



## **P&C Minutes 5th July 2018**

**Opening 7:00pm**

General Meeting:

P&C Meeting 5<sup>th</sup> July 2018

Attending: Emma, Cassie, Rose J, Rose B, Liz E, Tina, Caron, Tim Boon and Malcom Down

Apologies: Sheridan, Kylie M, Tamela, Kylie W

**Business Arising from previous meeting**

**New School Website** - Ready to launch when final items have been completed. Blurb from the P&C to go on - **Emma to action**

**PSSA jerseys and netball singlets** - **Kylie W to organize 2 quotes for a variety of sizes**

Investigate changing the tracksuit for 2019. **Kylie M to get samples and quotes.**

Jo-jo type bows – various sizes available - **Kylie M to chat to Karen Baker about different options for us.**

**Vanessa to get a couple of quotes for a new canteen freezer and find out from Caron if it is a school freezer or P&C item.**

**Tina, Emma and Vi to organize Father's Day gifts now.**

**Reports**

**Principal's Report**

The upgrade of the senior bathrooms is nearing completion. They will be ready for occupation Day 1 Term 3.

Thank you to all of the students staff and parents for the successful Year 6 Fete. Special mention to Karen Forbes, Kylie Walker and Tina Newton.

Technology update - new website is nearly ready to launch. Computers and I-pads to be ordered so that each class has one device between two students.

Sincere thanks to our wonderful P&C. The students will be so glad to use this equipment as it will enhance their learning.

\* Semester 1 Reports have been sent home today, detailing special reading support programs and student's progress.

\* Mrs Eurell shades

### **Treasurer's Report – Rose**

Please refer to the P & L and Bal sheet reports to 1/7/18.  
The Bendigo Bank signage is now on the coffee machine.

I'm still chasing 2 outstanding band hire invoices for terms 1 and 2. Invoices for terms 3 and 4 will be issued after the school holidays.

Next term I want to take action and try and sell the old coffee machine, to clear it out. It really isn't worth much at all.

Current outgoings in the next 2 weeks will be the P & C insurance and workers comp insurance. Estimate \$1600. Already started the renewal process.

I will prepare, lodge and pay the June qtr BAS within the next 3 weeks. Wages and super reporting for the financial year have been reconciled and lodged with the ATO already. Payment summaries will be issued by Thursday's meeting.

As on the 1st July 2018, Award pay rates increased. These have been updated in the payroll system.

I have drafted Employment contracts for Kylie and Vanessa (as per Audit recommendations). Just need to attach job descriptions before issuing. **Does anyone have a copy of these from interviewing processes?**

### **Uniform- Kylie**

Since the last meeting trackpants were ordered & are in stock. Not many have been purchased. Size 6 trackpants were ordered but the supplier was not able to provide them til October (too late) so I cancelled the back order for them. More culottes & polo shirts have been ordered, just waiting for them to arrive sometime after the school holidays.

Speaking to our blouse/shirt supplier, our China order is due for delivery in September.

I spoke to Karen re bows for the uniform shop. Asked about reducing minimum order numbers – can't be done for the bow with embroidery. Minimum for other bows is 40 as she has to get 80 in an order & she would hold the extra 40 back for us (risk to her but she is happy to do it for us). Asked about bows being on elastics instead of the clips – can be done but in her experience the bows on elastics are not as popular to sell as the flipping of the bow through the elastic to place around a ponytail can be hard & people don't like it. She can't make the bows from our culotte material. Karen is ok for us to trial selling the bows she donated & the samples she has given us in the uniform shop.

Second hand rack \$2 sale was done in June, with a number of items being bought but not as successful as I had hoped for. Mainly jumpers were bought as spares. There is still a lot of second hand uniform on the racks.

I have been in contact with our suppliers re our wish to revamp our sports uniform. I have samples that have been sent & will show them at the next meeting I am at. We can purchase standard items or get a made to order tracksuit done. Still looks like our only options are a fleece tracksuit or a microfiber tracksuit. Colourwise, I have ordered black & bottle green samples of different stock.

### **Canteen- Vanessa**

I spoke to Caron Dodd about the need for a new freezer, and she said the school owns the current freezer and will pay to purchase a new one. I have researched online and found a suitable replacement from AG Equipment. It costs \$1599 incl GST plus \$230 delivery (model SF600G). I will invoice the school if approved.

Also, I have had 2 more meetings with the Healthy Canteen lady Sarah. We have submitted the KPS menu to the council for review. They will look over the current menu and report back with any menu change suggestions so it meets the new standards. Adherence to the new strategy does not need to be in place until the end of next year, but I am keen to get on board ASAP. I should hear back from them this week, so I will look over the report during the holidays and submit it with my next canteen report.

The new volunteer calendar is out for next term, so I am trying to fill that before the holidays start. My beautiful volunteers will get a thank you mention in the newsletter.

### **General Business**

- **Orange Blossom Festival – Rose B** - Tony Goode has approached the school for participation in Orange Blossom. KPS is taking part in the parade and will have dance groups performing and the band and the choir.

As for the P&C we will provide a stall- what the stall will be.

- **P&C Membership and Insurance email** - Insurance is up to date. Coffee machine and \$15K stock is covered.
- **Technology wish list update – Emma** - The P&C has agreed to put the funds towards the update and restock of laptops and iPads in the classrooms that will mean each class will have 1:2 ratio. Stage 2 & 3 will have laptops and stage 1 and Kindergarten- will have iPads.
- **Incidents after school and the role of P&C – Emma** - The role of the P&C is not to make comment on anything that happens after school or off school property. The P&C is a part of the school community as a fundraising group and to discuss issues within the school.
- **Father's Day update/organizing – Emma** - Everything has been ordered and has arrived. Father's Day raffle to go ahead. Wednesday 29th August. Tim Boon to talk to Dural Woolies and get a voucher. Caron to confirm with Kylie Walker re Yr 6 raffle.
- **Athletics Carnival coffee options – Emma** - Coffee Van to be booked. Black and White Coffee- Malcom Down to book. She Brews if this one is not available.
- **Discipline Structure Discussion** - Revamp of the PBL structure- see attached document for Behaviour Management Flowchart. Green slips are 3 within a 10 week period. Parents not notified officially. Orange slip - given when 3 green slips, parents will be called. Also given a straight orange for serious offences. Red slip- 2 orange slips or straight to a red slip for a very serious offence. A parent forum to be looked into being held or offered for parents to voice any concern about PBL.
- **Casual Teaching** - Ms Dodd ensures that the casual teachers are of high quality. She assesses them each time they work.
- **Coles Vouchers** - Ordered soccer balls and netballs using the vouchers.

## Closing

**Date of next meeting:** Thursday, 2nd August 2018

Meeting concluded: 9.45pm