

SAMUEL GILBERT PUBLIC SCHOOL

MINUTES OF P&C GENERAL MEETING 7.30PM – TUESDAY, 10 FEBRUARY 2009

MEETING OPENED: 7.40pm.

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 9 December 2008. *Moved:* Emma Brock; *Seconded:* Tracy Imber.
✓ Motion carried and the Minutes were accepted as a true and accurate record of that meeting.

REGULAR REPORTS

PRESIDENT'S REPORT – ALLAN WHITE

Welcome to another year at Samuel Gilbert. I trust that you all had an enjoyable break and look forward to an exciting year ahead. A special welcome to all the new parents of the school and I hope that you enjoy the time that your children spend at Samuel Gilbert.

If there are any particular issues you would like raised at a P&C Meeting, please send an email to sgps.pcinfo@gmail.com.

The Uniform Shop has now relocated to the old community nurse's building and is ready for business. Leisa and Sally are looking for volunteers to assist in the shop for a couple of hours a week. If you can help, please pop in and see them.

TREASURER'S REPORT (INCLUDING BUDGET) – JACKIE COLEMAN

2009 Budget Approval

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.

Motion to accept abovementioned Items 1 and 2 – *Moved:* Jackie Coleman; *Seconded:* Emma Brock. ✓ Motion carried.

PRINCIPAL'S REPORT – ANDREW BOWMER

Welcome Back

A very busy start to the new year.

Enrolment/Class Structure

- 540 students enrolled
- 21 classes
- Students were allocated to new classes first day back

Replacement Demountable

3C classroom has been replaced. It is up and operational.

Best Start – Kinder Program

Almost completed.

Parent Meeting

Different stages are happening this week. Allan is representing the P&C at these meetings with a brief outline of who we are and what we do.

Swimming Carnival



A successful day was held last week despite the heat. Thank you to the many parent helpers. The school is co-ordinating the Zone Carnival on 9 and 10 March – helpers are needed.

Life Education

Commences 5 March to 16 March. Parent session on Friday, 6 March.

Excursions/Camps

- Year 6 Canberra Excursion – 25 to 27 March
- Year 5 Camp – Aussie Bush Camp – 25 to 27 March

Parent/Teacher Interview/Discussions

- Kindergarten – Week 7 – Thursday, 12 March
- Years 1 to 6 – Week 10 – dates to be decided

Working Bee Dates – Terms 1 (Sunday, Week 9) and 2

Cross Country

- Years 2 to 6 – Monday, 6 April
- K to 2 – 3 April

Easter Hat Parade – Tuesday, 7 April

Changes to Timetables/Lunch

- Changed to 1 hour sessions / RFF
- K-4 – No disruption 9.00-11.00am
- Lunch 1.00-1.55pm
- 1 hour session after lunch
- Aim – to maximise the quality learning time before lunch

Dance Group – Miss Cassie's Dance Group

- During 2008 Miss Cassie's Dance Group was a private activity/business separate from the school.
- In 2009 we are bringing this activity under the broader school umbrella in a similar way as the school band.

Other Matters

A note was sent home today regarding the Victorian Bushfire Crisis. A Mufti Day will be held on Tuesday, 17 February in conjunction with a Cake Stall (co-ordinated by a Year 1 parent). The cakes will be sold at recess to the children. Any other families wishing to support the cake stall can contact the office with their details. Other suggestions were made on how to further assist the Victorian school communities devastated by the bushfires and Andrew is going to consider Leisa's idea that we donate the "old style" SGPS summer uniforms (which are to be written off at the end of Term 1) to a school in Victoria.

Andrew explained that Jenny Craft has relinquished her position at Samuel Gilbert as Librarian. This position will be advertised later this term or early in Term 2. A P&C Member is needed for the interview process. Jamie McLeod and Allan White have offered to be on this panel.

Andrew told the Committee that the bark chip under the play equipment needs refreshing. Approximately 10cm of decomposed mulch needs to be removed. Allan has agreed to look at organising an excavator.

It was noted that Doug has not had his operation as yet and will need a further 6-8 recovery after he does. It is not expected that Doug would return before the beginning of Term 2. His replacement, Gino, is currently working approximately 6 hours each day.

Nicole thanked Andrew for allocating the children to their classes on Day 1. The parent feedback has been very positive. Allan also thanked Andrew for his efforts at a very hot swimming carnival.

It was agreed that the Working Bee date would be Sunday, 29 March 2009. Andrew had spoken with Chris Coe who was ok with this date. Karen Pike suggested we speak with the Church group who meet in the SGPS Hall and seek their assistance also. Jamie McLeod has offered to speak with some of the members.

Jackie enquired as to who was running the Gardaroos programme now that Mr Crossman has left. Andrew explained that Ms Manille would run the programme in conjunction with Year 3 students.



UNIFORM SHOP REPORT – LEISA WHITESIDE AND SALLY BIRTHISEL

Term 1 Orders

All have arrived except the polo shirts and bomber jackets.

Term 2 and Term 3 Orders

Orders for winter stock are being placed. The aim is to get the items prior to end of term one. Order forms for the jumper, spray jacket and tracksuit have been sent home to parents.

Relocation of Uniform Shop

Significant progress has been made. Walls have been removed, phone lines established, rewiring completed, flooring laid and the shelving framework established. Trading will begin from the new shop on Monday 9 February.

Budget and Cashflow

A budget and cashflow for the uniform shop is attached for approval.

Stocktake

The December stocktake is attached for approval.

Old Stock

The skivvies, old tracksuit pants and pixie hats have been written off. Old summer stock left after term one will also be written off. Also the old dress patterns.

Other

Leisa thanked everyone for their efforts in moving the Uniform Shop to their new air conditioned premises. Leisa reported that there have been takings of over \$7,000 in the last two days of trading. It was noted that the size 8 and size 10 polo shirts are out of stock but an order has been placed and it is due at the end of February. It was also noted that most of the winter stock has now been ordered.

Motion:

1. The P&C approve the budget and cashflow for the uniform shop.
2. The P&C ratify the December stocktake.

Motion to accept abovementioned Items 1 and 2 – *Moved:* Alex Latham; *Seconded:* Jamie McLeod. ✓ Motion carried.

BAND REPORT – WENDY GRIFFITHS

Nothing to report at this stage. A band meeting will be held in Week 5, Thursday, 26 February 2009.

CANTEEN REPORT – LEISA WHITESIDE

Christmas Carols 2008

The takings for Operation Jingle Bells 2008 (ie. Christmas Carols) was estimated to be around \$1,200. Being on the conservative side, we estimate the profit to be around \$660 - unfortunately it's difficult to supply an accurate profit figure as we don't do a daily stocktake. This is a great result. The Canteen Committee fully agreed that having the Canteen open on the night helped give a positive and school/community feel to the night.

Ice Cream Day December 2008

Our banking from this red food day was \$1,300. Again, it's difficult to give a profit, but the lines at the windows on the day prove that it was popular with the kids. Also, the sales from the boxes of ice-creams to staff and parents also helped with our term figures.

Profit/Loss

The profit for the Canteen for the three months, ending 31 December 2008, is \$2,600 – up from \$1,900 in 2007. This is a great result and full credit should go to Judy Naudi.

Freezer Incidents

After the Carols last year, one of our fridge/freezers was accidentally switched off, hence we lost all the food that was in it. Then we had a second incident during the holidays where our big freezer (next to the drinks fridge), which was storing all our supplies for the return to school, had the power supply knocked out. Andrew, Judy and Jenelle spent many smelly hours cleaning it out. Labels have now been placed over the powerpoints to indicate that the freezer is to be left on.

Staff



Jenelle is now working as Canteen Supervisor in a part-time capacity alongside Judy Naudi. They have established their working days and will see how these arrangements go.

Next Canteen Committee Meeting

A Canteen Committee Meeting will be held on Wednesday 11 February at 2.00pm in the canteen for anyone wishing to attend.

Easter Raffle

Over the next few weeks we will organise for notes to be sent regarding donations for our Easter Raffle. This is one of our major fundraisers and is always a huge success.

SCHOOL BANKING REPORT

Student Banking will continue each Monday morning in 2009 with our first banking commencing on Monday, 9 February. Student Banking Starter Packs were delivered to 2009 Kindergarten children on Monday, 9 February.

CORRESPONDENCE

Various fundraising brochures forwarded to Emma Brock (Fundraising Co-Ordinator). A letter from Ronald McDonald House was received thanking SGPS for their donation of Christmas gifts.

ACCEPTANCE OF ALL REGULAR REPORTS

Motion to accept all Regular Reports. *Moved:* Emma Brock; *Seconded:* Nicole Clifford. ✓ Motion carried.

FUNDRAISING AND EVENTS 2009

TERM 1

- **Entertainment Books** – Emily Koller

It was agreed that the best option is to distribute books to all families rather than sending a note home requesting interest alone. However, a note will be forwarded to all families asap announcing the Entertainment Books arrival. This note will also give the opportunity for those families not interested in supporting this particular fundraiser to let us know.

- **Easter Raffle** – Canteen/Leisa Whiteside

- **Golden Circle Fun Run** – Emma Brock

The Fun Run will be held in conjunction with the cross country carnival. Emma has already contacted the company and an information pack has been sent out. Emma to liaise with Andrew regarding timing and organisation. Once confirmed, staff will come to SGPS to promote the event at an assembly. Need a volunteer to dress as Pineapple Pete. This fundraiser runs as a sponsorship program. SGPS will make 50% of the funds raised, Golden Circle 20% and the remaining 30% is on prizes. Every child receives a certificate and an ice block. Prize value is dependent upon amount of money raised.

TERM 2

- **5c Fundraiser** – Emma Brock

It was agreed to trial this fundraiser for one term during Term 2. Emma to speak with Donna regarding structure of fundraiser. It was decided that the children bring their 5c pieces to school and they would be collected on a weekly basis. A reward (ice blocks?) is awarded to each child in the class that raises the most money at the end of the term.

- **Pavers** – Tracy Imber

- **Trivia Night** – Tracy Imber and Karen Forrest

Date – Saturday, 23 May 2009.

Karen (1D parent) has kindly agreed to assist Tracy Imber with this fundraiser.

- **Mother's Day Stall** – Canteen/Judy Naudi

TERM 3

- **Fete Raffle Tickets**

Nicole, Terri and Donna Harris will commence prize donation requests shortly.

- **2009 Fete**

It was agreed a fete meeting be organised for 7.30pm – Tuesday, 3 March. Nicole to arrange a flyer.



Co-ordinators are needed for many stalls, some of which include:

• Food Stalls • BBQ • Canteen • Cake Stall • Coffee Stall • Beverage stand • Advertising

- **Father's Day Stall**

To be held during Week 6 (which commences Monday, 31 August). Wednesday is the preferred day. Emma to attempt to recruit someone to co-ordinate.

- **Chocolate Drive** – Nicole Clifford

Yummy chocolates will be distributed to children during the last week of Term 3. Collections will be the first two weeks of Term 4.

TERM 4

- **Mango Trays** – Donna White

- **Christmas Carol Night**

Date: Friday, 4 December 2009. Tracy has lots of information to pass on to someone interested in co-ordinating.

OTHER BUSINESS

P&C CANTEEN CONTRIBUTION – LEISA WHITESIDE

The Canteen Committee has discussed the issue of the P&C Canteen Contribution and would like P&C to review the size of the contribution they make. The Canteen Committee feels it is an excessive amount and feel they are fundraising just to pass the money to the P&C. It was noted that the Canteen are only just scraping enough together each year. It is currently budgeted at \$7,000. Fundraising figures are not separated from general profits, however, as an indication the Canteen made \$2,600 during Term 4. This amount includes Christmas Carol night and Ice Cream Day. It was noted that there was a food price rise during Term 4, 2008. The total profit for 2008 was \$3,400.

The P&C have requested a Budget from the Canteen. Leisa to report back to the Canteen Committee.

STUDENT INSURANCE

The subject of taking out a school student insurance policy went to a vote. Parent helpers and staff are currently covered by the Departmental insurance and if a child is injured, most injuries are covered by Medicare or private health fund insurance. However, this insurance is for a longer term cover or compensation (for death, injury and permanent disabilities) resulting from school activities. The insurance cannot be taken separately on a child by child basis. The cost is \$4.85 per child. The majority vote was for the P&C to make this payment.

CLOSE OF MEETING: 9.55pm

FETE MEETING: 7.30pm – Tuesday, 3 March 2009 in the Teachers Staff Room.

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

