

Hillarys Primary School
Parent & Citizens Association Inc.
GENERAL MEETING MINUTES
THURSDAY 10TH AUGUST 2017

Date: Thursday 10th August 2017

Chair: Martin Barrett

Time: 7:00pm.

Minutes: Belinda Kretschmer

Location: The school Library

Signed:

Dated:

1. Welcome: - Chair

The meeting was called to order at 7:03pm
Quorum present – Yes

Acknowledgment of Country – read by chair

Attendance: - Secretary

In Attendance: Alison McRedmond, Belinda Kretschmer, Belinda Rogers, Cathryn Jenson, Cristina Codazzi, Daryl Rogers, Jackie Lock, Jackie Tsapazi, Jenni Cook, Jenny Baynham, Julian Duckett, Martin Barrett, Michal Seligson, Paula Mitchell, Renae Ottey, Shona Greville – Kinney, Siobhan Dowley and Souzana Theophilopoulos.

Apologies Received – Angela Genoni, Bron Ravn, Lisa Nevitt, Louise Roche, Michelle Illari, Natasha Couzens, Ron Chesny and Sarah Anderson.

2. Confirmation and Approval of the previous Minutes - Chair

Resolution: That the minutes of the General Meeting held on Monday 26th June 2017 be taken as read and confirmed as a true and accurate record – **CARRIED.**

3. Correspondence: - Secretary

3.1 Correspondence IN - Resolution: That correspondence IN be received - **CARRIED.**

3.2 Correspondence OUT - Resolution: That correspondence OUT be confirmed – **CARRIED.**

3.3 Secretaries update on Association Records: Nil to report

4. New Financial Members or observers: Nigel Forde.

5. Business Arising from the previous General Meeting Minutes: Items addressed in reports.

6. Reports:

6.1 PRESIDENTS Report – Martin Barrett

The president welcomes all in attendance and extends a warm welcome our special guest, Mr Peter Katsambanis MLA.

Resolution: That the Presidents Report, as tabled, be adopted – **CARRIED.**

6.2 TREASURERS Report – Michelle Illari

Members were advised that the treasurer was absent and that her report along with financials was circulated with the agenda. There were no other queries at this time.

Resolution: That the Treasurers Report be adopted –

CARRIED.

6.3 PRINCIPALS Report – Ron Chesny / Jenny Baynham

Resolution: That the Principals Report, as tabled, be adopted –

CARRIED.

Committee Reports:

6.4 CANTEEN Report – Position Vacant

The secretary advised the members that the convener has resigned from the role. The canteen committee are now seeking someone to step forward and volunteer to fill this position.

It was noted that it would also be advisable to have another two volunteers to join the canteen committee so as to increase the effectiveness of the committee.

Members were updated on the following:

- Meal deal scheduled for September 22nd – Subway and drink for \$6.
- Volunteers still desperately needed on Thursdays and Fridays.
Anyone who can assist please speak to canteen staff.

Members noted that the canteen is currently running at a loss. The president reassures members that this downfall appears largely to be due to the interruption earlier in the year where trading was limited whilst new staff were hired and trained. Further analysis will be required.

It may be partly attributable to the fact that orders are also down, possibly due to the school community not being aware of how fabulous the canteen is now.

Significant changes have been made with the product being supplied from the canteen. There are more freshly made options and additional healthy choices that have been added to the menu recently.

We carry continuous overheads for the canteen with staff wages and operational expenses. We require a significant lift in sales to help elevate the canteens position financially.

The canteen, alongside the president, will review sales figures regularly and will continue to keep the members updated.

Action: To advertise for additional canteen committee members and the role of convener.

Action by: P&C Secretary

Action: Review sales and figures and report back to the general meetings.

Action by: Canteen committee.

Resolution: That the Canteen report, as tabled, be adopted –

CARRIED.

6.5 MEDIA COORDINATOR– (Lisa Nevitt)

No report

6.6 SCHOOL BANKING Report – Siobhan Dowley

The school banking coordinators report a very successful year so far with \$953 having been raised already in commission to our P&C.

Hillarys Primary currently has over 100 students banking on a regular basis. The question was asked that if we allocated the commission raised to a specific project would it see more students take up banking.

Members were reminded that by allocating funds from all fundraisers to a specific project it locks the P&C in to spending that money raised only on the project outlined. There is a significant need for the P&C to reserve some of the general funds raised so as to allow for administrative and ongoing costs.

If it is marketing however, that the school banking requires lifting their numbers, then it was suggested school banking consider using the P&C webpage to advertise this service.

It was agreed at this stage to leave the school banking monies raised in the P&C general funds.

A newsletter flyer can be sent out to school families to promote school banking services and a mention of the money that is raised being contributed towards P&C initiatives.

Once the P&C webpage is operational, which should be very soon, the school banking coordinators can discuss with the media coordinator advertising opportunities.

The P&C would like to thank all of our school banking volunteers and the coordinators, who on a weekly basis devote their time to enabling this fabulous fundraiser/ banking service to continue. Your efforts and enthusiasm are very much appreciated by all of us. Thank you!!!

Action: Send home flyer/ email advertising school banking services.

Action by: School banking coordinators

Action: Discuss advertising options on P&C webpage.

Action by: School banking coordinators and Media coordinator.

Resolution: That the School Banking report be adopted –

CARRIED.

6.6 GRADUATION Report – (Renae Ottey)

The graduation committee indicated that there was nothing to report other than to mention the Cadbury fundraiser has been successful.

66 boxes of chocolates were ordered with two still to be sold. Total expenses were noted as \$1989.00. \$3338.00 has been given to the P&C Treasurer so far and the estimated total profit is projected at \$1448.00.

The president reminds the committee to extend the invitation to attend the subcommittee meetings to the president and to ensure they have an executive member on their subcommittee.

The president enquires as to what the committee intend to do for further fundraising opportunities and do they intend to ask the P&C for additional funds?

The convener assures the president they will be meeting in the coming weeks and will invite himself and a member of the executive to attend.

Other P&C members would like it noted that the graduation committee have not supplied a sufficient report. It is requested that a more detailed report for future meetings with financials outlined, clear budgets set and shortfall recorded be presented to the members.

These reports need to be more in depth to keep the P&C informed.

Resolution: That the Graduation report, as tabled, be adopted –

CARRIED.

6.7 FUNDRAISING Reports – Event Coordinators

i. Tupperware

Jackie.L reports that the orders received to date have not met the expected turnover. This may be due to the sales window being a little short. It was decided by members to extend the offer until the end of term to allow more time for parents to respond to letters and order forms that were sent home.

Action: Send home new letters and additional order forms allowing till end of Term 3 for sales.

Action by: Jackie.L

ii. Father's Day Stalls

Father's Day Stall dates have been decided as the 29th and 31st of August 2017. The items have been purchased and will need to be set up in the next week ready for the stalls. Items have come in on budget. Face book posts, flyers and newsletter advertising now required to raise awareness.

Action: Advise the Face Book administrator of required posts.

Action by: Jackie.L

Action: Send school admin copies of flyers to be sent home via email.

Action by: Jackie.L

Action: Send out the call for volunteers on stall days.

Action by: Jackie.L

iii. Entertainment Book

As per the report

iv. Nature Play

As per the report

Resolution: That the Fundraising reports be adopted –

CARRIED.

7 General Business:

i. Mr P Katsambanis

The president warmly welcomes our special guest Mr Peter Katsambanis MLA.

Mr Katsambanis thanks the P&C for the invitation to attend the meeting and praises the parents for the commitment and investment they have in their children's educational environment.

Mr Katsambanis makes it known that he too is a local to the Suburb of Hillarys and extends his willingness to be a resource for the school and P&C.

It is with great passion that he shares that one of his priorities, albeit a long term goal, is to see Hillarys Primary school rebuilt and acknowledges that it was built with temporary buildings.

The offer is extended to the P&C to call upon him as a resource for prizes, attendances and assistance with obtaining grants for the school and P&C.

It is noted that playground grants that may be sought in conjunction with the Nature Play developments will be allocated to the school and not to P&C's.

The members discuss the ongoing road safety issues and parking difficulties within the school. Mr Katsambanis indicated that he intends to agitate the local council regarding this topic and will be looking to gain some momentum in this area. It was noted that Waterford Drive is of particular concern with poorly marked lines indicating safe parking areas and clearer line articulation needed.

Mr Katsambanis shares that he has several different solutions in this area and acknowledged that it has been quite some time since this was confronted – and to watch this space.

He encouraged the P&C and school community to continue making noise regarding road safety issues so that his attempts to assist in this area are heard by local council and supported by the local community. The P&C are welcome to lead the way in the rally for support.

The desire for the school to have another demountable classroom and additional female staff toilets is discussed.

Mr Katsambanis indicated that the school would require a minimum of \$10 million dollars for a basic rebuild and that with current growth of the school numbers this would need to be revisited at a later stage.

The original intent was that the school would have been rebuilt in the late 80's.

Now in 2017, 45 years later, we are still operating as a temporary school.

Unfortunately at the moment Hillarys Primary School are required to continue managing the situation and work with current resources.

NAPLAN 2018 is intended to be an online test. It is hoped that the results that are obtained from these tests will be more intuitive than the current hand written, manual tests. This once again highlights the need for Hillarys Primary school to have access to a substantial amount of I pads before this time. The current cost of obtaining a batch of 30 I pads is approx \$12'000.

We are educating a new generation that require greater access to technology and all that this encompasses. Eventually it may be that I pads are seen as a necessity on the booklists.

It is the P&C's hope that we can contribute towards avoiding this from happening and that parents would not be required to supply items like these for a public school education.

The P&C would like to see upgrades like this to be donated or supplied to the school directly.

The P&C will do their very best to assist in fundraising for these items and will start with the goal of 30 I pads, with the hope to extend this to each block and ultimately the whole school.

However in the meantime teachers are unable to tap into some fantastic teaching resources due to accessibility limitations. Hillarys Primary school simply want equal access to this technology to that of private schools for their students to have the best educational opportunities.

We acknowledge that Nature Play is the polar opposite and feel that both components are necessary for students to have a broad spectrum of learning.

We thank Mr Katsambanis for attending the P&C meeting and look forward to working with him towards building an updated school and invested local community.

ii. Fathering Project

The secretary discusses with the members the upcoming fathering project sleep out. It is noted that the event does not at this stage require the financial involvement of the P&C. It is requested however, that the P&C extend their support to the fathering project and all those involved, under the banner of our insurance by adopting this event as P&C sponsored. The coordinator, Stephen, has in the meantime become a P&C member and the secretary has processed this membership to reflect on the records accordingly.

Motion: That the members adopt the fathering project sleep out as a P&C sponsored event.

CARRIED

iii. Faction Carnival – Junior

The members discussed the upcoming faction carnivals. Unfortunately no one was able to volunteer on the night to coordinate the cake stall.

Members did approve a budget should we be successful in finding a volunteer from the school community.

Motion: Members approve the junior faction carnival cake stall budget for expenses at \$200.

CARRIED

iv. Faction Carnival – Senior

In addition to the above discussion regarding faction carnivals, members also discussed once again having a sausage sizzle for the parents at the senior carnival. This will not be extended to the students due to the short window of supply and demand at lunch time. An additional budget was allocated for the sausage sizzle should a volunteer come forward and offer to coordinate.

Anyone interested in taking on one of these roles should contact the P&C Secretary ASAP.

Motion: Members approve the senior faction carnival BBQ sausage sizzle with an allocated budget of \$300.

CARRIED

Motion: Members approve the senior faction carnival cake stall budget for expenses at \$200.

CARRIED

v. Lapathon

This year members discussed holding the Lapathon alongside the 'grow your mind' day. With class rotation events and a proposed parent/child picnic being hosted by the school, it presents as a timely opportunity to tie in the Lapathon.

The date for the Lapathon would be Friday 13th October 2017. The finer details of time and set up requirements will need to be negotiated with Jenny B. and Mrs Armstrong.

Members indicated that they would like to see a coffee van at the Lapathon; however the company, the travelling coffee bean, is unable to attend the event to provide this service.

It was agreed upon by the members that the monies raised from the Lapathon would be specifically advertised and then reserved for the purchase of I pads for the school. This decision supports the new school vision and falls in line with parent feedback received by the P&C.

Members discussed if offering the parents the opportunity to order from the canteen on this day would be possible. For those who wish to bring their picnic can, others may like to order a hot lunch from the canteen. This would also provide an opportunity for the canteen to showcase some of the products available.

The canteen committee would need to meet and discuss the availability of this option.

Many thanks to Jackie L and Siobhan D for volunteering to coordinate this year's Lapathon.

Motion: Members approve the date Friday 13th October 2017 for the Lapathon. **CARRIED**

Motion: Members agree to spend the monies raised towards the purchase of I Pads for the school. **CARRIED**

Motion: Members approve a budget of \$500 for the Lapathon. This may need review by the executive members if donations are insufficient. **CARRIED**

Action: Discuss with school admin the finer details of set up and organising Lapathon.
Action by: Coordinators Jackie and Siobhan.

Action: Send the coordinator Jackie a copy of the How to... guide.
Action by: P&C Secretary

Action: Canteen committee to meet and discuss options of parents using canteen for lunch orders on this day for the picnic.
Action by: Canteen committee

Action: Source options and quotes for a coffee van.
Action by: Coordinators Jackie and Siobhan.

vi. Big Ideas Outcomes

a. Car Bay Raffle

Members discussed the opportunity to run a fundraiser by holding a car bay raffle. Approval has been given by the principal to use the car bay in general parking next to the disabled spot. It is to be noted that the staff of Hillarys Primary School have no involvement and take no responsibilities for this fundraiser.

Members at this stage will run the fundraiser for term 4 with a view to re-launching each term should the fundraiser prove successful. Tickets prices were decided upon at \$5 each or 3 for \$10. Date of ticket sales yet to be decided, at the discretion of the coordinator.

It is intended to place a photo of the winning number plate on the fence in front of car bay to remind others of its location and to avoid others parking in this spot for the duration of the winners' allocation.

Thanks to Jules for volunteering to coordinate the fundraiser.

Raffle tickets will need to be organised and flyers sent home to launch the fundraiser, however last minute details can be discussed at the next meeting of the P&C assoc. on August 31st.

Winner of the Term 4 car bay raffle will be announced at the assembly on Friday 22nd September.

Motion: Members approve the car bay raffle for Term 4. **CARRIED**

Motion: Members approve pricing of raffle tickets at \$5 each or 3 for \$10. **CARRIED**

Action: To organise raffle ticket generation and supply.

Action by: Event coordinator

Action: Discuss with admin/ principal placing sign on fence for winning number plate.

Action by: Event coordinator

Action: Design and distribute flyers, once approved by President and Secretary, to school community.

Action by: Event coordinator

Action: Allocate dates of sale for tickets and advise P&C at next meeting.

Action by: Event coordinator

b. Free Dress 22.09.17

Members discussed hosting a free dress day. The principal has approved the last day of Term 3, being Friday 22nd September. Cost is gold coin donation per student for participation. Thanks to Paula for volunteering to coordinate the free dress day.

Motion: Members approve a free dress day fundraiser for Friday 22nd September 2017.

CARRIED

Action: Design flyer to distribute via email and posters at the school.

Send a copy of the flyer to the P&C President and secretary for approval prior to distribution.

Action by: Event Coordinator

8 Other Business:

i. Quiz Night Proposal.

Nigel has volunteered to coordinate a quiz night for the P&C. Having previously been the quiz master at a recent event, he has a set of questions and games ready to use. With an approx need of 6 weeks min to coordinate the event and seek donations from businesses, members discuss suitable dates. It was decided upon Saturday November 11th.

Location is still to be determined and Nigel will investigate options and obtain quotes to present to the next general meeting.

One of the options is to have an already licensed premise to avoid needing a P&C member to undergo RSA training.

More information will be supplied at the meeting on August 31st. A budget is yet to be allocated for this fundraiser.

Motion: Members approve hosting a quiz night on Saturday 11th November at venue to be determined.

CARRIED

Action: Investigate location options and obtain quotes to report to the P&C at meeting on Aug 31st.

Action by: Event Coordinator

9 Date of the Next Meeting: GENERAL MEETING:

Thursday 31st August 2017 at 7:00 pm, in the school library.

10 Closure: - Chair

Motion to adjourn was made at 9:40 pm and was passed unanimously.
