

## SAMUEL GILBERT PUBLIC SCHOOL

### Minutes - P & C Annual General Meeting and General Meeting, Tuesday 13 May, 2008

Meeting opened: 7:35 pm

<b>Membership of P&amp;C</b>	<ul style="list-style-type: none"> <li>• Anyone wishing to join the P&amp;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.</li> </ul>	<b>MR/ JC</b>
<b>Acceptance of Minutes of last meetings</b>	<ul style="list-style-type: none"> <li>• Motion to accept the Minutes of the P&amp;C meeting 1/4/2008 – <b>Moved:</b> Tracy Imber, <b>Seconded:</b> Alex Latham, <b>Motion Carried and the minutes were accepted as a true and accurate record of that meeting.</b></li> </ul>	
<b>Presidents Report</b>	<p>On behalf of the school community I would like to extend a very warm welcome to our new Principal, Andrew Bowmer. The fete is now well under way with planning and John will have more to say on this later in the meeting.</p> <p>There is a proposal to change our financial year end, and, therefore our Annual General Meeting date. This is a very important issue and your input will be greatly appreciated, to me it would make a lot of sense and bring Samuel Gilbert in to line with most other P &amp; C's around NSW.</p> <p>I would like to thank Emily Koller one of our Kindy mums who has done a great job in organising the Entertainment Books this year, as at the end of last week we had raised over \$1600 for the P &amp; C, and the happy purchasers have already began to make great savings. This is despite the adverse reaction of one of our mothers, some people just don't understand that all funds raised go to help their children.</p> <p>At the moment we are experiencing some problems in the uniform shop, to do with supply issues in relation to the implementation of the new uniform. I know that a number of issues have been raised by parents, and I would like to assure everyone that the committee is aware of the problems and is working towards overcoming them.</p> <p>Finally don't forget to brush up on your trivia for the Samuel Gilbert trivia night on 24<sup>th</sup> May. Get your tables organised, come enjoy the fun and have a great night with other members of the school community.</p>	<b>AW</b>
<b>Treasurers Report</b>	<ul style="list-style-type: none"> <li>• Refer to reports presented at the meeting and attached hereto.</li> <li>• <b>Motion that 1: The budget is revised in the following ways:</b> <ol style="list-style-type: none"> <li>a. student insurance is reduced to \$2508.77</li> <li>b. uniform shop coordinator is increased to \$4800</li> <li>c. audit fees is increased to \$715</li> </ol> <p><b>2: Marie Kirkman is appointed as the auditor for the ensuing financial year.</b></p> <p><b>Moved: Miranda Ransome, Seconded: Lynnea McGowan, Motion Carried.</b></p> </li> <li>• Proposal to change the financial year for the P&amp;C was discussed and it was agreed that the proposal be given proper consideration by the Band and Canteen committees with their views presented at the next meeting. The P&amp;C agreed that a change should be made. <b>Action: Band and Canteen sub-committees review proposal.</b></li> </ul>	<b>JC</b>
<b>Principals Report</b>	<p><b><u>Mother's Day Stall:</u></b> Thank you to the P&amp;C and mothers who ran a wonderful Mother's Day Stall over 3 days.</p> <p><b><u>Band Camp:</u></b> A very successful two day program was run at Vision Valley culminating in an</p>	<b>AB</b>

excellent concert by the 3 bands. This was a wonderful opportunity for students to hone their skills and prepare for the various performance opportunities and Yamaha Music Festival late in the year.

Special thanks to Ms Barclay for her leadership of this camp, the wonderful band masters, Mr Mark Strykowski and Mr John D'Arcy and the teachers who accompanied the students, Mr Yendle, Mrs Davis, Mrs Tudor and Mrs Elliott.

**Cross Country Carnival:**

It was a most enjoyable day at the school's Cross Country Carnival on Wednesday of Week 1. Special acknowledgement to Mrs Johnson, Mrs Marcolin, Mrs Brigida Smith and Mrs Richmond for the organisation of the two carnivals.

I acknowledge that there was some miss communication regarding the order of events and I will endeavour to ensure clearer communication in the future.

Regarding the shelters purchased by the P&C. I was informed after the event that there was some issues regarding their movement and weight on the morning. Now that I am aware of this issue I am in discussion with Mr Young about possible solutions and how we can best use them for future carnivals.

The final date for the Zone Cross Country is still being arranged.

**National Assessment Program (NAP):**

The National Assessment Program is replacing the Basic Skills Test. It will be administered to Years 3 and 5 students over Week 3.

**Year 5 Camp:**

Miss Cater will be leading Year 5 camp to Lake Burrendong in Week 4. This will be a highlight of the year for these students.

**Industrial Action:** Thursday, 22<sup>nd</sup> May

The NSW Teachers' Federation has called a day of industrial action to protest the DET new staffing policy. Information about this will be sent home closer to the date.

**Science Club:**

Science Club for Years 3 and 4 students has recommenced with Mr Yendle, Mrs Patti and Mrs Pip Stosic.

**Technology Update:** As per Liz Ehsman

- Interactive whiteboards installed during Term 1 in Library, 2T, 3J, 4E, 4/5/6J and 6C. P&C provided the funds for 4 of the classrooms.
- Teachers trained during Term 1.
- Infrastructure upgraded Week 10 and 11 of Term 1 and Week 1 of Term 2.
- Samuel Gilbert will host the Hills Smart Board User Group during the term.
- Future projects – replacing switches and new server and purchase of four new Smart Boards per the plan.

**Finally:**

It has been a whirlwind of a few weeks. Leaving my old school, wrapping up my involvement there and starting in a large and dynamic new school, Samuel Gilbert. I would particularly like to acknowledge the support and professional handover by Mrs Martin, as well as the support of Ms Barclay as relieving Deputy Principal, the executive and staff. It has been wonderful meeting the students and learning about the programs of Samuel Gilbert Public School. I am excited to have the opportunity to lead such a terrific school and school community.

***Andrew Bowmer***

<p><b>Uniform Shop Report</b></p>	<ul style="list-style-type: none"> <li>• The shop has been very busy due to the many new items that have come in: new style long sleeved polos and girls trousers. We served and made up orders until 1pm on Tuesday taking in around \$6000.</li> <li>• There is great confusion for parents about what is the 'winter uniform'. Parents want to know what to buy if their child is in vocal ensemble, band and other representative groups, as well as what will be worn in the school photos. The shop assistants and I can not answer these valid questions- and as we are talking about an investment of around \$70 for a winter uniform it is important this is cleared up quickly. Can the school please send more information home to parents regarding the 'winter' uniform particularly for girls. The information needs to be specific e.g Girls – tunic with lemon blouse and navy tights or lemon socks or skirt with lemon blouse (should it be out or tucked in?) and navy tights or lemon socks or long pants and long sleeved polo and .....(what socks are they supposed to wear?) or long pants and or lemon blouse (tucked in or out? ) and .....etc, etc, etc.</li> <li>• There was discussion on this issue and several points were made <ul style="list-style-type: none"> <li>a. There is a School Uniform policy in force that was developed through consultation, recommended by the school and ratified by the P&amp;C that answers many of these questions.</li> <li>b. The Principal stated that he will bring clarification to the next meeting.</li> </ul> </li> <li>• There still remains some issues requiring clarification such as the wearing of the sports uniform as stated in the last meeting as follows:  "The confusion has been generated by the school in regard to the sports uniform because the school advised parents in writing at the beginning of the year that the sports uniform is to be worn for PE, sports and other physical activities such as gymnastics. The school subsequently issues the Schools Uniform Policy and a note to parents on the same day contradicting the Policy. The Schools Uniform Policy clearly states that "Students are not to wear a combination of the everyday and sports uniform" and yet the school issued a note stating that a mixture of the everyday and sports uniform was to be worn for PE and other activities and not the sports uniform.</li> </ul> <p>Parents are upset because based on the earlier advice by the school they have purchased several sports uniforms. These uniforms are expensive. The other concern is that there seems to be no logical or valid reason for the change from what is the stated policy.</p> <p>Parents were led to believe that the sports uniform was being introduced as it served a functional purpose and not just for aesthetics. Therefore the uniform should be worn for physical activity."</p> <p><b>Andrew Bowmer offered to meet with Jackie Coleman and Kristen Parle to discuss some of the parents concerns.</b></p>	<p><b>KP</b></p>
<p><b>Band Report</b></p>	<p>Our next meeting is on Thursday 22 May 2008. As there has been no meeting since the last P&amp;C meeting there is little to report.</p> <p>Band Camp was held last week and was again a huge success. It is amazing to see how much can be achieved over two days. Thanks to all staff parents and students for making the camp such a successful and worthwhile experience.</p> <p>Thank you to the teachers, Cathie Barclay who coordinated the school organisation of camp and to Janet Davies, Lyn Elliott, Eileen Tudor and Mark Yendle who attend camp and cared so well for our children.</p> <p>Thank you to band committee members, Lyn Lambert who did most of the organisation for camp and to Sue Lack, Jenny McNaughton, Sheridan Ferguson and Paula O'Dowd who helped to transport all the equipment to camp.</p> <p>Thank you also to our band masters Mark Strykowski and John D'Arcy who do such a remarkable job of turning those first practice screeches into a pleasurable listening experience.</p> <p>Our DRAFT rules are with the P&amp;C Association and we are awaiting feedback.</p>	<p><b>WG</b></p>

<b>Canteen Report</b>	<p>The Canteen held their Annual General Meeting and a Committee has been voted to stand again for another year.</p> <p>No Financial Accounts at this stage as I'm waiting for the bank statements for April so as to complete the Financials for the end of Term 1. However usually the First Term trading just covers the operating expenses.</p> <p>The Canteen has begun Term 2 with Carolyn working full time as the paid supervisor. She has committed to this for Term 2. In the long term however this position will be a job share and the Canteen Committee is looking at advertising and interviewing for this over this Term.</p> <p>The Winter Menu has been well received. Some days we are still struggling to get even one volunteer to help Carolyn. The Committee is in the process of setting up an email reminder system for those on the roster but we will continue to request help via the newsletter.</p> <p>I would like to say a huge THANK YOU to Judy and Kristen and their many helpers for their FANTASTIC effort with the Mothers Day Stall. Many hours were spent behind the scenes during the end of Term 1 and over the holidays creating gifts of a high quality. <b>\$2000 surplus</b> was made. Thanks again to all involved.</p> <p>We are finally taking Julie Dalmazzo out for Tea next Thursday to thank her for her 5 years with the Canteen.</p> <p>Canteen President WENDY SPEECHLY</p>	<b>WS</b>
<b>School Banking Report</b>	<p>All is going well with the student Banking and the figures have increased over the 6-8 weeks. When the statement is received we look forward to advising the amount earned for Samuel Gilbert.</p> <p>We would like to take this opportunity to inform everyone that the only accounts accepted by the Commonwealth Bank for student banking is the "YOUTHSAVER ACCOUNT". We have had a couple of Streamline Accounts lately and the bank will not allow us to make the deposits via the school banking system unfortunately.</p> <p>Please continue to support the Samuel Gilbert school banking program.</p> <p>Thank you from the school banking team.</p>	<b>JF</b>
<b>Acceptance of Reports</b>	<p>❖ <b>Motion to accept all reports – Moved:</b> Miranda Ransome, <b>Seconded:</b> Lynnea McGowan, <b>Motion Carried</b></p>	
<b>Correspondence</b>	<p><b>IN/OUT</b> <b>IN: 1. Note of thanks from Mary-Anne Martin, 2. P&amp;C Federation Handbook</b> <b>OUT: none</b></p>	<b>MR</b>
<b>Letter of thanks to Mrs Coe</b>	<ul style="list-style-type: none"> <li>• Still to be done.</li> </ul>	<b>AW</b>
<b>Band Committee Status</b>	<ul style="list-style-type: none"> <li>• Draft Rules have been sent to the P&amp;C Federation. Allan White and Wendy Griffiths to meet and discuss.</li> </ul>	<b>JM</b>
<b>Review of P&amp;C Rules</b>	<ul style="list-style-type: none"> <li>• Awaiting change in Financial year.</li> </ul>	<b>AW/SC</b>
<b>Parents Directory</b>	<ul style="list-style-type: none"> <li>• Underway</li> </ul>	<b>AW</b>
<b>Community Nurses Bldg next to OOSH</b>	<ul style="list-style-type: none"> <li>• MaryAnne Martin had some success on her last day on this issue. MR to forward email to AB on the matter. AB to follow up.</li> </ul>	<b>AB</b>
<b>P&amp;C Rep for School Selection panel</b>	<ul style="list-style-type: none"> <li>• Kristen Parle and Lynnea McGowan will attend the next course (15 May).</li> </ul>	<b>KP/LM</b>

<b>Morning Assembly</b>	<ul style="list-style-type: none"> <li>Parents have raised their concern about the abolition of morning assemblies</li> <li>AB advised that he would review this situation and will seek information from parents before the end of this term.</li> <li>Parents have suggested that the school have at least one morning assembly per week where parents can attend.</li> </ul>	<b>AB</b>
<b>Notes to be posted on school web site</b>	<ul style="list-style-type: none"> <li>AB advised that this now happens, but parents should note that some notes are generated by teachers and not the front office. AB will look into this issue.</li> </ul>	<b>AB</b>
<b>School Uniform Policy Confusion</b>	<ul style="list-style-type: none"> <li>See notes in Uniform shop section.</li> </ul>	
<b>Fund raising Schedule 2008</b>	<ol style="list-style-type: none"> <li>Mothers day Stall update. – This was a great success and much appreciated by all the mums that received lovely gifts from their children. A big thanks goes to Judy Naudi and her team that raised a \$2000 surplus. A Certificate of Appreciation was presented for Judy.</li> <li>Chocolate Drive. – Jackie Coleman, this will start in June.</li> <li>Fete Update – John Lawson gave a detailed update on the plans fore the Fete. The P&amp;C will be asking the school for its involvement in planning and running the Fete. It is requested that the School band be involved. Volunteers are desperately needed, both for the day and to plan some of the activities and stalls.</li> <li>Trivia Night update – Tracy Imber, planning is underway.</li> <li>Family Photo Day – Irene Doherty, the planned date is Saturday 20 October. A \$40 package will include 1 of 6X8, 2 of 6X4 and 2 wallet size photos.</li> <li>Bunnings BBQ – Bronwen R, we are on a waiting list for Dural and Norwest. The P&amp;C agreed that we make a booking for next year and not pursue this year.</li> <li>Entertainment Books update. 163 books have been purchased, 30 are yet to be returned. It was agreed that a note would be sent to parents asking that they pay for or return books ASAP.  A letter was sent to the P&amp;C from a parent regarding the Entertainment book fundraiser. The P&amp;C acknowledges the letter and Allan White will formally respond.  A big thank you to Emily Koller for organizing and running this fundraiser. It has raised much needed funds for the school.</li> <li>Fathers Days Stall – Emma Brock. No progress required as yet.</li> <li>Pavers Promo – Tracy Imber, no progress yet</li> <li>Social Club Books – a Volunteer is required to take on the role of running this fundraiser. It raises money for the school and provides a wonderful service for the parents. This event is run once a year and takes about 4 hours max to coordinate and run. It raises about \$500 - \$600. Please contact the P&amp;C if you would like to volunteer.</li> </ol>	
<b>Issue of Not using P&amp;C funded shade structures at Cross-Country carnival.</b>	<p>Refer to agenda item for detail on this issue.</p> <p>AB stated that he was advised that the structures were too heavy and took too long to put up – 40mins. AB was advised that the purchase of the structures took at least 12-18 months whilst various structures were investigated and numerous other schools consulted so that SGPS could purchase shade structures that were Not too heavy and easy to construct. This investigation was done by the previous Principal and several parents from the P&amp;C. AB stated he would investigate the matter and sought assistance from parents from the P&amp;C.</p>	<b>AB</b>
<b>Issue of problem with timetable of cross-country carnival.</b>	<p>Refer to agenda item for detail on this issue.</p> <p>Parents missed out seeing their children run because of notes going out to parents being wrong, AB apologized and stated "I acknowledge that there was some miss communication regarding the order of events and I will endeavour to ensure clearer communication in the future."</p>	<b>AB</b>
<b>School gates being left open during the day.</b>	<p>Refer to agenda item for detail on this issue.</p> <p>AB stated that the front gate and the gate on Gilbert Road will not be locked during the day. The back gate at the shopping centre is to be locked by Doug every day. Locking the children in the school is inappropriate and a safety issue.</p>	<b>AB</b>
<b>No sport conducted in Wk 1 of term 2</b>	<p>Refer to agenda item for detail on this issue. Sport was conducted for most years except Yrs 2.</p>	<b>AB</b>

<b>Inadequate Lunch time period</b>	Refer to agenda item for detail on this issue. AB will investigate this issue.	<b>AB</b>
<b>Carpet Squares</b>	Refer to agenda item for detail on this issue. These were only available to year 1, however there are issues with children not wanting to use them, the return of them after use, ease of use. AB will instruct teachers to offer carpet squares to children at lunch time.	<b>AB</b>
<b>Parent Contact Number list</b>	A request was made for a list of parent contact numbers from P&C. MR stated that due to confidentiality issues this would not be done and that if anyone wanted to contact a parent they could email her and she would pass the request on the other parent.	<b>MR</b>
<b>School Notice Board</b>	Does not appear to be being used as often as it should	<b>AB</b>
<b>School report Issues</b>	Some parents have expressed concern about the School Report issued last term and wishes to have this matter placed on the next P&C meeting agenda	
<b>Interactive Whiteboard presentation</b>	Ms Eshman gave a brief presentation on the use of the interactive whiteboards.	
<b>Orange Blossom festival monies</b>	This issue was again raised. The previous Principal committed to using the monies raised several years ago on sport equipment rather than the putt-putt golf course promised to the children	

**Meeting closed 10 pm**

**Next P&C Meeting: 13 May 2008, 7:30 pm Teachers Staff  
All Welcome**

## Treasurers Report

May 2008

### Parent Contributions

Below is a breakdown of the parent contributions payments at end of Term 1.

2008 Parent Contributions (11/4/2008)	Single Child families	Multiple Child families	Total	Percentage of invoiced amount
Amount Invoiced	264	138	39690	
Returned Invoice - non payment P&C contribution	11	9	2060	5%
Invoice still outstanding	59	29	8640	22%
Full payments	191	94	27985	71%
Partial payments	3	6	461	1%
Total Receipts			28446	
Total Amount Outstanding			9184	23%

### Term Deposit

The term deposit that matured on the 19/4/2008 has been rolled over for a further 3 months. The interest rate is 7.75%.

### Student Insurance

The student insurance was purchased through the school and the cost was \$2508.77. This was \$291.23 less than the budget.

### Uniform Shop Coordinator and assistant honorarium

The honorarium for Term 3 and 4, 2007 were paid in the 2008 financial year. The budget does not reflect this and is short by \$1600.

### Audit 2007

The audit fee paid by the P&C for 2007 was greater than outlined in the budget. The budget is short by \$15.

The audit accounts for the general P&C account and related term deposit have been forwarded to the P&C federation.

Marie Kirkman is available to do the audit at the end of the next financial year.

### Motion

1. The budget is revised in the following ways:
  - a. student insurance is reduced to \$2508.77
  - b. uniform shop coordinator is increased to \$4800
  - c. audit fees is increased to \$715
2. Marie Kirkman is appointed as the auditor for the ensuing financial year.

## Proposal to Change Financial Year End

### Background

- Samuel Gilbert Public School Parents and Citizen Association (P&C) financial year ends on 31<sup>st</sup> December. The Annual General Meeting (AGM) must occur within 6 weeks of the new school year.
- The school's financial year end is November 30.
- The end of the financial year occurs during the school holidays. Bank statements are sent to the school and the December statement is unavailable until the commencement of the next school year.
- The previous treasurer suggested a change to the end of the financial year.
- Several public schools in the surrounding area have a financial year end in Term 4.
- Advice received from the P&C federation suggested the AGM should not be the first meeting of the year. It disadvantages new members.

### Issues

- The financial audit can not commence until school resumes in the following year. This results in the annual and first general meeting being held six weeks after the commencement of Term 1.
- During this time issues in the school community cannot be raised at the P&C.
- The Executive Committee positions become vacant at each AGM. Little planning for the years activities occurs until the Executive Committee is decided. This reduces the time available to organize larger events like the fete and restricts the activities in the first term.
- The AGM is scheduled before the general meeting. When the Executive Committee changes, in particular the president and secretary, the new position holders are required to undertake a meeting without a handover and limited understanding of the agenda items or processes.
- The handover from one Executive Committee to another occurs at a time when the P&C is gearing up for its annual activities. This can add to the burden.
- Lapsed members or those wishing to join the P&C for the first time are required to attend a preliminary meeting to have the right to vote at the annual general meeting.
- For most new members their first P&C experience is an AGM. This could be daunting. It is possible they will be asked to vote for an Executive Committee member without knowledge of the nominee or become an Executive Committee member. Their second meeting involves volunteers stepping forward to coordinate various activities. This may dissuade some parents from continuing.

### Proposal

- To move the financial year end to one of the following:

	Option 1	Option 2	Option 3
Financial Year End	30 September 2008	31 October 2008	30 November 2008
Annual General Meeting	11 November 2008	10 December 2008	10 February 2009
Finalise activity calendar	9 December 2008	10 February 2009	10 March 2009

- To swap the AGM so it occurs directly after a general meeting.
- To use the December General Meeting to commence event planning for the next year.
- To negate the need for a preliminary meeting for new members to join the P&C prior to the AGM.

### Implications

- The P&C sub-committees would need to change their financial year end and the timing of their AGM.
- The rules accompanying the constitution and those of the subcommittees will need to be modified to reflect the changes.

### Recommendation

- To select an option for the end of the financial year.
- To propose a motion to accept the proposal that includes a new financial year end