

Petersham Public School P&C Association
Minutes from the Meeting held on 3 July 2018

1. Attendance:

Nicole Hooker, David Shannon, Natalie Saad, Gilda Rosskamp, Gina Swist, Beth Morgan, Maja Grujic, Rebecca Goodlud, Sam Anderson, Hugh Miller, Anthony Murty

2. Apologies: Tarryn Hill, Rowan Sivyer

3. Acceptance of Minutes: 8 May 2018

Motion: That minutes of the last meeting be accepted. Moved: *Hugh Miller*. Seconded: *David Shannon*. Carried.

4. Membership Payments: N/A

5. Correspondence: N/A

6. Matters arising from previous meeting: Action items reviewed as per minutes

7. President's Report *David Shannon*

Expenditure Policy – review of policy. Changes:

- Clarity on expenditure and procurement process
- Clarity on the way proposals are prepared
- Clarity on options to purchase through school
- Thresholds related to quotes and timing of notification, process for evaluating quotes

Code of Conduct – draft new policy covering

- Respect and integrity
- Diligence and Care
- Conflict of interest
- Grievances and complaints

Child Protection Policy – draft new policy covering

- Clear roles and responsibilities
- Employment of personnel
- Risk management, prevention and good practice

DS to edit based on discussion and issue for review to meeting attendees

8. Principal's Report: *Hugh Miller*

Strong support from teachers for outdoor learning spaces projects. Teachers are committed to using the spaces in their programs.

Improving communication with parents/carers

- Admin team confirming we have correct email addresses on file.
- Digital permission notes: trialled for Athletics Carnival. Aware of glitch with multiple children - rectifying.
- Second trial: K-2 bus for Science Week.
- Moving towards all permission notes in digital format except by specific request.

Google Calendars. Developed by Karen O'Keefe. Trial period with school staff, PACC and IMP staff. Enables all school events to be imported to iCal/Android calendar. Planning to integrate onto school website.

School website: Platform changing. Being externally managed by DoE IT. Unsure what new website interface will look like, or of impact on runtime.

9. Treasurer's report: *Sam Anderson*

General Account:

- Jets Family Fun Day (\$415.75 income from cake stall and raffle), Additional income still to be received from Jets. Expenses \$38.10 on cake boxes, napkins
- Mother's Day Stall gift purchases (Income \$1555.70 minus expenses \$893.50 = net profit \$662.20)
- Mother's Day Breakfast (Income \$1425.50 minus expenses \$605.41 = net profit \$820.09)

- Mothers' Day raffle – net profit \$171.00. Prizes donated.
- Grandparents Day (Expenses \$28.93 coffee/milk)
- And to confirm the results from the Star Wars Movie Night last period - Income \$969.00 minus expenses \$322.59 = net profit \$646.41
- Expenses for this period include :
 - \$1072.50 Return of unspent grant monies from Inner West Council 2015
 - \$255.69 Cost of DA application to IW Council for grant applic. (tennis court)
 - \$11,664.61 Term 1 expenses reimbursed to school (toilet doors/school paid invoice, Lego for lego lunch club, 12 months air con maintenance costs)
 - Approval sought to transfer costs of the air con maintenance 12 months, \$550 to Building Fund

P&C Band Account

- Band fees paid in the period totaled \$18090.00
- Expenses include instrument repairs but anticipating reimbursement from the parents \$1064.60
- Music scores \$527.20
- Dance Showcase BBQ. Floats mixed up at the end of the night. (Total income food/drink/donations \$1334.45 minus expenses \$893.30 = net profit \$441.15)
- One second hand violin purchased

Building Fund:

- A call out for P&C building fund donations was sent to the School DL on 13 June 2018.
- We have received \$1250.00 in donations. Receipts to be sent out by the end of the week

11. Reports from sub-committees:

Fundraising / Events:

- Halloween Howler
 - Dance to Be Fit to DJ
 - Potential Professional entertainer
 - No raffle this year
 - Proposed budget to follow
- Parents Night Out
 - Tickets being sold, reminders to be sent after school holidays
 - Costs so far at \$1400

Grants

- Westconnex successful
- Community Partnerships Grant – Focus on Solar (50% of funding for purchase and installation of a 30KW solar photovoltaic system) and Outdoor Learning Area – Sean Richardson taking forward

Cook Book:

- Terryann to liaise with Frederico re sponsorship

Band:

- Put a call out for future interest in the instrumental program

Class reps:

- No update

PACC:

- No update

Sustainability and Environment

- Proposal to fund via Westconnex Grant and unallocated \$ in the general account
- Significant fund raising events on the horizon and can backdate Community Partnership grant
- Needs to be cleared by school infrastructure
- **Meeting supportive of proposal – CONFIRMED**
- Sam to write an update for newsletter
- Thank you to Sam and Maja for driving

12. Other Business:

- P&C Membership & Insurance Policy Renewal – Sam to review and complete

13. Date of next meeting: 7 August 2018

Meeting closed: 9.00 pm