



## Minutes of General Meeting

**Date:** 13 June 2017  
**Time:** 7.30pm  
**Location:** THPS – Teacher's Staffroom  
**Chair:** Jen Clark, P & C President  
**Attendees:** Curt Wilson, P & C Treasurer  
Kay Worrell, P & C Secretary  
Maria Brady, Assistant Treasurer  
Gai MacLennan, Principal  
Shane Clements, Assistant Principal  
Andrea Whitlock, Uniform Shop Convenor  
Sharon Donaldson, Canteen Convenor  
Nikki Watts  
Amanda Coleman  
Barb Louis

**Apologies:** Amie Frankel

Matters arising from previous minutes

The minutes of the previous meeting held on 9 May to be accepted as a true and proper record.

Moved – Andrea Whitlock                      Seconded – Sharon Donaldson

### Agenda items:

Item	Discussion
1. P&C Secretary	<p><b>1.1 Correspondence In: Kay Worrell</b></p> <ul style="list-style-type: none"><li>• 'Evening with Dominie' – fundraising event that schools can attend. Passed to Gai.</li><li>• 'Professor Maths' – brochure for a maths incursion. Passed to Gai.</li><li>• P &amp; C magazine</li></ul> <p><b>1.2 Correspondence Out – President</b></p> <ul style="list-style-type: none"><li>• Email from the P&amp;C (school-wide) asking for parent buddies to join the new Parent Buddy System initiative. We have 8 parents who have signed up. 4 male children; 7 female children; Grades represented- K: 2; 1: 1; 2: 2; 3: 3; 4: 1; 5:1. The details of those who have signed up will be passed on to Gai.</li></ul> <p><b>Action: Jen Clark</b></p>
2. P&C Treasurer	<p><b>Report: Curt Wilson</b></p> <ul style="list-style-type: none"><li>• Financial Reports for YTD were tabled. They can be obtained at the school office upon request and the Treasurer is available any time to discuss.</li></ul>
3. Events	<p><b>Report: Jen Clark</b></p> <p><b>Mother's Day Stall</b></p> <p>It was well attended. We had a lovely addition of donated scarves from Ruth McKendrick (a reading tutor). However, the stall had roughly a \$16 loss. We will need to revisit for father's</p>

Item	Discussion
	<p>day and mother's day if we raise price up to \$6/gift or our choices will be less in quality. The Committee decided that we should keep the presents at \$5 each even if there is a slight loss.</p> <p><b>Mother's Day Raffle</b> We made \$1070 in profit as all prizes were donated. We doubled our goal of \$500. Participation was very high and we definitely will put together a Father's Day Raffle.</p> <p><b>Entertainment Book</b> It seems the roll out has gone well and we hope the process has been easier on office staff this year. As of last week we had 42 sales which the school will receive \$588. Compared to last year's 12 memberships sold (when we didn't have a full campaign). We can see how profitable doing a full campaign is and propose to keep it bi-annually. The Committee agreed to this proposal.</p> <p><b>Father's Day Stall</b> The catalogues have already started flowing in and we learned with Mother's Day Stall, items sell out fast. <b>So we hope to order the gifts soon.</b> Gift Selection process- It was agreed that the SRC reps from each class can help decide on which presents to buy. Members of the Events Committee will leave of variety of suggestions which will be prioritised by the SRC for ordering purposes.</p> <p><b>Glow Disco</b> Kids glow disco well underway. Save the dates have been sent out and the booking forms will be out this week. Hoping to pre-book as many children in as we can before school holidays as the Disco is the first Friday back, 21<sup>st</sup> July. Online volunteer sign-up genius will go out for parents to volunteer this week. We are providing fruit again this year as it was successful last year. We are introducing a Glow Lucky Dip Stall. For a gold coin, you can grab a lucky dip which will be something like a glowing necklace, ring, bracelet, etc.. The Committee discussed setting up a permanent spotlight outside the hall and near car park. It was noted that the hall will be booked for set up on Fri 21 July. Assets will be contacted for repairs before we contact a local electrician.</p> <p><b>Bogan Bingo</b> We have paid our deposit on Bogan Bingo. The theme was released to families last week along with the feedback and results of the survey. The sponsorship funding is well underway. The committee has decided to look to Class Parents to organise their class with some sort of a donation. We are keeping it more fluid/open this year and Louise and Desley from the Events Committee are going to coordinate with the parents and work with them and get feedback on what they'd like to do. Some classes may donate a basket, some may do an experience, etc. Thanks to Gai and the office for those class lists.</p> <p>We plan on asking for teacher wish list items again but would really like to get more teachers on board so would encourage teachers to find an item, the catalogue/shop where it can be ordered from, etc. and we will try our best to earn that money for them on that night and then purchase it. Leigh Anne Hibbert to provide Gai and the teachers the necessary info. We've secured a 10% discount at Costume Box and 10% of sales come back to school and this is for other events people may buy costumes for. The code will be distributed to families soon. The music will be a DJ. It was noted that the hall will be booked for set up / down on Aug 17, day of 18 and Aug 21<sup>st</sup>.</p>

#### 4. Canteen

#### Report: Sharon Donaldson

##### **Munch Monitor update**

Our on line system is up and running and we have had enormous positive feedback about how easy it is to use. Initially we were not going to include recess on this, but we have now seen how easy it is and decided we can accommodate these orders as well. There was a function that parents could give their children an allowance to spend at school however we have disabled this as it is too hard for the volunteers to monitor and they do not have access to the munch monitor system. Lunch bag orders have reduced significantly each time the canteen has opened. Last Friday there were only 12 paper bag orders – this is a massive reduction from the 40-75 Friday orders received. Our first sushi day was a success with 30 orders. Sushi has been increasing with each order with 48 orders last Friday.

Letters have/will be sent to families who are still using paper bags. There is a facility whereby families can set up their account and come in to the canteen to pay cash if they do not have a credit card.

We had a hot dog day last week which was an incentive to go on-line. This resulted in 76 hot dog orders plus the usual 12 or so other orders. The Committee will review if they still allow other orders on special days as it can be very busy. Other special days being looked at are hamburger day, fried rice and nachos. Fabi, Georgia and Sharon will run the takings reports on canteen days so that no volunteers do this. Invoices will be sent directly to Curt from Munch Monitor.

##### **Reply to Aggie Synac**

The canteen would like to thank Aggie for her passion and concern for the environment. Over the past 12 months the canteen committee has been sourcing ways to become eco-friendlier and reducing our plastic usage in the canteen. We have also eradicated the use of Styrofoam cups and replaced them with paper ones. We are now using recycled paper serviettes. Straws are no longer added to lunch bags and once we have run out of straws in our supplies, we will not be ordering any more. We have been looking at changing the forks we use but currently the forks we buy are 1 cent each and the wooden or bamboo forks are 4 cents per fork.

One solution for reducing waste is that the children are encouraged to bring in their own cups for all rice and cereal bites that are bought from the canteen. Aggie could publicise this e.g. putting up posters around the school. Students could also bring their own spoons so the plastic spoons and forks are not used so much. Sharon to write to Aggie with these suggestions.

##### **Action: Sharon Donaldson**

Gai advised that from 1 August the school will be charged for waste by the Kilogram so it is important that everyone makes an effort to reduce the waste at school. Nude food days were discussed. - Gai to discuss with staff and students.

##### **Roster issues**

Volunteer numbers are down and we need to find more helpers. Due to the new online ordering system, we will have to close the days in advance so that people don't place orders. However, for the canteen to remain viable (as we pay munch monitor on a weekly basis), we need to keep the canteen open as much as possible. With the new system, we feel we can have just two volunteers on a Friday and a third volunteer only required from 12-1 to get the orders processed in time. We are hoping we can find some helpers for this reduced time slot. Unfortunately year 6 students are not permitted to help in the canteen for OHS reasons.

##### **Healthy Canteen**

We are currently reviewing our products to see if they meet the health star ratings as set by the government. In 2019 all items have to have a five star rating. We are currently looking at replacing some items that will not be compliant and this includes fruit juices and OKF drinks which may be replaced with an alternative. We are also looking at our milk supplier which seems to have high rates compared to other distributors. More information will be provided once received.

##### **Coffee machine**

The Committee approved the purchase of pods for the coffee machine in the canteen which volunteers can use. This is estimated to cost approximately \$220 a year. It was agreed to review this after six months (or \$200 spent on pods- which ever occurs first) to check cost.

## 5. Uniforms

### Banking

Lisa Hurlstone will be taking over the banking of the canteen monies received. The canteen will need to have a small float now as we no longer have the money coming through due to the on-line system. The canteen subcommittee would like to take this opportunity to thank Nicole Griffiths for her continued support of counting the monies even though she had resigned her position from the 2017 committee. Thanks so much for your patience Nicole.

### Canteen computer

Currently the canteen computer internet sockets are in the fridge room. This makes it very difficult to work on for long periods of time as the space is quite small. The Committee discussed the options of drilling a hole through the wall to the desk or alternately asking an electrician to turn the points around to the other side. Gai to organise with the school's cabling company.

**Action: Gai MacLennan**

### Council inspection

On Wednesday 31 May, the canteen received a visit from The Council Health Inspector. Our canteen passed inspection receiving a 5 star rating. Some minor issues needed to be addressed such as replacing the cutting boards as they were too scarred and cleaning underneath and behind the fridges. Both of these items have now been attended to.

### Report: Andrea Whitlock

Andrea had a number of new samples to show the Committee for them to vote on:

1. **Microfibre Sport Jacket with school logo and track suit pant , Dark Royal** – to be introduced in 2018, \$38 for the jacket and \$29 for the trackpant. The current trackpants will be discontinued.
2. **BISCO Polar Fleece Jacket, Dark Royal (NO LOGO) - \$26**  
We currently sell zip track 15:1 Sloppy Joe but families have requested a warmer jumper/jacket option. This will be available in 2017 by order only, as soon as the Order Form is updated on website. There will be a full roll out in 2018 keeping limited stock on hand. No need for large minimum order as there is no logo on it.

The v-neck sloppy jo jumper (with logo) will be faded out due to the introduction of the fleece jacket. There will be a 'fire sale' 2.30-3.30pm on 21 June and the v-neck jumpers will be sold there for \$20 each. There are currently 43 in stock.

3. **Light weight Rain jacket – Dark Royal – NO LOGO - \$26**

Bennelong Jacket in a rain bag with concealed Hood

Parents have been requesting a smaller rain coat option to fit inside school bags.

Order as needed but will keep limited stock in size 4, 6 & 8.

The Committee agreed to stocking the new items and also to change the colour to Dark Royal as it matches the other uniform items better.

Currently the Dry and Cozy Parka sells for \$35.00 and the plan is to keep this option, and order as needed. There are 36 currently in stock but a large number of size 14 and 16. These sizes will be included in the 'fire sale' on 21 June for \$25

The new school logo has been sent to suppliers and all new orders will use the new logo. Students continue to wear current uniform. The uniform shop team will manage the circulation of the old/new logo. Families do not need to do anything, the new logo will slowly surface into the playground once the old stock has sold out.

The Slouch Hats will soon be ordered with the new school logo. The new logo has less stitches so cost will be reduced. Old logo price \$4.11. NEW LOGO PRICE \$3.53. Other items being ordered with the new logo include the Sports polo, Zip jacket, School Bag and Excursion/Library bag.

The Uniform Committee is seeking one extra volunteer to help in the shop.

<p><b>6. School Council</b></p>	<p><b>Report: Nikki Watts</b></p> <p>There was a meeting recently and items discussed included the Annual Report, which is now on the school website. It can no longer be done in printed form and cannot include photos of the children.</p> <p>The council also looked at the Budget for the coming year, Enrolments and a three-year plan as the current one is coming to an end.</p> <p>There will be a parent forum on 11<sup>th</sup> September and invited parents will attend. There will be set questions. There will be three groups with a parent from the school council in each group and also a teacher.</p>
<p><b>7. Principal</b></p>	<p><b>Report: Gai MacLennan</b></p> <p><b>NAPLAN</b></p> <p>Gai tabled information about the new NAPLAN - from 2018 it will be an online assessment which will allow quicker results and a more tailored assessment as questions can be adapted according to the student's performance during the test.</p> <p>Students throughout the school will be asked to practice typing skills using the keyboard with their children so that they can be fully prepared. Students in Year 3 and 5 will also be required to do a readiness test' at school some time between 14 August and 22 September so the format and hardware can be tested. The results from that test will not be reported to the school or students, the Education Dept will only be looking at the technical information gained.</p> <p>It will be an opportunity to test the WiFi capabilities within the school if iPads or Chromebooks are used, and review the number of PCs etc . The test will be open for one week and children will be tested at different times, and they may not get the same questions in the same order.</p> <p><b>Sign board</b></p> <p>DA letters have gone to neighbours so hopefully this means the DA is progressing.</p> <p><b>Shade</b></p> <p>Gai has asked three companies to provide quotes and because they are over \$30k they have to go to Assets for approval and likely a DA.</p> <p>After getting initial quotes awhile back and those jobs approaching the \$30K mark, this project will have to be project managed by the assets depart. Gai to obtain 3 new quotes (1 has already come in) and once vendor is confirmed the process for approval can begin.</p> <p><b>Tree report</b></p> <p>The school has paid for an arborist report and the report was tabled showing the trees that are marked for removal. There are no critical level one trees. Eight trees need to be removed during the next term. One is a council-owned tree so Gai has informed them. Several other trees will be pruned/ deadwooded. The estimated cost is \$12,000.</p> <p><b>PRC badges</b></p> <p>Gai showed the committee the new badges which will be given to students from 2018 instead of lollies, when they complete a PRC.</p> <p><b>Other items</b></p> <p>Photo day is 22 June and Dance performances at Glen Street Theatre are mid-end June. The TV show <i>Dr Dr</i> would like to film at the school again for their 2<sup>nd</sup> series so Gai is in discussion with them about that.</p>
<p><b>8. Assistant Principal</b></p>	<p><b>8.1 Report: Shane Clements</b></p> <p><b>Athletics Carnival</b></p> <p>The Athletics Carnival is 19 June – it is hoped that more helpers come forward to assist.</p>

	<p>Students are encouraged to wear their house colours.</p> <p><b>L3 program</b>  The L3 program, running in K-2, which concentrates on reading and writing, has been very successful and the children have been doing more independent and targeted activities. On 26 June from 2.15-3.10pm families will be invited to come along and hear about it as well as take part in some of the activities. This invitation will be extended to new families joining the school in 2018.</p>
<p><b>9. General Business</b></p>	<p><b>Noticeboard</b>  Jen reported that she has measured area by school banking and it looks like that area can hold a board for 9 A4s which costs \$599 plus \$45 shipping from Talk Audio Visual (who we've used before). The Committee approved this purchase. The school will order it and be reimbursed by the P&amp;C.  <b>Action: Jen Clark</b></p> <p><b>P&amp;C Facebook page and Social Media Policy</b>  Jen has looked in to this and the page is drafted. The purpose of it is to keep people updated on things happening at the school, but it will not replace the school app. The P and C Federation has a social media policy which Jen has read and subsequently she has drafted a policy document for the P and C to adopt, sign and witness. The Policy was read out and minor changes agreed on. Once it has been finalised it will be signed and witnessed and the Facebook page then advertised to families. It will be set up as a Business Page.  It was agreed that the following people will be the 'Admins' and they will be responsible for deciding what is posted: Jen Clark and Cathy Macnamara</p> <p>The following people will have editing rights:  Editor (Canteen)- Sharon Donaldson  Editor (Uniform)- Amie Frankel  Editor (Events)- Louise Eckersley; Cathy Macnamara</p> <p>The Committee voted to approve the introduction of the Facebook page and social media policy.  <b>Action: Jen Clark</b></p> <p><b>Resignation</b>  Jen announced that due to other commitments, Kay Worrell is resigning as the P &amp; C Secretary effective following this meeting, once the minutes are done. Kay was thanked for her time in the role in the past few years. The role will be advertised and it is hoped someone will be available for the next meeting on 8<sup>th</sup> August.  <b>Action: Jen Clark</b></p> <p><b>Documents</b>  Nikki Watts handed over some documents she has found for when she was P &amp; C President including the policy on being a Life Member (Jen to review timings of this process for 2017 and potentially retroactively for 2016); the role of a class coordinator and the Incorporation of the P &amp; C. There was a discussion on quorum numbers for a P &amp; C meeting. Kay to look through previous minutes for this information.  <b>Action: Kay Worrell, Jen Clark</b></p>
<p><b>10. Next Meeting</b></p>	<p>No meeting in July - School Holidays  Next Meeting – Tuesday 8 August 2017</p>