

Belair Public School

P&C Association - Meeting Minutes

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Meeting #6
Wednesday 17th August 2022

1. Attendees

Nick Elkington (Treasurer), Colleen van Laar (Vice President), Clare Newton (Fundraising Coordinator), Kristy Waller, Kathie Colley (Principal), Kira Papais (Uniform Coordinator).

Via zoom – Anne Turner (President), Cathy Seberry (Secretary), Jamie Buskin, Brendan McGorey, Hayley.

Anne read the BPS Welcome to Country.

2. Outstanding Actions

Date	Action	Status
21/7/21	Nick to contact Inter-relate directly and make a booking for 2022.	Nick waiting for a response from Inter-relate
15/6/22	Nick to transfer \$1500 to school for socio-economic payment, and also \$2000 for the school honour boards.	Yet to complete
15/6/22	Kathie Colley to advise Nick how P&C are to pay money to support those students that represent Belair at the state level. Support for 2022 is to be \$250 per child (\$1000 in total).	Ongoing. P&C Exec to discuss offline.
15/6/22	Nick to obtain name of previous P&C accounts auditor and sign off on last year's statements	Ongoing. Nick booked meeting with auditors and accountants
15/6/22	Nick to get access to online P&C accounts (password)	Complete.
15/6/22	Nick to develop a 1 pager on what has to be updated when the P&C has a new treasurer.	L/T goal
15/6/22	Nick to do a forecast of cash flow for the year	Complete, see Treasurers report.
20/7/22	Emily to follow up on the languages survey to establish which language and suitable times.	Yet to complete.

20/7/22	P&C to pay P&C Federation Membership by the end of August.	Complete
20/7/22	Acknowledge the work of Amy in the school newsletter and with a gift at the next whole school assembly.	Complete
20/7/22	To advertise to the community that help is needed in the uniform shop.	Complete
20/7/22	Kathie to check if staff are happy to get children to draw a picture to be included on a year tea towel.	Complete
20/7/22	Jess to put together a demo of Qka for the next meeting. Report to find out if Qka has capacity for items other than canteen items.	Email drafted with pros and cons. P&C to discuss.
20/7/22	Nick to arrange for freezer to be returned to KHS.	Complete
20/7/22	Nick to contact the hot water boiler repair person.	BPS to fix this.

2. Principals Report

Kathie Colley presented the Principals Report as follows:

Some points include:

- Kathie thanked the P&C for recent activities such as the pie drive, interviewing for a new canteen manager and thanking Amy for her work in the uniform shop.
- BPS has had some recent sporting successes – soccer, basketball, athletics zone carnival
- Also success at zone public speaking. BPS won stage 2 zone, and is currently waiting for stage 1 results.
- Naidoc celebrations were successful and Uncle Terry has been working in the school on a Monday.
- KHS tasters next week
- Leadership SRC 1st meeting was very successful.
- Dept Education Assets has visited the school and will pay for the drainage works to the playground. This is expected to commence by the end of this term. The dry creek bed works may start over the Christmas holidays.

3. Treasurers Report

AR presented Treasurer's Report as follows:

\$19,000 net position.

Canteen – new Manager Leanne is set up in the payroll system. Sonya will do the casual Friday position and when Leanne is away. Canteen will look to boost volunteers. Coles and Woolworths accounts will be transferred to Leanne.

Action – Invite Leanne to the next P&C Meeting.

Nick suggested that we look at both uniform and canteen prices.

The new accounts with NPWS will have to be set up.

Auditor reports – Nick reported that the last time we engaged an auditor was 2016/17. It was noted that we should have an audit prior to each AGM.

4. Uniform Shop Report

- It was noted that stock in the uniform shop is at good levels. 2nd hand stock going well.
- A stocktake will take place to determine if a price rise is appropriate. Prices have not increased since 2018.
- A new volunteer will be starting to help Kira.
- Kira noted that there was room in the store room to store items.
- It was noted that the next uniform review meeting will be on 30th August via zoom. Committee members should read the notes provided by Brendan and bring their thoughts.
- Anne noted that there is plenty of stock for Kindergarden 2023.

5. Fundraising Report

Recent events include:

- Pie drive – made \$638
- Athletics carnival – made approximately \$1500.

Future events include:

- Book parade stall. Funds to go to the Library.
- Father's day stall – 29/8/22. Stock was pre-purchased. Approximately 800 items costing \$3500.
- Gingerbread houses – will be via flexischools.
- Mangoes – also via flexischools.
- Tea towels – Class lists to be obtained for Kinder and Yr6.

6. General Business

Colleen – Cynthia St petition – a parent has started a petition and would like P&C endorsement. Plans to submit it to Newcastle Council. Currently has 143 signatures. The meeting discussed if there was anything the P&C could do.

Action – P&C draft a letter to Council to support the petition.

Kathie Colley stated that she will also submit a letter to Council regarding this matter.

Cathy – Has information from OzHarvest on a food waste education program.

Action – Cathy to forward OzHarvest information to the school.

Cathy – asked the meeting whether our WWCC obligations extend to our volunteers that work at events.

Action – Cathy to contact the Federation and understand the P&C's obligations in terms of checking WWCC numbers of volunteers.

7. Summary of Actions

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17/8/22	Invite Leanne to the next P&C Meeting.	
17/8/22	P&C draft a letter to Council to support the petition.	
17/8/22	Cathy to forward OzHarvest information to the school.	
17/8/22	Cathy to contact the Federation and understand the P&C's obligations in terms of checking WWCC numbers of volunteers.	

8. Next Meeting

Wednesday 21st September 2022