

# Austinmer Public School P & C Committee

## Minutes of meeting held on 26 October 2011

Chair	Peter Holmes
Minutes	Peter Holmes
Attendance	Peter Holmes, Elaine Byrne, Suzette Martin, Hugh Churchward, Julie Reid, Peter Taylor, Tanya Allen
Apologies	Sheralee Rae, Miriam Waldron, Jo Jefferies, Lorraine Holmes, Michelle Summerhayes
Start	7.45 pm
End	10.15 pm

### **Welcome**

The chairperson welcomed all in attendance to the meeting.

### **Apologies**

As listed above.

### **Approval of minutes of previous meeting**

Motion	That the minutes of the previous meeting held 31 August 2011 as tabled be approved as a true and correct record of that meeting
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

### **Matters arising from minutes of previous meeting**

#### 1. Notice Board

Nil comments received by the secretary from parents/carers however Tanya has conducted her own research and has a design for which a quote needs to be obtained. Again it is recommended that we approach parents with the appropriate skills. Invitation to submit designs to be repeated in newsletter, possibly in conjunction with Tanya's design concept.

#### 2. Refund to Jon Bosker

\$30.00 refund not done. Treasurer to organise this.

3. List of persons to be thanked for donations for Trivia Night

List finalised and sent to President but only very recently. President to finalise using template "Thank You" Certificate.

4. Gate on Austinmer Street entrance

Principal is awaiting a quote. Signs as supplied and installed by the school have blown off and need to be replaced. They were held on only by ties. Recommendation is that they be installed in conjunction with a frame attached to the gate. School to look into this. Issue of gate to be reviewed in conjunction with application for community funding.

5. Marketing for ICS After School Care Service

Noted that a lack of marketing seems to be hindering the development of the After School Care Service. ICS has been advised and will upgrade their marketing program. Scarborough Public School are advising their parents to come to Austinmer Public School BSCS and utilise the ASCS. Noted that this is fine in terms of increasing numbers but maybe of a concern if the volume is such that parents at the school cannot get access to the service due to out of area participation.

6. Noise issues with neighbours

Meeting scheduled with [REDACTED] for 4pm Wednesday 2 November 2011 at the school to review their previously expressed concerns about noise emanating from the school in the course of Association and school functions. To be attended by the Principal and Kevin Anger of DEC Properties. Association's secretary to attend, if possible, or alternate from Executive Committee. Noted that Julie Reid has advised [REDACTED] of the Halloween disco scheduled for the forthcoming Saturday night on 29 October 2011. This was only done very recently and inside 14 days out from the function. Some confusion between the school and the P&C as to timing caused this oversight. The Sub-committee chair, Lorraine Holmes, in discussion with Julie Reid, advised that [REDACTED] and the other neighbours should be given notice of the event before 14 October 2011. Julie subsequently spoke to the Principal who initially advised that notice was not needed on that basis that he believed this was a school function. On subsequent realisation this was a weekend out of hours function the Principal advised Ms Reid to give notice. This put it with inside the 14 day notice period however notice has now been given. Greater attention to be given to this in the future. Noted that the organisers will be asked to endeavour to enforce the "no access" rule through Austinmer Street before and after the function.

7. Canteen Sub-committee

Knives purchased for \$76.85 by Suzette. This expenditure was approved at previous meeting and reimbursement by Treasurer to Suzette Martin to follow.

## **President's Report**

No report this meeting. President not in attendance owing to health issues with family members.

## **Acting Principal's Report**

Julie Reid tabled her report. She then addressed the meeting on this. The principle points of discussion were:

### 1. Covered walkways

Walkways from the hall to the demountable on the Western side are to be commenced and completed before the commencement of term 1 2012, by way of Federal funding.

### 2. Transfer of Before School Care Service

Some problems noted over the first days but all seems in order now. Centre director seems happy. Linda from ICS has been a big help.

### 3. NAPLAN results

School very happy with them. Noted that the University of NSW results are not made available to the school.

### 4. Canteen Passes

The 'Jump the Queue' concept in conjunction with SERFIE values and rewards was discussed. Julie advised that the concept of 'jumping the queue' had been developed by students and not imposed by staff. Interestingly a food reward system not sought.

The positive reward system generally regarded as the norm among schools in NSW so this type of approach is not unusual. Teachers encouraged to institute a reward system at class level.

It was agreed to support this program for now. Noted that the school did not advise Suzette before it instigated this reward program which did not assist the canteen volunteers to determine how to handle the new reward system. School to ensure better communication in the future.

The Association to advise if further problems arise with the continuance of this reward system. Julie will take the current concerns as expressed at the meeting to the PBS committee at the forthcoming meeting on Friday 28 October 2011. Consideration maybe give to changing the title of the program to 'Silver Canteen Pass'. The canteen sub-committee is to advise of any further problems with this program.

### 5. School Swimming Scheme

Noted going well although some students have missed the bus on rare occasions. Leah Jefferies is one child reportedly to have been caught in this situation. This is a rare situation and is to be investigated further by the school.

## 6. School Plan

To be refined and draft version to be submitted to P&C secretary prior to submission for comment. P&C willing to help but do not have sufficient knowledge of what is required to actually develop a School Plan. The executive is happy to provide input where it can. Noted that the School Plan has to go to DEC by the end of November 2011.

## 7. Breakup Date

Noted that the 16 December 2011 is the last day of school and this is the standard breakup date across the State for primary school students in NSW.

Motion	To accept the Acting Principal's report
Moved	Hugh Churchward
Seconded	Tanya Allen
Carried	

## Secretary's Report

Correspondence in and out tabled.

Correspondence in and out:-

1. All correspondence in and out in relation to the transfer of the Before School Care Service. Previously "commercially in confidence" but transfer is complete and accordingly tabled as a public record. Includes original agreement with ICS.
2. All other correspondence in and out tabled.
3. Secretary indicated we received a promotional brochure from a company called 'Pixie Photos' in relation to school photographs suggesting that it was the Associations responsibility to organise these. Julie Reid and Peter Taylor confirmed that the school conducts and organises the school photographs and this is highly competitive. Resolved that the secretary will provide the Principal with a copy of the Pixie Photos brochure with a view to determining whether an alternative arrangement next year might be negotiated which could result in a better outcome for the school by way of additional funding or alternatively with the P&C arranging its own separate photo shoot.

Motion	To approve the Secretary's Report
Moved	Elaine Byrne
Seconded	Tanya Allen
Carried	

## Treasurer's Report

Treasurer's report was tabled.

P&C Account: Closing balance \$22,436.80 (current) - Invoices received for white boards totalling \$13,621.96. Available funds less contingency gives a current balance of approximately \$6,422.80.

BSCS Account: Closing balance \$9,593.00 - noted various cheques still to be drawn, pay due to Caroline Seal and monies to DEEWR. Available funds less contingency gives a current balance of approx \$993.00.

Noted that most outstanding accounts from parents using BSCS before 10 October 2011 have largely been recovered with only approximately \$300.00 outstanding. Very good result. All credits due to parents have been paid.

Agreed to defer closure of this account until next meeting when in all probability all outstanding accounts will be settled and Caroline Seal's employment will have been terminated.

Canteen account: Closing balance \$9,537.02 - less unrepresented cheques and contingency reserve however, gives a current balance of \$3,569.82.

Liabilities account: Closing balance \$2964.70 - noted that the long service leave payable to Bo Bomba of \$2,545.20 has been paid but cheque not presented. Remaining funds will be used to cover PAYG liability. No real need to keep this account opened any further as there are no further liabilities payable to the BSC staff.

Motion	That the Austinmer Public School P&C Association Liabilities Account be closed and that all surplus funds be transferred to the P&C Account on the presentation of the last cheque drawn to the centre co-ordinator Bo Bomba for acquired long service leave.
Moved	Elaine Byrne
Seconded	Suzette Martin
Carried	

Motion	To approve the Treasurers report
Moved	Peter Holmes
Seconded	Suzette Martin
Carried	

## General Business

### (a) Sub Committee reports

The secretary tabled reports from:

- A. Innovations subcommittee;
- B. Canteen subcommittee;
- C. BSC subcommittee.

**(b) Matters Arising from Sub-Committee Reports**

A. Innovations subcommittee

Purchase of disco lights required for kids disco this forthcoming weekend and this recommended on the basis that the lights can be used for other functions later and it is better value than to hire them. Elaine confirmed that she could pay any account for hire/purchase by EFT and seek reimbursement. Subcommittee chair to investigate further and to make appropriate arrangements for the weekend.

Motion	That the Association reimburse the purchase of a set of disco lights for use in the school hall at functions by subcommittee chair or other on production of verification and subject to the approval of the executive as to the amount.
Moved	Elaine Byrne
Seconded	Peter Holmes
Carried	

B. Business fundraising subcommittee

Tanya Allen addressed the meeting. Tanya and Jo Jefferies are meeting tomorrow and attempting to source funds through the NSW Community Grants for either or all of the following objectives:-

- Resurfacing the basketball court;
- Levelling the playing field and the construction of tiered seating on the western side of the soccer field; and
- Creation of an outdoor learning space.

Noted that the application is due by 31 October 2011 but well underway. Tanya and Jo will finalise this between them.

Motion	That Tanya Allen be authorised to finalise and sign all applications for funding on behalf of the Association from the NSW Community Grants for any of the objectives as disclosed to the meeting
Moved	Peter Holmes
Seconded	Hugh Churchward
Carried	

### C. Events subcommittee

No report received. Committee aware that liquor licence for "Hard Rock" night on 19 November 2011 granted by Casino Liquor & Gaming Control despite a reported objection to Wollongong City Council over noise and other concerns. Noted tickets for sale for the function on 19 November 2011 and that it can continue to 11.30pm but patrons attending must be off the school grounds by midnight. The "No access" rule from Austinmer Street to be rigidly enforced.

Noted that there is an open invitation to all school staff members to these events.

Secretary to follow up with sub-committee chairperson to ensure all is in order for the function.

Motion	That the Subcommittee reports as tabled be approved.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

### **(c) Transfer of BSCS to ICS**

The secretary advised that the transfer is substantially complete. ICS took over from 10 October 2011. CCB arrangements through DEEWR have been transferred and notice given of cessation of service.

Caroline Seal has been invaluable in wrapping up the final obligations. Most parents have paid fees due to 10 October with only \$300 outstanding. Association will have to determine whether to chase this but Caroline will pursue for the moment. Generally feedback has been positive as to the transition. There were initial teething problems but these appear to have been resolved. All former employees reportedly quite happy with the new arrangements. Further records relating to the BSCS located in the multipurpose room have been found and these are to be provided to the secretary.

### **(d) Wind up of the Before School Care Subcommittee (BSCS)**

Given the transfer to ICS of the BSCS the BSCS Subcommittee is no longer required.

Motion	That the BSCS Subcommittee be disbanded
Moved	Peter Holmes
Seconded	Tanya Allen
Carried	

Motion	That the Association acknowledge Michelle Summerhayes contribution to the BSCS Subcommittee by a \$50.00 restaurant voucher to a restaurant to be selected by the executive.
Moved	Tanya Allen
Seconded	Hugh Churchward
Carried	

**(e) ICS donation of \$5,000 to the school**

Some discussion on how this is to be spent noting that ICS have agreed not to pay it to the school until so directed by the Association.

Julie tabled a quote obtained from the Principal from Better Floors Pty Limited dated 21 October 2011. This covered the provision of acoustic fabrics on the walls of the hall. The quote was for \$2,827.00. Agreed this would be a useful expense and worthy of consideration.

Julie advised that there was a wide range of needs across the school for an injection of funds which could be used in a number of ways. As an example, musical instruments in many respects are old and need upgrading. It is also noted that the hall could use a device which would allow the easy lowering and raising of a back drop for different functions.

There was some discussion on the possibility of donating \$500 again to each classroom to be expended by the teachers on items not otherwise available through standard funding. This was done 2 years ago and was useful. It was agreed however that to some extent there was not great recognition for this donation and the amounts were not substantial enough to achieve anything particularly long lasting.

Julie suggested as an alternative that individual donations of \$1,250 be donated to stage groupings 1-4.

It is noted that the stages are broken down as follows:-

- i. Early Stage 1 and Stage 1 (Debbie Hobbs)
- ii. Stage 2 (Peter Taylor)
- iii. Stage 3 (Julie Reid)

The number of children in each stage is approximately equal so a breakdown of the \$5,000 into 4 equal amounts would be fair and reasonable.

It was agreed in principle that a donation of \$1,250 to each stage could be made on production of an expenditure program by the head of each stage prior to next meeting.

It was agreed by Julie that the head of each stage is to provide the secretary with an expenditure program for \$1,250.00 within 2 weeks from tonight's meeting.

Motion	That the Executive committee is authorised to review and approve all draft expenditure programs as submitted by the co-ordinators of stages 1-3 and to direct the release of the \$5,000 funds payable to the school by Illawarra Children's Services Limited to the school if and when such approval has been granted for all stages.
Moved	Peter Holmes
Seconded	Elaine Byrne
Carried	

**(f) New Signatory on Accounts**

Motion	That Sheralee Rae be appointed as a signatory to the P&C and Canteen accounts.
Moved	Tanya Allen
Seconded	Suzette Martin
Carried	

**(h) Date of Annual General Meeting**

Executive Committee had set the 2011 Annual General Meeting for 7.30pm on 7 December 2011 at the Thirroul Bowling Leagues & Recreation Club. Noted that all members are to be advised by the Secretary.

Motion	That the Association approve expenditure up to \$200 for food and beverages at the 2011 AGM.
Moved	Peter Holmes
Seconded	Tanya Allen
Carried	

Noted that the AGM provides a rare opportunity for social interaction between the members and the expenditure of these funds on this occasion is a justifiable on this basis as well as a "thank you" for the persons who have donated their time throughout the year.

**(i) Sunscreen Policy**

Peter advised of schools policy. Each classroom has sunscreen on hand. Teachers try to lead by example. Pump action sunscreen readily applicable where necessary however it is not mandatory and teachers have no capacity to compel children to use it. Parents are entitled to refuse to allow their children to participate. Agreed that its availability is essential and the

Association will support the continued application by the school of its current sunscreen policy.

**(g) National School Chaplaincy & Student Welfare Program Survey (deferred to end of meeting)**

Julie Reid advised that the final evaluation of the schools participation in the current National School Chaplaincy Program (NSCP) due to end at the end of term 4 had been submitted. Julie advised this mostly concerned whether or not there have been complaints about the program and the meeting was advised that there have not been any. The school will supply the Secretary with a copy of the final evaluation.

The secretary advised the meeting of the pending changes to the NSCP and its proposed replacement by the National School Chaplaincy and Student Welfare Program (NSCSWP) from the start of 2012. Noted that it is compulsory before any funding can be sought from this program that a comprehensive survey must be carried out by the school across the entire school community to determine whether the school community wants to be involved in the program and, if so, what type of 'chaplain' is required. Noted that it is no longer limited to the appointment of a chaplain as defined in the NSCP but as an alternative the school community can seek the appointment of a secular student welfare worker.

The secretary advised that full details of the program are available from the DEEWR website and that a copy of the guidelines will be posted to the school website.

It was agreed that a survey should be distributed in order to comply with the guidelines for funding in 2012.

There was some discussion as to the form that this should take.

Several options were suggested. The secretary tabled:-

- i. An information Notice to Parents/Carers inviting a response by way of an initial expression of interest to the secretary with the survey then forwarded to those parents/carers responding and advising that they wish to be involved in the survey. A draft of the survey to be supplied in response was also tabled (option 1).
- ii. An information Notice to Parents which would be submitted to parents/carers together with a survey which could be completed and returned to the school in hard copy in a sealed envelope disclosing the name of the parent(s), their children and the classes in which the children are enrolled at the school. A draft of the proposed survey was also tabled (option 2).

It was agreed that a process needs to be instigated to prevent any abuse of the survey process and ensure transparency and fairness. It was also agreed that it would be appropriate for each individual parent/carer in every family unit to be given the opportunity to vote on this issue. This takes into account the fact that parents may have different views and some families are in a situation where the parents do not live under the same roof and may have different views.

It was agreed that a survey should be distributed across the school community by such means as to ensure the broadest response. It was

ultimately agreed that option 2 would be preferable as it is less complex and would simply require the completion of the survey and its return in an envelope to the school. It is anticipated that a better response is likely to be received.

Julie Reid advised that the school could assist with the distribution of an information package and survey to all families in hard copy. The school could assist to reducing expense by ensuring that in the case of families with more than one child at the school the information package and survey was given to the youngest child only. This would reduce unnecessary duplication.

It was agreed to submit to the parents that version of the information package and package and survey as tabled by the secretary as described in option2 with the following modifications to the draft survey:-

- i. To make it optional to answer question 2, even if question 1 is answered in the negative;
- ii. To add children's names and classes onto the survey rather than to write this on the return envelope itself.

Motion 1	The Association distribute a survey as to whether or not the school should participate in funding for the National School Chaplaincy & Student Welfare Program as soon as practical and otherwise within 14 days to all parents and carers of children at the school.
Moved	Hugh Churchward
Seconded	Elaine Byrne
Carried	

Motion 2	That the final form of the survey as prepared by the secretary and tabled as option 2 is to be settled and finalised by the executive in accordance with the modifications discussed and approved by the meeting.
Moved	Tanya Allen
Seconded	Suzette Martin
Carried	

Motion 3	That such survey and accompanying information package as finally approved by the executive be distributed to all parents/carers of students at the school in a such form and by such means as is in accord with option 2 as soon as practical and otherwise within 14 days.
Moved	Tanya Allen
Seconded	Elaine Byrne
Carried	

Note – to avoid duplication and unnecessary expense Julie Reid advised the school would ensure that a copy goes to the youngest child of each family where there is more than 1 child at the school.

Motion 4	That the Association fund all printing and stationery costs associated with the approved survey.
Moved	Peter Holmes
Seconded	Hugh Churchward
Carried	

**(j)Additional agenda item**

Noted that there is a stop work meeting scheduled for 2 November 2011 as part of Teachers Federation opposition to IR changes proposed by the Liberal Government. Parents to be notified.

There being no further business meeting closed at 10.15pm.



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Approved as a true record of the  
meeting conducted 26 October 2011  
by resolution passed at general meeting  
of members on 30 November 2011  
PC Holmes -Secretary