

Petersham Public School P&C Association Minutes from the Meeting held on 30 Oct 2018

1. **Attendance:**
Nicole Hooker, David Shannon, Maja Grujic, Hugh Miller, Rowan Sivyver, Amornsee Tawinwong, Gina Musumeci
2. **Apologies:** Sam Anderson, Sean Richardson, Beth Morgan
3. **Acceptance of Minutes: 18 September 2018**
Motion: That minutes of the last meeting be accepted. Moved: *David Shannon*. Seconded: *Hugh Miller*. Carried.
4. **Membership Payments:** NIL
5. **Correspondence:**
 - NIL
6. **Matters arising from previous meeting:** Action items reviewed:
 - As per minutes
7. **President's Report** *David Shannon*
 - Adoption of the Code of Conduct and Child Welfare Policies – have been updated – **David to send**
 - Catholic Care sessions arranged and dates locked in – **Sam to promote**. Liam will confirm PACC childcare. P&C to cover cost of pizzas and workbook.
 - Liquor and Gaming grant unsuccessful- feedback was that further community consultation was needed. Focus on grounds (playing fields etc) for new grant in new year. Potential AFL partnership – **Sean Richardson investigating**
8. **Principal's Report:** *Hugh Miller*
 - Halloween Howler – congratulations and thanks to all involved.
 - Music Committee, led by David Shannon - huge amount of work being done. Recognition of Amber Lang.
 - Amornsee - Initialit program in Kindergarten 2019 (see below)
 - NAPLAN analysis - slide presentation.
 - Awaiting School Budget Allocation Report for 2019 to determine budgets and staffing. Will convene a finance committee meeting later in Term 4 once this is done.
 - Jo Haylen - Road crossing petition.
9. **Treasurer's report:**
General Account:
 - Halloween Howler income: \$8623.05 plus \$3K Raine and Horne sponsorship.
 - Insurance Claim received for burst water pipe: \$1320
 - Expenses include PLAN sponsorship and cookbook
P&C Band Account
 - Band fees – \$690
 - Expenses – Conductor fees: \$8120, new secondhand ½ violin \$230, CARL loan \$905.87
 - String Sioree income \$180, expenses \$669
Building Fund:
 - \$3000 received from R&H for Halloween Howler sponsorship
 - \$3000 committed from R&H for Cookbook

Proposed EOY Gifts

- Sharon and Sue
- Tony
- Amber Lang, Alexander Lee, Michaela Sukkar, Bridget Hall, Karen O and Karen G
- Sam and Maja

Further discussion on spending the results of fundraising efforts

- Sean to get possible quote on Jerseys
- HM to advise on any further requests / needs

11. Reports from sub-committees:

Fundraising / Events:

- End of Year Lunch – Gina M to coordinate, Nicole to send material / information

Grants

- Westconnex – will not apply this round. To agree focus for new grant – resurfacing tennis courts / driveways / concrete slab 1/2 N – HM to prioritise for next meeting

Cook Book:

- photoshoot day done
- Rowan designing cover

Band:

- See attached proposal summary
- Agreement sought to replace string instruments (approx. 20-25) - CARRIED

Class reps:

- No update

PACC:

- New committee in place

Sustainability and Environment

- Outdoor Learning Space – Give Back to the community Project (Don Gee Building) – deck behind 5/6 M– P&C to pay for materials, labour will be provided (initial quote around \$5K). Quotes to be obtained on installing the door which is a separate exercise. Anticipate total cost \$10K (HM will cover half cost of door). Project to start 26 November. Working Bee organised for 25 November to prepare. In principle approval given once quotes obtained (\$6K from building fund, \$4K general account).
- Bees – Stingless Native Bees – Perspex box to split hive and put another next to PACC. Bee man to confirm costs and timeline. Costs approved in principle CARRY OVER – hive cannot be currently split.
- Environmental committee meeting – HM to look into the possibility of a Garden Club instead of non-scripture / those who remain behind at PSSA – to be raised at next Environmental Committee meeting

12. Other Business:

- Funding for Literacy @PPS
 - Initialit – a comprehensive whole class reading and spelling program for all children in first year of schooling
 - 2 teachers trained over 2 days, Initialit kit, Readers and poster pack - \$7,473 – request fr P&C to assist with funding
 - In principle support but would like to advertise to the parent community prior as significant interest
 - Information session for parents to be arranged

o Advertise at AGM and in newsletter

- Aviation Club – potential interest in flight / drones / remote control. AM to email idea to HM who will discuss with staff – hold for the moment

13. Date of next meeting: AGM Tuesday 4 December, December P&C Meeting Tuesday 4 December

Meeting closed: 9.00 pm

P&C Instrumental Music Programs
Proposals for procurement of instruments + setting music program budget parameters
30 October 2018

PROPOSALS:

A. P&C Purchasing new instruments – in principle agreement to a program of spending

1. Agree to expenditure up to \$12,837 on string instruments as per needs identified by String ensembles conductor to replace Mr Murphy's instruments (see schedule of numbers and proposed prices at Table 1). NB that the Music Account has a reserve of \$46,972 at the end of financial year.
 - a. Agree that the P&C Executive will apply the finance & procurement policy when approving individual purchases out of session within the parameters at Table 1.
 - b. Agree to music coordinators purchasing good quality 2nd hand instruments to obtain the same numbers (and quality) of instruments, but at lower rates lower than the commercial quotes included at Table 1, or instruments of better quality but at a similar price.
2. Agree to expenditure up to \$3000 on a new bassoon – needs identified by Band Conductor.
 - a. Specific quotes to be presented to allow purchasing decision by the Executive out of session.

B. In-principle agreement to music program budget parameters for 2019

3. Agree to parameters for a proposed music program budget for 2019 (see Table 3), including:
 - a. Rent out the new string instruments to meet the identified demand of current (and probable new enrolments). 26 string instruments rented would give new revenue of \$7280 per annum (see Table 2).
 - b. Continue to rent out P&C brass and woodwind. NB that revenue was approximately \$7500 from those rentals in 2018.
 - c. Leave band / ensemble fees the same overall, but not charge students for the 2nd ensemble if they play in two ensembles (we pick up revenue on rentals).
 - d. Slightly reduce instrument rental fees (approx. 10% less). Cheaper rentals helps to encourage more students to participate. String rentals would still ensure rental revenues increase by over 90%, despite slight fee reductions
 - e. Raise conductor call rates slightly (approx. 10 %) to better reflect market rates and to accommodate the increased administration and coordination responsibilities with Amber Lang no longer able to coordinate the program.
 - f. Include comparable provisions for repairs, scores,
 - g. Increase provisions for performance costs, possible music weekend / camp.

- h. Maintain significant cash reserves subject to further P&C decisions

Background

Students participating in the string instruments program have been renting good quality instruments from Mr Murphy (his personal collection). He needs to get them back ahead of 1st term 2019.

We hope to grow the program and avoid losing any of the K-5 students. The ready availability, prices and quality of instruments under this arrangement has been a key attractions of the music program.

For parents, the cost and logistical challenges to obtaining an instrument from commercial providers are significant barriers to retaining or attracting string players.

Renting from local music shops involve high costs and another logistical burden on parents. This may lead to possible delays in starting or a decision not to start or continue in the music program.

The P&C could earn revenue from string instrument hire, however there are upfront capital costs and time demands on volunteers to coordinate, and administer and manage the instrument hire. P&C already owns over 90 brass and woodwind instruments and receives approximately \$7500 p.a. revenue from renting a number of these.

Music Program Budget 2019 – estimated provisions

Table 3 – estimates of revenue and provisions

RESERVES	Amount
Cash reserves at EOFY (1 Nov 2018)	\$46,972
REVENUE	
Ensemble fees	\$43,000
Instrument rentals	\$14,280
Fundraising at performances	\$ 1,000
Total revenue	\$58,280
PROVISIONS	
Conductor fees	(\$ 37,000)
Instrument purchases	(\$ 15,837)
Work books for 2019	(\$ 2,000)
Service and repairs of instruments	(\$ 2,500)
Scores, printing	(\$ 2,500)
New recorders 2019	(\$ 500)
Music Performances / weekend	5,000)
Insurance (co-payment with P+C) 2019	(\$ 600)
	(\$
Total Provisions	65,937)
Estimate of cash reserves, 31 Oct 2019	<u>\$ 39,315</u>

Options / pros and cons of with sourcing string instruments and then providing them to students.

	Pros	Cons
SOURCING INSTRUMENTS		
Option 1: Buy decent 2 nd hand instruments – gumtree, former students, trade-ins at music shops	<ul style="list-style-type: none"> • May get good value quality instruments • Can buy back instruments from PPS families (reducing their outlay) • Revenue to the P&C from rental 	<ul style="list-style-type: none"> • Costs and work in finding them. • No warranties • Quality may vary • Upkeep • Storage
Option 2: Buy a bulk lot from school instruments suppliers	<ul style="list-style-type: none"> • No gap in students having an instrument • Quality assured • Warranty • Revenue to the P&C from rental 	<ul style="list-style-type: none"> • Costs • Upkeep • Storage
Option 3: Leaving it to parents to deal directly with commercial providers in each case	<ul style="list-style-type: none"> • No cost to the P&C • No care or responsibility for the P&C 	<ul style="list-style-type: none"> • Families shoulder much higher costs • Harder logistics for families • Real barrier to enter or stay in the program
Option 3a: P&C makes a guaranteed buy offer to parents buying a quality instrument from a commercial provider	<ul style="list-style-type: none"> • Builds up the P&C supply of decent instruments • Families more confident to join or continue 	<ul style="list-style-type: none"> • Families shoulder higher up front costs •
Others: Working with the Performing Arts Unit, etc to organise basses and cellos to hire –very expensive to buy	<ul style="list-style-type: none"> • Reasonable costs and vital for 	<ul style="list-style-type: none"> • Chasing and coordinating with the performing arts unit
General: P&C buys certain supplies (eg shoulder rests, strings, rosin) in bulk to help with maintenance	<ul style="list-style-type: none"> • Helps with keeping quality instruments available • Helps to reduce professional servicing costs 	<ul style="list-style-type: none"> • Cost (not terribly high – cost recovery basis) • Someone to coordinate • Logistics and storage
PROVIDING INSTRUMENTS TO STUDENTS		

	Pros	Cons
Renting to students along the lines of Mr Murphy's system (ie instruments on hand at school and rented below commercial rates)	<ul style="list-style-type: none"> • No delays to join or progress through the program • Revenue to the PPS program • Cost certainty for families. • Ability to offer discounts depending on need / those playing in many ensembles 	<ul style="list-style-type: none"> • Coordination and logistics • Administering rental agreements.
P&C sells instruments bought in bulk and guarantees a buy-back price (say 50-60%)	<ul style="list-style-type: none"> • Will help the P&C to build a set of instruments at an agreed price. • No delays to join or progress through the program • Families have cost certainty 	<ul style="list-style-type: none"> • Relatively high upfront costs for families • No revenue to the P&C