

Austinmer Public School P & C Association

Minutes of Committee meeting held on 16 February 2011

Chair	Lisa Vezgoff
Minutes	Peter Holmes
Attendance	Lisa Vezgoff, Peter Holmes, Elaine Byrne, Paul Petersen, Andrea Duckworth, Jon Bosker, Di Oliver, Hugh Churchward, Imogen Ross, Jules Cassar, Julie Fitch, Karen Hardie, Michelle Summerhayes, Luke Brajkovich, Miriam Waldron, Nuong Turner, Sheralee Ray, Tanya Allen, Wendy Potts. Elizabeth Allen, Julie Reid, Peter Taylor. Observer: Bo Bomba (BSC Manager).
Apologies	Dan Bishop, Jodie Pryor, Karen Hook, Joe Jeffries, Lisa Metcalf, Lorraine Holmes.
Start	7.40 pm
End	9.50 pm

Welcome

The chairperson welcomed all in attendance to the meeting.

Apologies

As listed above.

Approval of minutes of previous meeting

Motion	To accept the minutes of previous meeting held 17 November 2010 as tabled as a true and correct record of that meeting.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

Matters arising from minutes of previous meeting

NIL

President's Report

Dispensed with

The position of President is still vacant. The Vice President, Lisa Vezgoff, continues to act as President.

Principal's Report

The Principal's Report dated 16 February 2011 was tabled.

The Principal addressed the meeting and reviewed his report. There were discussions on a number of issues.

1. Demountable Issue

Noted that a second demountable is to arrive this week owing to increase in student numbers. It is to be located on the playground outside the hall on the Western side as there is no available space elsewhere on school grounds. Noted this will impact on playground space. The Principal advised he has exhausted all options and the final decision was in fact made by DET Properties Dept.

A crane will be required to install this demountable. At the same time the first new demountable which has been installed to the south of the adjacent building housing the BSC room will be turned 90 degrees so as to face to the south and moved 5 m. to the east away from the fence. This will leave a wall on west side of that demountable which is without windows facing in a westerly direction towards an adjoining private property on that side. The owner of this property is complaining of potential noise from the demountable once used. The complainant is the father of a one year old baby who is allegedly suffering interrupted sleep patterns due to noise from students in the demountable. This change to the location of the demountable has been agreed as a compromise. It is hoped to reduce the noise. It will cost DET \$10,000 to have a crane for the day so it is essential to move both at the same time.

2. School Numbers

The Principal wanted to put this issue to rest. It was noted that there is a great deal of concern amongst the parents of the school body at the significantly increased school numbers for this year compared to 2009. Total student numbers in the 2009 year were 289 and now 341. There have been anecdotal comments from parents that out of area children have been allowed into the school increasing the numbers excessively.

The Principal advised that student numbers are up at primary schools across the region. This affects not only Austinmer but other local schools as well, with the exception of Scarborough which is down in numbers. As it is a very small school this is not entirely unexpected.

Principal advised his position is that he cannot deny local people access to the school if they live in the schools catchment area. He must take all local children without limits. This means that if parents living in the area decide to bring their children out of private schools or another state school to go this school he must take them.

In addition to this additional numbers can only occur in the case of:-

- i. Where sibling rights exist which allow the transfer back into the school of an out of area child where there is already a child at the school;
- ii. Out of area children as per guidelines and only in special circumstances.

The principal advised that there are only ten out of area children in the entire school with three of these only included in this year's kindergarten intake. All of these comply with the guidelines the Principal advised bar one where certain information was provided deliberately to gain an enrolment which later proved not to be true. By then it was too late. Noted this represents less than 3% of the total school population overall. The numbers are expected to remain constant for next year at the same or similar level with approximately another 40 kindergarten children for 2012. The reasons for this are unclear but it may have something to do with the baby bonus which could mean that there will be an effect felt over the next two years at least.

Austinmer is now a middle sized school. One advantage of the increased numbers received in the end was that it did compel additional teaching resources and accommodation from DET which is better for the school overall although space is an issue. The Principal advised this is the only advantage to the school in having increased numbers: Once a certain threshold is crossed it does compel DET to provide more resources which can allow smaller class sizes overall.

Motion	That the Principal's report be accepted.
Moved	Peter Holmes
Seconded	Tanya Allen
Carried	

Secretary's Report

Correspondence in and out tabled.

Noted correspondence in was confined to material from the P&C Federation and fundraising material.

Correspondence out limited to material dispatched last year in relation to Otter's fundraising and insurance.

The Chairperson tabled additional correspondence from Federation relating to supplementary insurance. This is over and above the insurance that we currently hold and may or may not be necessary. The Secretary to review and report back to the committee at the next meeting.

Motion	That the Secretary's report be accepted.
Moved	Lisa Vezgoff
Seconded	Miriam Waldron
Carried	

Treasurer's Report

The Treasurer's report was tabled. The balance of the accounts are noted as follows:

P&C Account: Closing balance \$16,027.60

BSC Account: Closing balance \$6,466.34

Canteen Account: Closing balance \$8,848.24

Liabilities Account: Closing balance not available and report deferred to next meeting.

Noted that signatories in relation to Liabilities Account to be dealt later in the meeting.

General discussion in relation to donation to Greta Brown and her family from monies raised at 2010 Swim-a-thon. Noted that the committee has never determined an amount and has no power to do so at this meeting because this is a significant expense and it was not placed on the agenda. The Swim-a-thon was conducted on the basis that some funds would be applied to Greta and her family and this needs to be addressed.

Motion	That the Treasurer's report be accepted.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	

General Business

A. Appointment of Class Co-ordinators

The class co-ordinators are to be appointed by the parents of each particular class. Lisa Vezgoff to liaise with the respective class teachers to find suitable parents willing to act as co-ordinators.

Deferred until next meeting as there is a parent/teacher information night scheduled for next week which will provide a useful opportunity for the selection of volunteers.

Volunteers or all others interested are to be put in contact with the communications sub-committee to provide their details.

B. Appointment of chairpersons for the 7 sub-committees:

i.

Motion	Jodie Pryor be appointed be appointed chairperson for the Events Sub-committee.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	

ii.

Motion	Dan Bishop be appointed as chairperson for the Grounds and Facilities Sub-committee.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	

iii.

Motion	Jon Bosker be appointed chairperson for the Communications Sub-committee.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

iv.

Motion	Lorraine Holmes be appointed chairperson for the Innovations Sub-committee.
Moved	Elaine Byrne
Seconded	Lisa Vezgoff
Carried	

v.

Motion	Michelle Summerhayes be appointed chairperson for the Before School Care Sub-committee.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	

vi.

Motion	Sheralee Rae be appointed chairperson for the Canteen Sub-committee.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	

vii.

Motion	Tanya Allen be appointed as chairperson for the Business Fundraising Sub-committee.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	

Noted that any of the above appointees that were not in attendance had previously indicated a willingness to stand for these positions and had accepted their nominations.

C & D. Dates for committee and executive meetings in 2011.

The dates for the committee and executive meetings are as follows:

	Committee meeting	Executive meeting
Term 1	23 March 2011	16 March 2011
Term 2	11 May 2011	4 May 2011
	15 June 2011	8 June 2011

Term 3	3 August 2011	27 July 2011
	31 August 2011	24 August 2011
Term 4	26 October 2011	19 October 2011
	30 November 2011	23 November 2011

AGM to be convened at a day in December to be set later in the year.

E. Funding of future equipment needed by the Before School Care Subcommittee

Noted that the furniture and equipment currently available for the BSC to use is owned by the school. Agreed that there is a need to buy our own equipment however this is not essential now. The Principal has confirmed that there is no immediate threat to the BSC furniture and equipment as a result of it being returned to the school for its use in demountables or other accommodation.

The manager of the BSC was in attendance; Bo Bombo. She tabled a list of recommendations identifying the equipment needed and its costs on "as new" basis. The committee thanked Bo for her efforts.

Julie Fitch advised that a lot of school furniture is recycled and sold second hand at Yallah TAFE and can be purchased from there.

Committee generally agreed that we do not need to purchase new furniture provided suitable reconditioned or second hand furniture is available.

It was generally agreed that the furniture should be generally acquired in the course of the first half of the year so as to avoid any problems at a later time. It was resolved to consider pricing options and to defer the decision to purchase furniture for the BSC until later in the year.

F. Welcome back to school function for old and new members of the school community

The welcome back to school function is to be included in the Swim-a-thon as a start of year fundraiser to be conducted on 18 March 2011.

Motion	That the committee support and endorse the Events sub-committee's decision to conduct the Swim-a-thon fundraiser which is to be combined with the Welcome to School Function on the 18 March 2011.
Moved	Peter Holmes
Seconded	Paul Peterson
Carried	

Motion	To provide such financial support for the Swim-a-thon required by the Events sub-committee chairperson as considered reasonable by the executive and verified.
Moved	Peter Holmes
Seconded	Paul Peterson
Carried	

Motion	To provide a refundable \$100 bond for Austinmer Surf Club to cover the use of the facility on the 18 March 2011 for the Swim-a-thon
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

Noted that the school's role in supporting this fundraiser is to arrange for the children to be transported to the pool and to assist with the provisions of the stalls.

G. Voluntary donations for 2011

Noted that last years voluntary donations were recommended at \$55 per household with one child at school and \$85 per household with more than one child at the school.

Paul advised that 63% of families contributed last year. This was not always to the amount recommended by the committee but all amounts were gratefully received and of assistance.

The school anticipates a certain percentage of its funding each year by way of voluntary donations and factors it into its budget.

Noted that fees can only be increased each year by CPI adjustment. When they were increased last year this took into account that there had been no CPI adjustment for over 5 years.

Motion	That the committee recommend that the voluntary donations for 2011 remain at the same level as in 2010 ie \$55 per child and \$85 per family.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

The Principal is to put the amount recommended by the Association for the 2011 voluntary donations in the newsletter for dissemination to the parents.

There was some discussion as to how best to sell this concept. Agreed to suggest it as a positive benefit without being specific as to how it will be applied.

It is not therefore to be suggested in any advertising that the voluntary donations will be used for a specific purpose such as the purchase of whiteboards, a sound system for the hall or towards the paper expenses for the school.

H. BSC fees for 2011

Fees have been increased for 2011 in accordance with 2010 CPI movements. The BSC Subcommittee chair advised the meeting that even though these are odd amounts (because they are not rounded up) it doesn't matter because they are mostly paid on an account basis and simply added up each month. Payments are credited off the account and the fact that there are unusual figures doesn't make it difficult for the BSC staff collecting fees. Change is not an issue.

The rebate applicable from the Federal Government means that the figure actually payable by parents is always changing in any event.

The BSC Manager advised that there are 22 children on average attending daily. As this is only the second week back which is a very good sign for the rest of the year. The new parents at the school are using the BSC.

I. Method of payment of BSC employees

Noted that the BSC paid staff have to date and for some time been paid by cash cheques. Further noted that EFT payments are not practical due to requirements for two electronic signatories.

The committee was advised that the addition of the words 'please pay cash' to a cheque above an employee's name as payee may resolve in a problem.

Treasurer to investigate options. Agreed not to inconvenience staff and to ensure whatever system is adopted permits the quickest means of payment of salary for BSC staff.

Motion	No further wages are to be paid to BSC staff by unendorsed cash cheque pending full resolution of this issue by the committee from this point.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

J. Ratifying signatories to the P&C Liabilities Account

Motion	That Peter Holmes and Elaine Byrne be added as signatories to the Austinmer Public School Parents and Citizens Association Liabilities Account.
Moved	Lisa Vezgoff
Seconded	Tanya Allen
Carried	

K. Signatories on P&C Bank Accounts

Motion	That Lisa Vezgoff be added as third signatory to all Austinmer Public School Parents and Citizens Association bank accounts except for the Austinmer Public School Parents and Citizens Association Liabilities Account.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

Motion	That Steve Jenkins be removed as a signatory to all bank accounts operated by Austinmer Public School Parents and Citizens Association.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

L. Payment of expenses incurred by members of the executive incurred in carrying out their roles

The committee was advised that that the executive members have from time to time incurred expenses including postal expenses and transcription costs in carrying out their duties.

The secretary advised that in the obligation to type up the minutes of committee meetings takes an inordinate amount of time which can be reduced substantially if it can be done by digital dictation. No member of the committee at this stage has the skills and/or equipment to type up dictated minutes at no cost to the association.

The secretary advised it can be done on a fee paying basis not exceeding \$30 per month. All other correspondence, minutes of executive and special general meetings, memorandum and other communications will be done by him without outside assistance.

Motion	To approve the payment of all reasonably incurred expenses by members of the executive in carrying out their roles on production of appropriate verification.
Moved	Paul Peterson
Seconded	Lisa Vezgoff
Carried	

M. Approval of submission of draft By-laws to the Association for formal ratification

The Secretary advised that further amendments are necessary to the most recent version of the draft on the basis of information from Federation on one issue. This is to be done and re-submitted to the Executive and Sub-committee chairpersons prior to posting to the website for consideration by the Association at the next meeting.

N. After school activities

After school activities of the type run on Monday and Tuesday afternoons in the past have depended on staff interest. The Principal advised that it was not forthcoming this year.

In addition to the additional burden these activities impose on teaching staff outside school hours the administrative side is also their responsibility and the principal advised this was chaotic.

Teachers have traditionally donated their wages for running after school activities to the school. Numbers of students in attendance had been in decline and it was decided by the teaching staff not to run after school activities for the whole of this year. This may continue to 2012 but that will decision will be reviewed later in the year.

The Principal advised the Association cannot run the after school activities that are normally supervised by the teacher as teaching staff have to do it. The Association can, however, run its own activities in theory using the hall or other facilities after school. If any particular parents with skills might be interested in students in terms of providing after school activities are interested arrangements could be made to use the hall or school grounds for this purpose.

Contact should be made by any such parents with the Innovations Subcommittee to further this.

O. Advertising of services/businesses for reward by parents in school newsletter

This has already been tried in the past with not for profit organisations not being charged.

The Principal advised that the school stopped doing it due to cost and other issues. The school will now allow businesses and other services to advertise in the school newsletter but on the basis that they provide sufficient copies of a separate attachment containing the advertisement printed at their cost.

The same approach could be used by the Association in terms of the advertising a member's businesses. The committee was not inclined to pursue this further at this time.

There being no further business the meeting closed at 9.50pm.

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Peter Holmes, Secretary

Signed as a true and correct record of the meeting conducted 16 February 2011 by resolution passed at meeting conducted 23 March 2011.