

**Belair Public School P&C Association**  
**Minutes for meeting Wednesday 21<sup>st</sup> May 2014**

Meeting opened: 7.05pm

**Attendance:** Christina Price, Jenny Green, Katrina Johnson, Dom Squires, Emma Abdilla, Hannah Ayton, Colin Jackson, Susan Sommers, Christine Clifford, Mel Donnellan, Matthew Morrison, Warwick Beard, Luke Bellamy, Tina Wilkie, Elizabeth Crawford, Katrina Juchau

**Apologies:** Vanessa McNally, Stacy Dean, Nichole Richens, Sandi Patch, Rachel Hopkins

**Minutes from previous meeting:** Tabled  
Accepted Hannah Ayton seconded Emma Abdilla

**Business arising from previous minutes:**

- Mother's Day – Col Jackson said this was the best result we have had in years, we made \$1609.20
- Col Jackson said we have received a refund regarding the faulty crests.
- Cleaners are checking soap dispensers more regularly to make sure they are filled.
- Stocktake in uniform shop – should be done twice a year. We need to look at this further to establish the best process for this.

**Correspondence in:**

- Email regarding status of NSW Federation of P&C Association outlining Government changes to Federation
- P&C Magazine
- Royal Far West letter

**Correspondence out:** Nil

**Treasures Report:** Tabled presented by Col Jackson  
Col Jackson stated we are in a sound financial position however it is important that both fund raising activities for 2014 and agreement on the level of support to the school need to be considered.

**Uniform Shop Report:**

- Crests – Tina Wilkie said she would put in newsletter that new crests have arrived and if you had purchased a faulty one you could contact the uniform shop for a replacement.
- LWR sent samples. Tina Wilkie asked if we were interested in changing suppliers but it was decided to remain with current suppliers due to the quality not being as good.

- Christine Clifford asked if we could look into stocking grey pants for the boys. Katrina Juchau said we would need to source a supplier for this

**Canteen Report:** Tabled, presented by Dom Squires

- New gluten free items are available but are selling slowly, we are hoping to put a little flyer out in the next week's newsletter to help promote these.
- We will look into sushi days to start at the end of this term or in term 3, we are a bit worried about the bacteria this item presents, we will have to investigate this well before offering
- Nacho was a great day, heaps of volunteers which was great as we only had a few volunteers for donut and milkshake day which was disappointing. Next Red day will be roast meat and gravy roll. The price may have to go up to \$6
- We have had a few tablecloths returned in the last few weeks but the P & C might like to purchase a few more and also the little urn that the P & C use along with the teachers for functions has died so this needs to be replaced ASAP
- Grand friends day worked well for the band in the canteen it was great to help them raise money.
- Hunter Health report was excellent.... no longer available is hello pandas, mousse is to be made on skim milk or water and we will go back to make the muffins from scratch and not use the muffin mix we have been buying
- Homemade chicken schnitzels are now a green item- woohoo, the new menu is selling well, especially the homemade items as a deal
- Milk and juice issue has been resolved so all should be good from now on
- Teena Manuel now works so we need to look at having people on standby if Louise is sick or is on holidays. Louise looks like been away for a week from Monday November 3rd so we need to organise people to cover this as its too much for Teena with working

**Principals Report:** Tabled, presented by Warwick Beard

Please see web for this report

**General Business:**

- Hannah Ayton asked Warwick Beard if the fundraising committee could run a chocolate drive. Warwick said as long as we did things properly and gave parents the opportunity not to have to take the chocolates then this would be fine. We agreed that a form would go out to parents for them to indicate if they would like the chocolates sent home. They will not be sent home unless a parent requests them. Mel Donnellan, Dom Squires and Susan Sommers will be coordinating this.
- Hannah Ayton also asked if we could put in newsletter what we are planning to do with the funds so parents are aware where their money goes when we are fundraising.
- Nyssa Kelly – our school librarian has kindly donated a signed Swifts dress to the P&C for us to use for our fundraising. She only had one request – that some of the money raised goes back into the library.

- Christine Clifford raised that we were not following our procedures when counting money. It requires two people to count it before it is banked. Can we please see that we do this?
- Matthew Morrison asked about the disco – He and other parents were concerned about the number of parents in the hall during the infants disco. He wanted to know if we had something in place to ensure that the people who were in there were meant to be there. He asked if we could we look at implementing a wrist band or something like that? Warwick Beard stated this would be difficult to do. Katrina Johnson suggested that the parents who are running the disco could be in fluorescent vests. Parents were concerned that people may be attending when they shouldn't be. Jenny Green suggested that maybe we should use two doors - One open for parents to go in and collect the children and have them use the other door after collecting their children. Children shouldn't be allowed to leave without their parent/carer. We will look at these concerns closer to the next disco.
- Susan Sommers along with several other parents had some questions regarding entertainment books:
  1. Whoever attends the entertainment book launch gets a VIP book. It was questioned as to where the book was as they believed it should come back to the school.
  2. A question was also posed in relation to the book that was used for the band raffle.
  3. It was questioned as to the profit that is made on the books, Col Jackson our treasurer stated that to date we had only taken \$500. It was commented that this was not a great return for our effort. Christina Price replied that we didn't have an accurate figure at this time and figures were provided from previous years.
  4. Emma Abdilla stated that as the entertainment book co-ordinator was not present at the meeting to answer questions that we should carry any questions to the next meeting so we could get clarification.
- Col Jackson suggested that at the AGM when people are appointed in various positions it would be appropriate for them to be advised that all position holders who undertake activities on the P&C's behalf should consider that any benefit obtained is for the Association and not the individual.
- Mel Donnellan also raised whether the executive is following correct procedures when it comes to decision making. She was concerned that the executive is making decisions outside of meetings when it is not appropriate to be doing so.
- Parents that held markets in the school last year are interested in holding them again. Could Warwick Beard please organise a suitable date and time.
- Christine Clifford wanted to ask about perfect elections but Warwick Beard asked if this could be held until next meeting.
- School banking – Col Jackson said could we just let everyone know who he is and if there are any questions regarding school banking please direct parents to him.

- Warwick Beard asked if before the next meeting we could read the document he handed out regarding reviewing our values and beliefs at Belair so we can discuss next month.

**Agenda Items:**

- P&C representative for interview panel – Emma Abdilla and Mel Donnellan are happy for someone else to have a turn. Susan Sommers was nominated by Emma Abdilla, seconded by Dom Squires. All in favour. Warwick Beard will train Susan Sommers for this role.
- Warwick Beard said there will be an Assistant Principal position later in year where he will need another representative.
- School evaluation team- Warwick Beard is seeking parent reps to assist with this. It involves setting the plan for the next 3-5 years for the school. Katrina Juchau and Katrina Johnson are currently part of this committee and will remain so for 2014 and can decide for the future if they wish to remain.

**Items for next meeting-**

- Entertainment books
- Prefect elections
- Reviewing our values and beliefs

Next meeting – Wednesday June 18th 2014

Meeting closed 9.15pm