

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: 10/09/2019

Meeting opened: 7:35pm

1. Attendees

1.1. P&C Executive Committee - Cassandra Scott, Justine Catto, Sophie Lumb, Kaye Stewart, Belinda Hope

GBPS Staff – Hendrika Green, Jodie Muhlsimmer and Lauren Hall

1.2. P&C Members - As per attendance sheet kept with the assistant secretary

1.3. Apologies – Peter Eaton, Kim Guy, Natalie Blacker, Sue Stolk, Kristie Coramond, Candice Markou

3. Minutes of previous meeting

Moved – Nicole Marshall

Seconded – Justine Catto

4. Business arising from previous meeting

4.1. Sunglasses trial

School administration has requested that the P&C survey the school to canvas support for trialling the sunglasses. A draft survey was reviewed by the committee and approved for circulation on the P&C Facebook page for comment by the school community. Kaye Stewart and Belinda Hope will provide a price point for the sunglasses prior to circulation of the survey.

4.2. Provision of free sunscreen

Decision was made to provide free sunscreen to school students.

4.3. School hall

Decision made to progress with this project. The building and maintenance consultative committee has been tasked with developing a scope of work and reporting on progress. This scope of work as well as the absence of any previous government funding for a school hall will be communicated to Mark Speakman for consideration. Funding will need to be sought to support the project from government, community and parents. Nina Van der Grinten (architect) volunteered to draft and progress DA, conduct market research on similar projects. Concern raised by some committee members regarding removing playground space. This concern will be considered by the consulting committee.

4.4. Co-ordinators for consultative committees

Thank you to the numerous people who have volunteered for the various consultative committees and proven to be active members. Coordinators have been identified for most of the committees, except alumni, grants/sponsorship, history and geography, music and creative arts and high school transition).

The P&C will communicate with the school administration to provide the contact details of consultative committee co-ordinators.

4.5. School communication improvement initiatives

The school administration has decided to purchase School Bites a software which enables parents to view outstanding payments/information; includes absence forms; digitally approve instead of continuing to progress the use of Sentral. A price has been negotiated and the service will become live in 2020. Account summaries will be communicated via email. The school administration is currently drafting document templates with the software provider.

P&C raised the concern that a trial (beta testing) period should comment in Term 4 to ensure efficient transition to the new system in Term 1 2020. School administration to provide details on the School Bites transition program in Term 4 2019.

4.6. School disco

School administration supports a school disco on Friday 1st November. A professional company will provide the entertainment. Disco will consist of two shifts K-2 and 3-6 starting from 17:00. All tickets will be pre-paid. Both teaching staff and parent volunteers are required on the night. School administration raised concerns about risk of harm with so many students and suggested to cap attendance.

School administration to confirm whether capping of attendance for school disco is required.

4.7. Review of cleaning standards

Carpets were deep cleaned 3 weeks ago throughout the school. Cleaners will continue to be "spot" monitored by the staff with photographic evidence of cleaning quality.

Continued clean out of storerooms throughout the school. Approximately \$0.5 million being spent on school for painting and repairs; includes extra doors into H and I block to prevent wind; building new doors for M block; brick wall near kindergarten being removed with a colourbond wall (painted with aboriginal theme to match the yarning circle); repainting J block; inside J block water damage will be repaired; replace the bag racks to safer hooks and general repairs to the canteen.

The school has increased the number of bins with lids which has reduced the damage from cockatoos. Comment by P&C that the school administration should consider making sure that the larger bins are closed/not overflow to reduce rubbish dispersal by cockatoos. School administration encouraged parents to ask their kids to hang their bag backwards on the bag hooks and zip them up to reduce risk of damage by cockatoos.

4.8. Progress with electricity audit required for solar panels

The electricity audit report is still outstanding (Spotless) since March 2018 despite the school being assessed. P&C has contacted Mark Speakman and the matter has been escalated to

the Minister for Education. Decision made that if there is no response by end of Term 3 from the MoE the P&C will communicate the matter with the general press/media.

4.9. New digital sign

Approval to purchase and install a new digital sign has been received. Waiting for an electrical upgrade required for the sign before it can be installed. The policy states that everything displayed on the sign must be school related. In addition, we cannot advertise for particular companies but can thank them for their support. Decision made that the P&C will not provide the additional requested funds for the sign.

4.10 Colour printer for K-2

School administration is negotiating the current contract.

5. President's report

5.1. Federal government grant

Outcome unknown despite email and phone prompts

5.2. MyCommunity grants

Unsuccessful for all grants submitted. Factors identified as barriers to obtaining the funding include only limited funding available, insufficient votes, too many projects and split electorates

5.3. New grants

The P&C has been canvassing new grant opportunities. Potential to apply for the NSW community building partnerships (\$300 K) per electorate. Can only put in one high value application as per previous experience. Decision made to submit an application to fund refurbishment of the "big back grass" and the audio system (following advice from Scott Morrison's office as scope all done by ICT Consultative Committee for another Fed Grant) value to the entire school.

P&C to draft and submit the grant application due 27th September, 2019.

5.4. Out of area application

P&C president Cassandra Scott attended the meeting. The school has accepted 13 children with permission of their in-area school principals. Next year caps for out-of-area applications will be enforced.

5.5. Advocacy

P&C president Cassandra Scott has been in constant communication with Mark Speakman to advocate for the school particularly with regard to the GBOOSH and electricity audit.

P&C to continue to advocate for the school as necessary.

6. Principal's report

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

6.2. Staffing matters

Position available for recruitment. School requested a P&C representative if a panel member is required.

Decision that Cassandra Scott act as a panel member if required as she has already done the necessary training.

6.3. School chaplain

Proposal to recruit a chaplain (fully funded position) to be involved in the “zone of regulation” and “rock and water” programs. Chaplain role does not involve scripture and is to serve the children as well as families at risk. Likely will be from an Anglican based service provider. Motion to have a chaplain at the school carried. Motion that the staff member be called a chaplain and not a wellbeing coordinator carried.

6.4. Ethics program

Concern from a P&C member raised that there is no ethics class alternative to scripture provided at the school. Proposal to provide ethics officer with relevant training through wellness committee. Volunteer(s) required.

6.5. Learning lilies

Positive feedback that children are able to self-identify where to go to improve their writing; peer learning; self-motivation. Proposal by the school administration to run the program throughout the school. Proposal supported by the P&C.

7. Treasurer’s report

Income and Expenditure Statement YTD 2019 - 5 August 2019

Opening Balance		154,412.06
Income		
Uniform Shop	35,258.00	
Lily Festival	43,000.25	
Mother’s Day	5,955.10	
Interest	1,302.21	
Election BBQ	4,239.10	
Father’s Day	5,183.95	
Other	286.00	
	Sub total	95,224.61
Less Expenses		
Bank fees	802.67	
Lily Festival	15,485.02	
Uniform Shop	26,338.29	
Sports Uniforms	6,084.65	
Mother’s Day	3,078.50	
Father’s Day	1,827.36	
School Contribution	57,000.00	
Election BBQ	3,791.32	
Other	1,840.99	
	Sub total	116,248.80
Closing Balance		133,387.87
Less:	Outstanding payments	8,714.00
	Buffer	10,000.00
Net Expendable		114,673.87

The P&C currently has \$114,673.87 in the bank.

Payments have been made to Claudines for the uniform shop, various suppliers for the Fathers Days stall, security for the Lily festival and the P&C Federation fees.

Income has been limited to uniform shop sales, interest and the Father's Day stall.

Outstanding payments relate to recent invoices for Claudines, the main Uniform Shop supplier which will be paid before the end of the month.

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

7.1. 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.

8. Secretary's Report

Nil to report

9. Sub-Committee report

9.1. Fundraising

Father's Day stall made \$3000 profit. Thanks to all the volunteers!

Student disco (see notes above)

Planning in progress for a cinema night 13th March 2020.

Planning in progress for a fun run last week of Term 3 2020. This will serve as the major fundraising event for 2020

Planning in progress for wine subscription to raise funds to support the re-build of the school hall.

Decision made to hold the Lily Festival biannually. Next Lily Festival will be in March 2021. Kerry Jervis in the process of notifying stall holders and updating the Facebook page.

9.2. Extra-Curricular activities

Interrelate will be held on 6 Nov 2019 for years 3-4 and then years 5-6. Pre-paid tickets only this year. School administration to communicate cost of tickets to parents.

9.3. Bookclub

Issue 5 sold \$2731. YTD \$8377

Reward dollars left to spend \$1025

Issue 6 of bookclub closes tomorrow night.

Thanks to the 6 helpers on the last order.

Proposal to laminate books offsite to help relieve the backlog supported by the school administration supported by P&C and school administration.

9.4. Uniform shop

Term 3 traditionally a quieter period. Year to date revenue: \$31,713 (\$500 down on last year).

Currently preparing for Term 4 including the stock for the Kindy Orientation and also top up of summer items arriving this week.

Decision of have a Winter Sale on selected winter items for the next three weeks, til end of Term 3. Offering almost 10% on Winter items.

Uniform shop will be painted between Christmas and New Year.

10. General business

P&C to provide additional information to new kindy families on orientation days.

Vision fitness handing out apples at the front of the school not endorsed at the school. School administration to communicate this (again) with the company.

No replacement for the lollipop lady while she is on annual leave. Replacement teachers unable to hold up the sign. Decision to follow up with local member to find out about replacement when person is on annual leave.

Mrs Hendrika Green will be on holidays until Term 4 end of Week 1.

Next meeting 29th October 2019. The AGM will be on Tuesday 4th December, 2019.

End of Meeting 9:15 pm

Action	Person /. People responsible	Due date
Post survey of school community support for trial of sunglasses	Sophie Lumb	29 th October, 2019
Provide price point for sunglasses	Kaye Stewert/Belinda Hope	ASAP
P&C to communicate with the school administration to provide the contact details of consultative committee coordinators	Cassandra Scott	29 th October, 2019
P&C continue to lobby Mark Speakman regarding engagement with AMU	Cassandra Scott	Ongoing
P&C to submit a press release regarding inaction of electricity audit if no communication received by the MoE	Cassandra Scott	Term 4
Investigate costs associated with school hall rebuild and possible fund-raising opportunities to support the project	Building and Maintenance Consultative Committee (Nina van der Grinten and DanZietsch)	29 th October, 2019
Draft and submit a NSW community building partnership grants to support refurbishment of "big back grass" and audio upgrade	Cassandra Scott	27 th September, 2019
Update on progress to train volunteer to provide ethics classes	Health and wellbeing Consultative Committee (Rachel and Sarah)	29 th October, 2019
P&C to ask local member about replacement of "lollypop" person when they are on annual leave	Cassandra Scott	29 th October, 2019
P&C to ask parents to encourage their kids to hang their bag backwards on the bag hooks and zip them up to reduce risk of damage by cockatoos	Sophie Lumb	ASAP
P&C to post relevant events/news on the P&C Facebook page	Sophie Lumb	Ongoing
Continue to liaise with previous treasurer regarding ATO statements	Peter Eaton	ASAP
School administration to communicate cost of tickets to parents for Inter-relate	Hendrika Green	29 th October, 2019

School administration to provide details on the School Bites transition program in Term 4 2019	Hendrika Green	29 th October, 2019
School administration to confirm whether capping of attendance for school disco is required	Hendrika Green	29 th October, 2019
AMU property review	Hendrika Green	29 th October, 2019
Solar panels and LED lights – engage with Department	Hendrika Green	ASAP
Update on progress of appointing the school chaplain	Hendrika Green	29 th October, 2019
School administration to communicate the quote of the colour printer for K-2 teachers to the P&C	Hendrika Green	29 th October, 2019