

Belair Public School

P&C Association - Meeting Minutes

Mail: PO BOX 30, Kotara. NSW. 2289
Email: belairpublicschool@pandcaffiliate.org



Meeting #5
Wednesday 20th July 2022

1. Attendees

Nick Elkington (Treasurer), Anne Turner (President), Colleen van Laar (Vice President), Vicky Cooper, Clare Newton (Findraising Coordinator), Janine Dine, Kristy Waller, Kathie Colley (Principal) Emily McGregor (Communications), Tarnya Belfield, Jess Struck, Cathy Seberry (Secretary).

Via zoom – 4 - Kira Papais (Uniform Coordinator), Shelley Sneath (Vice President), Jamie Buskin, Brendan McGorey

2. Outstanding Actions

Date	Action	Status
19/5/22	P&C to promote that the P&C is here to help families experiencing hard times. Message to be shared on a regular basis.	Completed
21/7/21	Nick to contact Inter-relate directly and make a booking for 2022.	Nick waiting for a response from Inter-relate
21/7/21	Nick to investigate options for banks and to notify P&C Exec members when they are required to attend the chosen bank and sign the appropriate forms.	NPBS chosen.
19/5/22	P&C members to encourage drivers to be careful when driving around the school streets.	Completed
15/6/22	Nick to transfer \$1500 to school for socio-economic payment.	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).	
15/6/22	Nick to obtain name of previous P&C accounts auditor and sign off on last year's statements	

15/6/22	Nick to get access to online P&C accounts (password)	Yet to 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	L/T goal
15/6/22	Kathie Colley to obtain quotes for the school honour boards.	Complete. Quote is approx \$1000 each
15/6/22	P&C to advertise widely for Canteen Supervisor role.	Completed. Interviews to occur this Friday. 3 candidates.
15/6/22	Kira to have access to Flexischools. Kira to get training from Sonya.	Completed.

2. Principals Report

Kathie Colley presented the Principals Report as follows:

Some points include:

- School languages survey completed. There were 38 interested families.
- **ACTION – Emily to follow up on this information to survey respondents about which language and suitable times.**
- Sarah Jardine relieving for a few weeks in August.
- Naidoc week – Week 3, official opening of the yarning circle with a smoking ceremony. Uncle Pete will be attending and the whole school community is invited. Hoping to re-connect with the local Aboriginal community.
- Additional RAT tests will be distributed to the children. There is going to be another peak in the next 4 weeks. The school may make adjustments as necessary.
- The P&C received 336 responses to the uniform survey. It closes on Friday 22 July.
- School Improvement Plan Actions:
 - Next year BPS will receive a new Assistant Principal position that looks at curriculum and instruction.
 - The school has received initial Naplan data for 2022. Indicates that maths results have improved for both years 3 and 5.
 - Each Monday Uncle Pete will be visiting the school to pursue cultural activities.
 - A Behaviour Management Plan is being developed.
 - Aboriginal signage has been installed around the school.
 - The first School Representative Committee (SRC) will meet in week 4.

3. Treasurers Report

AR presented Treasurer's Report as follows:

Account Balances:

General Account \$ 13,488

Canteen Account \$ 4,253

Uniform Shop \$ 11,799

\$30, 479 net position. Liabilities remain the same as last month.

Recent payments total around \$30,000 for uniform items.

Invoices for the next fortnight total \$13,000. Will leave balances at approximately \$20,000.

- P&C membership to Federation coming up. The Federation also offers insurances, however, it doesn't include fidelity / theft etc. All insurances covered. It was noted that an events form should be submitted to the Federation for each event held by the P&C.
- **ACTION – P&C to pay P&C Federation Membership by the end of August.**
- It was noted that prices for raw materials are increasing and we may want to review prices in the uniform shop and canteen.
- The new Canteen Manager will be required to manage prices.

4. Uniform Shop Report

- Amy has formally resigned. The meeting passed a motion to purchase a gift for Amy to thank her for her work in the uniform shop. Motion passed and seconded.
- **ACTION – Acknowledge the work of Amy in the school newsletter and with a gift at the next whole school assembly.**
- Kira is doing a stocktake
- It was noted that Kira may need some help in the uniform shop.
- **ACTION – To advertise to the community that help is needed in the uniform shop.**
- Members of the P&C checked that they could use the square at the athletics carnival for the purchase of sausage sandwiches and lollies.

5. Canteen Report

- Some price increases.
- High school freezer still at BPS and needs to be taken back.
ACTION – Nick to arrange for freezer to be returned to KHS.
- The hot water boiler system is leaking and needs to be fixed or replaced.
ACTION – Nick to contact the hot water boiler repair person.

6. Fundraising Report

- \$200 was raised at the Nag's Head Hotel token collection
- Currently planning for the Athletics carnival
- Thompson pies orders currently open. Close this Friday. Devising pick up plan for Thursday 1st August. The hall has been booked.
- Father's day stall is coming up.
- Tea towels – Kindy teachers & Yr 6 teachers like this idea. Fundraising Coordinator will need year lists for Kindy and Yr 6 from the school. The process is that the children do a drawing each and the company does the design of the tea towel. Parents are to order via flexischools.

ACTION – Kathie check if staff happy to get children to draw a picture to be included on a year tea towel.

- Gingerbread orders to be finalised in October.

7. General Business

- Brendan - asked about the results of the communications survey. The school is developing a draft communications protocol. It will be completed by the end of this term. Feedback will be sought from the community and it will be implemented in term 4.
- Vicky – introduced a fundraising idea 'The Belair cookbook'.
- Jess – asked about posting school events on Facebook. Kathie stated that the school currently uses Facebook as a celebration platform.
- Colleen – introduced the idea of an alternative platform for the canteen / p&c to use 'Qka'. She stated that the delay in getting items on Flexischools is too long and that all other surrounding schools use Qka.

ACTION - 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.

- Kathie – is going to chase Sharon Claydon for the \$31,000 she promised.
- Anne – uniform survey closes Friday. The Uniform review meeting to be in a different week than the general P&C.

8. Summary of Actions

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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.	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.
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)	Yet to 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	L/T goal
20/7/22	Emily to follow up on the languages survey to establish which language and suitable times.	
20/7/22	P&C to pay P&C Federation Membership by the end of August.	
20/7/22	Acknowledge the work of Amy in the school newsletter and with a gift at the next whole school assembly.	
20/7/22	To advertise to the community that help is needed in the uniform shop.	
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.	
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.	
20/7/22	Nick to arrange for freezer to be returned to KHS.	
20/7/22	Nick to contact the hot water boiler repair person.	

9. Next Meeting

17th August 2022