Millthorpe Public School P & C August Meeting Minutes

Date: Wednesday, 12 March 2014

Meeting commenced: 1808hrs


- Apologies: Jo Jackett, Kate Munro, Jo Copelin.

Guests present: nil

Business arising from Minutes of Previous meeting

- Georgie queried where we are at with the iPad request from the kindergarten teachers. It was voted in a previous meeting to cover cost of 4 new iPads up to the value of $1500.00. Letter to teachers asking for feedback has been sent. Emma Harrison called in to answer any questions - iPads will be used for L3 in the Kindergarten rooms in the mornings and teachers are thinking of ways to integrate their use into year 6 classrooms in the afternoons. WiFi will be coming soon to assist use of iPads. Emma advised to go ahead and purchase iPads. Gavan to liaise with Sally re: payment of iPads.

- The P&C are holding Garden club funds. Gavan to liaise with Sue Richards and Di Cullen to determine the exact amount owing to the garden club.

- There was a discussion around the music variety concert, which was to be held in the school hall. This will no longer be held at the school, and will now be hosted by the Millthorpe Museum. This will not be suitable for children therefore cannot replace “Pix in the Stix” as a welcome get together for new families.

- Band scholarships - 8 students have applied for the scholarship. The Executive will evaluate these applications in conjunction with Jo Jackett and the Concert Band Teacher. Their recommendations will be tabled at the next general P & C meeting.

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

- Moved: Johannah Francis
- Seconded: Gavan Wickes
- Carried: All in favour 13/0

Correspondence

Correspondence In:

Nil

Correspondence Out:

a) Thank You Letters to Bantry Grove, Tomolly, Millthorpe Pharmacy, Old Mill Café, Millthorpe Newsagency & Store re: donations towards gift bags of departing families presentation night 2013.

b) Emma Harrison, Lisa Roffe, Nic Morgan re: iPad feedback from submission to P&C.
Treasurer's Report:
- Written report tabled.
- Auditors Statement tabled. A copy to be forwarded to the P&C Federation.

Motion that we accept the Treasurers Report including the 12/13 Audited Financial Statement as true and accurate
- Moved: Andrew Parkinson
- Seconded: Terri Lattimore
- Carried: All in favour 13/0

Markets Report
- A letter will be sent to volunteers for the markets regarding P & C membership payment to cover volunteers via P & C insurance. Memberships need to be renewed each February.
- Louise Thompson to update list of members.
- Payment this meeting for membership fee: Johannah Francis, Georgie Hinrichsen, Emma Fitzsimmons, Geoff Chudleigh

Motion that we accept the Markets Report as tabled.
- Moved: Andrew Parkinson
- Seconded: Charlie Harris
- Carried: All in favour 13/0

Principal's Report:
- Written report tabled.
- Georgie queried if CSU students have child protection form signed at MPS or CSU. Mary said CSU would have attended to that.
- Darren queried security regarding iPads. Suggestions to use the “find my phone” app. The kindy block where the iPads will be stored has security fitted. Mary to discuss security measures with staff.

Motion that we accept the Principal’s Report as tabled.
- Moved: Johannah Francis
- Seconded: Darren Copelin
- Carried: All in favour 12/0

Canteen Report
- The canteen will be closed Thursday 21st March and Friday 22nd March as not enough volunteers.

Motion that we accept the Canteen Report as tabled.
- Moved: Karen Watterson
- Seconded: Gavan Wickes
- Carried: All in favour 12/0

AGENDA

Reconfirmation of Office Bearers
Audited Statement tabled in the Treasurers Report, therefore a re-confirmation of all Office Bearers occurred from the previous weeks, AGM. Mary Gardiner re-confirms AGM office bearers:

President: Georgie Hinrichsen; Vice Presidents: Andrew Parkinson & Terri Lattimore; Secretary: Leanne Brown.
Motion that we accept the Office Bearers for 2014/15
- Moved: Mary Gardiner
- Seconded: Andrew Parkinson
- Carried: All in favour 12/0

Call for nominations for the vacant position of Treasurer. Gavan Wickes nominates Emma Fitzsimmons. Emma Fitzsimmons accepts the position.

Motion that we accept the nomination of Treasurer
- Moved: Georgie Hinrichsen
- Seconded: Andrew Parkinson
- Carried: All in favour 12/0

Canteen contract

There were concerns expressed with the current canteen contract and how the P&C will operate the canteen moving forward.

Three options were presented (from the P&C Federation School Manual):
(a) By lease to a private contractor
(b) By a sub-committee of a parents organisation, with the principal as an ex-officio member
(c) As a school-operated canteen

A discussion was held around the most appropriate and viable option for the P&C with Option B selected. This would mean employing the Canteen Coordinator as a permanent part-time or casual employee under the Fast Food Industry Award 2010 (MA000003). Need to investigate all the options for this position under the Award so we are compliant.

Liaise with Blayney Public School to ascertain how they coordinate their canteen and the employment of staff.

A Canteen Sub-Committee of the P&C was formed to further investigate employment options. This Committee comprises:
- Jo Jackett (ex-officio member/Principal)
- Jo Parkinson (Canteen Coordinator)
- Emma Fitzsimmons (P&C Treasurer)
- Karen Watterson (P&C member)

Motion that we accept the Canteen Sub-Committee
- Moved: Leanne Brown
- Seconded: Karen Watterson
- Carried: All in favour 12/0

New canteen building

Charlie looking into design and construct options for the new Canteen Building as an alternative to the expense of the architect. Which will absorb significant funds. Asked DET of scope that we can work within. DET will contact Charlie with parameters of rules in regard to building. Charlie to report findings to next meeting.

P & C Information Night

Georgie proposes we consider having an Information Night for families (both new and old). Could be used as a social gathering and meet & greet for new families to the school, particularly those who have not attended a Kindergarten orientation. Suggestions it could incorporate sound field system presentation. It could lead to social nights for P & C members. Georgie to investigate further.
Data Projectors

It was reported the Data Projector in Peggy O’Brien’s room needs replacing.

*Motion that we replace the data projector in Mrs Peggy O’Brien’s classroom asap.*

- *Moved:* Andrew Parkinson
- *Seconded:* Karen Watterson
- *Carried:* All in favour 11/0

Mary Gardiner to advise staff and organise replacement asap.

Budget, planning & projections

Discussions around a Financial Plan and expenditure for the next 12 months. Informal and formal planning sessions with members. Vision and goals to be established. To be discussed in further.

Need to have a systematic approach to the allocation of funds for teacher allocate funds for teacher expenditure requests. Once the P&C budget has been established we can engage teachers to discuss their needs and requests.

Georgie asked about the P&C Asset Register, whether we had one. One has not been established but needs to be drawn up asap. Members to provide a list of all Assets they are aware of to the Treasurer for recording. Canteen assets should be part of the School Asset Register, as they were donated by the P&C to the school. Mary to check if these are all listed on the School Register and update as necessary.

GENERAL BUSINESS

Pix in the Stix

Committee confirmed we are not going to proceed with this event at this stage.

Easter raffle

Committee confirmed we are not going to conduct this raffle this year due to the nature of this event, parents spend considerable funds buying eggs to donate, buying raffle tickets and then are not overly impressed if their child wins a considerable amount of chocolate. Suggestion for the P&C to provide eggs for classrooms, instead of the Teachers purchasing these. Also possibility of a celebration BBQ or Morning Tea for parents, as a social engagement opportunity.

Next meeting:
Date: Wednesday, 2 April 2014
Time: 6pm
Venue: School Library

Meeting closed: 2007hrs