

MULLUMBIMBY PUBLIC SCHOOL P&C COMMITTEE MEETING MINUTES

April 5th, 2017.

MEETING OPENED	6:00pm								
Attendance	Yvette Graham, Janette Tilgner, Courtney Hampson, Mel Franz, Belinda Southerden, Chris Graham, Abelia Hissink, David Lees, Lhasa Morgan, Zeb Kinnear								
Apologies	Anna Coelho, Clare Salisbury, Anja Kinnear, Helen Jones								
1.1 Welcome address	Welcome all to the meeting and if anyone needs to pay membership please remember to do so. Looking at ways to streamline our meeting we will email out the financial reports to the membership 3 days before each meeting so that reports and motions can be done in a timely way.								
1.2 Previous Minutes	Read and accepted Motion: We move to accept the previous minutes – Zeb Kinnear Second by: David Lees Carried: All in favor.								
1.3 Business arising from previous minutes	No business arising								
1.4 Correspondence	<ul style="list-style-type: none"> • Rebecca Towers paid \$1 members, wont be able to attend meetings however would love to say connected. • Invitation to a Roles & Responsibilities night at Banora Point • How to write Grant applications workshop 								
REPORTS									
2.1 Treasurer's Report:	<p><u>March 2017</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Opening Balance 28/2/17</td> <td style="text-align: right;">\$ 12,363.36</td> </tr> <tr> <td>Income</td> <td style="text-align: right;">\$ 4,592.63</td> </tr> <tr> <td>Expenses</td> <td style="text-align: right;">\$ 1,329.05</td> </tr> <tr> <td>Closing Balance</td> <td style="text-align: right;"><u>\$15,626.94</u></td> </tr> </table> <p>It was a good month, with the bank balance back up. This is mainly because the Canteen did their \$2000 transfer, and our end of month raf was postponed, so we only see the raffle profit, not costs. The auditors reports have been submitted to the P&C Federation, as required each year. I've written to the bank to adjust our signatories to reflect the AGM appointments, namely removing Helen. – Lhasa Morgan</p> <p>Motion: to make the following list of payments – Lhasa Morgan 139.50 to Abelia Hissink for Mothers Day gifts from Kmart. \$40 to Janette Tilgner for Mothers Day gifts. \$156.51 x 2 (separate invoices) to LW Reid for uniforms invoice dated 1 March. Payments to our 2 childcare providers tonight. Second by: Zeb Kinnear</p>	Opening Balance 28/2/17	\$ 12,363.36	Income	\$ 4,592.63	Expenses	\$ 1,329.05	Closing Balance	<u>\$15,626.94</u>
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Carried: all in favour

Motion: to accept the Treasurers reports – Lhasa Morgan

Second by: Chris Graham

Carried: all in favour

2.2 Canteen Report

March 2017

Balance 28/2/17	\$ 10,282.88
Income	\$ 4,687.90
Expenditure	\$ 7,353.15
Profit - NET	\$ -34.94
Closing Balance	<u>\$ 7,617.63</u>

Notes:

While the figures are stating a significant loss for the month of March, this is only due to the purchase of the new Pie Warmer at a cost of \$965.69, and also the transfer of \$2000 to the P&C. If you were to deduct these two expenses from the figures, the profit for the month would have been \$300.44. – Courtney Hampson

Canteen is remaining slower yet the steady for Mondays and Fridays remain busy since increasing to twice a week – Belinda Southerden

Motion: We move to accept the February Canteen report – Zeb Kinnear

Second by: Janette Tilgner

Carried: all in favour

2.3 Uniform Report –

March 2017

Income	\$1,316.00
Cost of Sales	\$910.97
Expenses	\$13.46
Profit - NET	<u>\$391.57</u>

The stocks of Sport House shirts are being reduced with some sizes sold out. Since the introduction of these shirts I have sold 80 units, not bad in a school of 200 students. It is disappointing to me that this item of uniforms will not be continued as I am no longer able to deal with the embroidery lady on behalf of the P&C. – Letitia

Motion: to accept Uniform Report – Zeb Kinnear

Second by: Lhasa Morgan

Carried: Uniform Reports accepted

2.4 Principals Report

- Goal setting meetings- very positive outcomes thank you to all involved. Review meetings late in Term 3.
- Homework survey – closed yesterday. Excellent response – 84 surveys. I will analyse over the holidays, part of our SDD and discussion at next meeting.
- Many postponements of school activities, especially PSSA sport. Cross Country scheduled for this Fri 7 April postponed until Thursday 27th April (T2, W1)

- Easter Hat Parade this Fri 7 April 12:00pm proceeding as scheduled.
- Thank you to MHS and their year 11 Health & rec class for working with our students at the Learn and Swim program recently.
- Year 6 transition to MHS program has commenced
- Staffing – welcome Kerry Maguire (relieving SAM for Tracey T2 W1-7) Russell Catley (Relieving GA for Steve until 19 April) whilst both of these staff members take some leave.
- Upcoming: ANZAC Day town March – assemble Railway park 10:30am on Tue 25 April.
- Grip leadership year 6 – Lismore Thur 4 May (T2, W2)
- NAPLAN Yr 3 & 5 – Tue 9 to Thur 11 May inclusive (T2, W3)

Motion: We move to accept the Principals Report – David Lees

Second by: Zeb Kinnear

Carried: Principals report accepted.

GRANTS REPORT

The grants committee met as planned and a Rural Schools Grant of up to 5k was prepared for music supplies, however the flood inhibited its actual submission. A good way to trial run however and prepare for the next one, possibly for Splendour. There are a few other grants coming up to be investigated.

Motion: to accept Grants report – Zeb Kinnear

Second by: Lhasa Morgan

Carried

AGENDA ITEMS & SPEAKERS

3.1 Agenda Items

3.1 Catering

– Cross Country now postponed due to wet weather to April 27th

- District Cross Country Coffee Cake BBQ May 12th – Janette will workout the best and most efficient scenario. Helpers for the day include Janette/Junior/Zeb/Courtney/Mel & possibly Evie. Ad to go out to all involved schools.

3.2 Easter Raffle April 7th - \$422.10 already raised with tickets sales still coming in and will sell on the day to parents attending the Hat Parade before the draw.

Mothers Day Stall – gifts to be made up over the holidays, money to be made up from sales, Photo Booth will be co-ordinated by Janette however helpers will be needed on the day. Evie to call out for helpers for stall/booth on FB & email calendar.

3.3 Calendar of Events – Anja sent in the draft calendar of events based of previous years. Janette to work into the Strategic Plan. Anja suggests we add events into the school website calendar too. Also update the school P&C website info page.

3.4 Network Dinner Follow up – another great night held at Brunswick Heads Public School. A great way to network with other schools and P&C's – Brunswick Heads showed examples of how they set annual fundraising goals e.g. 30k. MPS P&C doing a great job with collaboration with parents & teachers.

3.5 Uniforms Stocktake – stocktake was emailed to the P&C from Letitia. Thank you to Letitia for providing us with this information and

noted that Letitia has a lot of older stock she took on when she started as Uniforms co-ordinator. Letitia is trying to reduce stock and sell it off as best as she can. More information and communication is needed in supporting Letitia in her role. Hence a subcommittee to be formed to discuss stock level/value situation and insurance of stock as well as ongoing communication and support to the Uniforms Coordinator. Subcommittee members are Letitia Towers, Zeb Kinnear, Lhasa Morgan and Chris Graham. Subcommittee to meet and report back to the members at the next General Meeting.

3.6 Canteen Upright Freezer quotes – Alisha using the P&C freezer and does not urgently need a replacement however if the P&C have an event and require freezer space then it would become an issue. Belinda to measure the space and seek out the best price, will also check Betta Electrical for local supply.

3.7 P&C Strategic Plan (draft) presented to the members and to be circulated on email for editing. Plan is for 1 year and then to move into a 3 year plan next year. Also for information needed in the Plan, two surveys were also presented to the members, a Teacher Survey and a Parent/Carer Survey to develop our goals for fundraising. Janette aiming to send these out early Term 2, David to advise any changes needed to these. Also Janette suggested we create a general brochure/flyer to represent our P&C. Thank you to Janette ☺

3.8 Teacher invitations to meetings – all teachers are welcome to attend our General Meetings. David does represent them however and communicates between the staff and the P&C.

3.9 Donations for flood affected families –

Motion: to donate money raised at the Easter Raffle to flood affected families via the Mullumbimby Neighborhood Centre (David to liaise) – Zeb Kinnear

Second by: Mel Franz

Carried: all in favour

3.2 General Business

- David – announced that Danielle Haywood has been given the role of Relieving Principal at Uki Public School – congratulations to Danielle.
- Chris – finds it frustrating that there isn't already evidence about whether homework is effective for primary school students.
- Evie – suggested an award perhaps presented by the P&C for Kindness in the schoolyard. David explained that the code for Respecting others does cover this.
- Zeb – is the P&C space next to the canteen ready. David said yes it is ☺

AGENDA FOR NEXT MEETING

- Strategic Plan
- Canteen Freezer
- Fundraising – Follow up Easter Raffle, Mothers Day Stall
- Catering – Follow up Cross Country
 - District Cross Country
- Uniform Committee Report

MEETING CLOSED 7:50pm

NEXT MEETING 10th May 2017

