

# BATHURST PUBLIC SCHOOL P&C MEETING MINUTES

21<sup>st</sup> May 2014

## Attendees:

Lesley Macready, Sueann Brown, Tracey Platt, Kirsty Ridley, Annabelle Hillsdon, Clare Lewis, Kate White, Sally Hamer, Angela Taylor, Angela Firth, Emma Hair, Deborah Munns, Heather Kimbel, Sarah Veilande, Paul Moran

## Apologies:

Liz Arrow, Melinda Short, Heather Price, Karla Hanrahan, Amanda Lynch

**Meeting opened:** 7.15pm

Chaired by Clare Lewis (VP) in President's absence.

## Minutes from previous meeting accepted

**Moved:** Clare Lewis                      **Seconded:** Sue Ann Brown

## Principal's report

See attached.

Principal thanked the P&C for organising a fantastic Mother's Day breakfast and reported how much parents and teachers enjoyed the event.

Discussion regarding BPS being a best practice model for the L3 literacy program. P&C expressed thanks to the Kate for her foresight in the early adoption of this program, which is now being rolled out to Year 1.

## President's report

Vice President advised that government moves to reform the P&C Federation should not have any impact on P&C committees at ground level.

The P&C has combined roles of promoting community involvement and fundraising and it was noted that the recent Mother's Day activities were a good example of this. Special thanks to:

- Kirsty and Annabelle for their efforts in organising the event
- Liz and her niece for running the photo booth
- Angela Taylor for rounding up a great selection of raffle prizes.

Encouraging to see the parental engagement in this event and that BPS retains its 'small school' spirit despite its ongoing growth.

## **Treasurer's report**

See attached. Total profit from Mother's Day activities will be @\$4500. Donations from Woolworths, Harris Farm and Fish River Roasters contributed to the financial success of the breakfast event.

Treasurer requested approval to write the following cheques:

- reimbursing Kirsty Ridley (\$661.24) and Annabelle Hillsdon (\$174.24) for Mother's Day expenses,
- 7 x \$20 sports vouchers
- Panorama Wholesale invoice (\$116.50 – Mother's Day canvas and BBQ supplies).

**Moved:** Sally Hamer

**Seconded:** Clare Lewis

Sally provided form to Secretary to update signatories on P&C bank account.

## **Canteen Treasurer's report**

Audit has been completed by Amable Management Services and the cost came in under the original quote (\$1155). Canteen is in profit after many years of breaking even – outside catering has contributed to this and means funds are available to cover equipment breakdowns if necessary.

Copies of audit to be provided to Kate White and Sally Hamer (to forward to P&C Federation). *Sueann and Sarah to organise.*

Sueann and Sarah to meet before next P&C meeting to discuss the handover procedure. Sarah will need to vacate her role and Sueann will need to be nominated and elected to the position.

Discussion about canteen meals on sports days. Heather requested a note in the newsletter to let parents know they can also order canteen meals on Infant Sports Day (13<sup>th</sup> June). Orders must be placed in slot before 9am. *Secretary to organise.*

Discussion about Gotcha canteen reward program – vouchers have been updated and Kate advised it remains an effective program to encourage good student behaviour.

*Motion: That the P&C continue to fund Gotcha vouchers (4 x \$2 canteen vouchers awarded each week)*

**Moved:** Annabelle Hillsdon

**Seconded:** Clare Lewis

## **Business arising:**

### **Book club**

Liz unable to attend but reported via email that she has organised the second book club order for the year and books are expected back this week.

## **Uniform committee**

Kirsty advised the survey is now up and running. This is the first step in a lengthy process that will take 2-3 years.

### **Playground artwork**

No update this meeting but Sueann advised she had been approached by a new parent who is interested in helping out. Sueann has put her in touch with Zoe.

### **COW (Computers on wheels)**

Building our own COW was not feasible so the school has purchased one. P&C made a contribution towards it. Kate brought the COW into the meeting and advised that ideally the school needs 2 more as it is too bulky to go upstairs or outside to other classrooms. The units cost about \$4000 each.

### **Fundraising sub-committee**

The sub-committee reported on its latest brainstorming meeting and provided updates on the following:

**Girl's Night Out at the Movies** – A proposal to hold a mum's movie night at Metro Cinemas with food, raffles and stalls. Clare advised we were unable to secure the \$5 movie deal obtained by another school. It was agreed that the \$12 asking price was too high for us to make fundraising worthwhile and that we will no longer pursue this idea.

**Outdoor Cinema** – The P&C has applied to Bathurst Regional Council to subsidise staging an outdoor movie night on the school oval on Saturday Oct 11 as part of off-site activities during race week. This will be our 'big' fundraiser for the year and aims to target the wider Bathurst community as well as parents and children of the school.

Annabelle has verbal notification that funding will be approved but is awaiting written confirmation. If funding is approved, BRC will pay the hire fee and promote the event. P&C can raise funds through gold coin donations at the gate, food/drink stalls, and corporate advertising prior to the screening.

Kate to check with legal department about holding this event. Discussion about other potential requirements including insurance (need to make sure P&C insurance covers this), security, lighting, toilet access, fencing and sufficient volunteers. Concerns raised that we may not get enough volunteers and that P&C members can't enjoy family time if manning stalls so outside food vendors may be a good option to explore.

We will also need a wet weather contingency (COLA, hall?) as BRC funding may not allow us to change to a different date.

*Motion: The P&C pay a 50% deposit for outdoor cinema hire (\$1091 – to be reimbursed by BRC)*

**Moved:** Kirsty Ridley

**Seconded:** Clare Lewis

Next steps:

- Annabelle and others to approach food vendors to gauge interest in attending
- Clare to draft letter to corporate sponsors.

**School Labels**– Emma has been investigating fundraising deals offered by label suppliers (whereby the P&C gets a percentage of sales). Emma to arrange for flyers to be placed in enrolment packs and promote to wider school community. This can be ongoing or have a specific end date – end date achieves highest returns.

**Guest Speakers** – An idea was floated to book a high-profile speaker (such as Dr Michael Carr-Gregg) and charge an entry fee. Annabelle investigated funding from Essential Energy but grants were insufficient to cover the cost. The sub-committee will keep exploring speaker and funding options.

**Bicentenary School Fair/Fete** – There was a poor response to a call-out for potential committee members to organise this event and the fairground entertainment is booked out for our preferred dates. Therefore the meeting agreed that this project is no longer feasible.

**Photos on CD** – We are investigating the potential of selling a CD of archival school photos to coincide with the Bicentenary and Back to BPS (see below). Clare to look into the price of shoe-box scanning by Glenray Industries.

**Back to BPS weekend** – A proposal to hold a Back to BPS Open Day and Dinner for former students to coincide with Bicentenary activities in May 2015. Deb Munns has applied for a grant from Australia Post and will hear back in October. Event needs to occur in May-June to get funding. The Carrington is available for May 23 and has offered to waive the hire fee. This venue holds 250 people and can provide a 2-course for \$49 a head. Discussion about how much we can charge for tickets and the need for entertainment.

*Motion: The P&C book the Carrington for May 23 for this event.*

Passed unanimously.

Next steps:

- Need to form a committee (including some former student ‘champions’ ) to help us get in touch with former students.
- P&C to explore entertainment options (Arabesque?).

**Volunteer register** – A call-out for Bicentenary Fete Committee volunteers in the school newsletter didn’t get many responses but we had a good response to the Mother’s Day call-out on the BPS Facebook page. Meeting agreed to use Facebook for future call-outs when extra help is needed (such as Book Club catalogues and Father’s Day BBQ).

**P&C Policies** – Secretary has located proformas for several P&C policies (social media, code of conduct and P&C by-laws). Meeting agreed that a social media policy is not required at this

stage but Secretary will draft the code of conduct and by-laws and attach them to the agenda for adoption at the next meeting. Clare requested that people read these before the meeting.

<b>Annual events</b>	<b>Champion</b>	<b>Date</b>
Kindergarten tea towels Still taking orders – reminder in newsletter this week	Sueann	Term 1
Year 6 tea towels ongoing - no update	Liz Arrow? Kirsty	Term 3
Year 6 Jumpers 2015 ongoing - no update	Annabelle	?
Year 6 gifts ongoing - no update	Kirsty	Term 4
Father's Day activity ongoing - no update	Tony Mc Burney	5 Sept
Photo Opportunities (Year 6 Grad, School Concert) ongoing - no update	Clare/Tony	Term 3 and 4
School concert raffle ongoing - no update	Amanda	31 July

### **New ideas and open forum**

- Discussion about the need for a matching set of netball skirts/tops for rep team. Annabelle to get quotes for next meeting.
- Several parents have commented on bulbs in SMARTBoards not working – Kate advised all boards are in working order but are becoming outdated. School has an ongoing need for new SMARTBoards.

**Next Meeting:** 18<sup>th</sup> June 2014

**Meeting Closed:** 9.15pm