

MULLUMBIMBY PUBLIC SCHOOL

P&C COMMITTEE MEETING MINUTES

March 8th, 2017.

MEETING OPENED	6:30pm								
Attendance	Yvette Graham, Janette Tilgner, Belinda Southerden, Courtney Hampson, Anna Coelho, Mel Franz, Chris Graham, David Lees, Abelia Hissink, Anja Kinnear, Zeb Kinnear.								
Apologies	Helen Jones, Clare Salisbury, Kylie Grainey and Letitia Towers								
1.1 Welcome address	Welcome to the meeting and thank you for coming along. We need to keep in mind time frame in meetings due to child care costs. By following the Agenda and the using the formal structure of subcommittees where details can be hashed out in other meetings and General Meetings for the formal decision processes. The goal is to keep the meeting to an hour.								
1.2 Previous Minutes	Read and accepted Motion: We move to accept the previous minutes – Zeb Kinnear Second by: Janette Tilgner Carried: All in favor.								
1.3 Business arising from previous minutes	No business arising								
1.4 Correspondence	No correspondence								
REPORTS									
2.1 Treasurer's Report:	<p><u>February 2017</u></p> <table> <tr> <td>Opening Balance 31/1/17</td> <td style="text-align: right;">\$ 16,788.97</td> </tr> <tr> <td>Income</td> <td style="text-align: right;">\$ 3,841.02</td> </tr> <tr> <td>Expenses</td> <td style="text-align: right;">\$ 8,266.63</td> </tr> <tr> <td>Closing Balance</td> <td style="text-align: right;"><u>\$12,363.36</u></td> </tr> </table> <p>Motion: to pay \$440 to John Robinson Accounting for preparing the 2016 financial statements and completing the 2016 audit- Lhasa Morgan. Second by: Zeb Kinnear Carried: all in favour</p> <p>Motion: to pay Janette Tilgner, as previously approved by the executive, for Welcome BBQ catering supplies.- Lhasa Morgan Second by: Zeb Kinnear Carried: all in favour</p> <p>Motion: to pay Devines Quality Meats of \$99 for burgers for the Welcome BBQ - Lhasa Morgan. Second by: Zeb Kinnear Carried: all in favour</p>	Opening Balance 31/1/17	\$ 16,788.97	Income	\$ 3,841.02	Expenses	\$ 8,266.63	Closing Balance	<u>\$12,363.36</u>
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Motion: to pay for March meeting childcare expenses- Lhasa Morgan.

1. \$75 Kaytlyn Campbell
2. \$45 Keelee Estrich

Second by: Zeb Kinnear

Carried: all in favour

Motion: to pay the following Monthly Ex-services Club Raffle expenses:

1. January: \$90 to Green House Grocer, \$25 to The Bookshop Mullumbimby, \$60 to Mullum Baker & \$60 Woolworths.
2. February: \$90 to Green House Grocer, \$25 to The Bookshop Mullumbimby, \$60 to Mullum Baker & \$60 Dennett's IGA
3. \$90 to Eden's Landing, \$25 to The Bookshop Mullumbimby, \$60 to Mullum Baker & \$60 Woolworths.

Second by: Zeb Kinnear

Carried: all in favour

Motion: for the Canteen to makes it's transfer of \$2000 to the General P&C Account – Lhasa Morgan

Second by: Zeb Kinnear

Carried: all in favour

Motion: to pay Anna Coelho \$19 for Art Expo Ice – Lhasa Morgan

Second by: Chris Graham

Carried: all in favour

Motion: to pay Evie Graham \$23.70 for AGM Stationary – Lhasa Morgan

Second by: Zeb Kinnear

Carried: all in favour

Motion: to pay \$50 each for Sport Contributions – Lhasa Morgan

1. Tom Cheek
2. Montannah Archibald
3. Tigi Groves

Second by: Abelia Hissink

Carried: all in favour

Motion: to act on recommendations from 2016 Audit Observations – Lhasa Morgan

1. Mindful of expenditure for Childcare – keeping meetings to schedule of 1 hour.
2. Keep bank signatories to no less than two.
3. P&C funds should not be borrowed or loaned.
4. Commence immediate stock take of the Uniforms Inventory, sell off excess stock and executive to work on basic uniform shop rules in consultation with uniforms subcommittee to be motioned at next general meeting.

Second by: Chris Graham

Carried: all in favour

Motion: to accept February 2017 Treasurers reports – Lhasa Morgan
Second by: Zeb Kinnear
Carried: all in favour

2.2 Canteen Report

<u>February 2017</u>	
Balance 31/1/17	\$ 7,429.89
Income	\$ 4,176.75
Expenditure	\$ 1,323.76
Profit - NET	\$ 2,630.31
Closing Balance	<u>\$ 10,282.88</u>

The pie warmer is going well, fitting into the canteen very snugly. Alisha is ironing out any issues with it and is finding it easy to fit in the days orders.

We may need to look at replacing the stand-up freezer as we've had another freezer breakdown incurring another loss of stock.

Days of operation are still working out well with Monday still being a little quieter but remaining worthwhile.

We need another reminder for all orders to be placed BEFORE 9am. Orders still rolling in up to 9.30 making prep time greatly shortened.

Thank you for having me as canteen coordinator for the past 3 years and the support you've shared with me. I hope I've made a positive contribution. I look forward to seeing the new fresh ideas someone else can enroll, if you need any support I'm here to help.

Regards Helen 'Pinky' Jones. Xx

ACTION – quotes needed for upright freezer, Mel to look into grants.

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

Second by: Anna Coelho

Carried: all in favour

2.3 Uniform Report –

<u>February 2017</u>	
Income	\$1,779.00
Cost of Sales	\$1,166.73
Expenses	\$19.69
Profit - NET	<u>\$592.58</u>

Motion: to accept Uniform Report – Zeb Kinnear

Second by: Anja Kinnear

Carried: Uniform Reports accepted

2.4 Principals Report

- School photos taken Mon 13 Feb – return due soon
- Many thanks to P&C for welcome BBQ at class

meetings. Class meetings seen positively, thanks to those who attended.

- Homework directions to be discussed. Survey coming home soon.
- Goal setting meetings (teacher/student/parent) commence Mon 20 March. Further info RE: booking time etc will be available soon. This is a new process, we hope all families participate in this very important process.
- Captains/Ministers induction last Thursday
- A variety of PSSA sporting success including today at Kempsey. Plenty more to come at both school team and individual level.
- Sporting schools program – great that we have the funding to have specialist basketball and tennis coaches working with our students.
- Return to Premiers Debating Challenge this year. Appears as though we will have two teams.
- Programs have commenced for the year – including drama group, ukulele club, choir.
- P&C Network dinner Tue 21 March (wk 9). BHPS hosting.
- MHS ‘Step Up’ Thursday 9 March at 5:30pm. Yr 6 students also took home information about High Achievers Class.
- LMBR training commences end of Term 2. 18 Principals /SAMS/SAOS hosted at our school.
- New Healthy Canteen Strategy to be phases in 2017-2019.
- Voluntary Contribution fees. \$45 per student. \$100 food voucher drawn last day of Term 1 at the Easter Hat parade
- Many Thanks to helpers at PBL Reward Day last Friday. 99.5% eligible students. Our best ever!!
- ANZAC Day town service 25 April. Encourage as many students as possible.

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

Second by: Helen Jones

Carried: Principals report accepted.

GRANTS REPORT

Payment made to Grants Hub and had a look at some available Grants – STEM potentially up to and beyond \$50k (funding for digital literacy) Information emailed out for member’s perusal. Fantastic and exciting potential for Mullumbimby.

Working with school (David and Teachers)

Motion: to form sub committee (Lhasa Morgan, Anna Coelho and Anja Kinnear) to meet twice a term- Lhasa

Second by: Courtney

Carried

AGENDA ITEMS & SPEAKERS

3.1 Agenda Items

3.1 Welcome BBQ follow up – approx. profit of \$560, perhaps a roster next time for helpers.

3.2 Ex-services Raffle – more people at the club with new families, profit made is steady. Feedback would be great from the club – Zeb to see Luke during the week.

3.3 School Hat – Further to discussion at the previous meeting, these notes were sent to our uniform shop coordinator for input and potential further options. Letitia has once again expressed concern that a larger brimmed hat would not be readily adopted by students and that any further price rise would be prohibitive for parents and result in generic hats being purchased from the chain stores at \$6 each.

Some further research into other public schools has shown that Brunswick Heads PS offer only one hat option through the uniform shop. This is a surf hat with logo printed at a price of \$10. Byron Bay PS also have only one style of hat available (a surf hat) at a cost of \$12. Warrimoo Public School in the Blue Mountains offer 4 hat options with the least expensive being a cap at \$9, and the bucket hat priced at \$11.

The P&C need to make a decision whether to:

Retain the current bucket hat (cost \$4.50 / price \$6) – over 700 a year are sold, the supplier is established, the hat meets Cancer Council recommendations and the price-point competes with major chain stores.

Retain the current surf hat (price \$9) – very few of these sell, although they provide a fuller coverage option for those with specific concerns regarding sun-protection.

Change to a wider-brimmed bucket hat which is then adopted as the single option following the sell-out of all other stock. This provides better coverage than the current bucket hat (though potentially not adequate to alleviate all concerns), and retains the current hat styling that seems to better appeal to students. It does cost more and would mean a price increase to parents from \$6 to between \$7 and \$9, which may be prohibitive. It also means (if we choose the poly/cotton option) engaging a new hat supplier, which has its own drawbacks, including unknown reliability & quality. Further information has been sought on the poly/cotton hats from Spartan: Prices given are exclusive of GST; plain hats have a 5-10 day turnaround, printed hats require 4 weeks for initial artwork design and approval; material used for printing is Plastisole paint, which is very durable if care instructions are followed; minimum order for printed hats is 24, no minimum for plain hats; freight is charged for orders of fewer than 72 items; a sample has been requested.

Motion: to adopt new ‘Spartan’ hat pending Uniform stock take – Zeb Kinnear

Second by: Chris Graham

Carried: all in favour

3.4 Calendar of Events – still in progress. Upcoming April 7th Easter Raffle (Abelia & Anja) and Cross Country Carnival (Canteen/cakes/tea & coffee) and Mothers Day Stall (Term 2 Thursday 11th May).

3.5 P&C Fundraising Goals – School requests and Wishing Tree ideas to be collated for next meeting. Janette presented the Ocean Shores Public Schools version of a Strategic Plan; this is an idea that would show objectives, goals, vision, and financial information from sponsorship, fundraising and history of donations. Janette to mock up a layout for our next meeting using a 1-year plan as a practice to fit into a 3 year with the schools next 3 year plan.

3.6 Murals – still a great idea for the school, Mel to look into Grant options.

3.7 Network Dinner is 21st of March, Zeb and Mel interested to attend.

3.2 General Business

- Anja – look into the idea of moving the meeting to a Thursday to encourage more members so that kids are not tired mid week. Consider who would be interested verses current members attendance.

AGENDA FOR NEXT MEETING

- Uniform Stock take results
- Canteen Upright Freezer quotes
- Cross Country Carnival Tea/Cake/Coffee & Easter Raffle
- Mothers Day Stall Term 2 Thursday May 11th
- Strategic Plan (Draft) with fundraising goals “Wish List” & School requests for 2017

MEETING CLOSED

8:25 pm

NEXT MEETING

April 5th 2017
