



BRISBANIA PUBLIC SCHOOL P & C COMMITTEE

1 HIGH STREET

SARATOGA NSW 2251

PHONE: 4369 1246

FAX: 4363 1068

Federation of Parents and Citizens' Associations of New South Wales
committed to public education



Minutes Meeting 24th October, 2013

Meeting Opened: 7:35pm

Attendance: Emma Brock, Sue Purtell, Yvonne Smith, Tosca Brand, Belinda Aldrick, Kathy LeBreton, Andrea Young, Jemima Trigg, Liza Moulton, Lorna Walters, Michael Burgess, Tara Chiu, Julie Hale, Tanya Neal, Lisa Rance, Natalie Bray, Kellie Dobell, Annemaree Smith, Zoe Clarkson, Kylie Simpson

Apologies: Gabe Blacker, Hayley Hogger, Lisa Blyton, Pauline Riley

1. School Photography

Following some dissatisfaction of the current school photos taken for Brisbania, Tara Chiu of Seasons in Art Photography was invited to present to the P&C the packages she is able to provide to the school. Seasons in Art have donated time and resources to the school in previous years, and it was for this reason that Tara was approached regarding her capacity to provide a service to the school. Tara showed examples of her photography, and provided a list of packages and prices, a copy of this is attached to the minutes. Tara advised she would need to take the photos over a few days, as opposed to all in one day as the current provider does. Michael advised that the staff would need to be consulted in relation to the impact on teaching of having photos taken over a few days.

A motion was moved that Seasons In Art Photography discuss further with the school the logistics of having school photos taken over a few days, and this was moved unanimously.

2. Adoption of minutes of previous meeting

Moved: Julie Hale

Seconded: Kathy LeBreton

3. Business arising from previous meeting

- *Canteen Manager pay rates* – Treasurer confirmed that following award changes, the canteen managers pay rate has increased. Pay has been adjusted accordingly, with backpay to be provided as award changed a few months ago. Treasurer is still following up about Long-Service Leave entitlements for canteen manager. The pay rise will have an impact on the insurance for 2014, which will in-turn have an impact of the financial viability of the canteen – the Treasurer will continue to collate information in this regard.
- *Bus pass/school parking* – Emma Brock continues to follow-up on this issue, and has contacted the Community Road Safety Officer at Gosford Council, to discuss how the school can engage with the council to address the ongoing issues relating to parking around the school. Michael advised that by the end of 2015 the school will have flashing lights installed for the school zones, and that weeks 1-3 of term were education about the parking rules, and that from week 4 the rules will be enforced by the Council.
- Playground equipment – this will be held over to 2014, as a possible fundraising goal.
- Procedures for Canteen and Uniform Shop re signing on and cash handling – everyone on school grounds must sign on in the school office. People in the canteen and uniform shop also need to sign-on at these locations for insurance purposes, and the P&C insures these volunteers. Cash handling options for the uniform shop were again discussed, and the outcome was that Liza and Lisa will source a lockable box to put the uniform shop takings in the office, awaiting movement to the school safe.

Moved: Kathy LeBreton

Seconded: Kellie Dobell

4. Correspondence

- Fundraising brochures – to fundraising coordinator
- P&C Federation Journal – copy to President, copy for records, remainder for distribution amongst P&C members
- Bank statements – to Treasurer
- Invoice for Canteen Inspection – to Secretary for follow-up
- Quarterly tax form – to Treasurer

5. Business arising from Correspondence

The P&C Journal outlines common ways that P&C's do not comply with auditing, and on reading, Emma Brock identified that our P&C does not issue receipts for membership, or have the President sign off the previous minute meetings each month. These issues will be further considered and corrections made to procedures commencing next meeting.

Moved: Kathy LeBreton

Seconded: Kellie Dobell

6. Reports

Secretary's Report

I am preparing a letter to Gosford Council requesting the Canteen Inspection Fee be waived, and will advise the P&C of the outcome of same.

Moved: Kathy LeBreton

Seconded: Tanya Neal

Treasurer's Report

Treasurers Report – Oct 2013

General Account Balance as at 30th Sept, 2013	\$ 28,533.18CR
Less Un-presented Cheques	\$
Plus uncleared deposits	\$
Balance	\$ 28,533.18CR
Uniform Shop Account Balance as at 30th Sept, 2013	\$ 1,803.10CR
Less Un-presented Cheques	\$
Plus uncleared deposits	\$
Balance	\$ 1,803.10CR
Canteen Account Balance as at 30th Sept, 2013	\$ 2,521.43CR
Less Un-presented Cheques	\$

Plus uncleared deposits	\$
Balance	\$ 2,521.43CR
Newcastle Permanent as at 30th Sept,2013	\$ 501.00CR
Balance	\$ 501.00CR
September Fundraisers	
School Concert Photo's -	\$ 981.98CR
School Concert Raffle -	\$ 925.00CR

Moved: Belinda Aldrick

Seconded: Kathy LeBreton

Canteen Report

- Following the Health Inspection by council on Monday 9th September Brisbania School canteen is classified as a registered food Business. As a not for profit organisation, we are subject to random inspections and in the past have not been charged any fees. As recently as last week an invoice was sent to the school with a fee to be paid. Karen Baxter followed this up with a phone call to council to be told that school canteens will have their administration fee waived but will still need to pay an inspection fee of \$187.00. I have made enquiries to Central Coast Canteen Network who in turn followed up with Healthy Kids who have advised that there is no standard that says council can or cannot charge fees. Schools in the Wyong shire have rallied together and with their mayor have convinced Wyong Shire Council to waive fees for not for profit /volunteer run canteens. We have been advised to write a letter to council asking to waive or reduce this fee. Information has been passed onto Emma
- On a brighter note, Justine Gowland from Area Health inspected our canteen last Thursday and advised that we have received our Healthy School Canteen Award for 2013. This gives us our Green Apple four years in a row.
- Week 2 term 4, saw our Brilliant Burger Meal. A successful day with a total of 112 orders made. After tallying final costing's a profit of \$400 was raised. This has been one of our most successful and profitable *green* days that we have had.

Children received more for their dollar by incorporating a frozen juice cup and water into the meal. By putting these items in meant that it was less expensive than milk or juice. I would like to acknowledge thanks to Pauline Riley, Rose Smith, and Pauline's friend Joanne (who was visiting from Canada) for their hard work on the day. Brianna Smith, Maya Fenech, and Teya Davis from stage three for packing the orders.

- This Meal Deal day works towards earning our 2014 healthy award
- Finally thanks to Michael and good luck at Terrigal, your ongoing help and support will be missed

Paula Egan, Canteen Manager

Moved: Kathy LeBreton

Seconded: Emma Brock

Uniform Shop Report

Business is - slow.

Last week takings: \$279.00

Previous week: \$409.00

Stock

100+ New School Bags have arrived ready for Headstart. These were ordered back in May – so there is quite a long lead time for these also. This stock should keep us going for most of next year. Supplier PSW usually contacts us as a prompt for the next order.

We'd been advised of a 10 week lead time for Polo supplier – and the order was actually sent 30 July. I've emailed our local supplier contact enquiring if there is any way we can receive them a little earlier than the advised Nov timeframe.

Outcome: I've been advised they may be here this week, which is closer to the 10 weeks.

Headstart

We had a table, pin-board and clothes stand at the top of the stairs near Headstart registration.

Wendy and Gabe have agreed to assist with the table for the first 3 weeks of Headstart

Quiet the first week – obviously. And, a little more interest and questions the 2nd week. We will decide this week if we will continue for the next 2.

Orders

Only a couple so far; most are waiting until the presentation on 30th.

We have plenty of assistance to make up the orders once they come in.

Headstart Presentation

We will model the Uniforms and I will do the presentation and address any questions that come up. We won't make any sales as such, but can receive orders.

Julie Hale & Katrina Osman

Moved: Emma Brock

Seconded: Annemaree Smith

Fundraising Report

The Lamington Drive was the P&C's final fundraiser of the year and Liza has an additional report on the success of this fundraiser. I would like to congratulate Liza on her efforts with this fundraiser. People do not understand how much work goes into the behind the scenes to ensure these fundraisers run smoothly and that each individual gets what they have paid for. Also a big thanks to Kellie for organising the banking for the Lamington Fundraiser, and again the school office for their part in the smooth running of each of our fundraisers.

Liza advised that the lamington sales raised over \$800 profit, and it all went smoothly. The local bakery were very helpful and Liza proposes to run this fundraiser every other year. 3M won the class prize, and Sciona Riley sold the most, and will receive a prize. The Year 6 helpers will also be presented with certificates to acknowledge their assistance.

I have applied for the Bunning's BBQ fundraiser at West Gosford again. Although quite hard work, I believe that it is a fundraiser worth doing as it seems to get the dad's involved. Last time we applied to Bunnings, it took approximately a year for a date to be allocated - so watch this space.

Brisbania Cookbooks - Can Michael please contact Rick Watterson to see how many cook books have been sold and organise to return any un-used cookbooks to the school.

Lunch Wallets

Lunch Wallets arrived last week. We have all the New colours ready for Head start. No wallets have been sold at the Headstart session yet, wallets are \$8. In total as of last Friday 18th, we have 101 Wallets in stock.

I have enjoyed holding the P&C Fundraising Coordinator position, but I am now looking to hand-over this role. If you wish to be considered for the P&C Fundraising Coordinator we will hold a position nomination and vote at the meeting following the AGM. This is a non-executive role so is open to all financial members of the P&C. The position will also be publicised in the newsletter should the wider school community wish to be considered. I have the job description should anyone want it.

Thanks again for another fabulous year of successful fundraising.

Job Description – Fundraising Coordinator

The fundraising coordinator will coordinate all school fundraising activities throughout the year and provide updates at each monthly meeting

The fundraising coordinator will be responsible for communicating events through the website and via the Monday Note as part of the P&C News

The fundraising coordinator will provide summaries to the Treasurer of funds received/banked (normally within 2 days of receipt).

The fundraising coordinator will provide feedback via the Monday Note to the wider school community following each event.

The fundraising coordinator will provide ideas and suggestions but is not wholly responsible for coordinating each and every event.

The fundraising coordinator will liaise closely with the individual taking responsibility for each fundraising effort, including our Stalls Coordinator to ensure they have floats, equipment and items required.

The fundraising coordinator is responsible for ensuring that the banking for each event is correctly managed and reported.

The fundraising coordinator will follow the P&C federation handbook.

Moved: Kathy LeBreton

Seconded: Belinda Aldrick

President's Report

I have been asked to once again speak at the Headstart Parents evening being held next Wednesday. The P&C will promote our school presence and put on a uniform display for the parents. *Lorna suggested advising the new parents of the P&C's role in relation to fundraising.*

I wanted to take a final opportunity to wish Michael Burgess all the best for his future career and look forward to welcoming Miss Parrey to the school. Michael has been an on-going "behind the scenes" support to our P&C and he will be missed.

This is our last meeting before next month's AGM and I wanted to take the opportunity to say thank you to my Executive Team this year for their on-going amazing efforts. You have all been fantastic and I have truly benefitted from having you as my support network this year.

As everyone knows, I have now served three terms as President of the Brisbania P&C and as per our constitution I must hand over the gauntlet at the next AGM. The Presidents role works closely with the school and some of the decisions that the school makes. The president represents the community on a number of occasions for decision making and planning so if you fancy a challenge, then have a think about it and nominate yourself or be nominated at the

AGM. I have the roles and responsibilities of the President's position, alternatively all roles can be accessed via the P&C Federation website:

Duties the President is responsible for:

The successful functioning of the P&C Association

The attainment of the P&C Association's objectives

Ensuring that the P&C Association takes part in decision-making processes in the school

Fostering fair participation of all members and ensuring that all new members are made to feel welcome

Supporting volunteers

Consistent adherence to the constitution

Acting as the P&C Association's spokesperson when public statements or actions are needed

Setting up lines of communication with the Principal

Being signatory on the Association's bank accounts

Chairing meetings but, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

Moved: Liza Moulton

Seconded: Tanya Neal

Principal's Report

1. Flashing Lights for 40km zone. I have received notification that we have been placed on the next two year cycle to receive flashing lights for our 40km zone. This means that we have flashing lights by the end of 2015..hopefully earlier.
2. Our new Principal has been appointed. Miss Annette Parrey will take up the role from the beginning of 2014. In the meantime Karen Jones (our director of schools) has appointed Mrs Heazlewood to relieve as Principal following an EOI process. Mrs Slattery will relieve as Assistant Principal.
Miss Parrey has already been out for a visit and will be back a couple of times before the end of the year to familiarise herself with the school and staff.
3. Next Monday I am off to Melbourne to present our ELS project to the Australian Institute of School Teachers and Leaders (AITSL). This is a National platform to show off our school and our great teachers.
Our project has involved teachers working in teams visiting other teachers' classrooms to collect data, analyse that data and make decisions about future instructional choices. Still too early to know what impact it has had on student outcomes but we do know that we have had an effect on some of the things that lead to improved outcomes. Improved engagement, more co-operative learning, better feedback, more differentiation. Bonus is that there is a much more 'relaxed' professional environment where people are comfortable with others being in their room, sharing ideas and asking what others think. Staff keen to continue on next year, although money won't allow at the same scale. Also expand to co-operatively plan and then teach then observe lessons.

4. Currently 52 kinders. 410 students for 2014. Once again right on the cusp for 16/17 classes.
5. RAM. We have been given our indicative funding for 2014 under the new Resource Allocation Model. We have had some wins and some losses under the new system with sum total being about an extra \$18 000 in funding. Happy to have any additional funding but will in reality just make up some of the shortfalls we are experiencing in things such as electricity.
6. New finance systems due to come in from 18th November. Major changes for the office staff. Finance freeze for almost two weeks. Need to be mindful of the stress on staff.
7. Last meeting for 2014. Change from Thursday as staff night out. Perhaps Tues? *It was agreed that the last meeting of the year will be held on Tuesday 17/12 at Davistown RSL.*
8. Santa suit – any one for repairs? *Repairer found!*
9. Thank you to the P & C team for their tremendous support of me over time. I have been lucky to have three amazing Presidents – Rose, David and Andrea. The reason our P & C works so well when many others have difficulties is that people are involved for the benefit of the school and their children not for themselves. Thank you again.

A question was asked about the NAPLAN results and whether a display of the school results would be prepared, as has occurred in previous years. Michael advised the results were delayed and competing priorities meant the display has not been prepared. Michael advised that in reading and maths, Brisbania is in the top 5 of the local 20 schools, and for spelling and grammar in the top ½. Michael has noticed an improvement in the writing completed by students, however NAPLAN results do not reflect this.

Moved: Belinda Aldrick

Seconded: Julie Hale

7. General Business

- There was a voucher left over from the raffles, and it was agreed that this would be given to Sciona Riley as a prize for selling the most boxes of lamingtons – Ice Creamery.
- Lorna Walters raised concern that the school Canteen has run at a loss for the past few years and would like the P&C to consider how to respond to this. Lorna believes that the fundraising done by the P&C should not fund the Canteen, and suggested a Canteen Committee be formed to review the ongoing viability of the school canteen being available as it currently is. Andrea advised there are school canteen committee regulations on the P&C Federations website. A motion was moved to form a canteen committee and that was passed unanimously. Lorna will coordinate same with Pauline Riley, who has previously expressed interest in a canteen committee.
- Michael will invite Miss Parrey (new school Principal) to next P&C general meeting.

Next Meeting: Thursday 21st November, 7pm AGM, General Meeting 7:30pm

Meeting Closed: 9:28pm

Minutes taken by Emma Brock.

Seasons in Art Photography

by Tara Chiu

www.seasonsinar.com

0410709409

SCHOOL PHOTOGRAPHY PACKAGES

Individual Package = \$35

Includes: 1 x (5x7)
2 x (6x4)
4 x wallet
Class Photo

Individual Budget Package = \$25

Includes: 1 x (6x4)
Class Photo

Sibling Package = \$45

Includes: 1 x (5x7) sibling
2 x (6x4) sibling
1 x (6x4) of each child
4 x sibling wallets
Eldest Childs Class Photo

*Extra class photo's for siblings = \$10 each *

for example, if you have 3 children, you can receive the sibling package plus each of their class photos for \$65

Sibling Budget Package = \$25

Includes: 1 x (6x4) sibling
Whole school photo

Class Photo Only = \$20

Sports Photos = \$10 (with package)

Whole School Photo = \$10 (with package)

