

Ellison Public School P&C Association
Minutes of the General Meeting – 19th February 2014
Ellison Public School Staffroom

Meeting opened: 7.34pm

Meeting Chaired by: Rebekah Kaminski

Present: Allison Todd, Lawrence Bell, Peter Zauner, Jan Frape, Rob Hutchinson, Belinda Bishop, Rona Hulbert, Jo Allan, Rebecca Harris, Anita Ksiazek, Alan Magner, Kate Stuart, Gina Frampton, Gemma Rowntree, Sam Devile

Apologies: Ian Frape, Adara Hartmann, Jayson Hartmann, Maryann Hodson, Laurel Wallis, Susan Smith, Tenille Weir, Jenny Whitfield

Acceptance of previous minutes:

- October's Minutes - Motioned to accept - Gina Frampton. Seconded - Anita Ksiazek. Minutes accepted.
- November's Minutes – Motioned to accept - Jo Allan. Seconded - Belinda Bishop. Minutes accepted.

President's Welcome:

- Welcome to new members
- P&C minutes are now going to be uploaded to Ellison PS website under the P&C tab
- Happy Birthday to Jan Frape

Business arising from previous minutes:

- Leftover stock from Mothers/Fathers Day stalls. Do we go ahead with trying to sell excess stock? Rebekah to discuss with Jen Whitfield.
- Jo Allan raised the rescheduling of Interrelate session. Rob to organise and advise of a date. Volunteers would be needed on the night.

Treasurer's Report:

- November to January 2014 was presented.
- Jan queried the zero balance for P&C Federation Insurance. Jo confirmed that insurance had been paid and was included in a previous statement.
- Sam queried the lack of costs associated with the disco. Rebekah to follow up whether invoice from the DJ has been received.

- Motion to accept Treasurer's Report - Sam Devile. Seconded - Gina Frampton.

Correspondence:

- Thank you card was received from the Bettencourt family in response to the P&C's gift of \$250.00.
- Multiple Mother's Day fundraising brochures. Forwarded to Adara Hartmann
- Letter received from Lollipops in regards to a fundraising opportunity. Corro taken by Rebecca Harris for further investigation.

Sub Committee Reports:

Welcome BBQ:

- Winmalee Neighbourhood Centre has offered to host a community BBQ at the school along with the help of the Lions Club and National Parks & Wildlife Service. The BBQ would be held on the 22nd March and focus on the whole community and in particular families affected by the recent bushfires.
- Advertising/organisation to be done by WNC. It was debated whether to openly advertise that the focus was on bushfire victims. It was felt that it may prevent members of the community from coming if they had not been affected by the fires. The original aim of the BBQ from the P&C's point of view was to welcome new families, give them an opportunity to meet new people etc. This may be lost if the wider community is involved in the BBQ.
- Rob offered to go back to WNC and seek clarity and ask if we can limit the BBQ to the school community.
- Motion to accept offer from WNC but to seek clarity on who can be invited. – Jo Allan. Seconded – Alan Magner. Motion passed.
- Rob & Rebekah to go and meet with WNC.

Early Fundraising Schedule:

- Early fundraising dates were discussed and decided on so as to not miss the opportunity to do something. The following was decided:
 1. Easter Hat Parade 11th April – Cake Stall to be held – Volunteers Needed
 2. Easter Raffle – Rebecca Harris & Gina Frampton to organise. Rebecca & Gina will report at next meeting with ideas etc.
 3. Mother's Day Stall – Adara Hartmann to organise
 4. Discos for the year – Decided to hold three this year. Rob mentioned that Thursday night is not a good night for him this year. Tentative dates are Term1 (2nd April, 9th April), beginning

of Term 3 and Term 4 (Christmas disco). Rebekah to organise and to seek booking dates with the DJ.

5. Trivia Night – Allison Todd to organise. Tentative date of first few weeks of Term 3 (beginning Aug). The committee from last year are all returning to help this year and the process of securing donations/prizes for this year's trivia night needs to start now.

Principal's Report:

- Welcome to everyone. We have had a good and very settled start to the year.
- The process on how classes were structured in 2014 was presented by Rob. We have held numbers well within the student body as well as staff and teachers. All of our families affected by the bushfires have stayed. The total number of children at Ellison this year is 327.
- Thank you to the parents that attended the recent Parent Information Nights. It was well attended by parents.
- Looking to alter the date for our Staff Development Day scheduled on the 28th April to the 19th May. Ellison is looking again to join with other local schools to secure the services of high quality speakers. This year we are looking to book Dr Michael Nagel from University of the Sunshine Coast in QLD. Will look to hold Parent Information Session on the same night.
- The school is in need of another working bee. To be discussed at the next meeting. A list of jobs to be prepared and volunteers, dates etc. to be arranged.
- Rob has been approached by the owner of Principal School Wear (formerly Sew & Save) regarding the girls winter check pants. These have not been selling well over the last few years with only 8-9 pairs sold every year. The owner asked if we still wanted to continue with these pants. He did not want to stock these anymore. Voted to keep the pants as part of the uniform. It was suggested that perhaps Principal School Wear could take individual orders only. Rob to go back to the owner.
- Naplan Tests are scheduled for the 13th, 14th & 15th May.
- The Director General of Education for NSW, Dr Michele Bruniges is coming to the school tomorrow morning to visit and have morning tea with the staff to thank them personally for all their efforts during the bushfire crisis.
- The Reading Recovery Room was opened to let members have a look at the new resources bought. \$8000 has been spent so far with \$4000 donated by the P&C. It was discussed that the P&C had targeted \$20,000 to be spent on the Readers. Rob to spend around \$4-5000 more and invoice Jo accordingly.

General Business:

- We need new volunteers to fill roles for 2014. More specifically:
 1. Canteen – Gemma is unable to continue running the Canteen. She has all the information regarding suppliers, orders, volunteers and needs to hand it over. Canteen runs in Term 1 & 4, selling only cold drinks and ice blocks. No volunteers as yet.

2. Banking – Jo requires the assistance of someone to collect the banking from the school and deposit it into the account at the Commonwealth Bank. To be done on a weekly basis during Term 1 & 4 when the canteen is running. Otherwise done when needed. Rona Hulbert volunteered.

3. Clothing Pool – Jenny Anderson has volunteered to run the clothing pool. It will now be open 2 days per week on Wednesday afternoons and Friday mornings.

- Allison is collating a 'Calendar of Events' to gather information about what events the P&C hold or are asked to run on a yearly basis. These events are then to be recorded on the calendar and kept on a database so that incoming committees are aware of what is expected of the P&C and can plan accordingly. We would also like to keep a record of what instances the P&C would donate money to families, events etc. Some examples are donating money for Presentation Day or giving money to children who represent the school at a high level to help with the cost of travel etc. Records need to be kept to ensure consistency. Anyone with information that can be included in the above please see Allison or email the P&C.
- Online Safety for Children – deferred to next meeting.
- Jan raised the issue of children getting sunburnt at the swimming carnival. We need to put something in place to encourage the children to apply sunscreen regularly. Jan to contact the Cancer Council and see if there are any initiatives that could benefit Ellison. Jan to report back at the next meeting.

Meeting Closed: 9.02pm

NEXT MEETING: Wednesday 19th March 2014.