Millthorpe Public School P & C August Meeting Minutes

Date: 02 April 2014

Meeting commenced: 1804hrs

Present: Georgie Hinrichsen, Andrew Parkinson, Jo Parkinson, Leanne Brown, Emma Fitzsimmons, Charlie Harris, Johannah Francis, Stacey Lochrin, Jo Copelin, Virginia Begbie, Jo Jackett.
Michael Truloff arrived 1810hrs, Karen Watterson arrived 1811hrs, Melissa Shepherd arrived 1812hrs, Mary Gardiner arrived 1832hrs.
Emma Fitzsimmons departed 1840hrs, Andrew Parkinson departed 1908hrs, Stacey Lochrin departed 1910hrs and returned 1935hrs.

Apologies: Terri Latimore, Di Cullen, Niamoi McDonell, Darren Connick.

Guests present: nil

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Business arising from Minutes of Previous meeting

- Easter Raffle – Committee confirmed that we will give Sally a cheque for $350.00 towards Easter gifts in classrooms. Teachers to purchase.

  Motion that we agree to pay Sally above mentioned cheque.
  
  • Moved: Stacey Lochrin
  • Seconded: Jo Copelin
  • Carried: All in favour 14/0

  Committee confirmed that there would be no BBQ post Easter hat parade.

- Data Projector for Peggy O’Brien’s classroom – Jo Jackett will follow up purchase.

- iPads – Jo Jackett thought that Emma Harrison is still in the process of purchasing. 14 wireless routers are being installed at moment to make iPad use easier.

- Volunteers

  Motion that we accept new P & C members, as listed, as paid members of the P & C.
  
  • Moved: Andrew Parkinson
  • Seconded: Leanne Brown
  • Carried: All in favour 14/0

  Motion that any volunteers not on the list will be added to list and paid for by the markets committee prior to the April 6th markets.
  
  • Moved: Charlie Harris
  • Seconded: Andrew Parkinson
  • Carried: All in favour 14/0

  Motion that we accept the Minutes of the previous meeting as true and accurate
  
  • Moved: Andrew Parkinson
  • Seconded: Stacey Lochrin
  • Carried: All in favour 11/0
Correspondence

Correspondence In:

a) Helen Gray re: benchmarking kit
b) Rachelle Ellem re: Redmond Oval upgrade
c) Band Scholarship requests: Emily Spargo, Nick Harris, Eleanor Edwards, Georgina Kingham, Heidi McMahon, Oscar Moore, Bradley Denzel, Rayden Azie.

Correspondence Out:

Nil

Treasurer’s Report:

Written report tabled but Emma unsure of accuracy at this stage as Gavan Wickes’ computer program has not aligned with hers in the transfer process of treasurer notes.

Emma has been asked to present cheques for purchase of cattle. Purchase has not been discussed at recent P & C meetings. Some discussion whether ongoing purchases of more cattle were accepted at previous meetings. Johannah Francis had been talking to Darren Connick and he had not mentioned cattle purchase. Question whether these are new purchases or old purchases on the financial statements. Emma will clarify with Gavan as she had received an email regarding these purchases.

Asset Register: Georgie Hinrichsen and Emma Fitzsimmons to create. Johannah Francis will gather info on Markets committee assets. Jo Parkinson will list canteen assets.

Motion that we accept the Treasurers Report, at the next meeting, as true and accurate.
- Moved: Charlie Harris
- Seconded: Leanne Brown
- Carried: All in favour 14/0

Markets Report

Verbal report tabled
- Volunteer rosters filled and are fully insured.
- Johannah suggested to do a presentation on the P & C information night to highlight how few volunteers there are that donate there time for the benefit of ALL of the students in the school.
- A tractor is on standby in the event of rain on market day for vehicles that find themselves in difficulty.
- Line marking is taken care of.
- A free write up re: markets is to go in the CWD
- Paid $60.00 to advertise in the Canowindra Phoenix to extend advertising to outer areas.
- Advertising in the Discover Magazine also.
- Johannah presented a cheque for $25,000.00 from the December Markets.

Motion that we accept the Markets Report as tabled
- Moved: Charlie
- Seconded: Jo Parkinson
- Carried: All in favour 14/0

Principal’s Report:

Written report tabled.

Motion that we accept the Principal's Report as tabled.
- Moved: Leanne Brown
- Seconded: Jo Copelin
- Carried: All in favour 13/0
Canteen Report

Verbal report provided.

- Volunteer issues continue. Jo will consider split shifts to boost numbers. Suggests 9.00 – 11.30am and 11.30 – 2pm
- Parent survey to ascertain canteen usage trends and ideas on how to increase volunteer numbers.
- Price rise for consideration. No increases in the last five years so probably time to adjust pricing to cover current costs. Jo Parkinson will do sample for approval for the winter menu next term. Probably a price increase of $0.50c for lunch items.

Motion that we accept the price increases for future canteen menus.
- Moved: Johannah Francis
- Seconded: Jo Copelin
- Carried: All in favour 13/0

Motion that we accept the Canteen Report as tabled.
- Moved: Karen Watterson
- Seconded: Leanne Brown
- Carried: All in favour 14/0

AGENDA

Canteen contract

Jo Parkinson asked to be removed from canteen sub-committee so as not to vote on her wages.

Motion that Jo Parkinson remains on the committee for her valuable input but has no voting rights until this position has been resolved.
- Moved: Charlie Harris
- Seconded: Leanne Brown
- Carried: All in favour 13/0

Georgie Hinrichsen liaised with Blayney canteen treasurer for input on how they run their canteen. They pay GIO insurance of $500.00 for Workers Compensation and have a Canteen Treasurer who looks after all the Canteen finances.

A contract needs to be written to employ Jo Parkinson at award wages for part time employee. Workers Compensation needs to be obtained. Georgie will prepare these. In the interim Georgie will write up a contract to employ Jo Parkinson at award wages for a casual rate for term 2 2014.

Emma Fitzsimmons to do reconciliation prior to new financial year.

P & C Information Night

There was discussion about what type of event would best promote P&C and gather as many parents as possible to attend. It was decided to hold a meet and greet morning tea in the school library at 9am 12 May 2014. P & C members to bring a plate of morning tea to share. This would involve non working parents.

Also a social gathering at the Commercial Hotel/Gerry’s Millthorpe 6pm 16 May 2014 with nibbles provided by the P&C. This would involve those parents who are able to attend after work hours. Michael Truloff will organise with Gerry at hotel and check that dates are OK.

Motion that we accept to spend around $300.00 on nibbles at Gerry’s Hotel on the 16 May 2014.
- Moved: Johannah Francis
- Seconded: Michael Truloff
- Carried: All in favour 13/0

Georgie suggested a parent commitment form for parents to sign at the start of each year, so they are aware of the parental volunteer commitments throughout the year.
Redmond Oval

Michael Truloff presented a letter from Rachelle Ellem regarding upgrades to Redmond Oval.

Many things need upgrading and the Blayney Shire Council are unable to commit funds at this stage. Council has village enhancement plans that may come into play in the future (these have timelines that need to be adhered to).

Suggestions that sporting groups that use the venue seek out grants for upgrades. It is thought that canteen should be upgraded first as it can generate money back into any further upgrades.

John Mason and Randall Edwards of the Millthorpe Village Committee have suggested that a sub-committee be formed to attend to these matters. They would like input from the P & C.

Georgie Hinrichsen agreed to be the P & C representative for the Village sub-committee.

Band Scholarship

Emily Spargo has been selected as the band scholarship recipient for 2014. She will receive $600.00 towards her band fees. P & C will refund term 1 fees if they have been paid already.

Leanne Brown to write letter of acceptance to Emily and letter to those who have applied but who were not successful this time.

Motion that we accept to Emily Spargo as the band scholarship recipient for 2014.
  ● Moved: Jo Copelin
  ● Seconded: Jo Parkinson
  ● Carried: All in favour 13/0

Request for financial support

Letter from Helen Gray requesting financial support for a new benchmarking kit.

The school currently has 3 but with the growth the school another one would make life easier for the teachers all trying to benchmark at the same time.

The cost would be $465.00

Motion that we provide Helen Gray with the full amount to purchase a new benchmarking kit.
  ● Moved: Jo Copelin
  ● Seconded: Stacey Lochrin
  ● Carried: All in favour 13/0

Jo Jackett will advise Helen Gray.

Agenda items - Budget, Funding Processes and Planning & Projections will be discussed at the next meeting (due to time constraints).

GENERAL BUSINESS

Nil

Next meeting:
Date:   Wednesday, 07 May 2014
Time:    6pm
Venue:  School Library

Meeting closed:  2042hrs