

**Ellison Public School P&C Association**  
**Minutes of the General Meeting – 19<sup>th</sup> March 2014**  
**Ellison Public School Staffroom**

**Meeting opened:** 7.32pm

**Meeting Chaired by:** Rebekah Kaminski

**Present:** Allison Todd, Jo Anne Allan, Rob Hutchinson, Rebecca Harris, Tenille Weir, Rona Hulbert, Peter Borbely, Claudia Steinhoff, Gina Frampton, Adara Hartmann, Janice Frape, Maryann Hodson, Belinda Bishop, Jenny Whitfield

**Apologies:** Sam Deville, Laurel Wallis, Ian Frape, Jayson Hartmann

**Acceptance of previous minutes:** February's Minutes - Motion to accept – Rona Hulbert. Seconded – Tenille Weir. Minutes accepted

**President's Welcome:**

- Coming in to a busy time of year in terms of school/fundraising events. We have 3 P&C events before the end of term.
- The Community BBQ is on 22<sup>nd</sup> March. Adara has arranged a mobile coffee van to come to the BBQ. The owner is donating 50c from every cup of coffee sold to the school. This money is to be put into the schools trust account for fire affected families. The coffee van has been booked for the Easter Hat Parade also.

**Business arising from previous minutes:**

- Mother's Day Stall leftovers. There is an abundance of items. It was queried whether any of these items can be used in the Easter raffle. Adara and Rebekah to discuss.
- The Lollipops offer of a fundraiser has been investigated further by Rebecca H. It seems to be a good opportunity. Item deferred to discuss further at another meeting.
- Canteen volunteer for Term 4. We still require a volunteer to run the canteen in Term 4 or else it will not be operating.

**Correspondence:**

- An assortment of fundraising material was received.

**Treasurer's Report:**

- February's report. Expenses for the month are greater than the income. There is still banking to be done from February that will show on the March report.

- A request was made to do a cost analysis of the canteen.
- Stock leftover from functions – Jo needs to be aware and keep track of this. She is starting a receipt book where you can record what was spent and also the sale of any leftover stock. This will also give an indication of the amount of stock needed for future events.
- Jo and Rebekah are also working on a “Function Kit” containing instructions/items on everything you need to do from a treasury point of view when running a P&C function.
- Motion to accept Treasurer’s Report – Maryann Hodson. Seconded – Gina Frampton.
- If running a P&C function please touch base with Jo. If handing in receipts to be claimed please communicate with Jo and let her know where they are or how you are getting them to her. This can be done via text, email or phone call. Any money to be banked is to go to Pam directly in the office not into the P&C box. The P&C box is for use by Pam and the P&C Executives only.

### **Sub Committee Reports:**

#### **Easter Raffle:**

- Raffle books have gone out with a note to students.
- Boxes are to be placed outside of classrooms for donations of eggs, bunnies, baskets etc. Donations need to be in by 4<sup>th</sup> April. Everything else is organised once the donations are in. Rebecca will need volunteers to help with putting the baskets together.

#### **Easter Hat Parade Cake Stall**

- Adara is putting together a letter asking for volunteers.

#### **Disco**

- The DJ is available for both tentative dates, 2<sup>nd</sup> or 9<sup>th</sup> April. These dates will now be pushed back as it clashes with excursions. Rebekah to investigate further dates.

#### **Mother’s Day Stall**

- Adara has researched 2 options in relation to running the stall.
- Option 1 – Children can make their own mug using a template that can be decorated. This is then turned into a mug. The cost of this is high around \$18.
- Option 2 – Having the traditional stall but using a voucher system to pay for the items. This would involve a pre-paid system where children select one of 3 different amounts they wish to spend at the stall and would pay this beforehand. They would then be given a voucher on the day. This would eliminate the need for a till and hopefully stop the problem of kids forgetting their money on the day. Based on the amount of money received beforehand this would determine the amount of stock bought. It is hoped that this would then eliminate the problem of the P&C being left with excess items.

- It was decided that the second option be adopted. Motion to accept second option – Rona Hulbert. Seconded – Tenille Weir
- Mother's Day Stall is on Tuesday 6<sup>th</sup> May.

### **Principal's Report:**

- Interrelate booked for Monday 2<sup>nd</sup> June. Week 6, Term 2. \$25 per family for one session. \$30 for two sessions. Where Did I Come From – Stage 2 Preparing for Puberty – Stage 3. Rob will need volunteers to set up the hall.
- Technology – the 21<sup>st</sup> Century & Our Changing Duty of Care.
  - The transition from year 6 to 7 is critical. There is an increase at this age of unsolicited contact, incl, predatory criminal targeting, spam, scams and identity theft.
  - There has been a social media explosion in the last 10 years. The introduction of smart devices has changed the visibility that parents have over what children are doing.
  - Smart devices provide a “free tool kit” to develop a large digital footprint from a very young age. This can be detrimental to kids in the future.
  - Smart devices also provide an avenue of instant bullying
  - ACMA can come out to schools to present. Rob to book a session.

### **General Business:**

- Peter Borbely raised concerns over computer program ‘School Wheel’ used by 6-13 year olds within school. List given to Rob for him to action/review.
- 1. Uniform – Letter received from F. Parbery. Raising concerns over the year 6 polo shirt and the lack of options for girls when wearing this. It also raised the issue of the apparent lack of adherence to the uniform by the students in general, especially at important school functions like Presentation Day and Year 6 Graduation. It was discussed that a committee should be formed to review these issues taking into consideration departmental guidelines and perhaps include a survey of parents regarding uniform. Matter to be deferred as issue is too great to solve immediately.
- 2. Uniform Shop – Claudia presented the idea of starting a uniform shop. This is to be set up online. The school would benefit greatly as we could provide cheaper uniform and it could generate considerable income. Claudia has investigated two online options. One is using Flexi schools an existing online program set up specifically for this purpose or we could utilise students at UWS to build the website/e shop. This could be tailored to meet our specific needs. It is free of charge. Claudia to further investigate issues including, payment options, preferred suppliers and obtaining sample sets of the uniform. Motion for Claudia to progress with investigating viability of the uniform shop – Jan Frape. Seconded – Allison Todd
- 3. Ethics Classes – deferred to next meeting.
- 4. P&C Federation Annual Conference. Dates are set and available from Allison for anyone interested in attending.

- 5. The next scheduled meeting falls in the school holidays. P&C will next meet in May.

**Meeting Closed:** 9.24pm

**NEXT MEETING:** Wednesday 21<sup>st</sup> May 2014