

Ellison Public School P&C Association
Minutes of the General Meeting – 19/2/20

Ellison Public School Staffroom

Meeting opened: 7:50pm

Meeting Chaired by: Allison Todd

Present: Katrina Gabriel, Allison Todd, Rob Francis, Corrine Bowes, Nic Webb, Michelle Engelhard, Matt Jobson, Rebekah Kaminski, Sam Clarke, Sarah Jones, Chris Lewczak, Amy Costello, Warren Gardiner, Andrew Chicco,

Apologies: Anne Worthington, Tenille Weir

Acceptance of previous minutes: Motion to approve the minutes from the November 2019 meeting by Corinne Bowes. Seconded by Rebekah Kaminski. Motion Passed.

President's Welcome: Welcome and thank you everyone for coming.

Business arising from previous minutes:

Schools Community Fund Grant- Katrina advised that we were unsuccessful in gaining the grant to replace the grass area between the COLA and Kindy classrooms with Astroturf. We are unsure of who won the grants.

P&C Incorporation – At the last meeting we voted on becoming an Incorporated Entity which will remove the liability from individual members, as well as allow us to apply for more funding grants. We need to adopt the prescribed constitution and vote to accept new bylaws. It was agreed to defer this to the next meeting as the further review and amendment of some of the suggested by-laws is needed by members. Katrina to email to all members a copy of the constitution and proposed bylaws for comment before the next meeting. We will vote at the next meeting.

Girls Navy Shorts – 8 responses were received at the end of last year regarding the proposed Girls Navy shorts. Mostly positive feedback with some concern about fit around the waist for larger girls.

Motion to sell Girls Navy Shorts by LWR Style 38886 proposed by Rebekah Kaminski. Seconded by Sarah Jones. All in favour. Motion passed.

Welcome / Community Breakfast BBQ – this is being held tomorrow. Rotary is coming at 7am to set up and start cooking. The breakfast is scheduled from 8am to 9:30am. Trish Doyle is coming around 8:45am. RSVP count last Thursday was 71 Adults and 90 children.

Motion proposed by Rebekah Kaminski to spend \$500 on the Welcome BBQ. Seconded by Chris Lewczak. All in Favour. Motion Passed.

Correspondence: Mothers Day Brochures (to be passed to Tenille). Australian Fundraising Brochure. Healthy Schools Canteen book. Comments regarding Girls Navy shorts.

Treasurer's Report:

From 21/11/19 to 19/2/20

General Account

Expenses: \$2000 Presentation Day donation
 \$18000 Smartboards donation
 \$1716.55 Canteen Invoices
 \$165 Blue Mountains Tax
 \$262.75 Disco
 \$288.50 Stralia Web

Total Expenses: \$22,432.80

Income: \$6.80 Interest
 \$1658.80 Canteen

Total Income: \$1665.60

: -\$20767.20

Balance: \$7400.74

Uniform Account

Deposits: \$1235.00
Paypal: \$6600.00
Interest: \$1.01
Invoices: -\$2777.65
Total: \$5058.36
Balance: \$7500.33

Nic requested on advice from the Accountant that when we make significant donations to the school, e.g. for smartboards, can we please get a record of relevant quotes and invoices.

Motion to accept Treasurer's report by Rebekah Kaminski. Seconded by Chris Lewczak. All in Favour. Motion passed.

Accounting Software- The current software, Wave, is no longer able to integrate with our bank which is a big inconvenience. We will need to look at new software. Xero was suggested at the last meeting. Our auditor is able to set us up with Xero for \$40 per month. Both Matt and Allison have experience with using Xero and would be able to assist Michelle as needed. Are there any other options? We don't need the bells and whistles some software would provide. Xero is easy to use, easy to learn, easy to reconcile and autolinks with the bank.

Motion proposed by Allison Todd to spend up to \$500 per year on accounting software. Seconded by Nic Webb. All in Favour. Motion passed.

Allison thanked Nic for taking on the role of Treasurer in 2019.

Sub Committee Reports:

Colour Fun Run— We set a date last meeting to hold the Colour Walkathon in Term 2 on May 29th. A committee needs to be formed to plan it. It will be our major fundraiser for 2020. Allison and Katrina to lead committee consisting so far of Amy, Michelle, Sam, Corinne, Rebekah. Katrina will put a post out on Facebook and in the Newsletter asking for any other interested people to be on the committee.

Easter Raffle/ Cake Stall - The Easter Hat Parade is scheduled for Tuesday 7th April. It was requested that the date be changed to a Thursday or Friday to allow P&C to run the cake stall and raffle. Corinne to organise the raffle again. She will ask for helpers as needed.

Mother's Day Stall (Term 2) - Tenille has requested money to start shopping for Mother's Day stall products. **Motion to spend up to \$2000 on Mother's Day Stall proposed by Sam Clarke. Seconded by Rebekah Kaminski. All in Favour. Motion Passed.**

Disco – The rest of Term 1 is too busy to schedule a disco. It worked well last year having the first one at the beginning of Term 2. Discos scheduled for Thursday 7th May and Thursday 30th July. It was suggested that we have a onesie/ PJ disco for the one on 30th July.

Principal's Report:

Follow ups

- Bell – secured a new provider to assist with this. We are awaiting installation of a new amplifier as well.

School Leaders

Proposal from staff to change the student leadership selection process. Firstly, the words 'Captain' and 'Vice Captain' will no longer be used. All six students will be called 'Student Leaders'. Also, the six students who gain the most votes will attain the positions. This means we move away from 3 boy leaders and 3 girl leaders.

Thank you

A huge thank you to the P&C for the donation of \$18,000 towards Interactive Projectors. All classes now have Interactive Projectors.

External Validation

Ellison Public School will shortly undertake External Validation in Term 1 Week 8 2020. This involves gathering evidence to validate the school against the School Excellence Framework. Staff have already met on many occasions and we are in the process of finalising our submission.

Film By The Eucalypts

This year, ten schools will participate in Films By The Eucalypts as opposed to 9 last year. Ellison PS will be one of them.

Staff Professional Learning

On Monday 27th February, staff will be rostered off class for a period of time to work with our Literacy Coach, Jo Dooner. We will continue to work on Quality Literacy Blocks.

In Term 2, 2020, the focus will shift to Numeracy and we are currently investigating our options for professional learning. I will keep you updated on the progress we are making.

Chaplaincy in Schools Program

An opportunity has arisen for us to secure a School Chaplain. Funding is being provided for one day per week by Strong Nation Church. This person, Kelsie Gray, is trained in pastoral care and Early Childhood education. She will provide support to the school in the form of pastoral care programs around anxiety, resilience, which complement existing school programs. I have firm assurances that there will be no religious instruction or overtones.

Upcoming Dates:

Thursday 20th February – 8am community Breakfast

Thursday 20th February – Parent Information Evening stage 3

Friday 21st February – Zone Swimming Carnival

Monday 24th February – 8am Dance with Emily

Monday 24th February – 9am – 12pm Winmalee HS Expo for Year 6 students

Monday 2nd March - 8am Dance with Emily

Thursday 5th March – 2pm Assembly 1/2SW

Friday 6th March – K-6 NRMA Road Safety Day

Monday 9th March - 8am Dance with Emily

Monday 9th March – Clean up Australia Day for Schools

Thursday 12th March - 2pm Assembly 3/4B

Friday 13th March – Ride to School Day

Monday 16th March - 8am Dance with Emily

Wednesday 18th March – Year 6 Fruit Day

Thursday 19th March – External Validation – Ellison PS

Friday 20th March – National Day of Action Against Bullying

Rob Francis
Principal

General Business:

Fundraising 2020 Goals - Rob mentioned that a couple of the Mac Minis that power the smartboards are starting to falter. Rebekah mentioned that Apple have a program where they will match donations to a charity- if one is bought, they will give one. Further investigation needed on specifics. Rob would want to replace with a similar product.

The Air Conditioners are also breaking down. Rob is still waiting on cooler classrooms program. The school has some money that has been put away for this.

The majority would like outdoor beautification/ play spaces to be a focus this year, however we need small achievable goals not a \$100k+ playground in one hit. The existing play structure was raised as it would likely not meet current regulations. The issue is if we touch anything we need to fix all issues in retrospect. Michelle to pass some details to Rob, e.g. the Playground Doctor, to possibly come and assess it.

Michelle had previously received quotes from playground design companies prior to Rob starting at Ellison and she will pass on some contact details to Rob. Rob would ideally like to engage a landscaper, especially for the front garden who can work with and collaborate with the children/ gardening club. This front garden is a priority as it's the first impression people get of our school.

It was raised as to why the lawns weren't mowed before school started back as the school looked untidy for new parents. The rain was partly to blame, however Glen had a personal emergency and had to take some time off. It was suggested maybe another contactor, or even parent could mow in the event this happened again.

Rebekah queried the mouldy pile of rubbish outside the staff car park. It doesn't belong to us. Rebekah to report to council.

Invoices – Allison has requested that all invoices, with the exception of coles/ grocery receipts, be emailed to ellisonpnc@gmail.com. They should not be emailed to personal email accounts and no more paper invoices in the in-tray. When emailing them, a heads up to Michelle that they have been emailed and need to be paid would be helpful.

Pie Warmer in Canteen – The pie warmer in the canteen failed its electrical tag test. Allison told Rob to dispose of it but do we need to replace it with another one? No one could remember when it was last used so it was agreed not to replace it at this time. There are ovens in the staffroom and canteen that can be used if required.

Uniform Shop – Corinne discussed that we have received lots of orders so far this year and over the holidays as a result of the new year and also Principal School Wear closing their retail shop. The account is looking really healthy at around \$7000, which is the best its been since starting the uniform shop. Allison and Corinne have discussed having a sub email account just for the uniform shop so the main inbox doesn't get clogged with uniform purchases. Currently we stock up to size 12 for most items however there has been lots of request to stock bigger sizes so we are looking at increasing the size range offered.

The payment options on the website have changed so that we no longer accept cash payment, however have added direct deposit as an option and this has been well utilised so far almost

matching paypal payments. Most items will have price rises around 10% from 1st March due to increases in our costs. It was raised about when the last time was that we looked at different suppliers, however the check fabric is hard to source. Amy has some contacts and will discuss with Corinne and Allison.

There was discussion around offering Navy pants as part of the Girls uniform and phasing out the maroon check pants. Allison is happy for someone to volunteer to take this on, research and consult with the community. Last time this was done there was little response from the school community and the vote was to keep the maroon check pants.

Maks Daks are still selling the Ellison uniform and have put a sign in their window saying as such. Allison has requested Rob draft a letter asking them to stop as they are selling uniform without our permission and with incorrect emblem/colour/size.

ACNC Register – The process by which we apply to be a registered charity each year is very tedious. We have not yet submitted the last years application and have been given an extension due to being in a bush fire affected area this summer. Allison has questioned whether we need to be listed on this register? Comments were made about it being required so people could claim tax deductions on donations, and also if we want to use the Apple charity program for replacing some computers this would be required also. Sam has volunteered to complete the online application form.

Working bee- Chris suggested he would be happy to lead a working bee to assist with some of the gardening, beautification as needed.

Meeting Closed: 9:44pm NEXT MEETING: 18th March 2020