

SAMUEL GILBERT PUBLIC SCHOOL

MINUTES OF P&C GENERAL MEETING

7.30PM – TUESDAY, 9 DECEMBER 2008

PRESENT:	Andrew Bowmer, Allan White, Tracy Imber, Leisa Whiteside, Julianne Freeman, Emma Brock, Frank Walter, Jenny McNaughton, Steve Coleman, Terri Megarry
APOLOGIES:	Jackie Coleman, Alex Latham, Jamie McLeod, Karen Pike, Miranda Ransome, Nicole Clifford, Wendy Griffiths, John Doherty

Membership of P&C: Anyone wishing to join the P&C and, in doing so, have voting rights at these meetings are invited to join for a \$1 membership fee. Please register with the Secretary and a receipt will be issued by the Treasurer.

- ✓ **Acceptance Of Minutes Of P&C Meeting**
Motion to accept the Minutes of the P&C Meeting dated 11 November 2008. *Moved:* Emma Brock; *Seconded:* Frank Walter. Motion carried and the Minutes were accepted as a true and accurate record of that meeting.

REGULAR REPORTS

PRESIDENT'S REPORT – ALLAN WHITE

I am pleased to let you all know that we have volunteers to fill the remaining committee positions with Nicole Clifford and Jamie McLeod offering to fill the vacancies and Leisa Whiteside representing the Uniform Shop.

The Uniform Shop Co-Ordinator role has also been filled with Leisa Whiteside and Sally Birthisel working together to run the shop.

We will be moving the shop during the holidays to the old Community Nurses building which should result in a much more spacious and welcoming shop with room for a couple of change rooms as well.

This move will require some changes to the layout of the building, so we are looking for volunteers with building skills to help out. If you can spare a couple of hours, please contact me on 0412 399 596.

TREASURER'S REPORT (INCLUDING BUDGET) – JACKIE COLEMAN

2009 Budget and Cashflow

A budget and cash flow for 2009 has been drafted for discussion and approval by the P&C Association. The following items occur at the end of the 2009 school year and within the 2010 P&C budget cycle. The P&C may wish to consider making a commitment to these items now so that those co-ordinating the activities can plan for them:

- Aeration of the Oval (\$1,500)
- Year 6 2009 farewell (\$1,200)

Finalisation of 2008 Budget Items

In October and November, several budget items were paid for the P&C. It is believed that these items require no further funds and budget for these items be reset to the actual figure. The items include:

- Oval Fertilisation 2008
- Library Assistant 2008
- Resource Teacher 2008

Motions

1. The P&C approve:
 - (a) the 2009 budget and cashflow; and
 - (b) change the budget for the oval fertilisation, library assistant and resource teacher to actual figures
2. The P&C consider giving a commitment to the aeration of the oval and Year 6 dinner that will occur in late 2009.



Due to the low attendance at the P&C Meeting, it was agreed to leave the approval of the 2009 Budget until next P&C meeting, also allowing Members more time to review.

PRINCIPAL'S REPORT – ANDREW BOWMER

Parent Forum/Parent Survey

A successful Parent Forum was held, providing an additional method for parents to express their thoughts, ideas and concerns about Samuel Gilbert Public School. Approximately 25 parents attended. Feedback about the evening was very positive. Parent Surveys, developed with Mrs Pip Stosic and Mrs Kristin Parle are being returned.

Student Reports

We are busily completing this process. Reports will be sent home Wednesday of Week 10.

P&C Carols Night

Thank you to Tracy Imber and helpers for a successful community event.

Presentation Assembly

- Next Tuesday, 16 December at the Hills Centre
- Parents are able to collect students from the Hills Centre.

School Band

The Performance Band was involved in the Schools' Spectacular as Foyer entertainment.

Proposed Industrial Action

The Teachers' Federation has proposed two strike days on the first two days of the 2009 school year – Wednesday, 28 and Thursday, 29 January. More details regarding the organisation of Samuel Gilbert School will be sent home next week.

Staff Changes

Mr Crossman has gained a position at Waitara Public School.

Classes 2009

- Classes will be formed from day 1.
- There may be some need for rearranging of classes in the first week if numbers change.

Year 6 Farewell Dinner

- This Friday evening in the school hall.
- Farewell Assembly is Wednesday of Week 10.

Interactive Whiteboards:

These are currently being installed.

Thank you to all members of the School P&C and Sub Committees. Thank you for all your support and work for Samuel Gilbert Public School. Have a terrific school holidays.

UNIFORM SHOP REPORT – LEISA WHITESIDE AND SALLY BIRTHISEL

Opening Hours

For the remainder of 2008, the Uniform Shop's trading hours will be:

- Tuesday 9 December 8:30am – 10:00am
- Tuesday 16 December 8:30am – 10:00am (as this is the school presentation day, we will be closing at 10:00am SHARP on this day)

When school resumes for 2009, our trading hours will be:

- Tuesday 27 January (student free day) 10:00am – 2:00pm
- Wednesday 28 January (years 1 – 6 return) 8:30am – 10:00am
- Thursday 29 January (kindy start) 8:30am – 10:00am



From Monday 2nd February, our new trading hours (until further notice) will be:

- Monday's 2:00pm – 3:30pm
- Tuesday's 8:30am – 10:00am

The Monday afternoon trade will be trialled for Term 1.

Stock Clearance Reminder

We currently still have quite a lot of old style uniforms. These items were listed in last week's newsletter, along with some "marketing" ideas, ie. converting the old tunic into a skirt, etc. Hopefully we will move some more of this stock over the next 2 weeks. We are currently displaying it outside the shop to encourage people to have a look and at least consider their options.

Stocktake

Sally and I will be doing the stocktake on Thursday 18 December. Initially it was scheduled for Tuesday 16 December, however, this coincides with the Presentation Day. I have put up a sheet in the Uniform Shop asking for our regular volunteers help.

Cash Register

Sally is consistently having problems balancing the cash register in the Uniform Shop. When the volunteers are there, obviously some things either aren't being done or they're trying to fix an issue and are just making it worse. When we move into the new building (and hopefully have some new volunteers), Sally and I will do up an instruction sheet that will be placed directly in front of the cash register so that all sales will be rung up in the same fashion. We have also decided that in the future, any refunds will only be done by either Sally or myself.

Thanks

Lastly just a huge Thank You to everyone who has been helpful and supportive to us during our "transition" phase of the Uniform Shop. We have been working hard to try and get a grasp of exactly what's involved with this position, but are very grateful to everyone who has spared some time to help us in any way they can. Also, a big thanks to Jackie whose support and knowledge has been invaluable. The enormity of this job was way beyond anything either Sally or myself anticipated and Jackie has been a great source of reassurance to us both.

Steve Coleman informed the Committee, that Jackie Coleman has been informed by the supplier of the new polo shirts (for the boys) will not be able to deliver these items during the school holidays. Jackie is attempting to secure a date from the supplier but delivery looks to be in February 2009. A note will need to be prepared to inform parents that these shirts will not be available for purchase from Day 1. The other product not available from Day 1 for purchase is the winter jacket which should not have an impact.

Andrew Bowmer will speak with Jackie regarding access to the school during the holidays for deliveries. Allan also mentioned that he will need to have access to the school for the refurbishment of the new Uniform Shop. Andrew will organise a key to the gate for Allan.

BAND REPORT – WENDY GRIFFITHS

No report.

CANTEEN REPORT – LEISA WHITESIDE

2009 Canteen Committee

Due to the lack of response at the P&C AGM which was held on 11 November, a separate Canteen Committee meeting was held on Monday, 24 November in order to establish a 2009 Canteen Committee. The meeting was a success, with all positions now filled. Our 2009 Canteen Committee is:

- President: Leisa Whiteside
- Secretary: Paula O'Dowd
- Treasurer: Wendy Speechly
- Vice-President: Nicole Turner
- Committee Members: Karen Sirroli; Donna White; and Ann Anderson

Working with Children



Currently there are no provisions in place for a Working with Children check to be done by either the canteen volunteers or supervisors. We feel that the supervisors should have the check done, but how does the P&C feel about volunteers?

Signing In

Currently canteen volunteers are required to sign in when they start their shift at the canteen and also to sign out. Does this cover our volunteers for workers compensation, etc? Are they also required to sign in at the front office and wear a "visitor" badge whilst working in the canteen?

Andrew confirmed that all volunteers should sign a declaration. It was also confirmed that volunteers need to sign a register at the Canteen on arrival but it is not necessary to sign at the office. The same procedure applies to the Uniform Shop volunteers.

Fruit Slushies

As you are probably aware, a few weeks ago there was a newspaper article regarding additives in the Fruit Slushies that we sell. When the canteen became aware of the story, we promptly informed the school community that slushies needed to be pre-ordered, or the kids needed to have some written authorisation from mum and dad. We have since re-assessed the situation and have decided that the slushies will now be readily available and for those children whose parents don't want them to have a slushy, written notice should be given to the canteen. It should be noted that before the article was published, we had no concerns from any parents regarding the additives in the slushies at school.

Next Month

At the time of writing this report, I'm unable to inform you how the canteen went with the Christmas Carols or the Ice Cream Day. This information will be included in my next report.

SCHOOL BANKING REPORT – JULIANNE FREEMAN

Please remember that the final day for school banking this year is Monday, 15 December. Providing classes are finalised banking should resume on Monday, 2 February 2009.

As always, we are always looking for extra volunteers, so if anybody knows someone that would like to help, please contact the school office.

Once again, many thanks for all the families who have supported this scheme throughout the year and we look to your continued contributions next year.

Allan presented Julianne with a small gift and a Certificate of Appreciation for her years of assistance to the school.

✓ **Acceptance Of Reports**

Motion to accept the regular reports. *Moved:* Jenny McNaughton; *Seconded:* Leisa Whiteside. Motion carried.

CORRESPONDENCE

None to report.

ITEMS CARRIED FORWARD FROM THE PREVIOUS MEETING

- **Uniform Shop Co-Ordinator**
It was confirmed that two Uniform Shop Co-Ordinators have been appointed – Leisa Whiteside and Sally Birthisel.

FUNDRAISING AND EVENTS

- **Family Photo Day – Irene Doherty**
Allan reported that the Family Photo Day went reasonably well and approximately \$400.00 was made.
- **Social Club Books – Emma Brock & Kristen Parle**
Emma reported that Lynnette Case organised this fundraiser, however, she will organise it with Kristen Parle next year.
- **Carol's Night – Tracey Imber**



Well done to Tracy (and Santa) for a successful Carol's night. It was agreed that it was a great social occasion. Approximately \$1,500.00 was raised with the raffle, canteen takings and glo stick purchases. Tracy will enquire about the \$500 government grant which we may be able to claim back.

OTHER BUSINESS

In relation to a potential fundraiser in 2009, Tracy has asked for the exiting Year 6 students postal details for their interest in purchasing a Paver. It was noted that this information will be archived and not released to P&C, however, a note could be sent home next week requesting their interest and response by way of email.

Tracy also mentioned that it would be a wise idea to book the rides for the SGPS 2009 Fete. There was some discussion regarding negotiating a sliding scale system with the owners. The P&C don't want to pay for the rides outright but are not overly happy with the 80/20 system either. It was agreed that Tracy would contact John Lawson to obtain information on the rides and to book them in on our Fete date.

Nicole Clifford and Jamie McLeod were voted onto the SGPS P&C Executive Committee.

CLOSE OF MEETING: 8.15pm

NEXT MEETING: 7.30pm – Tuesday, 10 February 2009 in the Teachers Staff Room.

