



EDNEY PRIMARY SCHOOL P&C ASSOCIATION INC.

General Meeting 2, Week 9, Term 1 Edney Primary School Library Tuesday 28th March 2017 7pm	
1.0	Welcome and Apologies
1.1	Opening and Welcome
1.2	Attendance & Apologies Attending: Rachelle Cook, Valda-anne Taipari, Donna Schwinkowski, Aaron Chaplin, Shauna Reynolds, Lauren Irving, Bonnie Kelly, Susan Swaby, Linley Martin, Charis Calleja, Jan Cresswell, Erica Moore, Kate Malkiewicz, Steve Rapps, Leanne Wallace-Gibb. Apologies: Tania De Luca, Tambri Farrar, Vanessa Farber, Latoya RangataKatu Reminder to turn off all electronic devices and that recording of minutes by secretary on mobile phone is occurring. After minutes have been documented, they are deleted. No objections noted by any member attending. Meeting opened at 7:05pm
1.3	Confirmation of Agenda- confirmed
1.4	Correspondence In & Out – EOI for DRLC Expo 2017 Luncheon & WACCSO P&C Newsletter – to discuss in general business.
2.0	Disclosure of Interest
2.1	No real, perceived or potential conflicts of interest were identified by any member in relation to items on the agenda. A brief explanation of what may constitute a conflict of interest was given for example the Podium supplier being Rachelle’s Sister and how she would need to declare this in discussions and step out of the decision making process and voting, and the large proportion of year 4 parents on the P&C could potentially sway a decision in favour of the year 4’s. Keep in mind and discuss/ask about anything that could be perceived as a conflict of interest.
3.0	Minutes of Previous Meeting
3.1	Previous Minutes accepted as true and correct. Moved Rachelle Cook, 2 nd Erica Moore. Correction on agenda noted– date of previous minutes not 29 th Nov, but 14 th Feb.
3.2	<u>Business/Actions Arising</u> <ul style="list-style-type: none"> • Motion to endorse 2016 Edney Primary School P&C Association Inc. Annual report final version – presented at meeting 1 & corrections made Moved Shauna Reynolds, 2nd Steve Rapps. <ul style="list-style-type: none"> ○ Canteen financial report & Auditors report received from Ivan Ashley and attached. • Bike Safety Update information follow up – tabled to next meeting, Tania absent.
4.0	President’s Report
	Valda’s goal is to work in the canteen, and has been thinking about volunteering. Same people all the time and is the focus of the term. Time for an attitude and culture change and she is passionate about.
5.0	Principal’s Report
	Sports podium design signed off on. Edney 2020 school plan is nearly finished and the board is voting it through. It’s a small document of huge ideas. Photos have been retaken. When it comes out you are welcome to obtain a copy. Nature play works will be completed term 1. Swings, creek, water tank. Busy Bee in term 2 on a Sunday to clear path. Nature Play group needs to meet again. Cubby structures will be placed in the nature play area. Annual report 2016 is out and in front office if you would like a copy. E-safety workshop for parents and community in library Wednesday 29 th March at 7 pm. In the day, students will be attending a workshop.



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	<p>Music program extended for another year. Mrs Phillips still on long service leave. Music program is fantastic and will continue no matter what happens.</p> <p>Kindy 2018 – 1 class nearly filled. Inform community connections to enroll before June, at your school of choice.</p> <p>Hats discussed term 2 – will be addressed by school board in terms of design change. If approved, it is planned that it will be compulsory to wear a school hat and the school will provide one free of charge and P&C will be approached and asked to pay.</p>
6.0	School Board Report
	<p>2016 Annual report to be approved at a special meeting next week. At last board meeting the board participated “blue sky” thinking activity and contributed to the document, as well as input by the school staff. School board roles and responsibility discussed. Needs to be discussed in P&C and is relevant to the P&C. Commitment, conduct, supporting board decisions, parent and community engagement initiatives discussed. Crossover with P&C as a joint responsibility. Homework policy discussed & reviewed. Anyone is welcome at board meetings and minutes available on the school website. Encourage to discuss any topics and issues with board members to present to board and represent parents. Many members are both board and P&C.</p>
7.0	Treasurer’s Report
7.1	<p>Total \$24 433.94 in both accounts as of 27th March. Less upcoming expenses of \$5717.50, less wages and bills \$1845 and other liabilities \$4500 so available balance is \$12 313.97.</p> <p>Canteen account closed last week and funds transferred into P&C account.</p> <p>Auditors report received - highlighted that the transfers of money from other P&C accounts into the canteen account should have been marked as loans and not income in MYOB. To be changed. Audit passed by Ivan Ashley.</p> <p>27th Feb, Donna and Rachele met with Vanessa and conducted a handover. Computer and canteen books received by Rachele on 1st March and banking into P&C account now (7th March). Signatories sorted out.</p> <p>Scholastic Book Club line error in report noted and to be amended.</p> <p>Please see financial reports attached to agenda for more detail. Bank Statements available at meeting but not sent out with minutes. Can be viewed by anytime. Just ask treasurer.</p> <p>Still use spreadsheets if needed by a committee, but book club doesn’t need to keep one as it is only one line and Treasurer can easily keep track.</p> <p>Motion – Approve Feb/March Financial report as correct, with Book Club Line error corrected. Moved Donna Schwinkowski, 2nd Erica Moore. Majority accepted.</p>
8.0	Canteen Report
	<p>First special 93 orders, a success. Sushi order was incorrect but High Wycombe Primary helped out supplying shortfall. Canteen account closed, as mentioned in financial report. 3 different functions catered for Edney primary and 3 birthday specials. Accounts being opened by parents and is encouraged. They add an amount and it is deducted each order. Last week of school will be mix up week. Runs down stock and excitement by students. Anzac biscuits 50c, slushies \$2 and will be discontinued till term 4. Minor error in canteen financial reports (date) to be amended. Error (amount) in one entry to be amended. Term 1 very quiet, and historically quiet.</p>
	<p>Motion – Approve Feb/March Canteen Financial reports as correct, with minor errors corrected. Moved Lauren Irving, 2nd Valda-anne Taipari.</p>
9.0	Fundraising Committee Report
	<p>Fundraising meeting and plan devised. It’s a guide. Interesting and different events. Mother’s day stall prepping, \$1325 profit. Surplus sausages and onions from the election day sausage sizzle sold to High Wycombe football club. Surplus bacon & eggs sold, buns to canteen freezer.</p>



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	<p>Retrospective Motion – To approve extra \$249.99 for sausage sizzle expenditure. Moved – Rachelle Cook, 2nd Bonnie Kelly, Majority in favour. (\$500 approved at last meeting, but couldn't use IGA cash – can only be cashed out and used at end of year).</p> <p>IGA account set up now.</p> <p>Easter raffle under way with donations coming in. 1 prize per class. Free raffle for kids and drawn on the day, by Aaron and announced on the PA.</p> <p>Plan – term 4 heavy? Can change things around. Quiz night adults only, disco kids only. Colour run in term 2 and Clutter bugs. Fundraising not compulsory. Mix of things that parents can choose to be involved in.</p> <p>Ice-skating can be done on PD day/school holidays. Very passive and not much work.</p> <p>Colour run has prizes and money raised 60% to school, 10% prizes, 10% materials (coloured powder). Date to be confirmed. Plan is very fluid and flexible. Swap clutter bug drive and colour run.</p> <p>Motion – To adopt the Fundraising plans with events, dates and expenditure budgets to be finalized. Moved – Kate Malkiewicz, 2nd Donna Schwinkowski.</p>
10.0	Governance Committee
	<p>Rules guiding P&C = Constitution = backbone that is fleshed out with our interpretation. There will be a new version coming out this year.</p> <p>Changes tabled by the amendments to the Act are in the Changes to the constitution summary document. This is why Edney has new membership forms this year. New rules must be given to all new members and will be disseminated to all members at the same time.</p> <p>Many documents to be approved by the P&C from the governance committee.</p> <p>Meeting rules and by laws – there are by laws! Our P&C has not always kept up with providing information in a timely manner to pre read and consider. 7 days will be the time that we will have the reports and agendas out to members. We can add items to the agenda up to 7 days before the meeting, anything after that will be added in general business, time permitted.</p> <p>Code of conduct discussed, post it notes were handed out to members to fill in their ideas to add to governance issues/questions. We need to plan our P&C Vision and mission statement together to support the school in supporting the students.</p> <p>A meeting will have to be held with the governance committee before the next P&C. Copies of documents mentioned will be sent out with minutes.</p>
11.0	Graduation Report
	<p>The school has taken over the committee because all the work is done by a small amount of people. Graduation will be the responsibility of the school. A parent group will still meet and helps with the fundraising activities and be involved in the decisions. The school controls the finance and communicates with parents. Graduation monies go through the school. Any balance goes back to the P&C account. The onus of responsibility is on the school from now on so parents aren't burdened with the "hard stuff" and get to be involved in the "good stuff". There will be a free dress day last day term 1 and a disco on May 26th to raise money. The parent group meets again next week. P&C leaver's monies are held with P&C for the leaver's shirts. When finalized, the school takes over collecting monies after this. One line will be added into the school account and surplus funds will be transferred over to the P&C account at the end of the year. This will be ongoing from now on. Motion is going to be in general business.</p>
12.0	Safety House Report
	<p>Safety card newsletters sent out. Fill them out and the cards will come home in term 2. A great response so far. Meerilinga meetings with playgroup and pre kindy parents re becoming a safety house and to get the message out into the community. Received with enthusiasm. Date for safety house show has been decided and approved by Aaron in September when kindy kids are at school.</p>
13.0	Scholastic Book Club Report
	<p>No report until next meeting. Expected date of previous orders delivery before the end of term but in split deliveries so likely next term they will go out to students.</p>



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13.0	General Business
	Items not on the agenda can be raised for discussion (with the president/chair's permission).
	<ul style="list-style-type: none"> • Motion – To retrospectively approve \$30 for purchase of stamps for P&C executive business. Moved – Rachelle Cook, 2nd Valda-anne Taipari. Majority in favour.
	<ul style="list-style-type: none"> • Motion – To set P&C executive stationary petty cash fund limit of up to \$50 without pre-approval at P&C meeting. Purchase approved & signed off by one executive member & purchaser to present receipts at next meeting. Moved – Rachelle Cook, 2nd Donna Schwinkowski. Majority in favour. • Leanne Wallace-Gibb to present policy from another club to consider for our P&C and in our governance review to cover what can and can't be done.
	<ul style="list-style-type: none"> • Motion – To dissolve the Graduation Committee as a subcommittee of the P&C Association, and for it to be a committee headed and guided by the school and principal. All surplus monies received by the school will be transferred back to the P&C account at the end of the year. Moved – Aaron Chaplin, 2nd Lauren Irving. Majority in favour.
	<p>Fete Committee to be formed -</p> <p>A date needs to be agreed upon and committee formed. "Head hunt" volunteers so that there are not all the same faces doing everything. Try and recruit volunteers based on the committee needs and their skills. Advertise on Facebook and send newsletters. Could we consider a 3 yearly swing for the fete? Classrooms can only be involved the year of the fete. To be discussed and decided upon by the committee. A call out for a first meeting needs to be sent out in early term 2. Valda and Aaron to action this and set up a date and committee. To chase up at next meeting.</p>
	<p>EOI for DRLC Expo Luncheon 2017 Email received</p> <p>Fundraising opportunity to cater for lunch for 350 people at an up and coming Darling Range Learning Community (DRLC) expo (7 schools involved). Event held every 2 years.</p> <p>Discussed with the P&C. Date for submissions has passed. It is a school PD day so parents will have their children. Logistically not possible. Canteen not able to help. Many issues to consider such as people and facilities. Decision made not to explore this as a fundraising activity as we are unable to.</p>
13.0	Next Meeting
	Week 3, Term 2 Tuesday 9 th May, 2017, 7pm.
14.0	Meeting Closed at 8:31pm