

## **AUSTINMER PUBLIC SCHOOL P & C ASSOCIATION**

### **MINUTES OF MEETING HELD 4 AUGUST 2010 AT THE SCHOOL**

**Chair:** Steve Jenkins

**Minutes:** Peter Holmes

**Attendance:** Steve Jenkins, Peter Holmes, Elaine Byrne, Sheralea Rae, Miriam Waldron, Lisa Vezgoff, Michelle Denman, Julie Fitch, Tanya Allen, Jules Cassar, Karin Fitzgerald, Lisa Metcalfe, Chris Jeffries, Paul Petersen.

**Start:** 7:30pm

**End:** 9:55pm

### **WELCOME**

The Chairperson welcomed all in attendance to the meeting, particularly a new member, Lisa Metcalfe.

### **APOLOGIES**

Jodie Pryor, Dan Bishop

### **APPROVAL OF MINUTES OF PREVIOUS MEETING**

Deferred to later in the meeting.

### **MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING**

Deferred as above.

### **PRESIDENT'S REPORT**

Dispensed with.

### **IMB PRESENTATION (INTERPOSED)**

Ms Naina Mistry Branch addressed the meeting in relation to potential fundraising arrangements with the local IMB branch. She gave a short presentation. IMB Referral Agreement tabled. Basically the proposal is that the IMB can in circumstances pay a referral fee to the P&C where it is able to refer an individual member or parent to the IMB for a loan (residential only) which is subsequently approved. Naina was thanked for her presentation and matter adjourned for further discussion.

## PRINCIPAL'S REPORT

The Principal's report was tabled and addressed by Paul.

### 1. James Seal

Paul reported that a student at the school, James Seal, recently won the under 11 State Cross Country Championships and is going to represent the school at the National Titles in Brisbane in September.

The possibility of a contribution towards James' parent's expenses in taking him to the National Titles this year was discussed.

Noted that a similar situation had occurred some 5 years ago and a student's parents were assisted to the extent of \$300 out of a total cost of \$1200.

In this case, James' parent's estimated costs are \$800.

General consensus of the meeting was that it was reasonable to make a contribution towards James' parents' expenses which is also intended to be a recognition of the attainment by James of excellence in sport to compete at this level.

Noted that these sorts of situations are fairly rare. Paul said it would be wonderful if we had more students competing at this level.

The general position of the committee was that all such requests should be considered on a case by case basis with this committee at the time making a decision on the merits and subject to the Association's financial position at the time.

### Resolution

<b>Motion</b>	
The P&C to make a payment of \$300 to James Seal's parents as a contribution towards their expenses in assisting him to attend the National Cross Country Titles in Brisbane in September 2010 in recognition of his efforts in attaining excellence in sport.	Moved: Peter Holmes Seconded: Steven Jenkins Not voted on.
<b>Motion</b> To amend previous motion by varying the amount to be provided to James' parents from \$300 to \$400.	Moved: Elaine Byrne Seconded: Lisa Vezgoff Carried. Peter Holmes and Steve Jenkins dissenting.
No further motions for amendment of original motion received.	
Amended motion put to the Committee increasing payment from \$300 to \$400	Moved: Elaine Byrne: Seconded: Lisa Vezgoff: Carried.

### 2. Northcote Funding Resources

An account received from Northcote Funding Resources for the purchase of reading materials by Ms Soper on behalf of the school for use in Learning Support Programs. Peter

Holmes advised that this is to be covered by Innovations Sub - Committee report. Adjourned for further discussion to later in the meeting.

### Resolution

<b>Motion</b>	
To accept principal's report	Moved: Elaine Byrne Seconded: Lisa Vezgoff Carried

## **ACTING SECRETARY'S REPORT**

- Correspondence in tabled by Peter Holmes.
- The Fundraising material received was handed to Jules Cassar as the member running the small fund raising initiatives.
- Account received from Typeit4u covering transcription expenses.
- Correspondence in from Department of Education and Training dated 1 July 2010 in response to letter supporting a trial of ethics course in selected schools.
- Correspondence in from QBE Insurance in relation to Workers Compensation premium for 2010/1. Noted by Treasurer that the QBE Tax Invoice has been paid.
- No correspondence out.

<b>Motion</b>	
To accept acting secretary's report	Moved: Steven Jenkins Seconded: Elaine Byrne Carried.

## **TREASURER'S REPORT**

The Treasurer's report was tabled.

State of Accounts as follows:-

1. P&C Account: \$17,128.92 as at 30 June 2010
2. BSC Account: \$12,964.97 as at 18 June 2010
3. Canteen Account: \$11,238.51 as at 30 June 2010

The Treasurer advised the meeting of the recommended fee increases forwarded to the Executive for consideration by the BSC subcommittee as per direction given at the last meeting in order to address the current losses.

It was decided to deal with this issue now rather than in General Business. General discussion followed on the Subcommittee's proposal to increase fees by \$1.00/wk for the first child only of each family using the service and whether this was adequate for the future.

Final consensus was to adopt the recommendation of the BSC Subcommittee in relation to fee increases but to add to this a provision for a CPI adjustment into the future which would

cover ongoing cost increases without the need to seek ongoing committee approval each year.

Motions	
1. Before School Care fees to be increased from the commencement of the first week in Term 4 (11 October 2010) by \$1.00 per first child of each family in attendance at the BSC facility per week.	Moved: Elaine Byrne Seconded: Lisa Vezgoff Carried
2. To impose a non-refundable \$20 administrative fee payable per family (regardless of number of children using service) to cover administrative costs initially incurred which is to be payable in conjunction with first invoice submitted to parents.	Moved: Steven Jenkins Seconded: Miriam Waldron Carried
3. To increase BSC fees by an annual CPI adjustment determined by reference to the Consumer Price Index (Sydney, All Groups) calculated as at the end of the September quarter for any particular year but with any increase payable from the commencement of Term 1 of the following year.	Moved: Elaine Byrne Seconded: Sheralea Rae Carried.
4. To accept Treasurer's Report	Moved: Peter Holmes Seconded Julie Fitch Carried.

- Further discussion on payment of Bo Bombo's long service leave. The acting secretary is to speak to Bo and see if she is prepared to take her long service leave over Christmas rather than during the year which would necessitate her replacement by another member of staff and additional expenses.

## Adoption of Minutes of Previous Meeting

Motion	
To adopt the Minutes of the previous meeting of 9 June 2010 as a true and correct record of that meeting	Moved: Peter Holmes Seconded: Steven Jenkins Carried

## Matters Arising from Previous Minutes

- Art & Craft Activities after school – Lisa Vezgoff has spoken to the provider and indicated that the suggested cost was probably too high but a survey is being done to assess interest.
- Miriam Waldron's fundraising – Miriam has raised collectively \$1,675. Those companies that made generous donations have been given receipts and certificates.

- Prizes which have been donated by businesses have been collected for a raffle at the school and also for a raffle at the hall opening night on 7 August. The meeting approved that a raffle be conducted at the school on 5 August for those prizes allocated for this purpose with the remaining prizes to be raffled at the hall opening night on Saturday, 7 August. Miriam Waldron and Jody Pryor directed to proceed on this basis without a formal resolution.

## GENERAL BUSINESS

### A. Subcommittee Reports

#### BSC

Minutes of last BSC Subcommittee meeting tabled.

Fee increases dealt with in Treasure's report.

Michelle Denman, Subcommittee chairperson, asked the Committee to direct a letter be sent to the parents reminding them of their obligations to pay BSC fees as and when due so as to not affect the service. She did not recommend a particularly threatening letter nor at this stage is it considered necessary to prevent students from attending where parents are behind. All that is required is a reminder letter.

Motion	
That the P&C direct a letter to all parents using the BSC service advising them of the need to comply with the requirements to pay fees as and when due on the basis that it will otherwise affect the ability to provide the service.	Moved: Peter Holmes Seconded: Michelle Denman Carried

#### Events

Report of Sub committee chairperson, Jodie Pryor, tabled.

Noted there is the possibility that the hall may not be available for Saturday night's welcoming function owing to an inability on the part of the builder to hand over the hall for use. Paul advised he will know more tomorrow by 11am and hopes that an interim certificate or permit can be obtained which will allow the hall to be used on the Saturday night.

Jodie has other alternative arrangements in place and hopes to have the function at the surf club as an alternative if need be.

#### Grounds & Facilities

No report – Sub committee chairperson, Dan Bishop, still overseas.

#### Communications Committee

Sub committee chairperson, Lisa Vezgoff, tabled her report. No matters arising.

#### Innovations Subcommittee –

The report of the Sub committee chairperson was tabled.

### 1. Additional funding for LSP

The Issue in relation to learning support programs previously approved by the P&C in February was raised. Draft letter to the Minister for DET, Ms Verity Firth, had been forwarded to Paul for review by him as previously approved. Paul Petersen advised that certain additional funding has now become available on a trial basis which obviates the need for further support from the P&C for funding of the Teachers' Aide position as approved at the February meeting. Additional funding received in the sum of \$19,000 for this year but this is not necessarily going to be permanent.

Paul otherwise indicated the draft letter could be sent to the Minister but in his view but should be adjusted to give an acknowledgement of the present trial funding.

The Committee in the February meeting in approving payment of \$14,200.00 for the previous meeting resolved that if additional funding became available which would supplant that to be provided by the committee for this purpose so it was not required then it would not be paid to the school.

Motion	
That the commitment to fund a total \$14,200 to the school for learning support programs as per the motion passed on 17 February 2010 be revoked.	Moved: Peter Holmes Seconded: Elaine Byrne Carried

Noted that funds already paid (\$7,100) are not refundable. Noted also that the funds saved by the Association in consequence of the additional funding becoming available will ultimately be applied to the benefit of the school in other ways.

### 2. Funding by Austinmer Otters Winter Swimming Club Inc ("Austinmer Otters")

The Subcommittee chairperson advised that she has received a commitment from the Austinmer Otters to donate \$2,000 towards the costs of learning support materials and a series of DVD's by a Professor Richard Lavoie which will assist parents who are advised after commencing school that their child has a learning disability. It is intended to use the DVD's as a resource available to parents through the library. Approximate cost of the reading materials and the Lavoie videos was estimated at \$1800.00 - \$2000.00. The Austinmer Otters require confirmation of the amount required by way of an invoice on similar notification before releasing the money.

Joy Soper's invoice for \$699.62 from Northcote Funding Resources was tabled, approval sought for its payment on the basis that the amount paid by the Committee would be reimbursed from the Austinmer Otter's donation.

Noted that the agreement with the Austinmer Otters provided that all resources would have an acknowledgement that they were donated by "Austinmer Otters Winter Swimming Club Inc." P&C will need to meet this cost which is not expected to be expensive and the Austinmer Otters would like some publicity also for their donation which can be arranged.

<b>Motion</b>	
To pay the school \$699.62 in payment of the Northcote Funding Resources Tax Invoices as tabled by Paul Petersen covering the purchases of reading materials to be reimbursed by the Austinmer Otters donation.	Moved: Sheralea Rae Seconded: Miriam Waldron Carried

### 3. Draft Survey

Approved by the committee, subject to one alteration to the draft seeking to identify how much parents would be prepared to pay for the individual activity rather than contribute. Innovations Subcommittee chair to liaise with Communications Subcommittee chair as to how best to distribute the survey.

<b>Motion</b>	
To approve the Subcommittee reports	Moved: Peter Holmes Seconded: Elaine Byrne Carried

### **Secretary's Resignation**

Committee noted the resignation of Mr Scott Bulliman as secretary by e mail dated 30 June 2010. Scott has resigned owing to personal commitments.

Peter Holmes agreed to act as acting secretary over the interim but the committee agreed there is a need not only to replace the secretary but to also fill the vacant positions on the committee. To have more people involved will ease the burden and allow much more to be done.

A request is to be put in the newsletter for a replacement and also to ask other parents to join the Committee. Lisa will also place this on the website.

### **Signatories for Bank Accounts**

<b>Motion</b>	
To remove Scott Bulliman as a signatory to all existing P&C accounts in respect to which he is currently nominated as a signatory	Moved: Elaine Byrne Seconded: Lisa Vezgoff Carried
To appoint Peter Holmes as a signatory on all necessary P&C accounts either existing as at this date or which are to be opened in accordance with previous resolutions	Moved: Elaine Byrne Seconded: Miriam Waldron Carried

### **Wish List for the Hall**

Paul advised that he thought that we should let the hall settle down and see what was needed over some time. A retractable screen and a short throw projector were possible purchases.

Committee agreed to review this as time went by and so as to make a better, more informed decision.

### **Veggie Garden**

Committee advised it would be useful to liaise with Peter Taylor on this. There were suggestions that it would be useful to purchase some seedlings for spring planting.

<b>Motions</b>	
To approve the purchase of high yield fruit and vegetable seedlings up to \$50 for use in the school vegetable garden at the start of Term 4	Moved: Lisa Vezgoff Seconded: Elaine Byrne Carried
To reimburse to Lisa Vezgoff or any other member of the Committee up to \$50, on verification, in respect of any personal purchases of seedlings approved by previous motion.	Moved: Peter Holmes Seconded: Elaine Byrne Carried
To reimburse, on provision of verification, Peter Holmes for any personal expense in purchasing the series of DVD's by Prof Richard Lavoie as per Innovation subcommittee report to be covered by the donation from the Austinmer Otters.	Moved: Elaine Byrne Seconded Michelle Denman Carried

There being no further business the meeting closed at 9:50pm.