



## General Meeting

Tuesday, 17 May 2016

### In attendance

Rebecca Hembling (RH)  
Nicole Royan (NR)  
Lynne Graham (LG)  
Heather Locker (HL)

Penny Borrill (PB)  
Kim Birstins-Crabbtree (KB)  
Tamlyn Mears (TM)  
Melissa Redmayne (MR)  
David Bourke (DB)  
Erin Barker (EB)

Sandra Forman (SF)  
Kath Wilson (KW)  
Marianne Topple (MT)

### Agenda Items

#### 1. Welcome & Apologies

RH opened the meeting at 7.05pm.

Apologies were received from the following members: Kirsty Cassel, Fiona Cuthill, John Richards, Marilyn Smith (OOSH), Liza Fox, Jennifer Smith

#### 2. Minutes of the Previous Meeting

*Motion: To accept the minutes from the previous meeting.*

Moved: Rebecca Hembling

Seconded: Nicole Royan

Motion carried.

#### 3. Actions and business arising from the minutes of the previous meeting

RH has been investigating online ordering options for the uniform shop. Through general discussion (See uniform shop report), of the options; it was decided that there are enough options and this order of business can be marked as completed.

Wide brim hat - samples have been chosen (see uniform shop report), and ordering will commence.

KB has been added to bank records. This order of business can be marked as completed.

OOSH sub committee is still outstanding

#### 4. Correspondence

Nil



## 5. Principal's Report

Thank you for the Mother's Day stall. All if the gifts were lovely. This was definitely a positive way to go. Originally we asked for donations from families and then the children could buy two gifts at the stall. This way was better.

### Diary Dates

Athletics Carnival 19th May - This year's Athletics carnival has seen the inclusion of year 2. They will all be encouraged to have a go in the age races and in the novelty races. Kindergarten and Yr 1 will have their own Athletics carnival held on the council grass at the front of the school. This is usually held in the last week of term as there are many student teachers available to assist.

Gymnastic lessons begin this week - They were started late due to NAPLAN. K-2 is on a Wednesday and 3-6 on a Thursday. Due to Yr 2 at the athletics carnival they will receive double lessons next week.

Walk safely to school day 20th May - There will be teacher at the Fruit shop and on The Boulevard with stickers. This is aimed to encourage people to walk safely to school and at all times. Sometimes we receive messages from the community about wrong doings from our students. This is to promote Safety.

Open morning 25th May - Children who are starting Kindergarten 2017 have been invited to come along. SF will speak with the families in the hall and then take the families on a tour. SF has asked if the P&C will organise a morning tea. LG will organise.

Report cards will come home in week 10 - Reports are currently underway. Student's strengths and improvements are being assessed. Parents will receive these on the 2nd last day of term.

### Working with Children's Checks

Any person volunteering at the school needs to sign a declaration form and complete a 100point check. There has been a sudden direction from the Department of Education. Previous directions weren't clear. Regulations and expectations have been cleared up. Any person in contact with children i.e. Sports coaches need to provide a letter from their employer stating that they are cleared to work with children. The school then keeps that letter. Teachers and staff from 2018 onwards are also required to have a Working With Children Check. Once the declarations are signed and the 100 point check has been completed, names are checked in our system ECPC; within this program a check is conducted. These are mandatory checks and SF signs off on them to say they are complete. Any P&C run committees i.e. Canteen and Discos also require checks. Parents/Carers that volunteer in the classrooms would have already signed a declaration and have had a check completed. Anyone who solely volunteers other other things/events will need to sign a declaration. A List will be given to NR and parents/carers who are highlighted will need to be followed up. RH will organise a volunteers register that can be kept.

### GyMEA North Public School turns 50!

GNPS was built in 1967. We will be turning 50 in 2017. Brainstorming is underway for celebration ideas. There is a time capsule to be opened.

### Toilet Refurbishment



Toilet refurbishment is happening in the holidays. Only the toilets in the main block and not in the Multi Purpose Room (MPR). All the work will be done in 2 weeks. The Department has given \$26,500 towards the project. The toilets will be replaced, new floor tiles to be laid on top of existing ones, new paint on ceilings and walls, new toilet doors (frames staying), new bubblers and Spring loaded taps. HL enquired about the toilets in the MPR as her children always complain they are dirty. SF has had no reports of dirty toilets from teachers' aides or cleaner. We are about to enter the next maintenance funding year. Plans for the funding are as follows... new carpet in the library; it is currently a trip hazard and we plan to make nicer. Over the April school holidays new carpet was laid, blinds installed and painting occurred in OOSH.

*Motion: To donate \$10,000 towards the refurbishment of the main block toilets.*

Vote - all accepted

Motion carried.

### Departures

Deb Whittham - is on currently on leave and will be relinquishing her position at the end of term 2 - 27th May. @ 1:30pm a farewell lunch will be had and she will then be attending assembly to speak with the children. The children will prepare something for the assembly.

Sarah Dunne is leaving the school. We are very grateful for sponsorships she has secured and these will continue to be of great benefit. SF asked if something can be done for SD. NR & RH have already prepared flowers at last assembly as acknowledgment of what she has done for the school. She has worked very hard.

### NAPLAN

NAPLAN tests were placed on the table so parents could view the papers. Language conventions, narrative language, spelling and punctuation were all tested. NAPLAN was a narrative testing. It used to be persuasive however it is now narrative again. With this change it is hard to measure the growth of students. Children ask questions through the exam however they can't be helped by teachers. The NAPLAN results are used to track growth of individuals from each exam from Yr 3 to Yr 5 to Yr 7 to Yr 9. The 'Smart data' also helps teachers assess where they need to focus their teaching. It is useful for teachers by way of a snapshot of how students absorb their learning. We are trying to teach children to transfer their knowledge from one setting to another. Teachers are trying to make those connections to help children. Smart data is very comprehensive. NAPLAN is a different situation to gather the same data that we already have access to. Schools are funded based on NAPLAN results. Learning And Support Teaching (LAST) funding. Aboriginal children receive additional funding.

HL has suggested that a 'Term Planner' to be put into the newsletter and for the SkoolBag App to push out athletics carnival time table



## 6. Treasurers Report

NR presented the Treasurers report (see attachment 1). There are 5 reports to go through December, January, February, March, April.

RH and NR been doing the banking due to recent events.

Funds committed to date are \$5,000 for the Chaplin Program and \$10,000 towards the toilet refurbishment.

A new Treasurer has been found - Jennifer Smith has agreed to step into the role. She has accounting and other relevant experience.

*Motion: To accept Jennifer Smith as the Treasurer*

Moved: Heather Locker

Seconded: Tamlyn Mears

Motion carried.

*Motion: To accept Nicole Royan back as the Vice President*

Moved: Kim Birstins-Crabtree

Seconded: Penny Borrill

Motion carried.

*Motion: To accept the Treasurers Report.*

Moved: Heather Locker

Seconded: Tamlyn Mears

Motion carried.

## 7. Fundraising Report

Eater raffle - The different approach worked well. We made a profit of \$2359.18. There was positive feedback by all. This may encourage more ticket sales next year

Mother's day stall - worked well. Again positive feedback has been received. We made a profit of \$1060.00 which is \$100 less, however profit margin was \$2 less per item. KW expressed that Yrs 5 & 6 didn't have a lot of choice as children were asking for lay-by; End result some things were purchased. Next year we should leave Lay-by's until the end, so the children who did bring money can get a choice. A benefit to the way the stall was run was that we could return what we didn't sell. Suggested to buy more things next year to replenish the Friday afternoon stall. Seeds and cookies in a jar were the only things we couldn't return. The left over seeds will be donated to garden club to plant now for spring.

Acknowledgment of Sarah Dunne and the \$7900 that has come in from sponsorship so far this year. Sponsorship is free money (aside from SD's time). SD is looking for someone to take over from her. She is leaving in mid-June.



Disco 17th June - Alex from party rockers is hosting again. The different format was successful however this time we will have a standard disco and the games for seniors at the end of the year disco. There will be a BBQ on the night. Families will pre-purchase tickets, glow sticks (standards) all one package. Jennifer Weston is project managing with RH. Prizes for the Disco will come from Relay for life - \$50 voucher \$20 rebel voucher \$20 book shop voucher (in Cronulla) plus another voucher.

Election day 2nd July - We will use this day to raise money. We will hold a cake stall (donations from across the school) and a BBQ - sausage sandwiches, Bacon & Egg sandwiches, drinks. 8am - 2pm. Volunteers will be required.

*Motion: To host a cake stall and BBQ on Election Day.*

Vote - all accepted

Motion carried.

Bunnings BBQ @ Kirrawee - Sat 13th Aug

## 8. Canteen Report

NR presented the canteen report (see attachment 2).

Mar/Apr - nothing to note

Pam is short on volunteers as usual. People who continue to fail to turn up will be removed from the roster. There is a callout for new Kindy mums. Please ask around. Even if they can be on an emergency roster. Wednesday and Thursday are particularly busy and Pam can't do this on her own. The options are to only do lunch orders or to close the canteen on some days unexpectedly. The canteen is closed this Thursday due to Athletics carnival.

*Motion: To accept the Canteen Report.*

Moved: Kim Birstins-Crabtree

Seconded: Tamlyn Mears

Motion carried.

## 9. Uniform Shop Report

Uniform Shop report was presented by PB (see attachment 3).

March - Outstanding cheques/invoices have been sorted

April - Nothing to note

The new wide brim hat has no toggle but a wide elastic on the inside. We will sell for approximately \$15. Sizes are 53cm 55cm 57cm. Microfibre material. No sample was brought to the meeting.

*Motion: To introduce the new wide-brimmed hat into uniform shop items*

Moved: Rebecca Hembling

Seconded: Melissa Redmayne



Motion carried.

We are receiving a lot of donations of uniform which is good and many are of good quality. People are buying and donating. Thanks to everyone for donations. SF acknowledges wearing of uniform is much better.

Suggestions have been to explore a different bag option, v neck jumper and tracksuit pant.

Online ordering - people would like to use credit cards to make purchases, bank transfer not working. LG mentioned it may not be working because people don't know about it. More exposure of options available should be explored. RH has explored options for credit card facilities. An Eftpos terminal will cost \$60/month flat fee. inc \$10 reduction on bank fees. Click and collect - Set up cost \$300-400 pay transaction fee/transaction P&C or to purchaser. It was decided to leave as is at the moment. Communicate all options that are available more and at Kindergarten orientation and re-assess at a later date. Options are available for orders mid-week, which needs to be promoted.

*Motion: To accept the Uniform Shop Report.*

Moved: David Bourke

Seconded: Heather Locker

Motion carried.

## 10. General Business

The letter that was given to OOSH outlining concerns has had no response come in. RH acknowledged that a lot of changes have been that have recognised most if to all of the issues that were outlined. There is new carpet, blinds and paint. Staffing has increased which in terms has increased the security of the children. There is at least three (3) staff each day and Marilyn herself is there every morning. The activities have increased and are of better quality. Communication has improved and a newsletter was sent home recently. The TV has been removed and both rooms are being used. Breakfast has also improved.

Timing of next meeting - The 6months trial of the Friday meetings has come to an end. Many members of the executive cannot make Friday meetings. It has been discussed that consistency of the meetings needs to be considered. HL has requested the meeting minutes to come out earlier than the day before. LG will action. The meeting minutes will also be pushed out on the Skool Bag app.

A vote will go out to financial members via email regarding next meeting to be a Friday or Tuesday (the Tuesday will be one week later 28th June).

### Uniform shop

Given the incomplete nature of the uniform shop records (sales figures, stock records and weekly takings) over multiple months in 2015, it is impossible to reconcile how much, if any, funds are still outstanding for the last financial year. Not only is it impossible to make the reconciliation to determine a figure still outstanding (if any) but it is also impossible to determine who took those funds given that multiple people had access to the money at any given time as proper procedures were not being



followed. The committee also took a holistic view of the situation including any potential repercussions for the school, the committee and its members and the health and safety of the children of the person involved.

With this in mind the committee, including all executive members, sub-committee members, our principal and two teaching staff have taken a unanimous vote that no police action will be taken against the person who allegedly took funds from the uniform shop in 2015.

The P&C are in agreement that all the necessary actions were taken at the time of the incident, which included:

- Recovery of the funds known to be outstanding.
- Immediate dismissal of the person involved, not only from the uniform shop but also from any other P&C related activities.
- Re-enforcement of the procedures and protocols to be followed by all members of the P&C when it comes to cash handling.
- Coverage by our president and vice-president across all areas of our P&C where monies are involved (outside of their normal duties).

The P&C are confident that, whilst such incidents cannot ever be fully prevented, the procedures in place, together with the transparency by which this has been discussed and dealt with by the committee, will prevent any future incidents from taking place in the future.

**RH declared the meeting closed at 9.00pm.**

#### **Action Items 2016**

<b>Item</b>	<b>Action</b>	<b>Responsible Person</b>	<b>Status Update</b>
1	Online ordering for uniform	RH	Completed
2	Wide brim hat to be added to the current school uniform. Samples to be viewed and voted on in coming meetings.	KB	Underway
3	Have KB added to the bank records for purposes of viewing uniform shop account via netbank.	RH	Completed
4	Contact executive and members to have OOSH subcommittee established	RH	No longer necessary