GYMEA BAY PUBLIC SCHOOL P&C

Minutes of Ordinary Meeting

The Gymea Bay Public School Parents & Citizens Association is an incorporated voluntary organisation that operates pursuant to relevant legislation and its constitution. The P&C meets Tuesdays in Weeks 3 and 8 of each term in the staff room at 7:30. Everyone is welcome to attend at 7:20 for a cup of tea or coffee and to meet other parents and staff. Membership to the P&C is open to all parents. It’s a great way to find out about and support Gymea Bay Public School. General business or topics of discussion can be submitted prior to the meeting via the P&C email account at gymeabaypandc@gmail.com.

Date of meeting: 10 February 2015
Meeting opened: 7:35pm

1. **Attendees**
   - 1.1 **P&C Executive Committee** – Jenny Ware (chair), Kath Hayward, Belinda Shoebridge, Esna Lee, Phil Webb, Nat Blacker, Jeanene Hill, Ruth Eaton, Penny Hummerston, Belinda Hope
   - 1.2 **GBPS Staff** - Mr R. Pooley, Mrs M. Michael, Mr D. Avery, Mrs A. Shafer
   - 1.3 **P&C Members** - As per attendance sheet kept with the assistant secretary
   - 1.4 **Apologies** – Inga Christodoulou, Kathy Staples, Bronwyn Murphy, Kylie Hewitt, Maria Tsigros, Justine Catto, Mrs R. Beck

2. **Minutes of previous meeting**
   Motion to accept minutes of meeting held on 25 November 2014
   Moved: Penny Hummerston
   Seconded: Nat Blacker
   Carried.

3. **Business arising from the previous minutes**
   Action List items held over from 2014
   - 1. Financial and strategic analysis of canteen - ongoing
   - 2. Multipurpose Learning Centre - ongoing
   - 3. Homework Forum (date to be set)

   No other business arising from the previous minutes

4. **P&C Office Bearers’ Annual Reports**
   4.1 **President’s report**
   - Welcome
   - Financial membership due tonight. Cost 50c
   - Home readers in every class K-3 and some year 4 classes still need covering. One parent from each class to manage. Kath Hayward to coordinate.
• Call for more volunteers to have merit selection panel training. A trained parent representative is required for each new teacher interview. We have a shortage of trained men, but women are welcome to be trained too.
• More social events are being planned this year.
• Jenny Ware (pres.) to spend more time this year at the P&C President’s Regional Association

4.2 Treasurer’s report
• Written report presented (see attached)
• Current balance is $119,589
  - Imminent outgoings include payment for Easter Egg drive and Claudines
  - Buffer $20,000
• New auditor required. If you have any contacts please inform Phil.
• $300 cash was deposited into the CBA account and sits as an unreconciled transaction. Does anyone know where is came from?

5. Principal’s report
• Written report presented
• Ken Tucker is interested in working with the students again.
• Presentation of an improved Learning Support Model
  - Increased staffing from 3.5 days to 6.5 days per week (LASTs) and 5 full time SLSOs per week. Mrs R. Beck to oversee the new model
  - Ms Jodie Pringle (LAST) years K and 1
  - Ms Caroline Denning (LAST) years 2 and 3
  - Ms Julie Blyth (LAST) years 4, 5 and 6
• Fitzroy Reading Program to be revamped. Now year 5 only.
• Draft Anti-Bullying Plan being finalised. To be circulated in near future.
  - Comment from a parent: Inter-relate offers an anti-bullying program. Perhaps this could be considered – see action list
• Increase to school music program with staffing increase from 4 days per week to 5. Mrs Stiles and Mrs Delore still teaching. Request for $14,000 from P&C to assist in the funding of this program. (Last year the P&C funded IT support for a similar amount. IT support funding no longer required).
• Homework Forum
  - Will begin with a survey then design a forum according to need
• School Disco
  - Change DJ. to improve engagement with the students. Mr Pooley to discuss further with disco coordinators.
  - Set date out of reporting time to promote teacher attendance
• Performing Arts
  - Evaluation by staff at the end of 2014
  - Meeting held with Nat Ettingshausen, deputies and principal. Exploring possibility of an additional recreational dance group within the school. Group will have opportunity to perform at some school events. Will cater for about 30 primary students.
  - More opportunities for the band to perform in 2015

6. P&C Sub-committee Reports
6.1 Canteen
• Handover from Inga to Esna
• Meeting with treasurer Justine Catto next week
6.2 Uniform Shop
• All going well

6.3 Fundraising
• Eggs to arrive next Thursday

6.4 Lily Festival
o Sunday August 30

6.5 Road safety
o n/a

6.6 Book club and library
o Written report presented
o Many thanks to all the volunteers that have returned
o Issue 1 due 20 February
o Brochures streamlined, one per stage.
o Credit card payments commencing term 2. With this ordering will be done online, so forms do not need to be returned to school. Cheque payments with forms will return to school.

6.7 Support/Enrichment
o Nat to attend an upcoming Learning Support Meeting
o Explore an afternoon science club for 2015

7. General business
• State election to be held 28 March. Could this be a fundraising opportunity? BBQ or Cake Stall? See action item
• Jo Love from the Community Hub contacted Jenny. Has government grant money for up to 8 families who need financial support to fund sport etc. Jo Love is also in regular contact with Mrs M. Michael. See action item
• Request for another detailed explanation of reports esp. A-C grading
• Request for a photo board of teachers and names, maybe in the hall, so parents can know who is who.

Correspondence – in
• nil

Correspondence – out
• nil

Action Items:

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<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>1</td>
<td>To adopt ‘School Manual of Financial Management’</td>
<td>Jenny Ware</td>
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<td></td>
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<td>Phil Webb</td>
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<td>2</td>
<td>Review Canteen Foodie Additive Book</td>
<td>Esna Lee</td>
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<td>3</td>
<td>School Banner</td>
<td>Jenny Ware and Ms Reece</td>
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<td>4</td>
<td>Financial Analysis of School Canteen</td>
<td>Phil Webb</td>
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<td>5</td>
<td>Multi-Purpose Learning Centre</td>
<td>Mr Pooley and</td>
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<td>6</td>
<td>Canteen – new process for paper bag orders</td>
<td>Jenny Ware</td>
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<td>7</td>
<td>Canteen – a link on website to Our Online Canteen</td>
<td>Esna Lee</td>
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<td>8</td>
<td>Homework Forum</td>
<td>Mr Pooley</td>
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<td>9</td>
<td>Home reader book covering</td>
<td>Kath Hayward</td>
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<td>10</td>
<td>Written proposal from Ken Tucker</td>
<td>Nat Blacker</td>
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<td>11</td>
<td>Compare Interrelate’s anti-bullying program with existing school ‘Bounce Back’ program</td>
<td>Nat Blacker</td>
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<td>12</td>
<td>Funding for music program $14,000</td>
<td>Phil Webb</td>
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<td>13</td>
<td>Disco – new DJ</td>
<td>Penny Hummerston Ruth Eaton</td>
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<td>14</td>
<td>Election BBQ/Cake Stall</td>
<td>Penny Hummerston Ruth Eaton, Jenny Ware</td>
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<td>15</td>
<td>Community Hub financial support. Selecting families</td>
<td>Mrs M. Michael</td>
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<td>16</td>
<td>Explanation of Reports (term 2)</td>
<td>Mr R. Pooley</td>
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<td>17</td>
<td>Teacher Photo board</td>
<td>Mr R. Pooley</td>
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**Close of meeting**

Minutes taken by: Kath Hayward  
Meeting closed at: 9:15pm  
Next meeting: Tuesday 17 March 2015 (Term 1 Week 8)

Note: A hardcopy of the following written reports is filed with the secretary.

- Treasurer’s report  
- Principal’s report  
- Bookclub and Library report

**Treasurer’s Report**

Bank balance as at 09/02/14:

- CBA Transaction Account: $43,361
- SCU Transaction Account: $5,902
- SCU Savings Account: $70,326
- Total: $119,589

Known expenditure includes $19,000 to Mondelez for Easter chocolates. There will also be a payment to Claudines but as of yet we have not received a statement. Allowing $10,000 for Claudines and $20k buffer leaves around $70,000 for distribution.
There are two key issues that need to be resolved within the next month:

1. We may need a new auditor, as I cannot get in contact with Sandra Hogan. This will undoubtedly increase the cost.
2. We need a decision on the running of the Lily Festival so that a contract and administration procedures can be put into place prior to any bill payments or revenue collection.