

# **Belair Public School P&C Minutes**

20/05/2015 **Start time:** 7.04pm

## **Attendance:**

Emma Abdilla, Luke Bellamy, Matthew Morrison, Rozi Marsh, Col Jackson, Emma Hessel, Katrina Johnson, Philip Turner, Jenny Peterson, Sonja Cooper, Gareth Collier, Sandi Patch, Christina Price, Tina Wilkie-Miskin.

## **Apologies:**

Warwick Beard, Stacy Dean, Christine Clifford.

## **Review minutes from last meeting:**

Accepted by Jenny Peterson, seconded by Matthew Morrison.

## **Business from previous minutes:**

- None

## **Correspondence in:**

- CBA promotional letter for treasurer
- ASG National Excellence in Teaching Awards promotional material
- Parents and Citizens magazine

## **Correspondence out:**

- None

## **Principals report:**

- Presented by Rozi Marsh.
- Matthew Morrison to be the P&C representative for out of zone enrolments.
- See report attached.

## **Treasurers Report:**

- Presented by Col Jackson.
- Balance as at 20<sup>th</sup> May 2015:
  - General account = **\$17,243.45**
  - Canteen account = **\$2,241.55**
  - Uniform shop account = **\$4,652.30**
- See financials attached. Accepted by David Crane and seconded by Christina Price.
- Discrepancy with CBA over Mother's day amount counted and deposited.
- Gareth Collier met with Col to initiate handover of the treasurer's role and discuss process improvements. Gareth also taking notes to be formalised as a manual of procedures for treasurer's role. Gareth is undertaking a shadow role until September and will be taking over solely for the rest of the year in Col's presence.
- Gareth proposed we conduct more payments electronically. This needs to be investigated to abide by regulations on dual signatories and allowing dual authorisation online.

**Uniform Shop:**

- Presented by Tina Wilkie-Miskin.
- Spike in business due to cold snap with jackets and stocking.
- Uniform moratorium committee presented draft questionnaire. Final to be completed for the next P&C meeting.

**Canteen Report:**

- Presented by Sonja Cooper.
- Some new mums coming in to help.
- Blinds broken and tap needs maintenance. School GA to address.
- Emma H & Katrina: Proposal for gluten free sandwiches can be toasted for students in the canteen. Have to be OK'd by office. Going to trial it with a note from parents to the office of the children who can use this service.
- Col: Proposed the option of a single full time canteen supervisor or allow a job share role. Consensus is the single role to continue as is.

**Fundraising:**

- Presented by Katrina.
- With Mother's day over, looking for Father's to support Father's day stall.
- Advertised fundraising meeting is 30 mins before P&C meetings.
- Discussed putting more notification online and in the newsletter on what the P&C fundraising money is going toward.

**General Business:**

- Tina: Address book not going out this year. To be addressed next year and maybe not to continue as is with modern phones.
- Luke: Brought to attention the demand for electronic school newsletters. The school has already been progressing via SkoolBag.
- Luke: Thanked Katrina for her efforts on the Mother's day stall.
- Luke: Raised the topic of "Apple for teachers" competition.
- Luke: NSW School Eco Grant submitted and awaiting Coles Garden Grant status at the end of the month.
- Sandi: No flags out at the crossing area outside OOSH at 8:40.
- Emma A: Regarding the Disco. Not enough lighting leading out to the top exit (near drive way).

**Action List:**

- Sonja: Engage GA for minor canteen repairs.
- Sonja/Emma H: Trial toasting sandwiches.
- Col: Close up CBA money matter.
- Moratorium committee to finalise survey.
- Katrina: Sourcing a school banking volunteer to split the role away from the treasurer.
- Gareth: Continuing on with shadow role with Col and look into dual online authorisation for payments.
- Rozi: To discuss lighting and steps with Mr Beard during night time events.
- Luke: Add missing parking signs the council took to next months agenda.

**End time: 8:55pm**