

SAMUEL GILBERT PUBLIC SCHOOL

Minutes - P & C Annual General Meeting and General Meeting, Tuesday 4 March, 2008

Meeting opened: 7:35 pm

Membership of P&C	<ul style="list-style-type: none"> Anyone wishing to join the P&C and in doing so have voting rights at these meetings was invited to join for a \$1 membership fee. Registration is done with the Secretary and the fee paid to the Treasurer who would issue a receipt. 	MR/ SJ
AGM	<ul style="list-style-type: none"> President welcomed all attendees. President outlined the achievements of the P&C for 2007 noting the success of fund raising and the many items purchased for the school as a result. The President, Lynnea McGowan thanked the P&C members and various committees for their efforts and hard work and stated she had enjoyed being the President for the past 2 years. 2007 Treasurer Stuart Johnson presented the audited P&C accounts for 2007. It was noted that the P&C over the past 2 years has raised unprecedented funds. Motion to accept the Reports, Moved: Frank Walter, Seconded: Jackie Coleman, Motion Carried. 	
AGM Officers Elected	<ul style="list-style-type: none"> All Office bearers stood down and all positions declared open. Nominations were called and accepted. Elections held. The following Office bearers were unanimously elected: <ul style="list-style-type: none"> President: Allan White Vice Presidents: John Lawson & Alex Latham Treasurer: Jackie Coleman Secretary: Miranda Ransome <p>Executive members: Emma Brock, Steve Coleman, Kristen Parle, Richard Romano, Lynnea McGowan, Tracey Imber</p>	
Acceptance of Minutes of last meetings	<ul style="list-style-type: none"> Motion to accept the Minutes of the meeting 4/12/07 and 12/2/2008 – Moved: Frank Walter, Seconded: Alex Latham, Motion Carried and the minutes were accepted as a true and accurate record of those meetings. 	
Presidents Report	<ul style="list-style-type: none"> No Report 	
Treasurers Report	<ul style="list-style-type: none"> Refer to Audited accounts presented at the meeting. Final year accounts attached. 	
Principals Report	<ul style="list-style-type: none"> Mary-Anne Martin relieving Principal until term 2. MM thanked the outgoing P&C committee and welcomed the new committee. Gordon Fraser the outgoing Principal conveyed his thanks to the P&C for his \$250 gift voucher for the Golf Shop. Selection for a new Principal is underway. A new Deputy Principal will be appointed by the new Principal. MM flagged that the schools mower is in need of replacement and the school does not have sufficient funds to purchase a mower and will request the funds from the P&C. Technology funding approved last year needs to be varied. \$18,000 was approved last year but this did not include the cabling, it only included a new server and switches. Recent quotes show that the server will cost approximately \$6.5K, switches \$5K and cabling \$6.5K. MM asked that the original motion be amended to now include the switches. The initial motion carried in the September 2007 P&C meeting was as follows: <ol style="list-style-type: none"> Funding for Integrated Technology Plan. As part of the presentation of a strategic technology plan for the school the Regional Technology Officer met with the school and outlined the school's requirements for the future. In particular the following issues will need to be addressed to ensure the smooth operation of the network. Initial funding will be required for the purchase of a new server (approx. \$11000), replacement of switches etc. (\$5-7000) and in 2008 cabling improvements which may be around \$20000. 	MM

	<p>(Quotes from DET contractors being sourced). These improvements will bring the network up to DET specifications and allow the school to go onto “remote management” which allows the health of the network to be managed remotely by the DET. Motion to approve \$18,000 for the purchase of a new server and replacement switches, Moved Stuart Johnson, Seconded: Lynnea McGowan, Motion carried. The request for cabling funds was rejected.</p> <ul style="list-style-type: none"> • Jackie Coleman moved that the September 2007 motion now be amended as: Motion to approve \$18,000 for the purchase of a new server, replacement switches and cabling, Moved Jackie Coleman, Seconded: Frank Walter, Motion carried. • The COLA has been installed and is being enjoyed by everyone. • MM raised a request by Christine Coe for an Environmental Working Bee to mulch the grounds, spray weeds, mark boundaries for mowing and replant indigenous species. It was agreed we would: <ul style="list-style-type: none"> i. Assist Christine in co-ordinating this activity ii. do this on a Sunday after 23 March iii. Need volunteers to supervise several areas iv. Volunteers to bring gardening tools, drinks and wheelbarrows v. Issue of using weed killer with children about – this would not be a problem because this activity is safely co-ordinated by Bush care and other groups and Christine Coe would be able to co-ordinate this activity. <p>Motion that P&C Co-ordinates this activity with Christine Coe, Moved: Cathy Greer, Seconded: Jackie Coleman, Motion carried.</p> <ul style="list-style-type: none"> • MM presented the School Uniform Policy. Motion for P&C to Endorse the School Uniform Policy, Moved: Jackie Coleman, Seconded: Tracey Imber, Motion Carried. 	
<p>Uniform Shop Report</p>	<p>What a busy month!</p> <p>I have three assistants this term (it will drop back to two next term), Grace Perry, Karen Sirolli and Karen Langon. And I certainly need them. We are not getting out until 11:30 by the time we serve everyone and then do the orders. The shop has certainly taken in a lot of money (around \$25,000) but the outgoing cost of orders is also high (around \$27,000 and about \$10,000 in girls long pants and more sports items are still to come). This is because winter orders go in now. \$10,000 passed onto P&C.</p> <p>The new sports items are very popular.</p> <p>Girl's shorts have arrived.</p> <p>The design and supplier for the polo shirt was finalized and an order placed. This item can be introduced across all sizes in its long sleeved version in term 2. The short sleeve version will only be available in sizes 6 and 8 as there is still a lot of stock in the other sizes.</p> <p>I am making enquiries to finalise the designs, samples and a supplier for the tracksuit, jumper and blouse.</p> <p>Sales of many items such as summer dresses are low.</p> <p>Parents have complained that the new style sports shorts are not available in all sizes. There is still old stock in sizes 4, 12,14 and 16.</p> <ul style="list-style-type: none"> • Question was raised regarding the new tracksuit. There are problems getting samples from suppliers that are correct. Jackie Coleman has offered to assist with this issue. • The P&C approached Gordon Fraser at the beining of the year to ask the Dept of health is the P&C could purchase or accept the donation of the Community Nurses building – this would make a great Uniform shop. <p>ACTION: Mary-Anne Martin to follow-up.</p>	<p>KP</p>

Band Report	<ul style="list-style-type: none"> • AGM is next week • There are 3 Band operating this year. 	JM
Canteen Report	<ul style="list-style-type: none"> • Accounts presented • The Canteen desperately needs committee members and volunteers. • Julie has resigned and this position will need to be advertised in the school Newsletter. 	WS
School Banking Report	<p>School banking will still be done every Monday morning from 9-10.15am. For any new students wishing to participate in this scheme, application forms can be collected from the banking team who are in the photocopier room next to the staff room every Monday morning between 9 and 10 am. Alternatively they can be requested via the school office or their class teachers.</p> <p>Please remember, if your child has an activity outside their classroom for their first lesson and they have banking, could they get their banking out of their school bag early and give it directly to their teacher, or perhaps it could go with an older or younger sibling at the school. Then their banking can be processed and not sitting in their bags all day.</p> <p>We would like to advise that cheques are accepted but they must be in the student's name. We can also accept banking from students who have left the school, but still have a sibling attending Samuel Gilbert.</p> <p>By banking regularly children love to see their balances increase and this in turn teaches good saving techniques for now and later. The school receives a small percentage of the overall money deposited and for each new application completed, Samuel Gilbert receives \$5.</p> <p>We would love to increase the money deposited, for at present we average about \$600 per week. I am sure we could achieve more, so please remember to put aside some money, no matter how small, each Monday morning.</p> <p>Many thanks School Banking Team</p>	JF
Acceptance of Reports	❖ Motion to accept all reports – Moved: Lynnea McGowan, Seconded: Allan White, Motion Carried	
Correspondence	IN/OUT <ol style="list-style-type: none"> 1. School's Global Funding Letter to P&C President 2. Email from Charlotte Pettigrew 3. Email from Wendy Longe seeking School Uniform Policy 4. P&C Federation notice for Annual Conference to be held on 25 – 27 July at Albury. 	MR
Band Committee Status	<ul style="list-style-type: none"> • No progress. Defer to after the Band Committee AGM. 	JM
School Oval	<ul style="list-style-type: none"> • Oval has been mowed and looks good. However the school has flagged the mower is in desperate need of replacement and will seek funds for a new mower from the P&C. 	MM
Fund raising Schedule 2008	<ul style="list-style-type: none"> • Suggestions for fundraising were briefly discussed and volunteer co-ordinators appointed as follows: • Fete – last week-end of August? Lynnea McGowan volunteered to book the rides. • Pavers – Tracey Imber to co-ordinate. • Chocolate Drive – Jackie Coleman • Cook Book – do next year. • Family Photo Day • Continue with IGA promotion • Good Guys promo in Newsletter. • Local Govt Elections BBQ – Steve Coleman • Mothers Day Stall – Judy Naudi • Fathers Day Stall – Emma Brock • Binning BBQ – Bronwen Rudolph • Entertainment Books – Emily Koller to review • Aim to have a Calendar of events for the next P&C meeting. 	LM

	<ul style="list-style-type: none"> Lynnea McGowan and Steve Coleman will meet with Alan White to review the Fundraising info on hand. 	
P&C Representative for School Selection panel	<ul style="list-style-type: none"> Frank Walter is the current Parent Rep on the Selection panel for selection of the new Principal. We need another Parent Rep for the selection of the Deputy Principal. They will need to be trained. Volunteers to contact Alan. 	
Helen Eldridge	<ul style="list-style-type: none"> Question raised as to whether funding approved last year was for a full year? Helen does not begin until week 5. MM stated that Helen always starts at that time of year given the schools takes 2-3 weeks to organise teachers and classes, so funding requested is for a short year. 	
Ball sports at Athletic carnival	<ul style="list-style-type: none"> The question raised regarding ball sports played at the Athletics carnival has been referred to the school. 	
Morning Assembly	<p>Parents have raised their concern about the abolition of morning assemblies, in particular:</p> <ul style="list-style-type: none"> That parents now feel shut-out and not part of the school except when asked to give money. Parents concerned that they miss important notices that are made at assemblies. Assemblies were a way for the P&C to solicit assistance in fundraising. Concern that there is no opportunity for parent volunteers to be called in the morning for the Canteen or other fundraising activities. Parents were upset that the alternate assembly time meant that a meal time for the children had been shortened by 5 mins and parents were not advised. <ul style="list-style-type: none"> MM advised that the Recess Assemblies were only under trial and their effectiveness is being assessed. 	
Notes to be posted on school web site	<ul style="list-style-type: none"> Another request has been made that ALL school notes be available on the school web site, this greatly assist parents. MM would investigate. 	
Easter hat Parade	<ul style="list-style-type: none"> It was noted that this years Easter hat parade clashed with the Castle Hill High G&T test. 	

Meeting closed 10:20 pm

**Next P&C Meeting: 1st April 2008, 7:30 pm Teachers Staff
All Welcome**