

Belair Public School

P&C Association - Meeting Minutes

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



Meeting # 3
Wednesday 18th May 2022

1. Attendance

Attendees:

Nick Elkington (Treasurer), Anne Turner (President), Colleen van Laar (Vice President), Cathy Seberry (Secretary), Kathie Colley (Principal), Shelley Sneath (Vice President), Kira Papais (Uniform Coordinator), Clare Newton (Fundraising Coordinator), Kristy Waller,

Attempted via zoom - Emily McGrorey (Communications), Jamie Buskin, Tarnya Belfield, Jess Struck

2. Acknowledgement of Country

Anne Turner read the Acknowledgement of Country

3. Outstanding actions

Date	Action	Status
21/7/21	Nick to contact Inter-relate directly and make a booking for 2022.	Nick to call
21/7/21	Andrew to notify P&C Exec members when they are required to attend the Comm Bank and sign the bank forms.	Andrew has forms. To be signed after AGM.
16/3/22	Nick to discuss supply of socks with Amy	To discuss as part of the uniform review. Complete.
16/3/22	Meeting members to consider how to identify parents that are going through a hard time, and how to support them.	P&C to promote that the P&C is here to help families experiencing hard times. Message to be shared on a regular basis.
16/3/22	Kathie to remind drivers to be careful when driving around the school streets.	Via Newsletter. Complete.

4. Principals Report

Kathie Colley presented the Principals Report. Some main points include:

- Starstruck practices going well. The school has 2 dance groups participating.
- The school would like to thank the P&C for the efforts involved in putting together the Mother's Day stall.
- PSSA sport going well.
- The school has 6 children attending the regional cross country event.
- NAPLAN has been progressing well.
- BPS received a visit from the Regional Director and he interacted with the children really well. The visit included an Aboriginal bushfoods lunch.
- The band is going well and parents are welcome to watch this Friday morning.
- The communications survey revealed that parents like the Sentral app for communications. The school is considering also sending the weekly newsletter via email as some parents were not reading it via Sentral.
- BPS is currently implementing the Inclusive, Engaging and Restrictive Policy. Parents will receive a package regarding this. It aims to provide behaviour guidelines for children with disabilities and behaviour issues.
- The school is developing a student representative council. The model will be shown to the community later this term and help to develop student advocacy and develop leadership skills.
- The school is considering an overnight aspect to the Yr 5 excursion to Sydney.
- Following two years of COVID and reduced school assemblies etc, the school has identified that Stage 3 students need additional training / examples in leadership.
- The school will soon have signage in place for the various gates, blocks etc. The blocks will have Aboriginal naming.
- The new LED lighting has been installed.
- Kathie has been discussing the school's drainage issues with the Dept of Education Assets. This needs to be addressed prior to the playground upgrades.

5. Canteen Report

Kathie communicated the Canteen Report from Sonya.

- Sonya is struggling to get enough helpers in the canteen, so much so that she is wanting to resign her role as canteen coordinator.
- Nicky, who works on a Friday has recently given her notice and won't be able to cover Sonya on 9/10 June.
- Sonya would like the freezer returned to KHS.
- Sonya had organised a morning tea for parents interested in helping out in the canteen.

The meeting discussed the issues, the communication with parents and some ideas for organising parent helpers.

Action – Nick to talk to Sonya to better understand how she's feeling and what is needed.

6. Treasurer's Report

Nick presented Treasurer's Report as follows:

Account Balances @ May 2022

General Account \$9740.50

Canteen Account \$ 7027.80

Uniform Shop \$ 12,840.34

\$29,608.64 net position.

- All invoices are up-to-date
- All canteen wages up-to-date
- Icare workers compensation insurance due within 2 weeks
- General insurances due Aug / Sept.

It was noted that the P&C will have to submit its account records and hold a special AGM to approve the financial reports.

- The Mother's day stall raised over \$3000.
- The P&C need someone to do the banking. The bank is currently at Hamilton, but will be changed to a local Kotara bank.

Action – Nick to take on the role of banking the P&C canteen takings.

Action – Andrew to complete the handover of Treasurer role to Nick.

7. Uniform Shop Report

Kira reported that the internet in the uniform shop is not consistent and personal phones have had to be used to work the square for eftpos payments.

Action – Kathie to talk to the Dept Education IT section regarding internet access to the uniform shop.

The meeting discussed the re-scheduling of the first meeting of the Uniform Review. It will be re-scheduled to Monday 23rd May at 7pm, and be via zoom only.

Action – 1st Meeting of the Uniform Review to be held on Monday 23rd May via zoom.

The plan for the first meeting is to develop the survey to go out to the school community (including parents, staff and students). It is hoped that the survey will be approved within 2 weeks.

The contract with Lowes has expired. Following the uniform review this will be revisited with any changes.

8. Fundraising Report

The previous meeting discussed the current and upcoming projects. These include:

- The Nag's Head Hotel tokens
- School Disco
- The Kotara Bowling Club has approached the school. The Yr 6 farewell may be held there. There may be other fundraising opportunities.
- Father's Day stall – the committee is looking to lock in a date for this. Monday 29th August proposed. Kathie to confirm this date works with the school timetable.

Action – Kathie to confirm the date of the Father's Day stall.

9. General Business

Colleen – Suggested that a P&C rep be given access to Flexischools.

Action – Nick to investigate a P&C Rep having access to Flexischools

- The meeting discussed when access will be allowed for parents to collect children from inside the school grounds. It was noted that parents of K-2 children need to be prioritised for these issues.

10. Summary of 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.	Message to be drafted and shared.
21/7/21	Nick to contact Inter-relate directly and make a booking for 2022.	Nick to call
21/7/21	Andrew to notify P&C Exec members when they are required to attend the Comm Bank and sign the bank forms.	Nick to organise.
19/5/22	P&C members to encourage drivers to be careful when driving around the school streets.	Kira Yr 2 Colleen Yrs 3, 5 Shelley Yr 1, 6 Clare Yr 4
19/5/22	Nick to talk to Sonya to better understand how she's feeling and what is needed.	
19/5/22	Nick to take on the role of banking the P&C canteen takings.	

19/5/22	Andrew to complete the handover of Treasurer role to Nick.	
19/5/22	Kathie to talk to the Dept Education IT section regarding internet access to the uniform shop.	
19/5/22	1 st Meeting of the Uniform Review to be held on Monday 23 rd May via zoom.	
19/5/22	Kathie to confirm the date of the Father's Day stall.	
19/5/22	Nick to investigate a P&C Rep having access to Flexischools	

11. *Next Meeting*

Wednesday 15th June 2022