

Austinmer Public School P & C Committee

Minutes of meeting held on 11 May 2011

Chair	Peter Holmes
Minutes	Cath Daly
Attendance	Peter Holmes, Lisa Vezgoff, Paul Petersen, Lisa Byleveld, Julie Reid, Peter Taylor, Cath Daly, Leanne Pattinson, Imogen Ross, Dan Bishop, Anna Morriss, Michelle Summerhayes, Jules Casser, Sheralee Rae, Miriam Waldron, Tanya Allen
Apologies	Elaine Byrne, Suzette Martin, Debbie Hobbs, Lorraine Holmes, Jodie Pryor
Start	7.44pm
End	9.40pm

Welcome

The chairperson welcomed all in attendance including new members joining or renewing membership, Lisa Byleveld, Julie Reid, Peter Taylor and Suzette Martin to the meeting. A reminder given by the chairperson that those new members were unable to vote until entered on the register which would not take place until after the conclusion of this meeting.

Apologies

As listed above.

Approval of minutes of previous meeting

Motion	That the minutes of previous meeting held 11 th May 2011 as tabled be approved as a true and correct record of that meeting.
Moved	Peter Holmes
Seconded	Lisa Vezgoff
Carried	Unanimously

Matters arising from minutes of previous meeting

1. School sign to have Perspex replaced at a cost of \$80 inclusive of GST will be completed from beginning of Term 2 and Elaine in process of paying the invoice.

(Acting) President's Report

The Acting Presidents report was tabled.

Lisa Vezgoff advised she will officially resign as Vice President and acting President effective at the end of the meeting.

Lisa noted that she took on the role as Acting President to assist until the position could be filled on a more permanent basis, however is unable to continue.

Lisa thanked Jules for co-ordinating the Mothers day stall and mention to Jody and team, Lorraine and committee for the function.

Lisa again informed the meeting that assistance is urgently needed on the executive committee now reduced to 2, with 3 positions casually vacant. One of these is that of President which is a key role in terms of the interrelationship with the school.

Further to this Lisa suggested advertising the role of President and the other vacant Executive positions in the newsletter and web site with detailed descriptions of what they involve so as to not scare people off. She produced copies of extracts from the P&C Federation Guide which contain useful summaries. She stressed a lot of tasks are completed by email.

It was noted that the Sub committees run their own projects which reduces the time commitment for executive positions which are all volunteer positions.

While there are no urgent issues there is a need to resolve this problem which has been endemic now for some time.

The following suggestions were made to increase interest of parents and carers in the school community to encourage more volunteers.

- Spread the word that such involvement benefits all of the children at the school. We need you!
- Look for people with skills as opposed to advertising the title of the role ie. Describing the functions and tasks of the position.
- Provide a fact sheet to the school community eg. The role of P&C President and maybe provide a "cooling off period" for any new executive volunteers for them to assess if they are suitable for the role.
- Advertising the role – skills versus time to complete the role to enable people to have an understanding of how taking the role on may impact them eg. A role may take up to 3 hours per month whereas a parent may think its something they need to spend time on every day.
- A steering committee to educate parents in the early years such as new kindergarden students, instead of parents with children in the older grades who may have depleted interest. This would involve encouraging the students parents to feel comfortable and encouraging the roles without daunting them into a "title"
- Approach staff to ask parents they have a relationship with – easier than "cold calling". Paul will speak to the staff regarding this. This can be done

by any of the parent body also simply by asking ourselves "Do I know someone who would be good in the role?" and then letting that person know!

- Getting the message out there – We are a successful P&C with great results, administration and we are the voice of the school community but the P&C is all about "our kids".
- Approach parents at school disco, assembly or function utilising the MC etc. It was agreed that this was potentially not the best avenue.
- P&C Interim meeting be held at Thirroul Bowling Club to invite parents to participate in a more relaxed environment

Paul stated how important it is for the school to have a full P&C Executive to liaise and be the voice of the community. Paul also mentioned that the President needs to have a combination of charisma and confidence as they are the link between all of the personalities.

Motion	That the acting Presidents report be accepted.
Moved	Peter Holmes
Seconded	Miriam Waldron
Carried	Unanimously

Principal's Report

The Principals report dated 11th May 2011 was tabled.

Staffing update

We now have a full complement of teachers for 2011. At the start of the term we welcomed Ms Meli Theo to our permanent staff and she has quickly settled into making year 5J her own.

We now have 341 students across 14 classes.

Demountable success

The last two demountables are in and security connected this week. The next major work will be the installation of a small demountable toilet block for the infant's classes. This should be complete by end of term.

Heating of the hall

By the end of June the hall will have two large flued gas heaters installed.

Electronic newsletter, notes and calendar

Currently there are 146 subscribers to the service, by request 25 newsletters are printed which means approximately 61 families do not receive school information. The school is currently saving approximately \$2400 per year and minimising our environmental impact and so Paul begrudges paying for hard copies. The following suggestions were made in relation to increasing the amount of families getting this service.

- Class co-ordinators to approach parents

- Print the newsletter in large format to go on the school notice board

Grandparent's day

The day was outstanding and everyone had a great day. Special mention to the canteen workers and all who helped put on a great show.

Make A Wish pyjama day

This SRC initiative was lots of fun for all and highlighted the good work our students can complete under their own initiative.

Tour de Cure visit

This was quite a spectacle with 45 cyclists riding up the driveway to visit

School Cross country

Great weather and loads of helpful parents made for great days all round.

ANZAC Commemorative service

Our school service was well attended and similarly the dawn service at ASLSC drew a huge crowd with our SRC representing the school.

Helping your child with literacy K-6

This evening presentation will be repeated due to its success. Nikki Della Pozza, Ms Hobbs, Mrs Webb, Mrs Reid and Ms Woods packaged an informative and practical event to forge a strong link between parents and the classroom.

Interrelate family evening

This was held last night 10th May. There were 100 participants however a minor disappointment was most parents booking there places on the day of the event, which makes arrangements at school more difficult.

Naplan

The testing program goes from 10th May – 13th May and all parents with students involved will get results in late September / early October.

Inter School Chess competitions

Mrs Reid coordinates the event which goes from 3rd May every Friday afternoon for 7 rounds. First week results. Champions won and the juniors got a "shake up".

Future events to note

Peter Taylor would like to discuss the date and long term plans for our environmental Committee to work in conjunction with the school(details further in the meeting).

Maths Olympiad 18th May

Athletics carnival 19th May

Walk safely to school day 20th May

P&C Disco 20th May

Music Viva B'tutta 27th May

School photos 31st May

Stage 3 excursion to Sydney 2nd June

P&C Hollywood night 4th June

Next P&C meeting 15th June

Paul mentioned we have the worst response in relation to return notes and bookings. Paul stated this is just a lack of courtesy.

Paul is measured on late arrivals and expressed great concern in relation to this. He will get this corrected to a reasonable level. Paul will advise the legalities behind lateness and truancy but stated that our parents are too complacent and they need a bit of "shock factor".

In relation to school photos Paul is looking for some uniformity and a discussion was held around students wearing summer uniform. It was mentioned that some girls may not have a tunic, but may look to borrow for the photos. It was decided that Summer uniform will be worn for this day but students will need to ensure they have warm clothing.

Paul received notification from ICS that after school care numbers may reduce due to the available space at Thirroul Public School. This will be a concern for some parents who rely on this service heavily. The contact at ICS is Michelle on ph 42839914 and Cath agreed to follow up.

A call was made by Michelle Summerhayes to ICS on Thursday 12th May and the executive advised by e mail as to contents of those discussions.

Michelle reported: "I ended up speaking with Michelle the area manager on Thursday. I heavily rely on the service so needed to speak with them asap to find out what was going on. What Paul had said is correct but nothing is set in concrete just yet. It doesn't make sense reducing the number of spots when the services is growing and growing! It's all early days but they are trying to find an alternative location and feel out what is really needed - there's a possibility of moving the services or creating another centre closer to us as well as well as keeping Thirroul. I'll keep you updated with any further updates."

Kind regards
Michelle

Motion	That the Principal's report be accepted.
Moved	Dan Bishop
Seconded	Sheralee Rae
Carried	Unanimously

Secretary's Report

Correspondence in:

1. Letter from P&C Royal Far West School Manly requesting donation.
2. Letter from Access Community Group 28 April 2011 requesting increase to working hours of Megan Blair (BSC) from 7.5 to 8 hours to comply with the Centrelink requirements.
3. Letter from Federation of P&C Associations 28 April 2011 advising of Annual Conference.

4. Invoice from Leesa Mak for transcription services 28 March 2011.
5. Letter from QBE Workers Compensation (NSW) Ltd dated 30/3/11 (reminder notice for premium).

Correspondence out:

Nil

The meeting determined not to not donate at this stage to the Royal Far West School Manly.

Motion	To approve an increase to Megan Blair's hours by 30 minutes per week at such times as are agreed with BSC co-ordinator subject to continued funding by DEEWR.
Moved	Lisa Vezgoff
Seconded	Sheralee Rae
Carried	Unanimously

Executive to complete Megan's documentation and forward to Access Community Group.

Cheap deals are available on Microsoft products and Peter will advise on this as a potential fundraising initiative.

IFS are looking for a lending referral agreement however we have a current agreement in place with IMB.

The premium for the additional insurance for students has been paid as per agreement from last meeting.

Motion	That the Secretary's report be accepted
Moved	Lisa Vezgoff
Seconded	Paul Petersen
Carried	Unanimously

Treasurer's Report

The treasurer's report was tabled by the Secretary.

In Summary the Associations position is at present:

P&C Account

Closing Balance 30th April is \$20924.02

Unpresented chqs \$1067.60

Available Balance is \$19856.15

Subject to existing commitments available funds \$9356.15

BSC Account

Closing Balance as at 30th of April is \$10021.52

Contingency is \$6000

Available funds \$4000

Canteen Account

Closing Balance as at 30th of April is \$8466.46

Contingency is \$4000

Available funds \$4466.46

Liabilites Account

This is our account to pay LSL and no funds can be touched in this account. The balance is \$3024.70. This is to cover Bo's LSL.

Available funds

The funds available to the P&C to spend, less contingencies and committed expenses is \$17822.61

Future Funds from Fundraisers

Expected future fundraising total approx \$14.1k

Conclusion

The treasurer advised there are sufficient funds available and to be received to allow the acquisition of another electronic whiteboard.

Motion	That the Treasurers report be accepted.
Moved	Peter Holmes
Seconded	Lisa Vesgoff
Carried	Unanimously

General Business

1. Subcommittee reports

Reports received by the Secretary from the Grounds & Facilities, Innovations, Events, BSC, Canteen and Business Fund raising Subcommittee were tabled.

2. Matters arising from subcommittee reports

Grounds Sub-Committee

Peter Taylor advised the date for the working bee has moved to 19th June and will be held from 10am to 2pm.

The canteen will be operational on this day and will provide a free sausage sizzle for workers.

We may be able to get a coffee van on site and the Vercoe family will be asked about providing this service.

Children of course are welcome on the day.

Workers are asked to bring tools such as gloves, wheelbarrows, rakes etc.

Lisa to approach David Smith from Treaset about storage/removal of clippings etc as last time he provided the service without charge.

It was agreed that the budget of up to \$1000 authorised at previous meeting will be sufficient

Paul stated he is keen to promote a green school such as Cringella whom received a \$30,000 grant. Ideally Paul would love to see green classrooms, functioning gardens, a chicken coupe etc on the premises. This would be ideal for supplying the canteen with fresh produce and will form part of the 2012 plan.

Imogen Ross spoke in relation to the Wollongong Living Classroom Project.

Some of Imogen's previous successes include being paid \$5000 per year for fundraising in the Marrickville area. She is very passionate about energy sustainability but believes APS isn't quite ready for the bigger projects just yet. Imogen believes APS should start by applying for lower funding initiatives to build up our experience for the larger projects.

The options available are to target students, teachers, local community groups including members of local council, local businesses and the older generations to become involved. Imogen is happy to spearhead the project however will require a sub-committee with potentially up to 12 parents who wish to be involved.

It was decided that Imogen would join Dan's sub-committee to investigate the school garden project. The objectives will be as follows:

* Feasibility study for 2012

* How much space are we prepared to give up?

* Plan a site assessment to include the SRC to engage the school body

* Cath to look at the ANZ Foundation for potential funding

Paul stated the school needs an overall environmental plan as we currently don't have one but believes a 5 year plan is the right direction to take and holds a sensible education approach.

A new SEMP is vital as part of this plan but is not funded, Paul stated the new SEMP is not due until 2014 and is something we can manage at a later date.

Motion	That the Grounds & Facilities Subcommittee investigate the feasibility of obtaining funding for School gardens project - 2012
Moved	Peter Holmes
Seconded	Lisa Vesgoff
Carried	Unanimously

Events Sub Committee:

Cabaret evening requires volunteers to meet on a Friday afternoon 3.30pm to generate ideas for the function and also to set up on Friday 3 June 2011. Volunteers also needed to clean up on Sunday 5 June 2011.

Innovations Subcommittee

Trivia night will be held in July on date to be confirmed for adults only.

Peter advised that all Subcommittees were active and pursuing their objectives but no other specific requests had been made of the Association for funding or directions at this stage.

Motion	To accept the Subcommittee reports as tabled.
Moved	Paul Petersen
Seconded	Leanne Pattinson
Carried	Unanimously

3. Approval of Draft By Laws

Draft by laws as approved at last meeting and in respect to which the required notice had been given to members was put to the meeting for formal ratification.

Motion	That the draft By Laws as approved by the members at the general meeting of 23 March 2011 be adopted.
Moved	Peter Holmes
Seconded	Paul Petersen
Carried	Unanimously

4. Purchase of further interactive whiteboard

General discussion on fundraising. The question raised initially was "where do we put our energy?"

Grant applications – last year 6000 schools applied for grants and approximately 40 received them.

It was suggested that we apply for the NAB Community Approach grant which holds a value of \$50-60k however it was agreed that we learn the application process and set it up for next year.

Negative response to the NRMA grant.

The Defence force has a grant available for \$3,000.00 for a flagpole to be erected on school grounds.

Cut off dates missed for both CBA and Moove grants.

It is noted that some parents have expressed concern around how we spend fundraising money, the main concern that we only spend it on whiteboards. In response to this Lisa suggested that we survey the parents to ask for their opinions. It was then stated that putting all of our funds into one area leaves us open to negativity from the parent body.

The unanimous response was to get the parents to come to the P&C meetings to express their opinions.

Interactive Whiteboards ("WB")

Term 1 the focus was to purchase 8 WB.

Term 2 the focus was to purchase 6 WB.

Noted costs remain around \$7,000.00 per unit with no discount for multiple purchases.

To fit out every classroom with a WB remains the Associations primary fundraising objective.

Purchase of 1 WB on the agenda however further discussion around purchasing a second was held.

Paul recommended that the school purchase a 2nd WB to be reimbursed by P&C however Peter confirmed that the item on the agenda for determination was to approve the purchase of a single WB only and therefore the members present could not consider a motion to purchase a second WB at this meeting.

General approval of the purchase of 1 WB now on the basis that if we raise \$6500 at the Cabaret function as hoped we could then fund the purchase of a second WB at next meeting in June.

In order to avoid delivery and installation delays Paul indicated he would order two WB if funding for the payment of one WB was approved at this meeting.

Motion	That the Association fund the purchase by the school of an electronic whiteboard.
Moved	Sheralee Rae
Seconded	Miriam Waldron
Carried	Unanimously

5. Development of School Community Garden

Dealt with in matters arising in conjunction with Grounds and Facilities Subcommittee report and subsequent discussions.

6. Voluntary contributions from parents/carers

Voluntary Contributions previously set at \$55 per child or \$80 per family.

Paul advised response to date has been poor. I

It was agreed that the notice will be re-distributed to all families in hardcopy format with a payment envelope.

7. Bullying in the School

Secretary advised this item was on the agenda in consequence of requests from some parents that bullying is occurring and there are perceived concerns as to the adequacy of the schools response.

Paul was invited to outline the schools policies and procedures on this issue.

School Anti-Bullying Policy distributed by Paul.

This is also available on the APS website and is followed by the staff.

The process for parents in basic form is as follows.

1. If Parents are dissatisfied with process or have concerns they speak with the child's teacher.
2. Teacher investigates the complaint. If unable to resolve, he/she involves the Learning support team.

Of our student body it is estimated by the school that up to 15% of students require some form of assistance in terms of learning difficulties, behaviour or both.

Peter asked if anyone present was aware of unhappy parents with regard to the schools bullying policies.

Miriam responded that she believes too much focus is placed on the child doing the bullying and not enough to assist the victim. She believes counselling should also be available to the bullied child through the school.

General discussion followed. Some suggestions put for consideration were:

- Purchase further resources for parents/teachers on this issue including a newly released DVD dealing with children demonstrating a wide range behavioural and learning difficulties;
- Hosting an information evening for parents with the student counsellors in attendance to provide information in relation to bullying and other behavioural problems.

Paul asked for at least 2 volunteers to initiate a parent forum to work on this issue. Volunteers are:

1. Miriam Waldron
2. Tanya Allen
3. Shiralee Rae

Motion	That the Association support a forum intended to provide information and assistance to parents and carers in relation to a range of behavioural difficulties experienced by students.
Moved	Peter Holmes
Seconded	Sheralee Rae
Carried	Unanimously

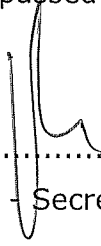
8. School Gate

Recently a child escaped through the open gate on western side during school hours.

Paul advised that to overcome this the gate would be kept closed at all times during the day as it can't be locked.

There being no further business the meeting was declared closed at 9.40pm.

Signed as a true and correct record of the meeting conducted 11th May 2011 by resolution passed at meeting conducted 15th June 2011.



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PC Holmes - Secretary