

Ellison Public School P&C Association

Minutes of the General Meeting – 17th February 2016

Ellison Public School Staffroom

Meeting opened: 8:01pm

meeting chaired by: Rebekah Kaminski

Present: Amy Vasiliev, Rebekah Kaminski, Allison Todd, Gemma Rowntree, Sarah Higgenbottom, Alan Manger, Chris Lewczak, Rob Francis, Michelle Engelhard, Sam Clarke, Tenille Weir, Brendan Cusack

Apologies: Dee Sciberras

Acceptance of previous minutes: Motion to accept November's minutes proposed by Brendan Cusack. Seconded by Allison Todd.

Correspondance: Fundraising catalogues

Treasurer's Report: General Account: \$19587

Uniform Shop : \$471.94

Canteen: \$863

- It is strongly suggested in the Constitution for the Treasurer to have a safe/fireproof box in order to protect takings/documents in the case of an emergency. Brendan proposed motion to investigate and purchase safe/fireproof box. Seconded by Allison Todd. Motion passed.
- Motion to accept Treasurer's report proposed by Alan Manger. Seconded by Sarah Higgenbottom.

Sub Committee Reports:

Mothers's Day Stall

- The Mother's Day Stall is being coordinated by Tenille Weir. The Stall will be held on Thursday 11th May, with a back up smaller stall being run on tFriday 12th May. Sarah Higgenbottom proposed a motion to approve \$2000 for Tenille to spend on preparing and purchasing items for thwe Mother's Day Stall. Seconded by Alan Manger. Motion passed.

Disco

- Possibility of a Term 1 disco if the DJ is free. Looking at 16th or 23rd March. Subject to DJ availability, Term 2 disco will be run either 8th or 15th June, Term 3 disco will be run on 7th September. Term 4 TBA. Rebekah Kaminski to contact DJ to secure dates.

Father's Day Stall

- The Father's Day Stall will be coordinated by Tenille Weir. At this stage we aim to hold the stall on Thursday 31st August, with a smaller stall being held on Friday 1st September.

Cross Country

- Sarah Higgenbottom has volunteered to sell drinks at the Cross Country. Tenille Weir to help with purchasing. Possibility of having a sausage sizzle. Brendan Cusack to talk to Springwood United about using their BBQ. Sarah proposed a motion to approve \$200 for purchasing drinks for the Cross Country. Seconded by Allison Todd. Motion passed.

Easter Hat Parade

- Amy Vasiliev, Sarah Higgenbottom, Michelle Engelhard And Sam Clarke to organise purchasing raffle tickets, packaging, advertising. Amy also made the suggestion of asking husbands business to sponsor the event to help pay for the raffle prizes. To be confirmed. Rebekah Kaminski to organise coffee van. Sam Clarke to coordinate the cake stall.

Constitution By-Laws

- The by-laws have been approved and subsequently amended to apply to Ellison Public School P&C Association.
 1. These rules are made under the constitution of Ellison Public School Parents and Citizens Association.
 2. The P&C Association is formed for the benefit of the students of the school, which will;
 - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of NSW; and
 - (c) Promote the interests of public education
 3. The financial year of the Association will close on 31st December each year.
 4. The AGM of the P&C Association will be held in February of each year. an ordinary general meeting of the P&C Association will be held immediately following the AGM. The agenda of the AGM shall include setting the membership fee of the P&C Association for the next year and nomination the person to conduct the audit of the financial records of the P&C Association.
 5. No person will serve more than 3 consecutive years in the same position.
 6. A general meeting of the P&C Association will be held on the third Wednesday of each month during term time at 7:30pm.
 7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer, after any general meeting. Membership will remain current until the close of the AGM in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
 8. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be 5.
 9. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any 5 members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association.

10. In the absence of the Secretary the remaining members of the executive or any 5 members of the Association may call a meeting, giving due notice of the business proposed for the meeting to the school community.
11. All meeting will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies
 - Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - Business arising from previous minutes
 - Correspondence
 - Reports (including Treasurer/sub-committee/ Principal's/ Representatives)
 - General Business (motions to put on notice or those already notified to members)
 - Meeting closed
13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
14. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
15. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
16. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contributioin to the work of the association. Life members may attend and speak at meeting but are not entitled to vote or to hold office unless they are also ordinary memebers.

Brendan Cusack proposed a motion to accept by-laws with appropriate amendments. Seconded by Sarah Higgenbottom

Principal's Report

- **School Vision Statement** – At Ellison we work across the community to foster a positive culture based on caring, achievement, responsibility and engagement. The development of the whole person is paramount and the success of all is celebrated.
- **School Plan 2015-2017** – To engender a caring, tolerant, inclusive and collaborative school community, embedding a system of values and a culture of success. Through reflective practices, whole school planninh and effective and meaningful partnerships, stakeholders are empowered to contribute positively.

STRATEGIC DIRECTION 1 – Community

Purpose: A Common Purpose

Enhance organisational effectiveness and strengthen community partnerships through the implementation of effective communication frameworks and school planning that is in partnership with an informed school community.

STRATEGIC DIRECTION 2 – Learning for all

Purpose: Engagement in 21st Century Learning Practices

All school community members have the opportunity to engage in curriculum that is sufficiently flexible to meet the diverse needs of our students. Teachers engage in individualised, team and shared professional learning for the 21st century. The capacity to develop learning across our wider school community is the key within our purpose.

STRATEGIC DIRECTION 3 – Wellbeing

Purpose: Fostering Success and Strong Character

To work across the school community to foster a positive culture based on the expectations of being caring, achieving, responsible and engaged learners and community members. Supporting PBL to achieve a culture where success is valued and strong character is developed.

- **Term 1 2017** – Students have settled in well. The first few days for Kindergarten have been very successful. We can probably attribute this to a successful Transition Program and our engagement with local pre-schools and programs such as Storytime. We currently have 325 students enrolled.

My staff have worked incredibly hard over the holidays to prepare their classrooms and Term 1 programs and also to develop professionally.

We would like to keep our parents informed as to what is happening in education so if you have any ideas for Parent Workshops, please let us know.

I feel very welcome at Ellison PS and look forward to a strong and positive relationship with students, teachers, parents and the community.

Rob Francis

General Business

Buddy Bench

- Rob Francis will look into the system of the Buddy Bench.

Walk-a-thon

- Possibility of running in Term 2. Rob Francis to look into details.

Playground

- Discussed staged playground installation. Possible student/teacher survey to see what is favourable. Once it is known what equipment is wanted, the P&C can look into have a design made up and then appropriately fund using P&C fundraising.

Meeting Closed: 9:50pm