



P&C Minutes 8th February 2018

Opening 7:08pm

General Meeting:

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Attending: Caron, Emma, Sheridan, Tamela, Violeta, Kylie, Tina, Rose J, Liz E, Kylie W, Trudy

Apologies: Cassie, Selena, Rose B, Vanessa, Barbara

Business Arising from previous meeting

Pricing being sought for cameras around the school (not in toilets) to monitor traffic and movement around the school. – Liz Eurell has spoken to someone who will give us a quote

Coffee machine application – approval for \$5000 for coffee machine. Pricing now coming from Pine & Co in Castle Hill. Machine ordered through Pine & Co. Once bank pay invoice machine will arrive in 7 days. Will provide training too.

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.

Rose B has suggested we get a new insurance quote to cover new coffee machine and uniform stock – Rose B to organize.

Registering for GST – Rose B to organize this. Vote taken to not register for GST as per Rose's email and all voted yes.

Rose B has also found free software to track uniform inventory and Kylie will trial this and see how it goes. Still to happen

Message to go on Facebook and in Newsletter about Park Play day on Friday 1st Feb for all children. Completed

Fundraising goals should be made clear to all parents - Caron to email Emma the big needs for the school. Covered in Principal's report

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. Completed**

Reports

Principal's Report – Caron

Welcome to all members for another fabulous year. I am looking forward to creating some great memories with you all and of course looking forward to the inaugural fireworks!

Selena Needs will not be able to do P&C anymore – she passes on her apologies.

Mrs Choon is hoping to return in Week 6 (March 5) for 2 days per week.

Classes are so settled, and teachers are thrilled with the smooth and seamless transition.

The class names reflect our theme this year 'Australia and its Engagement with Asia'.

The school has committed to purchase, so far this year:

- 4 air conditioners \$12,500 installed
- Sports shed \$19,560 Asset Management are overseeing this project
- Front electronic sign \$16,000
- Boards for Stage 3 \$1,200
- Furniture for stages 2 & 3 \$5,000
- New floor in wet area in stage 3 \$10-11,000
- And hopefully with your help and Bendigo Bank - Kindergarten outdoor space \$38,000

I have also employed Mrs Di Hall for 5 weeks, who has been testing and assessing students with language difficulties. She has brought a wealth of expertise and deep knowledge.

Statement of Accounts will be issued next week, and we thank you in advance as these funds are vital to purchase much needed resources eg sports equipment for your children.

Mrs Newton attended the PSSA meeting this afternoon and team selections have started. Teams announced on Monday.

Art for Grandparents Day - can the P&C please mount and hang the artwork in the hall? **Yes – P&C to organize this**

Bunny costume - would a member of the P&C be prepared to wear it on the day? Hiring would need to be organised soon. **Tina and Cassie to organize this**

Meet the teacher next Tuesday 13th February, 4.00pm-5.00pm, just for a chat, put a face to the new names. Formalised interviews will be later this term after assessments are completed.

Treasurer- Rose

We need to decide on what our fund raising goals are. Computer room, bathrooms, outdoor learning area (that's my priority order. As we discussed, it depends how the school budget has been allocated). Would be great if Caron had some estimate dollar amounts. I want this locked in so we can advise parents of this via a letter.

Once the above is decided, We should write a letter or communicate in some form to parents re our financial aim, why we are doing a fireworks night to raise funds from the greater community and also the importance of the school levy too. (it was raised with me that the levy was introduced to eliminate the major fund raising). I think this should go out before school fees and levy notice. Cassie started this idea a few months back.

Kylie wanted to purchase uniform stock – this will be fine financially.

Mother's Day Gift Purchasing. I have never been involved in this but know it's time to buy now to ensure delivery in time. Below is what we have in stock.

Mother's Day Gift Stock take 30.9.17

| Units | Item | \$ per unit | Total value |
|--------------|------------------------------|--------------------|--------------------|
| 24 | Picture Frames | 2.42 | 58.08 |
| 12 | Grandmother mugs | 2.31 | 27.72 |
| 4 | yellow heart tea cups | 4.8 | 19.2 |
| 28 | Keyrings | 2 | 56 |
| 19 | 19 Wooden frames | 4.2 | 79.8 |
| 17 | 17 Mum Mugs | 2.31 | 39.27 |
| 4 | Bracelets | 3.4 | 13.6 |
| 27 | Earrings | 3 | 81 |
| 5 | Shower cap sets | were free gifts | 0 |
| 3 | candle, pen, small frame set | were free gifts | 0 |
| 9 | coin purse | were free gifts | 0 |
| 12 | Drink bottles | 4.5 | 54 |

Uniform- Kylie

As usual have had a busy start to the year & so far have had sales of \$3,690.

I am looking for approval to order 10 more size 10 grey shorts as we have sold out. This will be \$250.

Things I will be looking at this year are:

- 1) changing shirt embroidery to exclude PS for Public School
- 2) finding nice looking affordable fleecy track pants to stock
- 3) reviewing price list to see if we can reduce prices

At our March meeting I will be seeking approval for

- 1) our indent order for hats, backpacks, chair bags & library bags. We order March at a slight discount & they arrive September/October.
 - 2) our big shirt/blouse order to China (this is our order to cover us for the year)
- I will email my request through with the dollar figures prior to this so everyone can have a look.

Canteen- Vanessa

Takings each day – Vanessa to count and give to Rose, and provide a ledger

It's been a quiet start to 2018, with not a huge amount of orders, but plenty of students with ice block & slushy money!

The roster is full for this term, with quite a few new faces, and some I haven't seen for a while which is lovely.

On Friday 16th Feb we will be doing a Levi's lunch special, to celebrate Chinese New Year and the Asian theme at KPS this year. As it turns out it is perfect timing as New Year is on Feb 16, Levi's birthday is on the 17th and the anniversary of his passing is on the 14th. I will be sending a note home about the food options (fried rice, spring rolls & juice) for \$6 and set it up on Flexischools.

Also, this year the canteen will be doing a jelly day for St Patrick's day in March, hot dog day for State of Origin in June/July and some baked treats for Halloween. If I can think of something clever I might even do a Royal Wedding special in May!!

After speaking with Rose Barnes, we decided that pricing is spot on and does not need to increase at this stage. Remembering that the canteen is a school service to families and not a profit-making venture, having it break even is the right place to be. If this changes, of course we can look at adjustments.

Emma approached me and asked for any available freezer space for Fireworks night, so I will be running down stock to accommodate for this. There should be plenty of space in the chest freezer and upright freezer for at least 500 Paddle Pops.

General Business

- **Running of P&C Meetings (Tamela)** – spoken to Kylie and Vanessa re: submitting a report 2 days prior for distribution with the agenda so meetings run smoothly and quickly. Rose B will do this too.
- **Meeting Reports (Tamela)** – as above
- **Fundraising goals confirmation (Rose B)** – Computer room upgrade and general outdoor area
- **Fireworks Night communication (Rose B)** – fortnightly meetings with committee. Fireworks company have surveyed land, told us restrictions etc, very flexible. Police Fire and Council sorted out by them. Howard's Fireworks company. (NYE company). Amusement people came out and plotted out where rides will go, sideshow games. Food stalls – Hidden Jem, sausage/steak sizzle and ice creams, Kashi Indian, Vintage Pantry?, Pizza person, security organized, cupcakes lollies/popcorn chips etc. Eftpos machine will be available too. Extra bins to be requested from council. Winning poster was Isabella Da Ruos – to be announced formally next week.
- **Mother's Day stock purchasing (Rose B)** – Committee to be formed to organize everything. Tina/Vi/Tamela/Cassie. **Vanessa to order bags please and tissue paper (bulk order to cover father's day as well), Tina to do a stock count and confirm numbers with Vanessa.** 9th May date locked in.
- **Toilet locks to be fitted before Fireworks Night (Rose J)** – to be confirmed what our needs will be and which ones to be used, plus portaloos. **Locks to be sorted out by Caron. Emma to email Ray Williams re: toilets**
- **Septic tank emptied the day before fireworks night (Rose J) - Caron to organise**
- **Class parent note to go out (Rose J)** – Kylie to organise
- **Facebook page members to be updated (Rose J)** – Emma has done this but please report any suspicious characters
- **Fireworks Night update (Emma)** – as above
- **Survey Monkey results (Emma)** – Caron to organise
- **Mother's Day committee formation (Emma)** – done (see above)
- **Coles Sports for Schools program (Cassie)** – Cassie/Sheridan to coordinate

Closing

Date of next meeting: Thursday, 15th March 2018

Meeting concluded: 8..59pm