

SAMUEL GILBERT PUBLIC SCHOOL

MINUTES OF P&C GENERAL MEETING

7.30PM – TUESDAY, 4 AUGUST 2009

MEETING OPENED: 7.45pm

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 June 2009. *Moved:* Jackie Coleman; *Seconded:* John Doherty.
✓ Motion carried and the Minutes were accepted as a true and accurate record of that meeting.

CORRESPONDENCE

Email from Interrelate requesting a booking for 2010. Donna Harris confirmed that Term 1 would be the preference.

Thank You letter received from Glenhaven Public School in recognition of SGPS loaning Hollywood themed props for their Trivia Night.

REGULAR REPORTS

PRESIDENT'S REPORT – ALLAN WHITE

It's time ... for the Fete of '09. In less than 3 weeks in fact, the fete will take place. I ask that everyone who is able to help in any way please come forward. A fete committee meeting was held last night to finalise arrangements and, while we still need more volunteers, we are mostly ready for the big day.

We are chasing the loan of two BBQs for the fete day, one preferably with a wok burner. If you have one you are prepared to lend or know someone who would be prepared to, please contact me on 0412 399596.

Could all stall co-ordinators please get their roster to Jackie Coleman asap so that we can list all the names in the fete newsletter and also have everyone covered by insurance.

If anyone can spare an hour or two to sell tickets at the Homemakers' Centre (preferably on the weekend), please let me know. The centre management have kindly given permission to sell tickets there, and it will be a great opportunity to raise funds from outside of the "normal" school community.

At the fete this year we are introducing a new innovation of a wishing tree, where people have the opportunity to donate money to the school to purchase a specific resource item. All of these items are represented by a flower on the tree.

The 5 cent fundraiser has been a big success with 2 collections netting over \$1,600. With the fete and associated raffles, we have decided to delay the next 5 cent collection until mid-term. Keep putting those 5c pieces away though and we will be collecting again on the 7 September and the 28 September.

I would like to welcome Donna Harris to the meeting for the first time in her new role as Relieving Principal and wish her well in her new position.

TREASURER'S REPORT – JACKIE COLEMAN

Term Deposit

On 17 July 2009 the term deposit was rolled for 4 months at 3.75%. It will mature on 19 November 2009. The decision was made by the Executive Committee and based on the June 2009 cashflow.

Affiliation and Insurance

The P&C affiliation fees and insurance has been paid.



Credit Card Facilities

The credit card facility attached to the P&C general account is to be closed. It is only used once a year for the fete rides and silent auction. Processing credit card payments manually is time consuming. It involves manually entering each credit card number onto a merchant summary sheet and then ringing the bank to obtain an approval code for each transaction (floor limit \$0 mail/phone orders). It costs \$144 a year to maintain the facility.

In future, credit card payments will be run through the uniform shop eftpos machine. Using the machine will reduce the time taken to process the payments and decrease the number of phone approvals required as the uniform shops floor limit is \$100 (mail/phone orders).

The transactions deposited into the uniform shop account will be transferred to the general account by cheque. The general account will continue to pay for its own credit card transaction fees which will be deducted from the amount owed.

The credit card facility will be closed down at the end of August so if there are any teething problems with the uniform shop eftpos process then the credit card payments can be processed manually.

Motions

1. The P&C approve the rollover of the term deposit for 4 months.
2. The P&C endorse the June and July 2009 budget and cashflow.

Motion to accept the abovementioned. *Moved:* Terri Megarry; *Seconded:* Leisa Whiteside. ✓ Motion carried.

PRINCIPAL'S REPORT – DONNA HARRIS

Welcome back to what should be a very productive and challenging second semester at Samuel Gilbert. There are a number of items to report upon this month:

Staff Changes

As you are aware there have been a number of staff changes at the start of the semester.

Executive Responsibilities

Principal – Donna Harris; Deputy Principal – Cathie Barclay

Assistant Principals – Elizabeth Evans (E.S.1); Heather Solly (S1); Eileen Tudor (S2); Lynnea Hart (S3).

New Classroom Teachers

1Y – Robyn Miller; 4B – Matthew Whybrow.

Staff Development Day

Staff from Samuel Gilbert PS joined with the staff from Castle Hill PS and Castle Hill HS to explore horizons in using Technology in the classroom. After a very inspirational key note address given by Dr Paul Brock (Director Learning & Development Research) staff attended a number of hands on workshops covering such topics as Interactive Whiteboards, Podcasts, Vodcasts, Wikis & Blogs. Samuel Gilbert was well represented with three of our staff presenting workshops – (Ms Spencer, Mrs Spears and Mrs Evans). The combined Staff Development day provided a wonderful opportunity to establish networks within our local schools and to share each school's expertise.

Project Support Officer – Language

Teachers from Year 1 have successfully applied for inclusion into the Northern Sydney Region Language project. The teachers will be working with Regional personnel to develop and implement an action learning plan to address the specific learning needs of students with language issues.

Regional Director Visit

Jane Simmonds, the Northern Sydney Regional Director, will be visiting our school on Thursday 6 August. This will enable the school to showcase areas in relation to regional and school targets.

Fete Preparations

Cathie and I have spoken to staff re creating wish list for the wishing tree at the fete and a roster of staff to be available to support the fete on the day has been started.



Upcoming Dates for the Diary

I am still working on the term planner for parents and it should be ready by the time the newsletter goes to print, but here are a few of the events taking place in the next few weeks:

- Wednesday 5 August – NAIDOC Celebrations
- Thursday 27 August – Open day for new families
- Friday 4 September – Grandparents Day
- Monday 3 August – Gym programme starts
- Tuesday 4 August – Dance programme starts

Finally, I received a letter of thanks from Glenhaven Public School, thanking the P&C for the use of the Hollywood themed props to use at their recent trivia night.

UNIFORM SHOP REPORT – LEISA WHITESIDE AND SALLY BIRTHISEL

No written report – see spreadsheets.

BAND REPORT – WENDY GRIFFITHS

No report.

CANTEEN REPORT – LEISA WHITESIDE

YTD (To End Term 2)

Term 2 profit is \$6,386.21. This includes the Mothers Day Stall and 2 x Athletics Carnival lunch orders (due to the initial date being postponed due to rain) as well as an in-service hosted by Andrew and catering of the Zone Cross Country. Judy and Jenelle should be congratulated on a great effort.

Fathers Day Stall

At this stage we are looking at having the Fathers Day Stall on Tuesday, 1 September and Wednesday, 2 September.

Red Food Day

We have penciled in Thursday 24 September for our Red Food Day.

Volunteers

Judy and Jenelle are losing volunteers, ie. people not turning up/saying they're no longer available. We are keen for more volunteers if anyone can help out. Just see Judy or Jenelle to see when they need the help.

SCHOOL BANKING REPORT

Banking was slow for the first banking day of Term 3. Only \$350 was deposited. The two collections from the 5c Fundraiser in Term 2 raised \$1,631.90 with 3J being the class who has raised the most money so far. We will continue with the 5c Fundraiser after the Fete but, in the meantime, keep collecting your coins. The two collection dates for Term 3 are **Monday, 7 September** (Week 7) and **Monday, 28 September** (Week 10).

ACCEPTANCE OF ALL REGULAR REPORTS

Motion to accept all Regular Reports. *Moved:* Alex Latham; *Seconded:* Jackie Coleman. ✓ Motion carried.

OTHER BUSINESS

Uniform Shop Committee Rules

Jackie proposes we accept the Rules which were distributed at last P&C Meeting. *Moved:* Jackie Coleman; *Seconded:* John Doherty.



Uniform Shop Honorarium

Jackie reported that Sally and Leisa have done amazing job with Uniform Shop during the last 12 months putting a huge amount of time and effort into its management. They have provided an exceptional service to the school. The whole scope of the job has changed and the level of work has increased dramatically. Therefore, it has been put forward that the honorarium be reviewed. Jackie proposed the honorarium be increased by \$100 per person per term, from a \$300 honorarium to \$400 honorarium. To be voted on at next P&C General Meeting.

Fete

Alex mentioned Chris Coe would like to have a small raffle on the plant stall at the Fete. All ok.

CLOSE OF MEETING: 8.55pm

NEXT MEETING: 7.30pm – Tuesday, 8 September 2009 in the Teachers Staff Room.

