to instead host a welcome for new and returning families to the school in early 2017 Update: The welcome event will coincide with the Meet the Teacher afternoon in Week 3. The P&C will need to meeting with Mrs Jinks ASAP.	Belinda & Vikki	Feb 17	Completed
Sunscreen	Nathan to investigate the department's position on the school providing sunscreen Update: The department has no restrictions on providing sunscreen but warrants further discussion with staff	Nathan Smith	Feb 17	Completed

P&C - School Needs Suggested by Staff

- K-2 Home Readers – 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
- 21st Century classroom furniture
- Purchase band instruments – currently on loan (expected approx. \$8,000)
- Purchase band instruments – 3 alto saxophones (approx. \$1,500 each)
- Buddy bench/es (quote \$660 each)
- Outside Learning Area resourcing – Hanging Swamp (e.g. fire pit made for the area) – 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)