



1. Attendance

- 1.1 Attendees: Warwick Beard (WB), Felicity Charlton ((FC) Minutes), Katrina Johnson (KJ), Sarah Hayes (SH), Matthew Morrison (MM), Christina Price (CP), Rose Hogan (RH), Catherine Whittaker (CW), Emma Abdilla (EAb), Nyssa Kelly (NK), Emily Allars (EAI).
- 1.2 Apologies: Shelley Sneath, Stefan Scevak, Brydie Piaf, Emma Hessel, Sonja Cooper, Christine Clifford.

2. Previous Minutes Acceptance & Business Arising

- 2.1 Previous Minutes Acceptance: RH, EAb
- 2.2 FC raised question of point 10.8 of previous minutes that committee has a \$40,000 goal? MM clarified that this is the likely estimate of the cost of the equipment and not the P&C fundraising goal.
- 2.3 Uniform signs are installed.
- 2.4 Shorts for girls option - EAb has spoken to Lowes who are going to send samples.
- 2.5 Uniform Shop Shelving - MM will install Friday morning (23/09/2016)

3. Correspondence In

- 3.1 Australian Charities and Not-for-profits Commission - Notice of Revocation of Charity Registration. This matter has been dealt with by MM. MM confirmed that registration is current and active.
- 3.2 Healthy kids association email - promoting healthy living competition
- 3.3 Priscillas Palace Invoice for Fathers Day Stall - forwarded to Treasurer for **Action** by Felicity Charlton
- 3.4 Order Confirmation for Chocolate Drive & Letter of permission from Mr Beard
- 3.5 Request from Rozi Marsh to have P&C representatives to speak at Kindergarten Orientation Tuesday 8th November 2016 and volunteers for Uniform shop sales. **Action**
- 3.6 Thankyou card & treats from Angela Burke and family. Thanking P&C for the Thermomix prize won in Mother's Day raffle

4. Correspondence Out

- 4.1 Nil correspondence out

5. Principals Report

- 5.1 See attached Principals report

6. Treasurers Report

- 6.1 Treasurers Report not provided this meeting

7. Uniform Shop Report

- 7.1 EAb met with Katrina regarding opening times.
- 7.2 Shop will be open additional day in Term 4 and Term 1 to assist in managing online orders
- 7.3 Volunteers are welcome to become involved and open the shop on another day if anyone is available
- 7.4 EAb advised that the goal for the shop is to add online ordering capacity to Flexischools (similar to online ordering and payments for Canteen). **Action** EAb to investigate Flexischools and Eftpos machine options

8. Canteen Report

- 8.1 Canteen will be closed first day of Term 4, Monday 10th October 2016

9. Fundraising Report

- 9.1 Refer to attached copy of Fundraising Report.

Total Raised for Month = \$1965.05

Total Raised for year to date = \$12700.12

10. General Business

- 10.1 CP - Vouchers for Sports Rep Students for end of year
- 10.2 CP - Kotara High School "getting to know you" invitation 6:30pm Wednesday 7th December 2016
- 10.3 CW - Is the Canteen Survey still planned? **MM & WB to action**
- 10.4 EAb - Book Fair during Book week - Parents disappointed this did not occur. WB advised he made an executive decision not to hold the book fair, however confirmed that there should be no reason it cannot be proposed in future (good money earner)
- 10.5 WB - In term 4 a forward planning calendar will be established for 2017 to include all known events such as excursions, grand friends day, book week etc. Including P&C dates such as discos, stalls etc. The Calendar will be distributed in Week 6 of term 4 2016 for P&C Committee to review. **Action.**
- 10.6 NK - Previous minutes raised concerns that there were security issues at the year 4 camp. WB clarified that a parent had raised concerns about the distance of the tents from the toilet block and the difficulty with this at night
- 10.7 EAI - Disco organising - parents will not be allowed in Hall due to space and security issues. A parents retreat will be set up for the next disco. Teachers will supervise inside the hall. This should be noted on the Disco information flyer. **Action**

- 10.8 FC - raised concerns regarding support for P&C within the school and deemed lack of support for fundraising efforts. Also concerns regarding lack of communication between the P&C and the school. Action WB, NK & EAI to establish regular P&C item at teachers Communication meeting. **Action**
- 10.9 KJ - Sneezesafe awareness
- 10.10 KJ - Corporate sponsorship signage example shown
- 10.11 KJ - Fav-va beans treat samples given for possible inclusion in canteen. Committee agreed that they could be sold at the canteen
- 10.12 SH - will provide Creative learning report next meeting
- 10.13 MM - Battery operated Candles for Carols, discussion on pricing.
- 10.14 General fundraising discussion - FC advised that it is understood that the legislation does not allow tickets to be sent home. Solution is to have an Opt Out option letter sent home prior to tickets being sent

11. Summary of Actions

- 11.1 Organise training session and setup for backup canteen supervisor (EAb/EAI/MM/SSc)
- 11.2 Organise canteen survey in consultation (WB/MM)
- 11.3 Meet and narrow down a plan for Playground Equipment (MM/WB)
- 11.4 Write letter to local businesses to ask for sponsorship (SS)
- 11.5 Source short options for girls (EAb)
- 11.6 NAPLAN results to parents (WB)
- 11.7 Speak to bank over discrepancies (SS/SSc)
- 11.8 ICAS spelling for 2017 (WB)
- 11.9 P&C speakers and Uniform shop for Kindergarten orientation Tuesday 8th November 2016 (EAb/MM)
- 11.10 Investigate flexischools and eftpos machine options for Uniform Shop (EAb)
- 11.11 2017 Forward Planning Calendar by Week 6 Term 4 (WB)
- 11.12 Establish regular P&C item at teachers Communication meeting (WB/NK/EAI)

12. Next Meeting

- 12.1 Christmas Carol and Fundraising Committee Wednesday 19th October 6:15pm
- 12.2 P&C Meeting Wednesday 19th October 2016 7:00pm

Meeting Closed 8:45pm

Belair P&C Principal Report September 2016

Exciting News

Netballers won the State Championship

Spelling bee winner from stage 2 will be going to Sydney for the state championship.

LMBR Report

Everything has settled down well for our finance components of LMBR. After years of resistance, however I am planning to invest in Central which will provide a quality tool for learning management which will support the work of the school in targeting the learning of every individual student in the school.

Olymp-a-thon

We have raised over \$9000 and money is still coming in in dribs and drabs and we hope to hit the \$10000 mark.

Staffing

Our Assistant Principal position has been advertised. Interviews will take place early next term.

The AP is likely to commence work at the beginning of 2017.

School Plan Evaluations Underway

We are seeking ideas from our community on what is the best way to get feedback from parents? Options are online surveys, paper surveys, focus groups or parent questionnaires.

Belair P&C fundraising report - 21 September 2016 - Felicity Charlton

1. Father's Day Stall

Stall was held Wednesday 30 August 2016. A very good roll up of helpers included Katherine Cowling, Maara, Katherine Rodd, Catherine Whittaker & Emily, Vicky Manly Cooper, Christina Price, Natalie Wilson, Sally Arthur, Jenny Martin and Jocelyn Karsten. Two Olivias from year 6 were also a very big help.

All items were on consignment from Priscillas Palace. Gift bags were purchased online from "BagMart".

Total profit: \$1165.05

Lessons Learned:

- More than 600 items should be ordered as stock ran out.
- Many of the younger children took advantage of IOUs of which only 20 children did not come back for, so while this was a decent outcome, the number of gifts on IOU is concerning as Sonja then has to manage the purchasing from the canteen.
- Much more "advertising" or notice needs to be made in advance

2. Chocolate Drive

Chocolate drive is coming to an end. All monies were due back last week however only half was returned. Letters to families who have not returned money will be sent home next term. A reminder was put on the App on Monday and in the newsletter. Mel Donnellan has done a fantastic job running the chocolate drive.

3. Book week sausage sizzle

Full responsibility for the difficulties faced with the book week sausage sizzle are taken by Felicity Charlton. Lessons have been learnt from this event and include the organiser actually attending the event, more detailed preplanning, organising additional helpers.

Special mention goes to Nyssa, John (GA) and Steve Patterson for their efforts.

Total Profit: \$800.00

4. Christmas Carol Event

Unfortunately Felicity is unable to run this event. Fortunately a group of dedicated parents have taken on the idea and have met tonight to get the event underway. It is hoped that it will be a successful and well supported event.

5. Christmas Raffle

A Christmas Raffle will be held in conjunction with the Christmas Carol Event and drawn on the night. Two dates have been secured at the Westfield fundraising table on 17th & 27th November. Volunteers will be required to sell tickets at Westfield.

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