



# Coolbinia Primary School P&C Association

## GENERAL MEETING – MINUTES

**Monday 30<sup>th</sup> July 2018 at 7:30pm**  
**Coolbinia Primary School Staff Room**

### 1. OPENING

- 1.1 Welcome: David Foot opened the meeting at 7:35pm
- 1.2 Attendees: David Foot, Paul Wescott, Christine Jordan, Libby Bond, Fran Healy, Jessica Sharp, Simon Rigby, Erin Edwards, Katherine Blythe, Roy Ager, Oli Patcher.
- 1.3 Apologies: Renae Woodhams, Anna Scott, Kylie Walford.

### 2. CONFIRMATION OF PREVIOUS MINUTES (from 18<sup>th</sup> June 2018)

- 2.1 [Moved that previous minutes be](#) accepted by David Foot, seconded by Christine Jordan. [Carried](#)

### 3. BUSINESS ARISING FROM PREVIOUS MEETING

- 3.1 None

### 4. CORRESPONDENCE

- 4.1 In – Invoice for workers compensation insurance.
- 4.2 Out - None

### 5. REPORTS

- 5.1 Principal's Report –

Paul reported a smooth start to the semester. Artopia was fantastic! It was very positive and well patronized. The cake stall added a sense of community. Paul noted that the changes to Artopia regarding the time at which it was held, would be reviewed. The school wanted to try something different. Some complaints had arisen regarding the time of day that it was held, and not much notice was given. A large number of families were unable to attend due to a conflicting netball game.

The faction carnival is coming up. Paul shared that Elliot Harris will be trying something different. Tabloid games will be held in the morning. Traditional races will be staged in the afternoon. This model has been successful in other schools and is worth trialing.

Paul explained the communication policy regarding the use of emails. Emails to teachers are to be kept to brief messages. They are not to be long winded or too detailed. The lines of communication should be kept open but simple.

Paul reported that planning is already underway for 2019. The Education Department will conduct a census. The school will put in our predicted numbers for next year. They need to know if children will be returning to the school next year. This makes planning more valid. The school can then plan for kids, staff, classes and resources.

~~Paul requested the P&C's support of the cubby play space.~~ Paul proposed an area of oval be used as a specific cubby play space, ~~and~~ ~~the~~ children ~~to~~ will have

access to building materials in ~~thea specific~~ area. Rules will be created to keep the area safe. Paul will look in-to costings, with the possibility ~~that there will of a donation from the P&C. There will possibly~~ be a shed/structure to pack the materials away.

### 5.2 Treasurer's Report – see attached

Ollie reported \$88,000 in the bank. Very little spending has occurred so far this year. \$19,000 has been raised so far in 2018. This includes Contributions and money from the quiz night. The P&C is in a healthy cash position, with some big projects coming up.

Katherine stated that the uniform shop is right where it needs to be. It's just profitable. A stock count needs to be done.

Ollie raised some concern regarding the P&L of the canteen. The canteen is making a loss of \$3000 for the year. The canteen needs to break even ~~on the cost of goods~~ and ~~pay the wages of Stef~~. Kylie reported some of the loss could be attributed to ~~the pay Stef's different award pay. The award~~ which had gone up twice this year. The canteen is trying to cut back on expenditure and may have to increase the sales price of food.

### 5.3 Events / Fundraising Sub-committee

~~David managed the Artopia cake stall and sausage sizzle.~~ \$1594.30 was raised on the ~~day~~ combined Artopia cake stall and sausage sizzle. Costs were \$255.50 ~~including a replacement gas bottle and lock for the P&C shipping container were purchased.~~ The total profit was \$1338.80. Families were generous with baking but ~~not with their time~~ more volunteer assistance on the day would have been appreciated. Some children helped, however it was discussed that children ~~cannot~~ should not help as insurance does not cover them.

Jess discussed the quiz night. It was a great community event, with \$6,800 raised on the night. 19 tables were sold and there was a silent auction. Large amounts of work were put in by lots of people.

The next major event is Book Week starting August 20<sup>th</sup>. Erin explained that the book fair will be held in the school library by Beaufort St Books. The book fair will be set up on Monday 20<sup>th</sup> August. The kids will go through on Tuesday to look at the book selection. The dress up day and parade will be held on Wednesday 22<sup>nd</sup> August. Books will be able to be purchased by parents to donated to the school. 15% of every book purchase will be donated to the school. There will be a book lucky dip. Funds raised will be given to support indigenous literacy.

Jess discussed up coming events. Planned events included, a colour run, disco, lawn bowls and the school concert.

### 5.4 Canteen Sub-committee Report and P&L – see attached

### 5.5 Uniform Sub-committee Report – see attached

### 5.6 Cool Dads. Roy reported that the Cool Dad's movie night will be held on the 25<sup>th</sup> of August. It has been advertised on the Facebook page and in the school newsletter. Roy showed a video he had made promoting the event. He requested that the video be shown throughout the school.

Roy has organized a get together for the dads on Thursday August 2<sup>nd</sup> to discuss future events.

- 5.7 Board Update – Simon said that no board meeting had been held in term 3. The meeting had been moved due to the training of new members. The proposed school beanie had been added to the agenda for the next meeting.

### 6. GENERAL BUSINESS

- 6.1 Request to increase the Uniform shop daily spend limit.

Katherine reported that the current daily limit of \$1,500 was not enough for large purchases of stock. Oli suggested increasing the amount to \$7,000. Oli Patcher moved the motion to increase the daily spend limit of the Coolbinia Primary School Uniform shop to \$7,000. The motion was seconded by Christine Jordan. All were in favour.

The Uniform shop needs new bank signatories.

Katherine requested that the current bank signatories be removed. Nigel Dennis and Andrea Sowden no longer wish to be bank signatories for the Coolbinia Uniform Shop. David moved the motion to remove the signatories, Chris seconded the motion. All were in favour

Oli Patcher and Christine Jordan volunteered to act as bank signatories for the Coolbinia Uniform Shop. David moved the motion to add Christine Jordan and Oli Patcher as bank signatories of the Coolbinia Uniform shop. Simon Rigby seconded the motion. All were in favour.

- 6.2 Proposed cover for the bike rack needs to be discussed.

Chris Jordan stated that grants officer Jen Calnan (not present) will be looking into grants available through the Your Move initiative. The rules have changed recently regarding funding. Jen would also look in to any stipulations regarding the type of structure being built. David asked if Jen required any assistance.

The Kiss and Drop committee will meet on Wednesday. Kane Wardrope is helping Chris with the kiss and drop information. Chris reported that the current costing for the Kiss and drop is \$46,000. This amount does not include the removal of waste. Mixed waste costs \$600 per cubic meter to remove. Trees have already been removed by John Elgin and his team.

- 6.3 Facebook Page needs to be ~~discussed~~[reviewed](#).

Katherine raised the issue that the school Facebook needs to be updated. The blurb needs to be re-written, and access needs to be limited to people affiliated with the school. She asked whether it was a community page or a P&C page?

It was suggested that secure questions when joining may deter unwanted members.

- 6.4 Katherine to discuss the school website.

Katherine asked if the P&C ELC sub-committee still exists. Chris confirmed that it does not.

Katherine requested an update for the fundraising page. Erin will send Katherine information for book week and Roy will send Cool Dad's event information.



## Coolbinia Primary School P&C Association

The current link for the Canteen needs to be upgraded. The link currently goes to the old page, then re-routes to the new page. It needs to be upgraded to quick click.

6.5 Chris and Libby are registered to attend the annual WACCSO conference on August 19<sup>th</sup> and 20<sup>th</sup>.

### 7. NEXT MEETING

Term 2: Monday <sup>3rd</sup> September at 7.30pm

8. **MEETING CLOSED at 8:40pm by David Foot.vi**

## ACTIONS REGISTER

05 Sept16

Item	Topic / Description	Who	Status/When
<b>General Admin</b>			
G1	<a href="#">Kiss and Drive</a>	<a href="#">Chris</a>	
G2	<a href="#">Facebook page and P&amp;C page on school website</a>		
G3			
G4			
G5			
<b>Principal</b>			
P1	<a href="#">Update on the Cubby Area</a>	<a href="#">Paul</a>	
<b>Canteen</b>			
C1	<a href="#">Canteen sales prices</a>	<a href="#">Kylie</a>	
C2			
C3			
<b>Uniform</b>			
U1	<a href="#">Beanie item feedback School Board</a>	<a href="#">Jason</a>	
<b>Fundraising &amp; Events</b>			
F1			
<b>Cool Dads</b>			
D1	<a href="#">Approval of \$50 prize</a>	<a href="#">David</a>	
D2			



# Coolbinia Primary School P&C Association

---