

Colo Vale Public School P&C Association

Minutes of Meeting: Monday April 3rd 2017.

Meeting Opened: 9.13am

Chair: Colin Rudd

Attendance: Cheryl Sharp, Jo-Ann Leishman, Liz Lawfull, Janel Burns, Belinda Klopfer, Tracy Rudd, Jacqui Braun, Amanda Richardson, Tammy Rixon, Colin Rudd, Cindy Gualtieri, Anne Donaldson, Vanessa Eccleston, Courtney Hambridge, Linda Pincham, Kristy Sorouni, Mia Macmurray, Peta Doohan

Apologies: Grace Romeo, Jane Wiltshire, Tanya Tickner, Sarah Bell, Connor Macmurray, Catherine James.

Minutes of previous meeting:

Motion: Minutes of previous meeting have been accepted as true and accurate record.

Moved : Grace Romeo. **Second:** Kristy Sorouni & Mia Macmurray.

Business arising:

- The new committee has seen handover of roles slightly delayed, however this is in motion and of the up most importance. Cheryl will meet with Connor ASAP to discuss the details of handovers in regard to the treasurers role. Up until this time there have been some logistical issues which have prevented this from happening.
- Bunning BBQ: Jenny has approved purchase and can go ahead at any time.
- A member of the Colo Vale P&C committee unfortunately will not be able to update the minutes onto the school website. The minutes will be approved by Jenny and then she or another staff member will upload the minutes.
- Mrs Leishman has completed the Scholl Bag App 😊.
- A photograph of P&C committee is still required.
- Ongoing Facebook issues see a necessity for more protocols to be added.
- Canteen request for year 6 students to assist during mornings has been reviewed. Jenny has contacted Mittagong PS and is now waiting for information regarding legalities.
- Trivia Night: Jenny and Courtney to meet regarding the Trivia Night for Term 4's Fundraising.
- Ian from Berrima Bus lines will attend today's meeting at 10.30am to answer any questions regarding Bus issues/compliance.
- New signatories need to be clarified on each of the 3 accounts (P&C, Uniform & Canteen) with CBA. Cheryl Sharp will meet with Connor Macmurray and Colin Rudd to complete. Colin would prefer a face to face handover to enable this action. Cheryl will also follow up on the P&C registration.
- Linda Pincham will need to be added to signatories to replace Gretchen Schouten (Uniform Account)
- Colin to write procedure for expenditure. Questions asked about how money is spent/handled? Currently approved at meetings and recorded in minutes. Cheque written by P&C and other funds donated by school. Again Cheryl and Connor will co-ordinate how

this will happen. Currently Cheryl is responsible and deposits monies weekly. Each accounts funds are sealed & dated individually before handed to school safe where it sits safely until deposit day. All receipts go back to the treasurer. Withdrawals require 2 signatures.

Correspondence:

IN: 1. Resignation letter from Gretchen Schouten as Uniform co-ordinator. Colin will reach-out. It was suggested that in future if anyone has any grievances that they please bring to the P&C so it can be discussed and hopefully resolved.

3. Correspondence from Jenny Quist:

- Jenny will update the P&C minutes onto the website once they have been approved. It was suggested that possibly a P&C report would be enough for the website rather than the entire minutes.
- Mia was happy to complete fortnightly updates for the newsletter. This would be completed by the Monday afternoon before the newsletter went out on the Wednesday.
- Anti-Bullying report is being re-visited.
- Focus Group was very helpful. Jenny thanks everyone.
- Correspondence between Colin, Cheryl, Connor and Jenny is being sorted.
- Account bookkeeping constitution is to be revised by Colin Rudd. Confirm name & I.D for the year. Suggested that Miriam Boss to be Account bookkeeper? ACNC – Charity is current. Insurances and registration to be confirmed (Cheryl).
- Processes for approving expenditure to be updated on website.

OUT: 1. Colin's letter to Bunnings re: BBQ purchase (see attached)

Principal's Report: See attached

1. Hindmarsh Cup possibly cancelled.
2. 6th April School Cross Country might be re-scheduled depending on weather. Backup day is Friday 28th April 2017.
3. Anzac day march; 25th April, School Uniform to be worn. 8am @ Colo Vale community Hall, followed by ANZAC march 10am meeting at Mittagong information centre.
4. Bump it up program: Concentrating on the middle band of students as the lower bands are achieving goals.
5. STAFFING: A new Instructional leader will be appointed.
6. Anne Donaldson's position unfortunately has not yet been filled.

President's Report:

1. On behalf of himself and the P&C, Colin would like to wish Anne Donaldson the very best of luck. Your years of experience are invaluable and you will be surely missed by our school. (you have left some big shoes to fill).
2. Colin would like to recognise that he is still trying to get to know everyone and apologises if he has missed anything over the last month. Asks for his patience as he fills his new role.
3. A Facebook incident (on the Colo Vale parents page) has recently caused some concern and has been labelled as upsetting and embarrassing. The post in question was deleted within 1 hour however the damage was done. It has been requested by the P&C that no

negative comments be posted on the Colo Vale parents page in future. Big thanks to Catherine for doing a great job setting up parents page. Two people to approve posts in future.

4. Bunning BBQ: currently waiting on response from Bunning's. Colin will contact again.
5. Constitution changes: Colin looking into this and act ASAP. Email before next meeting so that it can be approved at next meeting.

Treasure's Report:

Balance of funds held by Colo Vale Public School P&C Association and Sub-committees as at 31st March 2017:

P& C Association	\$2973.45
Canteen	\$5781.69
Uniform Shop	\$ 936.16
TOTAL	\$9691.30

Canteen Report: See attached (food-inventory stocktake term 1 2017) & (Tally food Sales Term 1 2107)

- New menu for Term 2: additions are garlic bread, lasagne, fried rice, mac n cheese & chicken noddle soup.
- Pies price increase to \$3.50
- We have lots a couple of volunteers- but also gained a few.
- Has been a quite term with low numbers f orders and counter sales.
- Bills need to be paid ASAP.
- Sarah will do 3 specials in term 2.
- Sarah will do her term 2 prep day this Thursday 6th April as the first day back is Wednesday 26th April (Canteen open). Sarah will be unable to do prep on Monday 24th April as her children will be home.
- Sarah and Tanya are happy to bank takings to help Connor (treasurer) until he can work out what will happen.
- Sarah will be having a lunch break on Friday (1 hr, 12pm-1pm). She will start earlier to compensate for this. Tanya has ok'd this.
- It has been requested that Sarah have a Canteen Key. Sarah could collect the Key first day of each Term and return it last day of each Term.
- Following up request on Year 6 students helping in canteen? Jenny has contacted Mittagong PS and is waiting on advice re: legalities, OH&S and handling monies. It was noted that Miss Patricia was against the idea (reasons unsure).

Thanks Sarah!

Fundraising Report:

- The Coin Drive from Term 1's fundraising was a wonderful success with 3/4G coming in at a huge 43.3 meters & raising \$158.45! Well done 3/4G. Their ice-cream party will be on Friday 7th April. A total of \$975.70 was raised through the drive!! Wohoo!
- Fundraising is going really well and the committee are very happy.
- Term 2's Mothers day stall preparation is in full swing. The stall will be held on Thursday May 11th. Location to be confirmed but the Hall was suggested. Tammy requested set up time the afternoon before and it was seen to be a good idea, should be fine just checking with Jenny.

Idea was also proposed to open the stall to all students and families from 3pm. All gifts are consignment and/or handmade and so a high profit of dollars will stay in the school (very little money spent to purchase gifts).

- Anne Donaldson will look at finding a permanent storage area for all Fundraising items/stock. Currently it is in the uniform shop but not much room in there. Fundraising committee will sort through all the stuff and hopefully use/relocate items. There is also a flower pressing card making machine in the craft store that is available for use.
- Next Fundraising meeting is Thursday 27th April 9am.

Uniform Shop Report: No Report submitted.

- ❖ Handover completed from Cindy to Linda. They will meet Tuesday 4th April to complete handover.
- ❖ Cindy would like to congratulate Linda and thank everyone for their support over the many years.

Eco Garden Report:

- ✓ Planting has started! 5 classes have been super excited to participate with a big thumbs up to Yrs 5 & 6 for being so enthusiastic with their participation. It's very encouraging to see. As the weather improves so will the involvement.

Other Business:

Ian Day from Berrima Bus-lines popped in to speak with the P&C about Bus safety after a few recent incidences on the Yerrinbool bus. Ian spoke a lot about their role at Berrima Bus-lines and how safety is of the utmost importance to them.

He acknowledged that it is the largest capacity bus in the area (only 1 bus for the whole school). All children must have a bus pass for identification purposes.

Ian outlined that it is nearly impossible to keep all children seated the while time but a child should not be standing for long periods of time when seats are available. Children are allowed to get up to tell the bus driver that their stop is coming.

It was noted that Mark is a lovely bus driver and that he does allow a fair amount of leeway at times. It is up to the drivers discretion on any given day.

Ian has asked if all parents and students can please read the back of the bus pass where it outlines important guidelines for safe bus travel (code of conduct). Please talk to your children and remind them how important it is not to distract the driver.

Bus safety presentations run in conjunction with the NRMA & Police are no longer available, however Ian has taken it upon himself to run a program specifically designed to tailor your schools need. Please contact Ian if Colo Vale school would be interested in this (pending Jenny Quist's approval).

Meeting Closed: 11.26am

Next Meeting: Monday 1st May 2017 7PM

