Millthorpe Public School P & C August Meeting Minutes

Date: 1st April 2015

Meeting commenced: 6:10pm

Present: Will Armstrong, Johannah Francis, Terri Latimore, Tachir Orme-Smith, Annette Mackay, Jo Parkinson, Andrew Parkinson, Virginia Begbie, Michael Truloff, Dayle Morton, Jason Taylor, Charlie Harris (6:11pm), Heather Fillery (6:12pm – left 7:35 pm), Brenda Moore (6:12pm)

Apologies: Jo Jackett, Leanne Brown, Hope Armstrong, Melissa Shepherd, Emma Fitzsimmons

Moved: Johannah Francis
Seconded: Andrew Parkinson

Guests present: nil

Business arising from Minutes of Previous meeting

- Motion that we accept the minutes as true and accurate
  - Moved: Michael Truloff
  - Seconded: Terri Latimore
  - Carried: All in favour

• Terri Latimore asked about freezer for canteen – canteen report
• 11th class started – see principal's report
• Andrew Parkinson – slide moved? Not yet. Call for volunteers has gone out. Heather will talk to Todd Power about possibility of doing it. Charlie: need for more soft fall.
  • Zippy installed in canteen

Correspondence

In:
  • Sarah Colman – letter requesting support for Futsal trip

Out:
  •

Business arising from correspondence

Sarah Colman – agreed that help has already been given in stall for markets and election bbq

1. Treasurer's Report: report tabled

2. Canteen Report

  - Motioned: Terri Latimore
  - Seconded: Heather Fillery
  - Carried: All in favour

  - Discussion about purchase for freezer. Will to look into possibilities for second hand freezers.
Motion: Purchase a new freezer for the canteen unless able to procure it from somewhere else.
Moved Terri Latimore
Second: Heather Fillery
All in favour

3. Markets report
- Verbal report tabled:
  - Johannah: Wonderful day; 11000 through gate; $30 000 for school; survey – encouraging, mostly Orange/Bathurst, 30-60 yr old women; word of mouth; quote for data base – huge looking into other options; complaint to Telstra lack of service – 000; vacancy on committee – Charlie hand over role – currently redefining – most likely logistics and food, also canteen manager (but may be only on the day)
  - Charlie: issue of storage, would like share of new canteen store
- Moved: Andrew Parkinspn
- Seconded: Jason Taylor
- Carried: All in favour

4. Principal’s Report:
- Report tabled by Dayle Morton on behalf of Jo Jackett
- Motion that we accept Principal’s report as tabled.
- Moved: Michael Truloff
- Seconded: Tachir Orme-Smith
- Carried: All in favour

- **School Band Scholarship**: discussion about success of band – feedback from parents – Dayle to report back to Jo Jackett
- Motion: To support scholarship up to $600 for one student in 2015
- Moved: Andrew
- Second: Johannah

- **Request for resources for Ruth Thompson**: Discussion. Happy to consider proposals at Budget Meeting. More information required about what is needed.

- **Development behind Canteen** – Johannah requested more than one quote. Dayle to talk to Jo Jackett.

- **Storage** – 50/50 proposal – DEC and P&C. Michael suggested possibility of a new shed 1.5-2 x bigger and older shed for markets?;
- Motion: to defer decision until budget meeting – Charlie; seconded by Jason.

- **Anzac Day**: P&C co-ordination tea & coffee and anzac biscuits? Yes.

- **War Honour Rolls**: moving to museum? Take it back to staff to consider further and come back to it again. Suggestion of displaying boards in hall behind the stage.
General Business

- **School app**: Heather School stream and e-news. Free trials. Alerts – rather than office needing to call; saving paper; absentees
- Discussion
- Motion: to hand over to Adam Ross for investigation under free trial.
- Moved: Michael Truloff
- Seconded: Will Armstrong
- Carried: All in favour

- **Budget Meeting** – date set for 6th May, pending Treasurer being able to attend; staff – wishlist; email 2014 budget to P&C members beforehand

- **Kiosk at Oval** – Michael Truloff. Discussion of initial plans. Still considering with BSC total development especially in regards to safety. Will go ahead but grand plan still under consideration. Will expressed thanks to Michael and Redmond Oval Committee for their efforts.

Budget Meeting: 6th May 2015

Next meeting:

Date: 13th May 2015
Time: 6pm
Venue: School Library

Meeting closed: 7:49pm
# MARCH 2015 FINANCIALS

## EXPENDITURE

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**TOTAL** $3,877.09

## INCOME

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**TOTAL** $2,805.65

|           |         |             |          |        |
| MAR INCOME| $2,805.65|
| MAR EXPENDITURE| $3,877.09|
| PROFIT/LOSS | $-1,071.44|
## 2015 Canteen Financial Summary

### Expenditure

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<th>APR</th>
<th>MAY</th>
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### Income

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### Monthly Income/Expenditure Summary - Canteen

#### Income

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<th>MAR</th>
<th>APR</th>
<th>MAY</th>
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#### Expenditure

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#### Profit/Loss

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YTD Income: $ -

YTD Expenditure: $4,915.49

Profit/Loss: -$4,915.49
Thanks to Dayle for being my representative at tonight’s meeting, I have tickets to a concert in Sydney tonight, I don’t usually miss P&C, but the concert is too good to miss!

Welcome and congratulations to our new P&C committee. Thank-you for taking on an extra role in our school, I hope it is a rewarding experience for you.

Since Last P&C meeting.....

- The craft room is being repainted during the holidays, and having the vinyl removed, with the floor boards being polished at a date to be confirmed,( but prior to May) as part of our maintenance budget. (more later about the craft room refurbishment)

- The new school plan has been submitted for approval to the School Education Director. This is the document we were surveying parents about earlier in the year, the collaborative nature of the new planning process is very important, and as such the P&C will play a vital role in our consultation. The plan will be publically available on the school website after 1st May.

- Each year, for the last 3 years, the P&C have supported the school band program by offering a band scholarship – I know there are families waiting to apply for the scholarship for 2015, prior to starting their child in band. The scholarship costs $600 for the year. I need P&C to agree tonight as to whether or not they want to support the band scholarship in 2015, and how many scholarships they want to support. One year we supported 2 students, last year one student. The children write an application, and P&C and I decide the scholarship winner. It would be better if we could have this process again towards the end of this year, so we can announce the scholarship on presentation night. We just get really busy and forget about it in Term 4! If you agree, I will send the information out in the newsletter.

- We formed the new class this week, all appears to be going well. However, this means that we no longer have the music room for lessons, and as the craft room is being refurbished, we may have to have lessons in the computer lab, or ask Ruth to move between classrooms, in any case, we need to offer Ruth some support in the form of a trolley, to move gear around, a dock/ CD player for the hall, and the lab, a mat for the kids to sit on in the hall etc. We are ordering some new percussion instruments for the music program, from school funds. We have moved the learning support lessons into the old canteen, and we will look at how to refurbish this room in next years maintenance budget, unless P&C want to fund this? Approximately $3000? Remove all cupboards and put in a window, and repaint the room, and replace old shelves.

- I have asked Rene Reimers for a quote to tidy up behind the hall – remove the mulch and put in compacted road base, and install the corrugated garden beds for canteen use.

- Also, I have applied for 50 / 50 funding for the new telephone system, the quote is $12,000, to put a communication system right through the school, in all classrooms etc., very important for OHS alerts etc.

- We are critically short of storage space, and have moved all the markets gear into the back of the lab, I would like to propose that I prepare another 50/50 submission –for an additional storage shed similar to the sports store at present, placed beside D1. in which the Education department pay half the bill, if the job is over $10,000 ex GST. Are you happy for me to go ahead and prepare some quotes for this?
• Currently there are 260 students enrolled, the 11 classes stay put for the year now, even if numbers fall, which is not anticipated.

• Could the P&C co-ordinate the baking of ANZAC biscuits, and for serving tea and coffee from the canteen for the 100th anniversary march on 25th? We will be opening the hall with an exhibition of memorabilia and student research for the morning, and inviting people for an ANZAC biscuit etc. we will also be using the school PA, and seats for the service this year. Could P&C decide if they agree to the school sending our Honour Board to the Museum for safe keeping? Does anyone object to this? We do not have anywhere to display the board safely, I have an article from 1919 when our honour board was dedicated. The museum has many other school and church boards, which ours will add to.

• Because of ANZAC day, NAPLAN in week 3, and cross country, we have decided to move the athletics carnival to week 5, possibly the Wednesday 20th May.

Thanks everyone, see you next Term!

Next meeting day?
Canteen Report for P&C Meeting April, 2015

We have had a great term of steady takings of around $1000 a week and an average of 60 orders on Thursdays and 115 on Fridays.

I had no problems filling the roster, which has been great, however I'm a little concerned how next term will go with the first week not covered at this point but I'll put it out on the facebook page during the holidays.

I have changed my shopping/prep day from Tuesday to Wednesday and Liz is still going well.

The biggest issue is lack of freezer space. As I've said before I'm not able to have more than a months stock due to lack of space, meaning I need to do more frequent prepping which cost more money in hours for me and also delivery fees as I need to do smaller orders more often. The reason I'm really begging now is that with our winter menu comes soups that need to be stored in the freezer too. Previously I have been able to juggle things but as the demand for the hot foods during winter increases and the amount of orders increase its just not feasible anymore.

I did put it in the newsletter for a month and had no responses.

The Good Guys have a 320L Westinghouse (What we already have) for $849 and I'm sure if I say its for the school and that we brought the last one from they will give us a better price.

So I would like the P&C to allow me to purchase another chest freezer for the canteen.

Since writing this I have heard from The Juffermans that they have a chest freezer that they are not currently using that we could borrow till Christmas.