



## General Meeting

Tuesday, 15 September 2015

### In attendance

Rebecca Hembling (RH)  
Christy Jessep (CJ)  
Sarah Dunne (SD)  
Tanya Kerr (TK)  
Debbie Sykes (DS)

Tamlyn Mears (TM)  
Heather Locker (HL)  
Marnie Szeles (MS)  
Kim Birstins-Crabtree  
Fiona Cuthill (FC)

Sandra Forman (SF)  
Michael Brown (MB)  
Marianne Topple (MT)  
Sally Fallah (SF)  
John Richards (JR)

### Agenda Items

#### 1. Welcome & Apologies

RH opened the meeting at 7.05pm.

Apologies were received from the following members:

David Bourke, Nicole Royan, Liza Fox, Deb Whittam, Kath Wilson, Danni Rumming, Mel McCormick

#### 2. Minutes of the Previous Meeting

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

Moved: Deb Sykes

Seconded: Marnie Szeles

Motion carried.

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

Nil

#### 4. Correspondence

Nil



## 5. Principal's Report

### K2 ATHLETICS CARNIVAL

We are going to try again to have our K2 athletics carnival on Friday 18/9. It is scheduled to rain again so it may be moved to week 6 of term 4.

### KINDER ORIENTATION

Kinder orientation is on Thursday 15/10 (week 2 of term 4). Could P&C please provide morning tea from 11:00-1:30.

### SPORT/SPECIAL GROUP PHOTOS

Sport and special group photos will be held on Friday, 16/10 from 9:30-11:00am.

### SCHOOL CAPTAINS

The election for school captains happens next term. Self nomination will take place from week 4 to week 6.

### INTERRELATE

The evening session was very successful and there was a good turnout. Kids were asking good questions and being really sensible. Year 6 will have their Interrelate sessions in term 4. Lauren worked really well with the children.

### CREATE SOUTH

We nominated 10 students who auditioned for the Create South workshops. It comes together with a performance in Week 2 of Term 4.

### 2016 KINDER ENROLMENTS

The enrolment panel meet in week 8 with SF, MT, AN and RH. There are 40 in area enrolments. There are 9 siblings who are out of area. We can only take 50. Two more enrolments from in area have come in this week. We have 13 on the waiting list.

### CHAPLAINCY

We are required to submit a new Chaplaincy application by 16/10 for the 2016-2018 period. We do not know how they are going to decide on the allocation of the Chaplains. We are in the Ultimo network. We need to state how we will use our chaplain. A letter from the P&C is not required this time.

### MAINTENANCE

We are getting three quotes for the multi-purpose courts. Tiger Courts has supplied a quote of \$65,400. A second quote of \$72,000 was also received. We are waiting on third quote. This company use rubber which can fade and the rubber can be gouged out. We are tending to lean towards the turf which allows for netball, hand ball, a running track and hop scotch. It will take four weeks to complete once we make the final decision.



#### HOMEWORK POLICY 2016

We would like to talk about it amongst the staff and have something that is a bit more consistent. Homework will be built up through the grades to help prepare for high school. We will be looking at it and then putting it to the parents.

#### SURVEY

So far only 49 people have completed the survey.

#### TOM THUMB

SF has had a meeting with Marilyn about the service provided and how we can improve it. The meeting is on Thursday and some feedback to take to the meeting would be appreciated. SF heard that some of our in area students are not coming here because of the before and after school care.

#### NAPLAN/SMART DATA

##### READING

Year 3 - there was a decrease in band 1 and a decrease in band 6. Bulk of students in bands 4/6.

Year 5 - there was an increase in band 3 and a decrease in band 8. The bulk of students in bands 5/6.

##### WRITING

Year 3 – No students in bands 1/2 and less in band 3. The bulk of students in bands 4/5 and this is believed to be due to CRISP.

Year 5 – there was an increase in band 3. The bulk of students in bands 5/6.

##### SPELLING

Year 3 and 5 – spelling has improved by 30.4% in band 6. The bulk of students in bands 5/6 (middle bands).

Year 3 and 5 – there was a decreased in band 1. The bulk of students are in bands 4/6.

##### GRAMMAR & PUNCTUATION

Year 3 and 5 – there are no students in band 3. The bulk of students are in bands 6/7.

##### NUMERACY

Year 3 – no students in band 1. The bulk of students are in bands 4/5.

Year 5 – no students in band 3. The bulk of students are in bands 5/6 and an improvement in band 8.

## 6. Chaplain's Report

Nil

## 7. Treasurers Report

TK presented the Treasurers report (see attachment 1).



*Motion: To accept the Treasurers Report.*

Moved: Heather Locker

Seconded: Kim Birstins-Crabtree

Motion carried.

## 8. Fundraising Report

### SHARKIES FAHTER'S DAY GAME

We sold 50 tickets and made a profit of \$150. Stephen is going to get in touch with SF about something they can do with the school. Players to come down to the school and interact with kids.

We are still undecided what to do with the signed shirt. Possibilities include framing the signed shirt and putting it on display or whether we auction it or include in the Christmas raffle.

### FATHER'S DAY STALL

The Father's Day stall was successful and made \$1200.

### SOUTHGATE SCHOLARS

We came second in the Southgate Scholars competition and won \$3000. We should have the cheque by Friday. The outcome will also be in the leader.

### FAMILY PORTRAIT FUNDRAISER

The family portrait fundraiser will take place on 10 October. We have a few volunteers already on the roster. Families will receive one 8 x 10 and one 5 x 7 photo for \$30. We will organise for a link to Southern Exposure Photography on the website so families can look at the quality of the photographer. A spreadsheet will be put on Facebook so people can see the time slots filing up.

### BUNNINGS BBQ

The Bunnings BBQ will be held on Saturday, 17 October. We need about 8 litres of sauce. We have had a few litres donated. People have indicated that they will donate cans of drink.

*Motion: To approve expenditure for the purchase of supplies for the Bunnings BBQ and an additional \$500 for additional supplies on the day.*

Moved: Heather Locker

Seconded: Deb Sykes

Motion carried.



#### COMMUNITY SCHOLARSHIP

We are looking in to the community scholarship with SF. Taren Point PS offer the option of advertising on the electronic board to businesses when they advertise in their newsletter. They charge \$200 per month or \$2000 per year to advertise on the electronic board.

SD is going to approach some of the sponsors of the movie night as we have heard some may be interested in advertising on the electronic board. We are looking at a package including the newsletter, electronic sign and website for sponsors.

#### AUSSIE FARMERS

The Aussie Farmers incentive has changed again. It is now called the Refer a Friend incentive.

#### ENTERTAINMENT BOOK

The link for the entertainment book is not working on the website. MB informed us that it depends on the file and link.

### 9. Canteen Report

NR has reported that in recent weeks the takings count has been out by a few dollars (usually not more than \$3) nearly every day. Whilst these minor counting errors do not pose a problem for Heather in terms of the audit NR would like to try and make the counting process more streamline and less open to human error. Previously, we have discussed purchasing a counting machine to replace the donated one we had although we were not sure how much this would cost. NR has researched options on line and found this to be what I think we would need. It would be used by the canteen, 5c Friday counters and the fundraising committee. The cost is \$149.

RH presented the canteen report (see attachment 2).

*Motion: To accept the Canteen Report.*

Moved: Heather Locker

Seconded: Sarah Dunn

Motion carried.

*Motion: To approve the necessary expenditure to purchase a money counting machine for the canteen.*

Moved: Heather Locker

Seconded: Fiona Cuthill

Motion carried.

### 10. Uniform Shop Report

Uniform Shop report will be presented at the next meeting.



## 11. General Business

### LOST PROPERTY

KB - Can we please consider putting a tub under the cola for lost items? This would allow for parents to search the tubs for property while waiting to pick children up. Kids to place items from the playground in the tub. This could include hats, lunch boxes etc. 2K has lost property in the class room. Perhaps these items could be put in to the tubs as these items may not all belong to 2K. There are parents coming in to uniform shop to purchase second and third hats within as many weeks. SF – possibility of putting property in the school hall for a Friday afternoon. Hall is usually open on a Friday afternoon.

RH – Are caps still for sale in the canteen? Answer was yes.

### SWIMMING CAPS

NR has contacted Goodbuddy to price swimming caps with school logos for the zone swimming carnival next year.

The cost of the caps are as follows:

\$80 set up fee for the printing and \$4.60 per cap white cap with one colour logo/crest printed on it).

It would be \$5.60 per cap (white cap with two colour printing (red & green).

There is a minimum order of 50 at \$360.

Two other schools have placed order so we would be able to share shipping cost.

Discussion was held around the table deciding that silicone caps would last longer.

*Motion: To approve the expenditure of \$360 for 50 swimming caps. Caps must be silicone.*

Moved: Deb Sykes

Seconded: Kim Birstins-Crabtree

Motion carried.

*Motion: To charge \$10 for the purchase of a swimming cap.*

Moved: Marnie Szeles

Seconded: Sarah Dunn

Motion carried.

### GLUTEN FREE ITEMS FOR CANTEEN

NR has informed us that a family have asked for gluten free options in the canteen. As a result, Pam purchased gluten free bread and made a jaffle for that child. The bread is now in the freezer. It costs \$8.80 per loaf. Same family have also enquired about other gluten free menu items. Our supplier, Global Foods, have indicated they can supply GF nuggets (cost is comparable to non GF item) and tenderloins (cost is \$12.50 more than non GF item). The cost is not prohibitive IF we use



all the product we purchase. In past, the canteen has offered GF products and ended up throwing them out after 3 months sitting in the freezer.

The parent suggested she buy her own GF products from the supermarket and send them in to the canteen for us to keep in the freezer as an alternative for hers and other GF families at the school she knows. The issues this presents are as follows:

- 1 The rules for the operation of school canteens clearly state that we are NOT allowed to prepare/serve food brought in from home. Food safety/hygiene cannot be assured in this instance.
- 2 If the nuggets look very similar – how do we always ensure that we are surviving the GF option to the GF children? What happens if by accident we serve normal nuggets to gluten intolerant children?

Discussions around the table raised concerns about the costs to the canteen being higher and the risk of food being left in the freezer unused.

Issue has been put over for further discussion.

#### PEANUT BUTTER AND NUTELLA IN SCHOOL LUNCHES

SF has said we are unable to say that the school is nut free. Please be aware that there are kids in the school that have nut allergies and it is asked that this is considered when making kids lunches.

#### FRIDAY AFTERNOON ICEBLOCKS

There will be no ice blocks this Friday afternoon as it is the last day of the term.

#### TIMING OF P&C MEETINGS

We have had discussions before about alternative time slots for meetings.

CJ stated that she would not be in a position to continue with the minutes. RH would like go to a trial of Friday morning meetings every second month. TM concerned about Friday mornings. Trial will commence next meeting. Next meeting to be held on Friday, 23 October at 9:30am.

#### TOM THUMB FEEDBACK

HL – Tom Thumb is not a clean facility. The carpets are not clean. They are damp and smell when wet from the rain. The toilets are dirty. There needs to be better and healthier food for the kids. This is especially for the kids in vacation care.

The Staff lack enthusiasm and supervision. There are also wet puddles after rain that are never cleaned up.

#### CANTEEN BANKING

CJ – Sallie Wilson and I will be unable to continue with the canteen next year due to our work commitments. We would like to try and find someone before the end of the year so that they can be taught what to do.

**KIDS ON SCOOTERS**

JR – there are kids riding scooters, bikes and skateboards off the stairs and on the footpaths outside the school. SF is going to raise it with the children. They know they are not allowed to do this.

**Next meeting will be Friday, 23 October 9.30am.**

RH declared the meeting closed at 8.30pm.

**Action Items 2014**

| <b>Item</b> | <b>Action</b>               | <b>Responsible Person</b> | <b>Status Update</b> |
|-------------|-----------------------------|---------------------------|----------------------|
| 1           | Online ordering for uniform | RH                        | Still outstanding    |
| 2           |                             |                           |                      |
| 3           |                             |                           |                      |
| 4           |                             |                           |                      |
| 5           |                             |                           |                      |



GyMEA North Public School P & C Association  
 Bank reconciliation as at 31st August 2015

|  |        |     |           |
|--|--------|-----|-----------|
| <b>Opening Balance</b>                                   |        | \$  | 33,627.40 |
| <b>Add deposits for month</b>                            |        |     |           |
| bank interest  |        | \$  | 14.91     |
| 5c Friday  |        | \$  | 50.65     |
| 5c Friday  |        | \$  | 41.35     |
| Ritchies store donation                                  |        | \$  | 18.29     |
| canteen wages rebanked                                   |        | \$  | 3,639.76  |
| canteen wages rebanked                                   |        | \$  | 1,129.59  |
| Sharks fundraising sales                                 |        | \$  | 2,618.00  |
| Breaky biscuits  |        | \$  | 98.00     |
| Scholastic book club                                     |        | \$  | 261.00    |
| June disco late banking                                  |        | \$  | 22.50     |
| 5c Friday  |        | \$  | 128.30    |
| 5c Friday  |        | \$  | 44.15     |
| 5c Friday  |        | \$  | 78.95     |
| <b>Total deposits</b>                                    |        | \$  | 8,145.45  |
| <b>Less payments for month</b>                           |        |     |           |
| Cronulla Sharks tickets purchases                        | 626780 | \$  | 2,000.00  |
| GNPS Liza Fox chaplaincy hours                           | 626786 | \$  | 3,608.00  |
| Scholastic book club                                     | 626785 | \$  | 261.00    |
| <b>Total Payments</b>                                    |        | \$  | 5,869.00  |
| <b>Current Bank statement balance</b>                    |        | \$  | 35,903.85 |
| <b>Add outstanding deposits</b>                          |        |     |           |
| <b>Less unpresented cheques</b>                          |        |     |           |
| <b>Balance</b>   |        | \$  | 35,903.85 |
| <b>Less commitment to school for multi purpose court</b> |        | -\$ | 20,000.00 |
|  |        | \$  | 15,903.85 |

Canteen report as at 31 August 2015

| Details   | DR                       | CR                       |
|---|--------------------------|--------------------------|
| Opening Bank Balance as at 1 Aug 2015             |                          | <b>\$9,822.00</b>        |
| Plus Income:                                      |                          |                          |
| Interest  |                          | 3.84                     |
| Takings during August                             |                          | 3,373.70                 |
| Less Expenditure:                                 |                          |                          |
| #327331 Tropical Slush Inv 5629                   | 936.00                   |                          |
| #327334 P Sunderland w/e 7 Aug                    | 343.86                   |                          |
| #327335 Global Inv 1128                           | 984.13                   |                          |
| #327336 P Sunderland w/e 14 Aug                   | 343.86                   |                          |
| #327337 GNPS P&C – reimb wages Term 2             | 3,639.76                 |                          |
| #327338 GNPS P&C – reimb wages July (final reimb) | 1,129.59                 |                          |
| #327339 P Sunderland w/e 21 Aug                   | 343.86                   |                          |
| #327340 Global Inv 1584                           | 1,096.67                 |                          |
| #327341 P Sunderland w/e 28 Aug                   | 343.86                   |                          |
| Subtotal  | <u>\$9,161.59</u>        | <u>\$13,199.54</u>       |
| <b>Closing Balance as at 31 Aug 2015</b>          |                          | <b><u>\$4,037.95</u></b> |
| Less Outstanding Cheques:                         |                          |                          |
| #327342 Bunney's Inv 209354 – fridge repair       | 148.50                   |                          |
| #327343 P Sunderland w/e 3 Sept                   | 343.86                   |                          |
| #327344 Global Inv 2047                           | 1,022.95                 |                          |
| #327345 P Sunderland w/e 10 Sept                  | 343.86                   |                          |
| #327346 Global Inv 2258                           | 648.83                   |                          |
| #327347 P Sunderland w/e 17 Sept                  | 343.86                   |                          |
|   | <b><u>\$2,851.86</u></b> |                          |
| Funds Available:                                  |                          | <b><u>\$1,186.09</u></b> |

Issues for discussion:

**1. Gluten Free food options**

One family have asked for gluten free options in the canteen. As a result, Pam purchased gluten free bread and made a jaffle for that child. The bread is now in the freezer. It costs \$8.80 per loaf. Same family have also enquired about other gluten free menu items. Our supplier, Global Foods, have indicated they can supply GF chicken nuggets (cost is comparable to non GF item) and chicken tenderloins (cost is \$12.50 more than non GF item). So the cost is not prohibitive IF we use all the

product we purchase. In the past, the canteen has offered GF products, and ended up throwing them out after 3 months sitting in the freezer.

The parent then suggested she buy her own GF products from the supermarket and send them in to the canteen for us to keep in the freezer as an alternative for hers and other GF families at the school she knows. The issues this presents are as follows:

1. The rules for operation of school canteens clearly state that we are NOT allowed to prepare/serve food brought in from home. Food safety/hygiene cannot be assured in this instance. How do we feel about the risk of potentially making children sick from food we did not purchase/prepare?
2. If the nuggets look very similar – how do we always ensure that we are serving the GF option to the GF children? What happens if by accident we serve normal nuggets to gluten intolerant children?

### **Coin Counting Machine**

In recent weeks the takings count has been out by a few dollars (usually not more than \$3) nearly every day. Whilst these minor counting errors do not pose a problem for Heather in terms of the audit, I would like to try and make the counting process more streamline and less open to human error. We have discussed purchasing a counting machine to replace the donated one we had, at previous meetings, although we were not sure how much this would cost. I have researched options on line and found this to be what I think we would need. It would be used by the canteen, 5c Friday counters, fundraising committee.

Cost is \$149



## **(AU\$) READY**

### KEY DISPLAY FUNCTIONS :

- Bat Key: Used to set the batch number (upto 4 digits)
- "+" Key: Used to add the number of presetting the batch number

- "-" Key: Used to reduce the number of presetting the batch number
- Set Key: Used to preset the number of the different value coins
- Clear Key: Used to return to display total value menu
- Report Key: Used to display the individual value of different coins
- COUNT MODE :
- 3 Modes: free count, batch count mode & fixed count. The count mode can be selected by presetting the batch number
- Free Count Mode: In this mode, the machine counts all the coins in the hopper with no stoppage until one of coins receiving slot is full. This mode machine will preset the Batch Number itself when power up.
- Batch Count Mode: In this mode, the machine counts a batch coins according to the presetting number. This count mode will be set by presetting an expected number on the Batch Number Display. Before counting, please use the "SET KEY" to select which kind of coins you want preset and then use "+", "-" and "BAT" KEY to preset the expected number.
- Fixed Count Mode: Counts fixed amount of coins

#### SPECIFICATIONS :

- Automatic: Yes Fully Automatic / Electric / No Manual Work
- Hopper Capacity: 500 + coins
- Each Receiving Slot Capacity: 150 + coins
- Coins Counted / Sorted: 5c, 10c, 20c, 50c, \$1 & \$2 Aussie Coins
- Counting Speed: approx 216 coins / min +
- Count Modes: Batch count, free count & fixed count mode
- Counting number display: 7 Digits LED
- Batch preset number display: 3 Digits LED
- Electric: Yes with Aussie approved 3 pin plug.
- Power: Standard AC 220V / 50Hz
- Power Consumption: 45 W (max)
- Dimensions: 355mm x 330mm x 266mm
- Net Weight: 4.5kg
  - Count and sort Australia coin 5c, 10c, 20c, 50c, \$1 and \$2 automatically.
  - Accurately computes and displays the total value of counted coins.
  - Total number of coins for each denomination
  - Two counting modes: free count and batch count
  - Includes halt function to freely control stopping the machine.
  - Can look over the amount of coins in different denominations and totality of all coins.
  - Counting speed up to 300 coins/min.
  - Hopper capacity: 500-1000 coins.
  - Slot capacity: 150 coins.
  - Counting display: 7 digit LED.
  - Batch preset display: 3 digit LED.
  - Power consumption: 45 W.
  - Manufacture CE certified.
  - Tax invoice available if required.
  - Technical support and after sale services.
- TYPICAL USERS :
  - Clubs, Bars, Cafes & Restaurants
  - Banks & Business
  - Owners of Vending Machines
  - Owners of Video Gaming & Gambling Machines
  - Private Users