

Minutes of General Meeting

Date: 8 August 2017
Time: 7.30pm
Location: THPS – Teacher’s Staffroom
Chair: Jen Clark - P&C President
Attendees: Gai MacLennan – Principal
 Tony Watson – Assistant Principal
 Curt Wilson – Treasurer
 Sharon Donaldson – Canteen Convenor
 Kay Worrell
 Sarah Gerdovic- Executive Secretary
 Amanda Coleman
 Georgia Wilson
 Alison McMorland
 Vivienne Seller
 Barb Louis
 Cathy MacNamara
Apologies: Amie Frankel, Nikki Watts, Andrea Whitlock, Maria Brady (Assistant Treasurer)

Matters arising from previous minutes- NIL

The minutes of the previous meeting held on 13 June 2017 to be accepted as a true and proper record.

Moved – Curt Wilson Seconded – Sharon Donaldson

Agenda items:

Item	Discussion
1. P&C Secretary	<p>1.1 New P&C Secretary nomination</p> <ul style="list-style-type: none"> The position of secretary has been vacant since the 13 June 2017 and we have called for nominations of secretary for the remainder of the year until the next AGM in March 2018. I have received a nomination for Sarah Gerdovic for the position of Secretary and would motion for her to become the Executive Secretary of the P&C. Can someone please second this nomination? This was seconded by Alison McMorland Jen to liaise with Curt and new secretary in relation to banking set up. At this time, Curt doesn’t need Sarah as a signatory as we have Curt, Jen, Amie and Nikki on the banking. We can do that at a later date. Kay Worrell returned her banking token to Curt. A massive thanks to Kay Worrell for her contribution to this role to date. <p>1.2 Correspondence In (Secretary)</p> <ul style="list-style-type: none"> Northern Beaches Council – Food service Fees & Charges – Gai advised she believes schools are exempt and we currently have food safety inspections carried out which should be satisfactory. A number of packages and correspondence have been passed onto the events team. <p>1.2 Correspondence Out – President</p> <ul style="list-style-type: none"> Nil correspondence out
2. P&C Treasurer Report	<p>2.1 Report: Curt Wilson</p> <ul style="list-style-type: none"> 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. New Yearly insurances for P&C have been received and paid.

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3. Events Report	<p>3.1 Report: Jen Clark</p> <p>Glow Disco</p> <ul style="list-style-type: none"> A successful event with roughly 40 more kids attending than in 2017; made a profit of \$790 <p>Entertainment Book</p> <ul style="list-style-type: none"> A very successful campaign this year, with around 60 memberships sold with around an \$784 profit. <p>Father's Day Stall/Raffle</p> <ul style="list-style-type: none"> Cathy MacNamara and Leigh Anne Hibbert coordinated with the SRC students and chose Father's Day gifts with them. First time this year consulting the SRC. Gifts have been ordered. Price is remaining at \$5 a gift. We're currently sorting out raffle prizes and tickets will be distributed soon. <p>Father's Day BBQ</p> <ul style="list-style-type: none"> Thursday 31st September 7.45am till 8.45. Helpers will be required at 7am. Gai to order sausages and book a coffee van. As Bruce is away for 5 weeks additional volunteers will be required for set up and cooking. Gai agreed that the school will pay for the event and we may look at doing something different next year. <p>Bogan Bingo</p> <ul style="list-style-type: none"> Booking forms due Friday so we're hoping to get at least 120 guests. Classes are currently organising their class donations for the auction. Leigh Anne is coordinating all the teacher wish lists, which almost all teachers are participating in this year, up from 3 last year. We have many more items we are fundraising for so depending on how much we raise on the night we may have to revisit where any deficits are paid for. Currently we have 3,600 in cash sponsors and \$10K in donated items for the auction. We are going to run a courtesy shuttle from 10.30pm – 1.00am to get guests home safely.
4. Canteen Report	<p>4.1 Report: Sharon Donaldson</p> <p>Munch Monitor</p> <p>Awesome response from parents on Munch Monitor. Feedback has been tremendous and I believe our sales have been increasing weekly. Curt to confirm! Children seem to be spending more at recess at the moment also. Students have been enjoying blueberry, apple muffins, hot chocolate is very popular, nachos received rave reviews (superb work by Fabi Bari and Kristen Patrick). We are now only receiving up to 3 non online orders per day. This is generally due to home internet issues or forgetting to put orders through.</p> <p>Menu changes – change of milk supplier to Parmalat. We are currently trialling Yoghurt in the canteen. Items off the menu are Jumpy's, OKF's will not be restocked once they run out as they do not meet the star rating. We are now selling Chill fruit flavoured juices which are 5 star rated and seem very popular. Future items that will not continue are Chicken Noodles - pies, nuggets and sausage rolls will need to be limited to certain days only as they are occasional foods.</p> <p>The canteen committee are trying to put on a special every 2 – 3 weeks.</p> <p>As we move toward 2019 when ¾ of the menu needs to be classified as daily allowable food the P & C will need to consider a canteen supervisor for cooking and preparing these meals.</p> <p>More on proposal from Aggie Synac</p> <p>Aggie has sent an email to the canteen requesting further action be taken regarding the environment the effect packaging is impacting the future. Some issues are outside the canteen's control and could be addressed by staff. Georgia Wilson will be formulating a response to Aggie which we will also submit to teaching staff. This will have some suggestions for how we possibly reduce waste going forward.</p> <p>Roster</p> <p>Roster for Term 3 is now almost full. We have only one Monday vacancy which is an awesome result – well done Georgia.</p> <p>Banking</p> <p>Lisa Hurlstone has now taken over the banking. Debt letters have been sent out this week with some being 2nd requests. Debt letters will be hopefully sent out on a weekly basis to keep on top of this. Most debts incurred now are for lost/dropped lunches or forgotten recess or lunches. We no longer have issues with incorrect charges or monies paid! Thank you Munch Monitor.</p> <p>Food For Kids</p> <p>Each Spring Sydney Markets run an Eat Fresh and Win competition. This campaign promotes</p>

Item	Discussion
	<p>fruit and vegetable and offers the students to win prizes. Students receive an eat and win sticker card when purchasing fruit or vegetables from the canteen. The campaign will be running from the 21 August until the 15 September. We are now looking at menu items that can be prepared by volunteers. Ideas include Fried rice, Fruit Salad, crackers/carrots/celery with Hummus, banana bread, fruit muffins and some salad options. Would appreciate any family favourite recipes that are full of vegies if anyone would like to share!</p> <p>Canteen Computer Thank you Gai and Louise for moving the internet connection into the main canteen. This is much more comfortable for us when updating Munch Monitor. Great work!</p> <p>New (to us) chip shelf We have purchased a 2nd hand shelf to hold our chips which is now located behind the main counter. Volunteers have expressed their gratitude and have mentioned this was a great idea. We now don't have to find bench space to put the chips on at service time!</p> <p>Other Items</p> <ul style="list-style-type: none"> • Sharon & Fabi attended the Healthy kids expo on Tuesday - Koala popcorn raffle entered and won a microwave for the canteen. • Sharon asked the P&C to consider Blizzard Frozen drink maker seen at expo – 99% fat free 225ml 95c sell for \$2.00. First 2 syrups free. Everyone to have a think about it and report back. Could be a good for raising funds but technical issues to be considered • Printer has stopped working – under warranty and being repaired • Look at specific foods on certain days / limit menu to make it easier for volunteers with influx of orders • Terrey Hills Raiders have requested to use the canteen in September and make a donation to the school – Gai has approved for the use of the canteen for this day. • Looks at a paid canteen manager / supervisor . Some research needs to be undertaken for this role and how it would work. • Food from home cannot be heated up in the canteen – Note to be placed in the Yaraandoo
<p>5. Uniform Shop</p>	<p>5.1 Report: Andrea Whitlock presented by Amanda Coleman in Andrea's absence</p> <p>Munch Monitor for Uniform Shop</p> <ul style="list-style-type: none"> • Investigations are underway for the introduction of Munch Monitor for Uniform Shop. Natasha Springate to work up feasibility, trial possibly in Term 4 – ongoing. <p>New Stock</p> <ul style="list-style-type: none"> • Polar fleece jumper and rain jacket in a bag shown at P&C. Not holding much stock as can order in as required. No longer ordering V neck jumpers, selling until sold out • New hats in with new logo – sell existing until sold out • New sports micro fibre track pants and jacket will be available in 2018. <p>Mould issue</p> <ul style="list-style-type: none"> • Some of the slouch hats have been affected in the store room. Bruce is going to install some timber along the west side wall floor to keep stock off the ground and has purchased some damp rid. Continue to monitor <p>Volunteers Urgently Needed</p> <ul style="list-style-type: none"> • Need two more volunteers filling orders fortnightly. They can team up with a buddy and can do it at any time. Should be easier to be able to recruit this way with no set time / date commitment <p>Order Form</p> <ul style="list-style-type: none"> • Has been updated
<p>6. School Council</p>	<p>6.1 Report: Nikki Watts, Amanda Coleman, Viv Sellars – haven't met since last meeting</p>
<p>7. Principal's Report</p>	<p>7.1 Report: Gai</p> <ul style="list-style-type: none"> • \$12,000 of tree works have been completed during the school holidays with trees cut down and pruned. • Doctor Doctor came in the holidays and filmed for the day. • We have received a donation from Progress to make contribution for the new PA system • School Photos were distributed and seem to have been well received, no bad feedback

Item	Discussion
	<p>as yet. Plan to use the company again next year.</p> <ul style="list-style-type: none"> • Principal for the day is on Thursday – Yiana in Year 2 • Annika - \$200 donation for competing in the nationals for swimming, Curt to follow up • Shade cloth project - confirmed they will stay with original quote – DA needs to be lodged. • Electronic Sign is still in council.
8. Assistant Principal	<p>8.1 Report: Tony Watson</p> <ul style="list-style-type: none"> • Made it back from Canberra and everything went well. For some kids this was their first time away from home and it was a great experience for all – thanks for all the parents' assistance. • Zone carnival notes gone out and underway – parental assistance is required for transport due to huge costs for buses • Weekly program has been set up to monitor garden beds – student eagerly advising canteen of any growth spurts to use in the canteen
9. General Business	<p>9.1 Noticeboard</p> <ul style="list-style-type: none"> • Noticeboard is up by the Year 1 classrooms and we have been using it as another form of communication to parent body in re: to uniform shop, events and canteen. Thank you to Bruce for hanging our notice board. <p>9.2 Facebook page</p> <ul style="list-style-type: none"> • The page is up and running smoothly. We have had 71 Likes on the page and people seem to be engaging positively. We haven't had any negative comments or issues that have had to be dealt with from admins. <p>9.3 Any other matters of general business?</p> <ul style="list-style-type: none"> • Amanda raised Council Election September 9th – It was decided that Year 5/6 to do a cake stall with a roster to set up to man the stall, anyone not able to attend on the day can drop cakes on the Friday. Gai to advise electoral officer so that they are allowed on the grounds. • Buddy Parent System – We have enough current volunteers but new/incoming parents haven't really taken it up yet. Once taken up and paired up volunteers will be notified by email.
10. Next Meeting	Next Meeting – Tuesday 12 September 2017