

Austinmer Public School P & C Committee Minutes of meeting held on 3 August 2011

Chair	Sheralee Rae
Minutes	Peter Holmes
Attendance	Sheralee Rae, Cath Daley, Suzette Martin, Jules Cassar, Michelle Summerhayes, Paul Petersen, Julie Reid, Peter Taylor, Tanya Allen, Leanne Pattinson, Miriam Waldron , Peter Holmes, Elaine Byrne. Anna Morris – non member observer.
Apologies	Lorraine Holmes, Dan Bishop, Jodie Pryor.
Start	7.30pm
End	9.30pm

Welcome

The chairperson welcomed all in attendance to the meeting.

Apologies

As listed above.

Approval of minutes of previous meeting

The minutes of the meeting conducted 15 June 2011 were tabled.

Motion	That the minutes as tabled be accepted as a true and correct record of the meeting held 15 June 2011.
Moved	Peter Holmes
Seconded	Sheralee Rae
Carried	Unanimously

Matters arising from minutes of previous meeting

1. PBS Parent Volunteer

Noted Kathryn Berry has volunteered to act as parent representative for the PBS Committee for 2011.

Motion	To approve the appointment of Kathryn Berry as parent representative for PBS Committee
Moved	Peter Holmes
Seconded	Sheralee Rae
Carried	Unanimously

Noted Kathryn will report to the Executive Committee from time to time following the PBS meetings (which occur fortnightly).

2. Before School Care ("BSC") takeover by Illawarra Children's Services ('ICS')

The secretary advised the meeting that the Executive Committee was in negotiations with ICS in relation to a proposed takeover of the BSC service from the start of term 4. The negotiations were at this stage confidential and the Association would be advised of the outcome of those discussions. If what was thought to be an acceptable arrangement could be reached then the matter would be put to the Association at a special general meeting later in Term 3.

The Principal advised that the school was negotiating with ICS for the introduction of an after school service and all looked promising.

President's Report

The President's report was tabled.

Noted that the first anti-bullying forum was conducted on the 2 August at the school and was well received. 49 parents out of the 70 who had indicated they would come in fact turned up which was a good result.

The informal steering committee will organise a further forum later in the year.

The President tabled a Parental Volunteer Form. This is intended to locate those carers/parents in the school committee with special skills that might be willing to assist where they can in those areas.

The President noted the flagpole is in place. The Treasurer has not yet received the bill.

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

Principal's Report

The Principals updated report dated 3 August 2011 was tabled.

The Principal addressed the meeting on various matters.

1. The 2012-2014 School Plan has to be submitted. The Association should have involvement in this. The Principal suggested an open meeting at which ideas could be circulated.

There are 6 main targets to be addressed. The Executive is to consider this further in conjunction with the Principal.

2. Noise complaints from occupiers of [REDACTED] Street, Austinmer

Noted the Principals report did not disclose the names of the neighbours who are referred to below.

The secretary however has had correspondence with the neighbours concerned over these issues which has been tabled. The President has had direct discussions with them.

The Principal and the President had a meeting with the neighbours concerned, [REDACTED] on the 28 July last. The Principal has been advised that a complaint has been made to the NSW Office of Environment and Heritage and he has to respond to this. It has been made by [REDACTED] and relates to noise and the use of the hall. The Principal has received a detailed letter from [REDACTED] asserting their view of the legal position in relation to the use of the hall outside school hours and he is seeking advice on this from DEC legal.

The issue is whether or not the current zoning is suitable for after hours use of the hall on a commercial basis or for functions by organisations such as the Association. The argument is raised that the use of the hall by community organisations, either for profit or otherwise, and for use in after hours functions by the Association or other organisations, constitutes other than normal school usage. [REDACTED] allege such use is outside the halls currently permitted use and by permitting such use the school is in breach of the current zoning restrictions. The Principal advised that there is 1 lot of the 3 which comprise the school grounds which has not been properly designated and this causes problems.

At the meeting [REDACTED] raised a series of demands which, if conceded, effectively meant that the hall could not be used after hours by any community or other organisations and the P&C would not be able to hold its prime fundraising events there on weekends. [REDACTED] demanded that there be no electronic music.

[REDACTED] principal demands appear to be:-

- Hall not to be used after 7.30pm;
- Hall is limited to school use only;
- Doors are to be closed after 7.30pm;
- No electric music.

A counter offer was put at the meeting including the giving of reasonable notice of functions and it was also noted that the Principal has made many attempts to reduce day time noise to assist [REDACTED]

The Principal advised the meeting that he would not be agreeing to [REDACTED] demands and is seeking further legal advice.

It was noted that it could be the case that the school may need to lodge a development application if it wishes to use the school hall itself outside of regular school hours and to allow it to be used by other groups or organisations. This is subject to further advice from DEC and consideration by the school.

3. Advertising in newsletter

The secretary advised he had been informed that the advertising for the Trivia Night in at least the last edition of the school newsletter had been such that it had been placed at the very back behind other unrelated forms of advertising from different programs and individuals. This seemed to be a less effective use of the newsletter when trying to get interest and it was questioned why the advertising for the Trivia Night hadn't been placed at the front of the relevant section of the newsletter.

The President advised that P&C advertising traditionally was on the last page. The Principal indicated that he was unaware where it had been placed.

4. The Principal tabled some correspondence from the Community of Schools. Joint initiatives are to be instigated. It is intended to hold meetings on different topics with information to be shared.

A Pre-school orientation session is to be organised.

Motion	That the principal's report be accepted.
Moved	Leanne Pattinson
Seconded	Elaine Byrne
Carried	Unanimously

Secretary's Report

Correspondence in and out tabled.

Correspondence in:-

1. Letter from Michelle Charnock 21 June 2002;
2. Fact sheet from Wollongong City Council, undated;
3. Tax Invoice from Federation for payment of public liability and other insurance;
4. Email from ICS 27 July 2011 (attaching proposal);
5. Letter from Federation dated 1 August 2011.

Correspondence out:-

1. Letter to Tony and Michelle Charnock 30 June 2011;
2. Letter to Austinmer Otters 7 July 2011;
3. Letter to Austinmer Otters 20 July 2011;
4. Letter to Bo Bombo 3 August 2011.

Secretary advised that the ICS proposal was not to be tabled as it was still being dealt with on an in confidence basis by the Executive.

Secretary advised that the Associations insurance payment was now due and there was a period of grace to 1 November. A cheque is to be organised and paid.

Motion	That the Secretary's Report be accepted.
Moved	Cath Daley
Seconded	Sheralee Rea
Carried	Unanimously

Treasurer's Report

Proceeds of Trivia Night not yet finalised. There are still some expenses to be paid however it seemed that approximately \$3,000 had been rose which is a tremendous result.

The Treasurer tabled her report and account balances:

P&C Account: Closing balance at 25 July: \$30,083.95, un-presented cheques \$539.19.

BSC Account: Closing balance at 23 July: \$7,928.40, un-presented cheques \$1762.05.

Canteen account: Closing balance at 25 July: \$13,813.73, un-presented cheques \$1267.92.

Liabilities account: Closing balance: \$2,994.70

Noted the existing commitments that have been given already for the purchase of 3 electronic white boards ('EWB'), the flagpole (\$1,200.00) and the working-bee (\$500.00).

Projected income for later in the year is a further \$500.00 from father's day fundraising, \$860.00 from Bunning's Fundraiser and \$6,300.00 from the Hard Rock night in December.

The Treasurer advised that the balance now available for further funding is \$16,000.00. Insurance could be covered from the P&C's contingency fund in the short term. Noted that the amount of \$16,000.00 leaves clear the sum of \$22,250.00 which has already been approved by the Association at previous meetings for the 3 EWB & Flagpole purchased by the school which have not yet been billed. It also leaves clear \$500.00 for un-paid expenses for Working Bee.

Motion	That the Treasurer's report be accepted.
Moved	Tanya Allen
Seconded	Leanne Pattinson
Carried	Unanimously

General Business

1. Sub Committee reports

5 reports were received by the Executive and tabled, these were from:

- A. BSC subcommittee;
- B. Business fundraising subcommittee;
- C. Canteen subcommittee;
- D. Innovations subcommittee;
- E. Fundraising subcommittee.

2. Matters Arising from Sub-Committee Reports

A. Fundraising subcommittee

Bunning's fundraiser organised. The Subcommittee chairperson indicated that no advanced funding was required. Any purchase will be made by the volunteers themselves who would be reimbursed.

Motion	That the Association reimburse any personal expense incurred by any Association organiser or volunteer in relation to the Bunning's fundraiser on production of appropriate verification.
Moved	Sheralee Rae
Seconded	Miriam Waldron
Carried	Unanimously

B. Business fundraising subcommittee

Noted that there are several fundraising applications pending. Participation in the Woolworths and Coles 2011 Promotion discussed. Noted that this is to be set out in the newsletter.

Fund raising initiative with the Thirroul Lions club to be pursued with the objective of raising funds for school readers.

C. Innovations subcommittee

Thank you letters needed to all those who donated prizes. The secretary asked if certificates were available at the school. The Principal advised that they were and he is to send some pro-forma certificates to the secretary.

D. Canteen subcommittee

Nil matters arising. All going well.

E. Before school care subcommittee

Some discussion on the co-ordinators advice that furniture in BSC room has gone missing on several occasions. The Principal indicated that this will happen from time to time. The school occasionally needs that equipment which it in fact owns. The school will do all it can to get everything back in place but the BSC will have to get use to it being removed on occasion.

Motion	That the subcommittee reports be accepted.
Moved	Peter Holmes
Seconded	Sheralee Rae
Carried	Unanimously

3. Purchase of 2 electronic whiteboards for the school

Noted that all rooms are now equipped with EWB except for SJ, KM and KF.

Rooms 2W, 1P and KS have all been fitted with EWB pursuant to resolutions passed by the Association earlier this year.

It is only intended to fit out rooms SJ and KM with an EWB. Room KF is a demountable and may not be needed next year.

For the Association to fund the purchase of 2 more EWB by the school it will effectively complete the fit out of the school with EWB. This will be a momentous occasion.

The Treasurer had advised that sufficient funding is available to cover the usual contribution of \$7,000 per unit towards their supply, delivery and installation. The consensus was to purchase the last 2 remaining EWB so as to complete the Associations fundraising objecting of fitting all rooms with EWB.

Motion	That the Association approve a payment to the school of \$14,000.00 for the purchase and installation by it of 2 additional electronic whiteboards
Moved	Elaine Byrne
Seconded	Miriam Waldron
Carried unanimously	

4. New notice board

General consensus that the notice board in place is not attractive or easily readable. Some discussions followed as to desirability of replacing it.

Noted that there is no money available now but this is possibly something that could be done by parents with the appropriate skills at fairly minimal cost. A much nicer timber or metal structure could be created which would be more easily to use and be more visible.

Design suggestions are to be called for from members and parents. The Executive to determine if there are any suitably qualified parents that might be able to assist with the construction of a new notice board if an agreement can be reached as to a design and materials.

5. Possible future fundraising efforts

Teachers "wish list" as prepared by the President and others was discussed.

- Overwhelming requirement for new readers.

Noted that a monetary limit would need to be set per room and there are no funds available before the end of the year for this in any event.

- Equipment for the hall is another possible fundraising target.

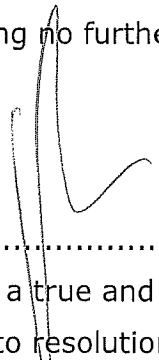
Chairs for social events in the hall.

Noted the school has some 60 individual chairs and that 170 are needed to hold a complete function such as the Trivia Night in the school hall. The schools conjoined seating cannot be altered and is not useful for a fund raising night or social event. The Association had to hire chairs at a cost of approximately \$400.00 which detracted from the fundraising effort. The Association could buy additional chairs but there is a problem with storage.

- Environmental projects like Farm Animals.
- Signage – see 4 above.
- Fete – there was some possibility of a school fete in 2012. The meeting was not convinced that a fete was as good a venture as the 2 fundraising events held now. A fete requires a substantial input from a large number of people although it does have the advantage of drawing money from the community rather than just the school body.

Further consideration will be given to a fete in 2012 on the basis that 1 of the major evening fundraising events is not conducted.

There being no further business meeting closed at 9.30pm.


.....
Signed as a true and correct record
pursuant to resolution passed on 31
August 2011
PC Holmes Secretary