



Coolbinia Primary School P&C Association

GENERAL MEETING – MINUTES

Monday 8th May 2017 at 7:30pm
Coolbinia Primary School Staff Room

1. OPENING

- 1.1 Welcome: Christine Jordan opened the meeting at 7.34pm.
- 1.2 Attendees: Christine Jordan, Simon Rigby, Julia Creasy, Katherine Blythe, Anna Scott, Kylie Walford, Katie Lisle-Williams, Oliver Pachter, Ven Civitella, Vanessa Neri, Lisa Eastwood, Renae Woodhams, Carina Schutte, Roy Ager.
- 1.3 Apologies: Katherine MacArthur, Gavin McGinty, Rebekah Melville, Andrea Sowden.

2. CONFIRMATION OF PREVIOUS MINUTES

- 2.1 Minutes from the previous P&C meeting held on 20th March 2017 accepted by Lisa Eastwood.

3. BUSINESS ARISING FROM PREVIOUS MEETING

- 3.1 Christine has spoken with Steve Radi (from Radi Real Estate) regarding his interest in sponsoring the marketing for a P&C event, such as a fete. Christine proposed holding a fete in 2018 and asked for the committee's input. Several committee members noted that the organisation, effort and time involved in running a fete is huge and questioned whether the commitment required for such an event is worth pursuing. Renae suggested that expanding the marketing of the next Picnic on the Green to include the wider community, may be another option.

The committee agreed that more information is required to determine the value of sponsorship Radi Real Estate would be prepared to commit, and more discussion is required to evaluate the cost benefit of holding a fete in 2018.

Christine will discuss sponsorship details with Steve Radi and suggest that the current options for sponsorship are limited to events on the 2017 Events Calendar, such as the Picnic on the Green or Colour Run.

4. CORRESPONDENCE

- 4.1 In - received from Simon Millman requesting to be added to the P&C meeting distribution list and indicating interest in attending a meeting.
 - received from a school parent questioning the attendance limitations for Dad's Camp (discussed in Cool Dads report)
 - received from a school father who attended the Cool Dad's Camp, concerned about the consumption of alcohol by many fathers at the camp, and suggesting some simple activities be offered for the children.
- 4.2 Out - letters of reply were sent to the two parents above.

5. REPORTS

5.1 Principals' Report

Julia and Rebekah informed the committee that enrolment numbers have remained steady for Term 2 with 456 students currently enrolled.

NAPLAN will take place for Year 3 and Year 5 students on Tuesday 9th, Wednesday 10th & Thursday 11th May.

The Room 9 classroom upgrade has been completed which provides more usable space for students and greater storage areas.

Several pre-service teachers are currently conducting their practical placements in classrooms this term.

Four large marquees have been purchased to provide shelter for children during school and P&C events. Julia has requested that the P&C cover the cost of these marquees (\$5,187.60) given that these items have been identified by staff as the top funding priority.

Motion moved by Christine to fund the full amount of marquees. Seconded by Katherine Blythe.

The Principals and committee discussed another funding priority, being the upgrade of the undercover area to create a more comfortable, all-weather venue. Such improvements would include new rollerdoors, acoustic upgrades, modified flooring, insulation, ceiling fans and other aesthetic improvements.

Committee members have requested a project plan for the undercover area upgrade (including tasks, timeframes and costings) to enable informed decisions by the committee regarding P&C funds.

5.2 Treasurer's Report (*see attached*)

Committee questioned whether all parent contributions have been received from the school. Julia to follow up with Chris Rowett.

Oli requested a stocktake of all current Uniform Shop stock.

5.3 Events / Fundraising Sub-Committee Report (*see attached*)

Lisa reported that the Events Calendar has been finalized and distributed to the school community.

Christine informed the committee that all P&C edible items must not be stored in the P&C sea container. Most items are being stored at Christine's house, with some items being stored in the canteen.

5.4 Canteen Sub-Committee Report (*see attached*)

Kylie discussed ways to better promote the online canteen ordering system, and discussed possible incentives for use such as awarding online vouchers.

Katie Lisle-Williams will continue to promote the canteen menu and online ordering system via the P&C newsletter and Facebook posts.

Kylie indicated that an upright freezer would be far more useful in the canteen, to replace the existing chest freezer which is difficult to clean/defrost and does not provide optimal storage or organization of food items. Peters have supplied the chest freezer to us, on the condition that we sell Peters icecreams at the

canteen. The purchase of new freezer would mean that we could choose not to sell Peters icecreams any longer.

5.5 Uniform Sub-Committee Report (*see attached*)

5.6 Early Learning Sub-Committee Report (*see attached*)

Renae suggested the transfer of ELC funds to the main P&C account to eliminate the need for a separate ELC Treasurer and reduce bank fees. Oli will oversee reporting responsibilities for the ELC Sub-committee, and will ensure that the ELC funds are recorded separately. Motion passed by Renae, seconded by Oli Pachter.

Renae proposed that the funds raised from the Spooky Disco go to the ELC P&C. Motion passed by Renae, seconded by Vanessa Neri.

Renae forwarded a funding request from ELC staff for \$2000 for FMS (fundamental movement skills) equipment and \$500 for Year One construction equipment. Anna will record on the Funding Wishlist.

5.7 Cool Dads Update

Dads Camp was a big success with 80+ families attending. Sincere thanks to Roy for coordinating this event and building on its success from last year.

Roy is considering running a billy-cart event, and is in discussions with Trinity College regarding the use their observatory equipment for a future Cool Dads event.

The Executive committee will meet with Roy to discuss issues and correspondence arising from the Cool Dads event, and develop a policy to provide guidelines for family participation in, and coordination of, future Cool Dads events.

5.8 School Board Update

Board is updating the School Business Plan and undertaking the review of school policies. The Board's input to the Business Plan is being obtained this Thursday 11th May. A session targeting parent input is being held on 24th May and all interested parents are encouraged to attend.

6. GENERAL BUSINESS

6.1 Canteen Update – Chris Jordan/Simon Rigby

Stephanie's employment contract has been finalized and will be delivered and signed by Friday 12th May.

6.2 Entertainment Book Update - Carina Schutte

The launch of the Entertainment Book will take place in May, and books will be sent home with children on 13th June. Carina reported that she has already sold 31 books, due to the promotion in the P&C newsletter.

6.3 Proposal of fete and related sponsorship – Chris Jordan

Discussed earlier in Business Arising.

6.4 Stay & Plays for 2017 – Chris Jordan

Andrea is no longer organizing the Stay & Play events, and the committee is looking for someone to volunteer for this role. Katie will call for a volunteer to fill the role of Stay & Play Coordinator in the next P&C newsletter.

6.5 Nature playground maintenance - Simon Rigby

Simon discussed the need for ongoing maintenance of the existing nature playground. Julia confirmed that the school is responsible for the maintenance of playground equipment, and will arrange for this to occur (ie. replace sand, fix tap, install water tank timer). Ven will also provide Julia with a maintenance schedule for the playground, that was originally supplied by Bernard (playground builder).

6.6 Second stage nature playground proposal - Chris Jordan (*see design plan and costings attached; note that tyre swing/hammock is not required*)

Committee discussed the plans for the second stage nature playground, and all were in agreeance that the concept is worth pursuing. The original costings for the design was \$38,500 (in February 2015) and a more current quote is required before further consideration of the proposal can take place.

Ven will contact Bernard (from Natural Play Environments) to discuss the proposed second stage nature playground and obtain a current quote.

Christine suggested that a Grants Officer would be beneficial for the P&C to raise extra funds/sponsorship, and asked Katie to call for a volunteer to fill this role in the next P&C newsletter.

6.7 'ADAPT for Teams' IT platform - Oli Pachter

Oli is proposing a technology software to assist with P&C team collaboration, information management, role clarification and succession planning. Oli will conduct a training session for the Executive Committee and Sub-Committee Chairs on Monday 22nd May.

7. NEXT MEETING

Term 3: Monday 12th June, 2017

8. MEETING CLOSED at 9.43pm

ACTIONS REGISTER

8 May 2017

Item	Topic / Description	Who	Status/When
Principals			
P1	P&C to reimburse the school the full cost of the four marquees recently purchased.	Christine Jordan/Oli Pachter	12 th June
P2	Principals to provide committee with a project plan for the undercover area upgrade, outlining tasks, timeframes and expenditure.	Julia Creasy/Rebekah Melville	ASAP
P3	Julia to follow up with Christine Rowett about whether all parent contributions have been transferred to the P&C account.	Julia Creasy	ASAP
Canteen			
C1	Katie to continue promotion of canteen meals and online ordering system via the P&C newsletter and Facebook.	Katie Lisle-Williams	12 th June



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C2	Lisa and Kylie to investigate the cost of purchasing an upright freezer to replace the chest freezer in canteen.	Lisa Eastwood & Kylie Walford	12 th June
Uniforms			
U1	Katherine to conduct a stocktake of Uniform Shop stock and provide details to Oli.	Katherine Blythe	12 th June
Early Learning			
E1	Renae to arrange the transfer of ELC Sub-committee funds to the main P&C bank account.	Renae Woodhams/ Oli Pachter	12 th June
Cool Dads			
D1	Executive Committee and Roy Ager to meet to discuss Cool Dads events and related policies.	Executive Committee/ Roy Ager	16 th May
General Business			
G1	Anna to compile funding wishlist to record items requested for funding by the school and committee.	Anna Scott	12 th June
G2	Katie Lisle-Williams to call for a volunteer to coordinate the Stay & Play events in the next P&C newsletter.	Katie Lisle-Williams	ASAP
G3	Julia to arrange for ongoing maintenance of the nature playground equipment (e.g. replacing sand, fixing tap, installing water tank timer).	Julia Creasy	12 th June
G4	Ven to provide Julia with a maintenance schedule for the playground, that was originally supplied by Bernard (from Natural Play Environments).	Ven Civitella	12 th June
G5	Ven to contact Bernard (from Natural Play Environments) to obtain a current quote for the Second Stage Nature Playground proposal.	Ven Civitella	12 th June
G6	Katie to call for a volunteer to fill the role of P&C Grants Officer in the next P&C newsletter.	Katie Lisle-Williams	ASAP
G7	Oli to conduct a training session on the 'ADAPT for Teams' IT platform.	Oli Pachter/ Executive Committee/ Subcommittee Chairs	22 nd May