

GYMEA BAY PUBLIC SCHOOL P&C

Minutes of Ordinary Meeting

The Gymea Bay Public School Parents & Citizens Association is an incorporated voluntary organisation that operates pursuant to relevant legislation and its constitution. The P&C meets on week 3 and week 8 of every term in the staffroom at 7:30pm. Membership to the P&C is open to all parents. It's a great way to find out about and support Gymea Bay Public School. General business or topics of discussion can be submitted prior to the meeting via the P&C email account at gymeabaypandc@gmail.com.

Date of meeting: 06/08/2019

Meeting opened: 7:35pm

1. Attendees

- 1.1. **P&C Executive Committee** - Cassandra Scott, Justine Catto, Sophie Lumb, Kaye Stewart, Belinda Hope
 - 1.2. **GBPS Staff** –Sue Stolk, Sue Hyrce, Robyn Beck and Lauren Hall
 - 1.3. **P&C Members** - As per attendance sheet kept with the assistant secretary
 - 1.4. **Apologies** – Peter Eaton, Kelly Merchant, Belinda Shoebridge, Kate Murdoch, Kim Guy, Kelly-Anne Derwent, Natalie Blacker, Kerry Jervis
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2. Special Guest – David Whetton from School Shades

Promoting eye health by wearing sunglasses which are personalised for the school (green with monograph). There is an ID panel on the inside of every pair to label with child's name at point of distribution. All sunglasses come with a case that has clip which can attach to bag, lunch box etc.

Question was raised regarding children with prescription glasses. These already have filters to prevent UV rays entering the eye so no additional sunglasses are required. The glasses are \$10.85 each including the case.

Pending discussion with the Principal, Cassandra will investigate a trial for next summer and, if required, draft a formal motion to change the uniform policy to accommodate the use of the school sunglasses. It was proposed that the sunglasses will be sold through the uniform shop. The use and purchasing processes of the sunglasses will be reviewed post the trial period.

The school administration will look whether including the sunglasses will require an amendment to the existing uniform policy.

3. Minutes of previous meeting

Moved – Nicole Marshall
Seconded – Kaye Stewart

4. Business arising from previous meeting

4.1. Sustainability Proposal – Solar panels and LED lights

P&C has contacted Mark Speakman regarding the timeliness of the electricity report for the school. This information is required to start the quoting process.

4.2. Chairs for staff

The chairs of staff donated by Port Hacking High School are expected to arrive Wednesday 7th August.

4.3. New colour printer for K-2

Contract on current printer expires in 2021. Quotes for the new printer have been received.

School administration to communicate the quote, post negotiations, to the P&C.

4.4. School disco

This proposal was not raised at a staff meeting.

School administration to discuss having a school disco at a staff meeting a communicate with the P&C.

4.5. Grants update

Application to Sydney water for funding to support a vegetable garden was not successful.

Successful applications to the safer community (federal funding) will be announced sometime in August. Our application seeks to support funding for CC TV, lighting, video and TV intercom between office and front gate and GBOOSH as well as a segmented communications systems.

Four applications have been submitted in NSW community grants. P&C has advertised on Facebook to encourage voting for these projects. Note following release of project State Government reported it would fund a maximum of \$260,000 per electorate.

4.6. Communication with local government

P&C has contacted Mark Speakman to follow up on previous communications regarding funding to support school infrastructure, promote AMU activity, completion of the electricity/energy report and GBOOSH infrastructure.

5. Request for selection panel member – out of area applications 2020

Lauren Hall mentioned that the Department of Education may be changing the policy regarding out of area applications.

School administration to investigate whether there will be any changes to the out-of-area application selection criteria for 2020.

Cassandra Scott will be the selection panel member.

6. University of Queensland parenting survey

P&C to post on P&C Facebook page

7. President's report

7.1. New project proposal

Cassandra proposed to update the existing school hall to accommodate the entire school. Proposal to initiate a beer/wine club (compliant with all school policies) to help provide funding to support the new build.

Motion moved (Dan Zietsch/Kristie Baker) for Cassandra Scott to investigate costs associated with school hall rebuild.

7.2. Communications

7.2.1. Open Day

Parent feedback that communication could be more timely to allow parents/families to make arrangements to attend. Details of time allocated to each event required. Feedback from some kindergarten parents was that they didn't realise that parents needed to attend.

School administration to send around more detailed update of communications.

7.3. Book Week K-6

Limited details in communications provided for book week. P&C requested more timely and details communication with the school community.

School administration to send out detailed communications to school community.

P&C to communicate via Facebook

7.4. Consultative Committee groups

Half of the groups have been created and are live on P&C Facebook page. A big thank you to the volunteers have joined each of the committee groups! Clarification of the best method of communication with school administration/staff was requested.

P&C will ask each committee group to nominate a leader. Contact details of committee leaders will be provided to the school administration and posted on the staff notice board. Staff members seeking to engage specific committee groups will contact the relevant leaders. Those committee members for groups which will come into contact with children will require working with children checks as per the standard policy.

8. Principal's report

8.1. Report circulated via school email and P&C FB Page

8.2. Electronic permission slips and payments

School administration has confirmed that the Sentral software has the ability to produce permission slips and payments. There is a representative from Sentral coming to the school to provide training and help set up this service. Electronic permission slips service is anticipated to be trialled in Term 4 with complete rollout in Term 1.

P&C requested that school administration also provide a timeline for the rollout of payments via Sentral.

8.3. Recruitment panel member

There is a position available for teacher recruitment. May have to convene a panel. Panel member would need training. Cassandra Scott nominated as potential panel member as she has already done the necessary training.

8.4. Financial contribution to student

The school administration requested that the P&C consider a financial contribution to a student representing Australia in sport travel.

P&C declined to provide financial support as the policy is that only school-related activities will be considered.

8.5. Additional financial contribution to school sign

The school administration requested funds in addition to the \$16,000 already earmarked by the P&C for the sign as the new quotes are between \$18,000 and \$24,000. School administration is required to clarify the advertising conditions and new quotes prior to aid P&C decision making. Motion moved to defer decision to the next P&C meeting.

9. Treasurer's report

Income and Expenditure Statement YTD 2019 - 5 August 2019

Opening Balance		154,412.06
Income		
Uniform Shop	33,081.50	
Lily Festival	43,000.25	
Mothers Day	5,895.10	
Interest	1,202.38	
Election BBQ	4,239.10	
Other	530.25	
	Sub total	87,948.58
Less Expenses		
Bank fees	736.67	
Lily Festival	14,763.75	
Uniform Shop	26,338.29	
Sports Uniforms	6,084.65	
Mothers Day	3,078.50	
Fathers Day	1,827.36	
School Contribution	57,000.00	
Election BBQ	3,791.32	
Other	875.99	
	Sub total	114,496.53
Closing Balance		127,864.11
Less:	Outstanding payments	8,000.00
	Buffer	10,000.00
Net Expendable		109,864.11

The P&C currently has \$127,864.11 in the bank. Payments have been made to Claudines for the uniform shop, CSM for sports uniforms and a late payment to a Lily festival supplier.

Income has been limited to uniform shop sales.

There are outstanding payments relate to recent invoices for Claudines, the main Uniform Shop supplier.

Expenses does not include funds allocated to the LED light/solar panel initiative.

9.1. ATO letter

The P&C has received a letter from ATO advising that there are a number Activity Statements outstanding. The authorised contact has been identified. Peter will liaise with them and report back at the next meeting.

9.2. Close CBA account

Motion moved (Kaye/Nicole) to close the CBA account and transfer funds into existing IMB/Westpac (located in Miranda) where most of the funds are currently located. Eftpos facilities will be made available through Westpac.

10. Secretary's Report

Nil to report

11. Sub-Committee report

11.1. Fundraising – Fathers Day Stall will be on 28th August

Call for volunteers. Please contact Kate Murdoch.

11.2. Extra-Curricular – Chinese students Bookclub

Nicole explained it was difficult to find host families. Those families that hosted students overwhelming provided positive feedback of the experience. Families did feed back that there was a lack of timely detailed communication regarding the student exchange program. Nicole suggested the development of a booklet which summaries all of the activities would help support host families.

A big thank you to all of the host families!

Sue explained that the Department of Education did not communicate information in a timely manner and some of the communications were inaccurate.

P&C will communicate with the Department of Education to ensure timely and accurate communication if any future student exchange programs.

11.3. Bookclub

Issue 5 order \$

\$1600 in rewards

Request for more volunteers to help get the orders out once they have arrived on a Wednesday or Friday morning.

11.4. Uniform shop

Semester 1 2019

Revenue	Cost of Goods	Gross Profit	Margin	Tax
\$28 576.45	\$23 185.45	\$5 391	19%	\$2 846.05

Revenue is up \$698 on the same time last year.

11.4.1. Makeover

Uniform shop has received complete makeover. Photos posted on Facebook page, looks fantastic. New signage after the area and surrounds are painted to make it easily found.

The uniform shop will have special opening hours for the Kindergarten orientation days (Term 4 Week 3, 4, 6). Samples will be available in the school hall (T4 W3) to enable students to try on for sizing. Online order form will be provided in gift bags and packs will be available for pick up T4 W4/6.

11.4.2. Black beanies

Hendrika has approved black beanies if they are worn under their bucket hat. Some children wearing beanies other than black. P&C to communicate with community that only black beanies worn under hats are allowed.

12. General business

Pharmacy in Gympie has volunteered to provide sunscreen at the school during the summer months. The sunscreen will be the Ego brand. It will be made available to all students. Student's allergic to this brand of sunscreen are encouraged to bring their own. Motion moved (Kristie Baker/Justine Catto) to investigate the provision of sunscreen.

Question raised by Nicole, where does the school stand on Inter-relate? Nicole is unable to communicate directly with them as all communication needs to be made via school administration/staff.

Proposal that Nicole will co-ordinate any communications from the P&C and communicate these with the school administration.

Next meeting 10th September 2019

End of Meeting 9:07pm

	Action	Person / People responsible	Due date
1.	Explore possibility of trialing the sunglasses next summer	Cassandra Scott	10 th September, 2019
2.	Investigate the provision of sunscreen to all school staff/students	Cassandra Scott	10 th September, 2019
3.	P&C continue to lobby Mark Speakman regarding engagement with AMU	Cassandra Scott	ASAP
4.	Panel member required for the out-of-area applications (2020)	Cassandra Scott	

5.	Investigate costs associated with school hall rebuild and possible fund-raising opportunities to support the project	Cassandra Scott	10 th September, 2019
6.	Additional consultative Committees posted on Facebook pages for parents and community to join	Cassandra Scott	ASAP
7.	Consultative Committees to nominate a coordinator. Contact details of the coordinators to be provided to the school administration	Cassandra Scott	10 th September, 2019
8.	Post University of Queensland survey information on the P&C Facebook page	Sophie Lumb	ASAP
9.	P&C to post relevant events/news on the P&C Facebook page	Sophie Lumb	Ongoing
10.	Communicate again that black beanies allowed to be worn under hats in winter	P&C Exec	ASAP
11.	Sports shirt change – look into Department guidelines at the process of uniform change	Kaye Stewart & Belinda Hope	10 th September, 2019
12.	Continue to liase with previous treasurer regarding ATO statements	Peter Eaton	ASAP
13.	School administration to continue to improve on providing detailed and timely communications with the school community regarding events/news	Megan Pope Hendrika Green	ASAP
14.	Explore if addition of sunglasses requires a change to the uniform policy	Hendrika Green	10 th September, 2019
15.	School administration to discuss having a school disco at a staff meeting a communicate with the P&C	Hendrika Green	10 th September, 2019

16.	School administration to provide update on Sentral, rollout of e-permission slips and payments	Hendrika Green	10 th September, 2019
17.	AMU property review	Hendrika Green	Term 3 2019
18.	School Disco-discussion with teachers to see if it can happen	Hendrika Green	Next Staff Meeting
19.	Cleaning review – whether changes to cleaning has made a difference in particular classrooms with children with allergies	Hendrika Green	10 th September, 2019
20.	Solar panels and LED lights – engage with Department	Hendrika Green	ASAP
21.	School administration is required to clarify the advertising conditions and new quotes of the signage	Hendrika Green	10 th September, 2019
22.	School administration to communicate the quote of the colour printer for K-2 teachers to the P&C	Hendrika Green	10 th September, 2019