



# Meeting Minutes

## Meeting Details – General Meeting

<b>Meeting Date</b>	Tuesday 20 March 2018
<b>Meeting Commenced</b>	7.40pm
<b>Meeting Concluded</b>	9.26pm
<b>Venue</b>	School library
<b>Present</b>	Amy Toohey, Bec O'Brien, Claire Shoebridge, Vic Strang, Pen Melis, Janine Roets, Karen Wilson, Jane Rowlands, Mark Walters, Rod Cohen, Kim Batina, Troy Sinclair, Emma Fuller, Toni Blundell
<b>Apologies</b>	Marissa Rimmer, Kristy Corbett,
<b>Next Meeting Date</b>	Tuesday 22 May 2018

## Meeting Minutes

### 2.0 Minutes from Previous Meeting

Present minutes	minutes from the 27 February 2018 meeting were ratified.
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### 3.0 Office Bearer Reports

3.1 President	<p>Kim Batina thanked the parents who have volunteered for the positions at the AGM, as well as the Class Reps who have volunteered this year. We still have a number of positions to fill. Feedback from the AGM indicated it would be useful to have an idea of how much time is involved in the role, to give the parents an understanding of what is required. These were reviewed and some minor edits to role hours completed.</p> <p>A new initiative has been introduced at the canteen to encourage more volunteers to help in a 2 hour shift. On the day you help, we will give each of your children and 2 of their friends a free ice cream to say thank you. This will be announced at the school assembly on Friday.</p>
3.2 Treasurer	<p>Toni Blundell presented the budget which includes a \$11,000 carry over from last year with a \$15,000 surplus planned at the end of the year. Fundraising of \$45,000 planned for 2018 including a major fundraiser as well as the Lapathon.</p>

### 4.0 Sub Committee Reports

4.1 Grounds	Jane indicated BMW were budgeting 50,000 for external painting and
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	\$60,000 for upgrades to the toilets. Work is to start ASAP and be completed this FY. Whilst the playground is to be installed during the coming school holidays.
4.2 Fundraising and Events	<p>The major fundraiser could potentially be a bingo/quiz night with possible bar facilities to raise more money (term 3).</p> <p>It was also suggested that we could explore running another Art Bar in term 1 2019 as there seems to be a desire from the community to do this again. Jane Rowlands will explore this further with Nicole Kettell, our art teacher, to determine capability and logistics of this.</p> <p>Discussion about crazy hair day/s, lapathon and silver coin competition. Jane asked if the student leadership group could be involved in developing and implementing events which was welcomed and agreed.</p>
4.3 Canteen	<p>The AC was repaired last week. Also the oven element failed recently and was quickly repaired. It did highlight the age of the oven and the benefits of having a second oven in operation. Quotes will be sought for supply and install of a second oven.</p> <p>P&amp; C are still looking at the best option for credit/debit card to assist with purchasing. Will also follow up on the Mrs Mac's account option.</p>
4.4 Scholastic	\$600 of rewards to spend. Dates for book fair 23 May and 9 Nov. Need the assistance of some other parents though. Plan to utilize class reps to call for help when the time comes.
4.5 Uniform	Nothing to report
4.6 School Banking	Nothing to report
4.7 Safety House	Anna Rybak has volunteered to be P&C Safety House coordinator. A motion was proposed and carried that the P&C appoint Anna Rybak as the Safety House Coordinator for 2018

## 5.0 Principal

5.0 Principal	<p>As per the agenda report.</p> <p>Jane Rowlands:</p> <ul style="list-style-type: none"> <li>• Student numbers has resulted in \$5.5 million operational budget</li> <li>• Staff leave liabilities are under control</li> <li>• Thanked Tony and Rod for keeping the gardens up over summer</li> <li>• 8 classrooms painted</li> <li>• Maths focus during PD</li> <li>• First aid completed for staff with some parents attending</li> <li>• Busy bee results were good, freeing up Tony to do more maintenance. Thanks you to the parents who came along that day as they were a huge help. Discussion about putting on drinks/nibbles after busy bees to thank participation and increasing the social aspect of it. P&amp;C could help fund this</li> <li>• Stem room flooring currently being installed, ready for use next term</li> <li>• Voluntary contribution rates good, and school has reduced the rate of nonpayment of activity fees to a very low level.</li> </ul>
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	<ul style="list-style-type: none"> <li>Highlighted the importance of school, school board and the P&amp;C committee collaborating</li> </ul>
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## 6.0 Other Matters

<b>School Directory</b>	After some delays beyond our control will be printing in the next week or two
<b>ICT strategy</b>	The school would like the P&C to fund more laptops (via a lease) and iPads. This would be funded through the Infrastructure Levy contributions. To support this request, the school will host an information session on Tuesday 8th May to explain the ICT strategy going forward and help parents understand the direction the school is taking with devices, how they will be used to teach the curriculum and how the school will manage the health aspects of screen time during school hours. There will be two sessions – one in the morning and one in the evening – to suit the different working schedules of the parents. The aim is for the parents to be well informed and be able to make a decision to proceed or not in the P&C General Meeting on 22nd May.
<b>P&amp;C vacancies</b>	A number of positions for 2018 are still to be filled, please see table below
<b>Parking</b>	A parking map from the council that was published in the school newsletter was inaccurate. Jane Rowlands to approach the council for clarification

## 7.0 Funding Requests

### **Pre-Primary Kerbing:**

Discussion about the school regularly maintaining the playground equipment, being assets of the school. The kerbing should help reduce maintenance as it will keep weeds and grass away from the stepping logs and eliminates the need for the gardener to do edging. A motion was proposed and carried that the P&C funds the supply and installation of Kerbing to the pre-primary playground to the value of \$770, to be spent by the end of term 4, 2018.

### **Pre-Primary Mud kitchen:**

Concept has come from the teachers as it will benefit motor skills and team work. A motion was proposed and carried that the P&C funds the purchase of a timber mud kitchen for the pre-primary playground to the value of \$600, to be spent by the end of term 4, 2018.

### **Kindergarten outdoor play toys:**

Old equipment is dated and dangerous and there has been an increase in its use this year, especially for the boys. A motion was proposed and carried that the P&C funds the purchase of outdoor play toys for the Kindergarten to the value of \$5,679.40, to be spent by the end of term 4, 2018.

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### **Bounce Back Launch Day:**

Six staff undertook the training and propose to run a launch day on the 4<sup>th</sup> May where students cycle through the activities learning about resilience. It is to be run during school time and it will be a structured learning experience rather than a fete style fun day. Discussion was had around the budget and items such as the squeazy balls. A motion was proposed and carried that the P&C funds the Bounce Back Launch Day to value of up to \$1,600, to be spent by the end of term 4, 2018. Post meeting footnote: A review of the budget after the meeting with the relevant staff member agreed to not including the balls.

### **Oval reticulation:**

P&C recognize the value of these works but asks the school to consider its timing around other ground works and seasonal conditions. A motion was proposed and carried that the P&C funds the supply and installation of reticulation for the school oval to the value of \$18,000, to be spent by the end of term 4, 2018.

### **STEM Program:**

A detailed proposal was presented to purchase equipment for the STEM program. A motion was proposed and carried that the P&C funds the purchase of equipment required for the STEM program to the value of \$16,516, to be spent by the end of term 4, 2018.

### **ICT equipment:**

A motion was proposed and carried that the funding request for the purchase of 18 IPAD's is to be delayed until after the ICT information session and parent feedback was received.

### **P&C Vacancies 2018**

<b>Position</b>	<b>Description</b>	<b>Approx Time Required</b>
Classroom Garden Coordinator	This role would suit someone who enjoys gardening, especially vegetable gardening. We have vegetable patches that each class is responsible for in terms of planting seedlings, looking after them and harvesting for a class cooking exercise. This role keeps an eye on this, to make sure the beds are ready and well looked after with the retic etc.	10 to 15 hours per year
Lost/Second Hand Clothing Coordinator	Collect and sort lost clothing and other random items like lunch boxes. These are usually deposited in the Lost Items area. Just need to sort them. You may find an owner of the items if labelled. Twice a year, uncollected items are donated to the Second Hand Clothing cupboard.	20 minutes per week

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Book Fair Coordinator	Coordinate the 2 Book Fairs per year. Order books, set up selling area, call for volunteers, liaise with School and P&C to promote, liaise with Scholastic.	20 hours twice a year
Communications (Executive role)	On the Executive Committee (attend P&C Meetings and planning meetings), this role is responsible for communications to the parent community via Facebook, Flexibuzz and the P&C Newsletter. Also P&C updates to the school website. Someone who enjoys Social Media and has a creative flair would be perfect.	20 hours per term
Grounds Coordinator (Executive role)	On the Executive Committee (attend P&C Meetings and planning meetings), this role would work with the school to help plan the Play Spaces and other Grounds initiatives that the P&C assist with.	10 to 15 hours per term
Fundraising/Events Coordinator/s (Executive role)	On the Executive Committee (attend P&C Meetings and planning meetings), this role would suit 2 people, or a small group, however even one person would be great. The role would be responsible for the events and fundraising calendar, coordinating the tasks and activities required for the events. The idea is for this role to call upon year groups to assist with certain planned events and assist them with guidance and planning.	15-20 hours per term, depending on how many people involved
City to Surf Coordinator	The City to Surf Coordinator registers FPPS as a team and encourages families to participate. The race bibs are collected on behalf of the families from the city before the race, and they are distributed to the families usually on the Friday afternoon before the race. Traditionally we've teamed this with a sausage sizzle at the school, sponsored by local businesses, to raise some extra funds. This role requires helpers on the day of bib distribution.	8 hours once a year