Millthorpe Public School P & C May Meeting Minutes

Date: 07 May 2014

Meeting commenced: 1812hrs

Present: Georgie Hinrichsen, Andrew Parkinson, Jo Parkinson, Leanne Brown, Terri Latimore, Karen Watterson, Charlie Harris, Johannah Francis, Virginia Begbie, Megan Wallace, Melissa Sheppard, Kate Coles, Jo Jackett, Jennifer Clarke.
Helen Foran arrived 1817hrs
Megan Wallace departed 1930hrs

Apologies: Mary Gardiner, Emma Fitzsimmons, Michael Truloff, Naomi McDonell

Guests present: nil

Business arising from Minutes of Previous meeting

- Data projector ordered for Peggy O'Briens classroom.
- Easter eggs for classes were purchased by Jeanne Truloff and possibly Sally Sharp. Emma to check for receipts and reimburse.
- iPads have been ordered. They were $500.00 more than expected but school will cover that cost with technology money.
- Confirmed that there have been no new purchases of cattle in 2014 as yet. The purchases discussed at previous meeting were not recent and were misrepresented on the March treasurers report. This has now been rectified.

Motion that we accept the Treasurer’s Report for March as true and accurate

- Moved: Andrew Parkinson
- Seconded: Jo Jackett
- Carried: All in favour 14/0

- Canteen contract - Worker’s Compensation has been purchased for $284.00
  - Contract has been given to given Jo Parkinson.
  - Payments to Jo Parkinson need to be sorted online but will present her with cheques until this can be organised.

Motion that we accept the Minutes of the previous meeting as true and accurate

- Moved: Andrew Parkinson
- Seconded: Charlie Harris
- Carried: All in favour 14/0

Correspondence

Correspondence In:

- Fund Raising brochure from Seed Creations – will pass on to Sue Richards for Garden Club.
- Georgie received party plan from Chef’s Toolbox – at this stage P & C not interested in persuing.

Correspondence Out:

- Letters to Band Members – Emily Spargo, Rylie Heller, Bradley Denzel, Rayden Azie, Eleanor Edwards, Nick Harris, Georgina Kingham, Heidi McMahon, Oscar Moore.
Treasurer's Report:
- Written report tabled.
- Melissa Sheppard to liaise with Luke Bingham re: unpresented cheque for Cooper Bingham.
- Charlie Harris suggested removing the ‘notes’ section from the Treasurer’s report. Georgie will discuss with Emma.

Motion that we accept the Treasurers Report as true and accurate
- Moved: Jo Parkinson
- Seconded: Helen Foran
- Carried: All in favour 15/0

Markets Report
- Written report tabled
- Need more signage for the school BBQ as the canteen is tucked away from view.
- Generally more signs needed to promote that the markets are a fundraiser for MPS.
- Place a feedback/suggestion form in the school newsletter re: markets for those who wish to input but are unable to attend meetings.

Motion that we accept the Markets Report as tabled.
- Moved: Jo Parkinson
- Seconded: Melissa Sheppard
- Carried: All in favour 15/0

Principal’s Report
- Verbal report.
- Jo Jackett presented a wish list from herself spanning 5 years and also a wish list from the teachers for future P & C budget consideration.
- New demountable classroom has been approved by council. Sewerage approval pending.
- Teachers admin block still under consideration. Jo’s re-application had been misplaced.
- MPS has under half the staff facilities that the teachers are entitled to and there are not enough toilets for the amount of students in the school. Maybe bigger plans are being thought about for the future.
- During discussions about hall refurbishments Johannah suggested moving the end of year presentation night back to the COLA so that all parents could hear and see properly. Andrew suggested using the Community Centre at Blayney. Jo Jackett will consider options.
- Letter from Robert Sanders re: proposed waste management facility at cnr Forest Rd and Gander Rd, Spring Terrace. Objections need to be forwarded to council by 5pm 08 May 2014. P & C members decided not to proceed with an objection at this time.
- There will be student teachers coming to 5/6M, 5/6T and 1M
- ILNNP funding received for numeracy programs. This will used in group sessions.
- AASC sports are being attending well.
- Students are preparing for NAPLAN next week.

Motion that we accept the Principal's Report as tabled.
- Moved: Johannah Francis
- Seconded: Helen Foran
- Carried: All in favour 14/0

Canteen Report
- Written report tabled
- Kate Coles queried the use of skim milk as opposed to full cream. Jo Parkinson stated that this decision is based on the Healthy Kids Program.
- Jo Parkinson has spent extra time preparing for the term and therefore has exceeded the 15hrs in her current contract. Award wages will apply for the extra hours. Georgie will discuss with Emma and pay Jo accordingly.
- Need to allow for overtime in new contract when it is finalised.
- Jo to keep diary to show her hours worked for now and in the future a timesheet would be implemented.
- Saving time and money suggestions – Online shopping with delivery: Jo has looked into before and it would not be cost effective at this stage. Barrett’s Shoppe may have some bulk items at reduced prices. Jo to investigate further.

Motion that we accept the Canteen Report as tabled.
- Moved: Johanna Francis
- Seconded: Melissa Sheppard
- Carried: All in favour 14/0

AGENDA

P & C Membership
- No new members to accept

Anzac Day
- A decision was made in the holidays to hold a free morning tea for the community after the Anzac service. It was received well and some community members insisted on donations. Money donated totalled $50.00

P & C Information morning tea
- Monday 12 May 2014
- Johannah will do a presentation to show where markets money has been spent.
- Georgie will talk about the role of the P & C and show Johannah’s presentation as Johannah will not be at the morning tea.
- Jo Jackett will also talk about how the school runs.

Budget & Funding Processes, Planning & Projections
- Through the canteen and markets the P & C have a projected income of $83000.00 $44000.00 of this has already been allocated. Allocations for the remaining money need to be prioritised.
- Proposed meeting to discuss budget allocations separately from general meeting . Budget meeting to take place on the 28 May 2014 1800hrs – 2000hrs in the school library.

GENERAL BUSINESS
- Andrew Parkinson asked about Peggy O’Briens decision on retirement. Jo Jackett confirmed that Peggy will retire on the 15th July 2014. Tom Aggett will teach her class when she retires. Michael Truloff may be taking on the Assistant Principal role for the remainder of the year. Not confirmed as yet.
- School fees – discussion on how school fees work and payment methods. School fees are to cover the necessary classroom items for each child. A voluntary contribution of $30.00 is included in the school fees. Payment can be made in full or by instalments.

Next meeting:
Date: Wednesday, 28th May – Budget meeting
Time: 6pm - 8pm
Venue: School Library
Date: Wednesday, 4 June – General meeting
Time: 6pm
Venue: School Library

**Meeting closed:** 2042hrs