



# Coolbinia Primary School P&C Association

## GENERAL MEETING – MINUTES

**Monday 17<sup>th</sup> June 2019 at 7:30pm**  
**Coolbinia Primary School Library**

### **1. OPENING**

- 1.1 Welcome: David opens the meeting at 7:35pm
- 1.2 Attendees: Paul Wescott, David Foot, Simon Millman MLA (visitor), Cara Little, Leanne Armstrong, David Robinson, Uchit Luktuke, Ian Wilson, Majid Kabiri (Via phone) Christine Jordan, Roy Ager
- 1.3 Apologies: Andrew Coltrona, Anna Scott, Katherine Blythe.

### **2. CONFIRMATION OF PREVIOUS MINUTES (from 12<sup>th</sup> May 2018)**

- 2.1 Minutes accepted by David, seconded by Christine. Carried

### **3. BUSINESS ARISING FROM PREVIOUS MEETING**

- 3.1 The cushioned matting has been ordered for the canteen.
- 3.2 The second-hand toasted sandwich maker has been cleaned. It has been donated to the school by two parents and has been accepted. It will need to be tagged by an electrician. Chris will put a shout out on Facebook.

### **4. CORRESPONDENCE**

- 4.1 In – WACSSO membership fee payment fee. Canteen insurance bill.
- 4.2 Out - None

### **5. REPORTS**

- 5.1 Principal's Report- Paul: At the last meeting it was requested that the P&C help contribute to the purchase of new iPads for the school. All staff members were surveyed and a plan developed. It is proposed that 85 new iPads will be purchased. There will be five in each classroom. Ian Wilson (ICT specialist teacher) will present the why and how.

Ian- The existing hardware consists of a class set of PCs in the library, a set of 15 river rangers iPads, a set of 30 older iPads in the upper school and 14 iPads in the early childhood area.

The older iPads have software compatibility / updating issues, suffer from WIFI dropout, and there are not five in each class. 85 iPads will be enough to increase the use of hardware so that teachers will be able to meet the required outcomes of ICT in the curriculum. ICT needs to be integrated through all areas of learning, so that children learn ethical protocols, conduct investigations, create, communicate ideas and information and know how to operate hardware. They are a tool to help kids engage with their learning.

Teachers are a huge factor. They will be upskilled (by Ian) in how to use the hardware. PL is needed to help with the process. Each teacher will have an iPad and will be taught how to use it. Children will be taught how to use software/hardware in ICT and the teachers will be able to use those programs in class. Children will be able to access, share and collaborate in an online space.

Paul- The cost of 85 iPads with cases is \$37 000. The school will cover some of the costs and a P&C donation is requested. After discussion Roy moved the motion to donate \$15,000 towards the purchase of 85 iPads. Libby seconds the motion. All in favor. The motion is passed.

5.2 Treasurer's Report- Majid presents the treasurer's report via speaker phone.

Total current assets \$77,660.49.

Uniform shop + \$5,090.62

Canteen-Total revenue \$18,853.20

Expenses \$10,863.44, Ingredients \$9,694.03.

Total -\$1,704.27

5.3 Events / Fundraising Sub-committee Report-

Thanks, from Paul to Cara for organizing the ELC morning tea. It was well attended and was a great success! The total cost was \$89.00

Cara- Proposals for upcoming events,

1. P&C day. Option one is fruit and sausage sizzle. Option two is showbags for the kids. So far Bupa have donated toothbrushes, Grants have donated toothpaste. Cara reports that she is hoping to have more items donated. E.g. stickers, educational items. The cost should be no more than \$500. Cara moves a motion to approve the showbag for P&C day. Christine seconds the motion. All in favour.
2. Bingo as a main fundraiser. A survey was held. There were 85 responses. Bingo was the favoured option for a fundraiser. Alexander Park tennis club has donated the venue. They are licensed and there is an option to add a surcharge on drinks. We can decorate the space and use the kitchen facilities. Cara requests a budget of approximately \$600 for decorations. David moves the motion to approve the bingo night as an event. Christine seconds the motion. All are in favour.
3. Community book sale. A second-hand book sale will be held with donated books. Discussion around whether to hold this in conjunction with Book Week festivities – some felt it would clash and affect Beaufort Street Books book fair sales. Date for secondhand book sale to be considered and announced soon. David moves the motion to hold a second-hand book sale. Christine seconds the motion. All in favour.
4. Principal's Challenge- Paul has agreed to participate in the Principal's challenge. The kids must raise a certain amount of money. If the target is met, Mr Wescott will perform a song karaoke style! There is also some talk of slime! Cara moves the motion for the holding of the Principal's Challenge. Christine seconds the motion. All are in favour.
5. Cookbook. Cara proposes the creation of a Coolbinia Primary Cookbook. The cost of printing each book will be approximately \$9-11 per book for 300 copies of coloured books. Cara is looking for sponsors to help with costs by sponsoring articles on healthy eating, allergies etc. The approximate production cost is \$3,300 (not including shipping.) Cara moves the motion to

approve the production of a cookbook subject to appropriate pre-sales being achieved. Christine seconds the option. All in favour.

- 5.4 Canteen Sub-committee Report and P&L – No report. Libby raises the question of what to do when Stef is unwell. Should it close? Paul says that it can be run in the short term by volunteers. Some kids are forgetting their lunch. The canteen provides a sandwich to these kids. It is sometimes not getting paid for.

- 5.5 Uniform Sub-committee Report – See attached report.

All is ok with the uniform shop. There are changes to the ribbing in the jacket. The t shirts made from the new fabric are due to arrive this week.

- 5.6 Cool Dads – Roy

Roy reports that he needs to meet with Paul to discuss the approval of future events. There are new ideas, but they haven't gone any further.

- 5.7 Board Update – Paul

Board training was held at Mt Lawley and new members attended. It was great to share ideas with other schools.

The business plan is due to finish at the end of the year.

Two policies were discussed at the last meeting. The anaphylaxis policy has been updated. There will not be two EpiPens. One will be kept for each child at the office. If there is an emergency, it will be easy to locate. (i.e. They will not be in locked classrooms.)

The religious policy will be in line with the department's policy. The next step is to look at how we interpret the policy and what adjustments need to be made.

## 6. GENERAL BUSINESS

- 6.1 Leanne Armstrong has volunteered for the position of Canteen Bookkeeper. Leanne has work in real estate for 22 years. She is currently in the caretake role of Bookkeeper at the Hawaiian Group. David moves the motion to accept Leanne's nomination for Canteen Bookkeeper. Christine seconds the motion. All are in favour. It is suggested Leanne joins the Exec Committee as this makes her role of signatory more official. The function of the Exec Committee is explained, and Leanne agrees to join. David moves a motion to add Leanne as an Executive Member of the Coolbinia P&C. Christine seconds the motion. All in favour.

- 6.2 Funding update from David. Next year Stephanie will be entitled to long service leave. The cost to hire a casual to cover her position will be approximately \$7,000.

- 6.3 Bank Signatories. Leanne Armstrong needs to be added as a bank signatory.

A motion is moved by David to add Leanne Armstrong as a signatory to the Coolbinia Primary School P&C Association Inc ComBizz accounts. Christine seconds the motion. All in favour.

Leanne Armstrong to be added as signatory to the following CommBizz accounts : BSB- 066120, Account 10055520 (Canteen account)2 to sign. Including Leanne Armstrong , Andrew Coltrona, Majid Kabiri, Christine Jordan, David Foot(President) as signatories



## Coolbinia Primary School P&C Association

BSB-066120, Account 10055547 (General account) 2 to sign. Leanne Armstrong, Andrew Coltrona, Majid Kabiri, Christine Jordan, David Foot(President) as signatories

BSB-066117 Account-10295651. (Canteen debit card account) 1 to Sign. Including Leanne Armstrong, Steph Caplin (debit card holder), Andrew Coltrona, Majid Kabiri and Christine Jordan, David Foot(President) as signatories

Stephanie Caplin needs to retain access as a signatory to the canteen debit card. Nigel Dennis, Isabel Berghofer, Oliver Patcher, and Simon Rigby are to be removed as signatories from the CommBiz accounts. David moves a motion to remove these people. Christine seconds the motion. All in favour.

Leanne is not required to be added as bank signatory to the Bendigo Bank uniform shop account (BSB 633000 Account-144015203) at this time.

### 7. NEXT MEETING

Term 3: Monday 5<sup>th</sup> August at 7.30pm

### 8. MEETING CLOSED at 9:00 pm

## ACTIONS REGISTER

05 Sept16

Item	Topic / Description	Who	Status/When
<b>General Admin</b>			
G1			
G2			
G3			
G4			
G5			
<b>Principal</b>			
P1			
<b>Canteen</b>			
C1			
C2			
C3			



# Coolbinia Primary School P&C Association

<b>Uniform</b>		
U1		
<b>Fundraising &amp; Events</b>		
F1		
<b>Early Learning</b>		
E1		
<b>Cool Dads</b>		
D1		
D2		