



P&C Minutes 7th December 2017

Opening 7:10pm

General Meeting:

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Attending: Caron, Emma, Sheridan, Cassie, Tamela, Rose B, Violeta

Apologies: Kylie, Tina, Rose J, Barbara, Liz, Selena, Amanda, Mel, Vanessa

Business Arising from previous meeting

School toilets – a team from DOE was sent to finalise measurements for new toilets. **Pricing being sought for cameras around the school (not in toilets) to monitor traffic and movement around the school.**

Coffee machine application – approval for \$5000 for coffee machine. **Pricing now coming from Pine & Co in Castle Hill.**

Staff Car Parks - Parking permits to be made for cars that are parked in any staff car park for working purposes on fundraising days only.

The 2018 budget - was published with AGM minutes.

Canteen to be open on a Thursday - Rose B to look at sales vs costs before deciding. Rose deemed it not worth opening.

End of Year P&C Dinner - Sheridan has emailed an invitation to everyone and made a booking at Round Corner Chinese.

Reports

Principal's Report – Caron

Everything has been smooth and wonderful, including Awards presentation and the Year 6 farewell – graduation next week.

Parent contact person will now receive the school newsletter from Chelsea and distribute to class parents.

Emily and Matthew Collett will be leaving Kenthurst Public School, and next year will go a catholic school closer to their home.

“Everything is perfect in paradise”

Electronic board has been approved by Council – Scarlett C and Angelina D will be the first students to turn it on and type the first words.

Treasurer- Rose

The levy balance that the school holds can be rolled over into the bank account as per audit query.

Insurance is valued at \$6000 currently but once we get coffee machine this will need to increase. Our uniform stock is also not covered, so this will need to be taken into account. **Rose has suggested we get a new quote to cover these things – Rose to organize.**

Registering for GST – raffle money is GST-free but it would still be worth it for us to register. **Rose to organize this.**

Return and Earn – Rose has put in an application for this – once teething issues settle down we could make it an SRC initiative.

Trial inventory software for uniform shop (as per recommendation from the audit)– current MYOB software can do it. However Rose has also found free software can do this and **Kylie will trial this and see how it goes.**

The P&C bank accounts are healthy.

Band instruments and the hire system were discussed – hiring has a bond of \$100 that is lost if instrument is returned without being serviced.

Uniform- Kylie

Majority of new kindies have been through & sized & have collected their Kindy Kits. Just a few more to collect their kits before the holidays.

Last day of the uniform shop for the year will be Thursday 14th Dec. Kylie is still waiting on delivery of sports polo shirts, culottes & a few boy's white shirts. These are expected to be delivered by last week of term or first week back at the latest. Fingers crossed for next week! Uniform shop sales have been good since November.

Canteen- Vanessa

No report presented.

General Business

- Year 6 gift – still to be decided
- Calendar for Term 1 2018 – has been started to be filled out with next year's activities (semester 1 dates confirmed). Suggestion that first Friday back is an informal welcome back afternoon at the park after school. **Message to go on Facebook and in Newsletter about it.**
- Procedures Manual – Emma proposed that we work out a manual with documentation for each event, so it is very transparent what needs to be done etc.
- Fundraising goals should be made clear to all parents – we can use the P&C page in the website to talk about this. **Caron to email Emma the big needs for the school.**
- Fireworks night update/competition – some entries have already come in for the poster competition. P&C to do drinks, ice creams, sausage sizzle and art work. Prizes to be determined and confirmed. Rose B to join fireworks committee.
- Question from Tim Boon – did we buy the shed? – it has been approved but because of the height it has to be overseen by AMU (asset management unit).
- End of Year ceremony – **can we have explanation of what each award is for on the program – what is the criteria? Award winners to also be published in next newsletter.**

Closing

Date of next meeting: Thursday, 1st February 2018

Meeting concluded: 8.59pm