

# Belair Public School

## P&C Association - Meeting Minutes

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Meeting #7  
Wednesday 21<sup>st</sup> September 2022

### 1. Attendance

Nick Elkington (Treasurer), Anne Turner (President), Colleen van Laar (Vice President), Shelley Sneath (Vice President), Cathy Seberry (Secretary), Janine Dine, Emily McGorey (Communications), Sarah Jardine (Acting Principal), Tarnya Belfield (Teacher / Parent).

Via zoom – Jamie, Brendan McGorey

### 2. Welcome to Country

Anne read the Belair Public School Welcome to Country.

### 3. Outstanding Actions

Date	Action	Status
21/7/21	Nick to contact Inter-relate directly and make a booking for 2022.	<b>Options to be put to P&amp;C.</b>
15/6/22	Nick to transfer \$1500 to school for socio-economic payment, and also \$2000 for the school honour boards.	Both 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. <b>P&amp;C Exec to discuss offline.</b>
15/6/22	Nick to obtain name of previous P&C accounts auditor and sign off on last year's statements	<b>See Treasurer's Report</b>
15/6/22	Nick to develop a 1 pager on what has to be updated when the P&C has a new treasurer.	<b>L/T goal</b>
20/7/22	Emily to follow up on the languages survey to establish which language and suitable times.	Emily drafted survey. <b>Sarah to do a google form for parents.</b> Aim to commence classes in 2023.
20/7/22	Jess to put together a demo of Qkr for the next meeting. Report to find out if Qkr has capacity for items other than canteen items.	<b>Email drafted with pros and cons. P&amp;C to discuss.</b>

		<b>Jess not present. Flexischools currently working ok.</b>
20/7/22	Nick to contact the hot water boiler repair person.	BPS to fix this.  Electricians to do last week of term.
17/8/22	Invite Leanne to the next P&C Meeting.	Leanne has resigned. P&C currently discussing position with another prospective employee.
17/8/22	P&C draft a letter to Council to support the petition.	Complete
17/8/22	Cathy to forward OzHarvest information to the school.	Yet to complete
17/8/22	Cathy to contact the Federation and understand the P&C's obligations in terms of checking WWCC numbers of volunteers.	Yet to complete

## 4. Principals Report

Kathie Colley presented Principals Report as follows:

- The school has had some extra-curricular successes with sporting teams such as the girl's soccer team and girl's basketball team. Also success at regional public speaking winning stage 2.
- School continuing to implement the new Inclusive, Engaging and Respectful Schools Policy.
- Interview process for Assistant Principial C&I position. Congratulations to Sarah Jardine.
- Kindergarten 2023 Parent information session held in week 7. Information soon to be sent out to parents regarding the pre-enrolment interviews.
- Yr 6 completed Check-in assessments for maths, reading and writing. Years 3,4 and 5 will complete reading and maths early next term.
- Tell Them From Me survey will open to parents early next term.
- Naplan Results – Year 5 have performed well, having results higher than state level. Year 3 did well, perhaps not as well as previous year 3.
- SRC –
  - Students have discussed re-introduction of canteen red days eg sushi or pizza days.
  - Students have requested mirrors in the toilets and paper towel. These have been ordered.
  - An extra soccer goal has been ordered for the playground.

## 5. Treasurers Report

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AR presented Treasurer's Report as follows:

Account Balances @ 21<sup>st</sup> September 2022

General Account     \$ 24,875

Credit card \$1,640

\$26,515 net position.

- Funds received recently from Sports carnival and Father's day stall.
- No invoices currently outstanding.
- Nick will change the accounting system from Reckon to Zero.
- Executive to sign form on site tonight to establish the new accounts. Flexischools has to be transferred to this account, and new credit cards ordered.
- Uniform shop well stocked. Will only need to order chair bags and library bags.

The meeting discussed the possibility of parents making chair bags.

**Action – P&C Exec to discuss this option via email.**

## 6. Uniform Shop Report

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The uniform shop is well stocked with new and 2<sup>nd</sup> hand stock. Kira would like a Facebook post to advertise the 2<sup>nd</sup> hand clothing stock.

**Action – Emily to promote via Facebook that there is a lot of 2<sup>nd</sup> hand stock.**

The question was also asked whether the school is planning on having a Kindergarten orientation day where the P&C introduce ourselves and discuss the uniform and sell Kindergarten packs.

**Action – Sarah/Kathie to decide whether a Kindergarten orientation day will occur later this year.**

At the last meeting of the Uniform Review Committee they collated information and ideas from the survey. They will meet prior to the next P&C General meeting and report back on progress.

## 7. Canteen Report

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As reported above, Leanne has resigned. Sonya is working in the canteen 3 days per week. In the future it is more likely that the canteen will only operate 3 days per week. Fiona was interviewed today. Colleen reported that she has a good understanding of accounts management and Healthy Food Guidelines. She does not have a Food Handling Certificate, but is organised and has a good understanding of the requirements of the job.

Fiona raised questions such as what would happen if she was sick? The meeting discussed the idea that Sonya could work casually to cover Fiona in these instances.

**Action – P&C Exec to decide how to proceed with Fiona as canteen manager.**

The meeting also discussed how to have a shared document for the canteen roster. It would need to be accessible by all in the school community.

**Action – P&C to find a way to create and share a canteen roster for the school community.**

## **8. Fundraising Report**

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Recent projects have included:

- Father's day stall – Went well, achieved a \$600 profit. One fifth of stock leftover and is to be donated to the Year 6 Mini fete. There were a lot of IOU's and it was suggested that next year 'tokens' could be pre-purchased by parents via Flexischools, and the children pick a gift at the stall.

Upcoming projects include:

- Mangoes – to be \$26 per tray ordered via Flexischools.
- Wine - \$50 per case to be donated to the P&C. Orders taken via a shared document on google drive.
- Gingerbread houses – Term 4
- Tea towels for years 6 and Kindergarten. Artwork is complete, orders to be taken via Flexischools.

## **9. General Business**

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*Brendan* – stated that his daughter had now been hit by a basketball three times whilst eating lunch. Sarah discussed policy in terms of children having 10 mins to eat, then those that are finished can play. If children are still eating they should move away from the basketball rings. Sarah offered to remind children to do this.

**Action – Sarah / Kathie to remind children still eating to move away from the basketball rings.**

*Jamie* – enquired as to whether bread tags were still being collected and recycled by the school.

*Tarnya* – gave an update on the playground works. The drains will soon be completed and the dry beds will commence after that. The worker will give Tarnya a list of items that the school community can donate for these works.

*Shelley* – stated that a disco is booked for Week 3 Term 4 (27/10/22). She discussed the possibility of Year 10 and 11 students from KHS doing face paints.

Nick – enquired as to whether we will be holding a Christmas Carols event. The meeting discussed a non-fundraising event. The primary cola may need to be used if the playground works are still progressing, or if it is too wet.

## 10. Summary of Actions

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21/7/21	Nick to contact Inter-relate directly and make a booking for 2022.	<b>Options to be put to P&amp;C.</b>
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. <b>P&amp;C Exec to discuss offline.</b>
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20/7/22	Jess to put together a demo of Qkr for the next meeting. Report to find out if Qkr has capacity for items other than canteen items.	<b>Email drafted with pros and cons. P&amp;C to discuss.</b>  <b>Jess not present. Flexischools currently working ok.</b>
21/9/22	P&C Exec to discuss feasibility of making chair bags for Kindergarten 2023 stock.	
21/9/22	Emily to promote via Facebook that there is a lot of 2 <sup>nd</sup> hand stock in the Uniform shop.	
21/9/22	Sarah/Kathie to decide whether a Kindergarten orientation day will occur later this year.	
21/9/22	P&C Exec to decide how to proceed with Fiona as canteen manager.	
21/9/22	P&C to find a way to create and share a canteen roster for the school community.	
21/9/22	Sarah / Kathie to remind children still eating to move away from the basketball rings.	
17/8/22	Cathy to forward OzHarvest information to the school.	Yet to complete

17/8/22	Cathy to contact the Federation and understand the P&C's obligations in terms of checking WWCC numbers of volunteers.	Yet to complete
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## 11. *Next Meeting*

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Wednesday 19<sup>th</sup> October 2022