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| Meeting details |
| **Purpose** | P & C Meeting |
| **Date and Time** | Tuesday 22 October, 2019 Opened 6.30pm Closed 7.55pm |
| **Location** | Lake Cathie Public School – Library |
| **Attendance** | Attendance: as per attendance bookApologies: as per attendance book*Minutes: Linda Barnett* |
| Items  | Action |
| **Minutes of previous meeting reviewed**  | Minutes accepted – Maryanne GrantSeconded – Kylie Whiting |
| **President’s Report** | * Not much to report – very quiet couple of weeks due to school holidays.
* A $20,000 grant application has been signed for musical instruments.
* Receipt and monies from Susie Storm handed over for hair accessory fundraiser.
* Bec had difficulties with email access when out of town. Would like to have access directed by the school rather than tied to an individual. Jock has agreed to an overhaul of P&C emails. Will look at mirroring the two systems and then change over fully in twelve months to be administered by the school.
* Kylie has spoken to a supplier for hand sanitiser and dispensers. One company will donate 15 dispensers, if we purchase the sanitiser from them. The sanitiser would be Kleenex brand. Cost of sanitiser is $9.18 per litre. Jock would like the school to run the program and request top up funds from the P&C if needed. Jock will also check the chemical register to ensure the sanitiser meets guidelines.
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| **Treasurer’s Report****Roger** | * P&C accounts as at 1pm 22 October are:

Canteen $6412.72 – Main $2840.47 – Savings $19348.44 – Post office deposit account $653.30 – Total $29254.93* Expenses – Canteen workers compensation insurance $422.36 - c2Hills Consultancy $907.50 - Donation to school $20,000
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| **Principal’s Report** | * Building Update - Karin Haleblian and Jock attended a meeting with the Schools Infrastructure Unit. Concerns with certain elements were discussed with the new project manager. The next meeting is scheduled for 8 November where the successful tenderer will be announced.
* Looking at the bathroom designs for the new buildings. It looks like the bathrooms will have hand driers.
* Christmas Concert - Camden Haven was chosen as the venue so the concert is not affected by the weather. It is also a nice connection as some of our previous students attend the school. Rehearsal will be done on the day at CHHS. Senior students will provide lighting, music etc.
* Carols at the Lake – confirmed start time of 6pm. More details will be provided closer to the day.
* Presentation Day – currently reviewing how to make the day a little more efficient. Start time to be advised. There will be a P&C President vote of thanks during the ceremony.
* Enrolment Procedures Update – There will be a review and reminder of enrolment procedures. From 2020 all new families located in Bonny Hills will enrol at North Haven Public School. Families located in Lake Cathie will enrol at LCPS.
* Siblings in the northern end of Bonny Hills with older brothers or sisters in attendance at LCPS are classed as “in zone” whilst ever the family lives at the same address.
* 2019 and 2020 year 6 students are entitled to enrol for year 7 at Hastings Secondary College or Camden Haven High School. This policy is being honoured by the Department of Education. It is to be noted that if the Department changes the rules, you will not be affected for 2019 and 2020.
* Enrolment information will be included in the next newsletter.
* School Swimming Scheme – The P&C was requested to assist with covering costs. $17 per student with a total of $1050 for the two week scheme. The scheme is for year 2 students and selected students in higher grades who require further lessons. Motion: Karen Knight Seconded: Kim McNiff.
* Swimming Caps – Jock would like to make available swimming caps. A quote has been received for $5.50 each with a minimum of 100 purchased. The cap would have the school logo and name on both sides. The decision was made to make the caps available through the uniform shop at a cost of around $6.00.
* The P&C will purchase swimming caps at a cost of $550 to be used when students represent our school. The caps will have the P&C logo and representative wording included. Jock will work with a designer on the artwork. Motion: Bec Bouldin Seconded: Linda Barnett
* Tell Them From Me Survey – Thanks to all parents who were involved in the survey. We look forward to hearing all submissions.
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| **Canteen Report** | * Not much to report. Would like to hold a Sippa straw day towards the end of term. Looking at recess rather than lunch. Agreed Monday 9 December.
* Pricing for the certificate display cabinet is $350. Motion: Kim McNiff Seconded: Bec Bouldin
* Quote received for another oven stacked on top of the existing oven. $5500 plus GST. $915 plus GST for the stacking system. Price includes delivery. Specifications and details to be sent to Jock and he will have a check done on the electricity requirements and height issues.
* The purchase of the oven has been advertised in accordance with the rules. Quorum was in attendance. Vote 9 Yes 0 No
* Bec has concerns about other users and if we have breakages etc. Kylie will put together a set of guidelines for organisations to sign and agree to when using the canteen and equipment.
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| **Fundraising Information** | * Christmas raffle – Katie Haste has printed the note for fundraising tickets. Note will go home requesting donations. Collection table and tub will be in the office. Will look at an incentive for kids, perhaps a raffle prize from the canteen.
* Katie would like volunteers on Thursday or Friday to help staple ticket books. Will be done in Katie’s classroom. Jock suggested children not going to camp can also assist. Raffle will be draw on presentation day.
* Look at selling tickets at the Christmas Concert to boost sales.
* Katie has asked for cellophane to be ordered which has been done.
* Picture plates will not be available for this year as they would not arrive in time for Christmas.
* The preserves from The Other Chef will be available as a Christmas fundraiser. The Other Chef will email the artwork template for students to complete in class. A cover letter will be sent to the school to distribute to parents. Cost is $25 per box. There will be a two week period for ordering and another two weeks for orders to be completed. Kids to do pictures and then parents can decide to order. Week 3 will be art work creation and week 4 parent notes sent home. Orders to be returned by end of week 5. Week 7 or 8 for delivery.
* There was a suggestion of a BBQ for the Christmas Concert. The Christmas Concert Committee has asked if the P&C would like to run the BBQ. 5pm to 6pm picnic, 6.30 show start. Jock suggested asking Camden Haven High if they would like to run the BBQ as it could be a fundraising opportunity for them. Bec to contact their P&C President to discuss the opportunity.
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| **General Business** | * Volunteers gathering – scheduled for 12 November. Event will be by invite. Sign In book will be the starting point. Staff will also provide names of helpers. School based helpers will be acknowledged at the end of the final school assembly. Decision made that it will be a School Volunteers thank you supported by the P&C.
* Kim read out suggested wording for the invitation which was agreed to. Invites will be sent next week. Bec and Kim will coordinate with Maryanne’s help. P&C to pay for platters. Attendees to pay for drinks etc.
* Kim asked if the canteen will be open on presentation day? Do we ask Amanda to bring in the coffee van? Agreed scones and banana bread to be prepared prior to the day for purchase by parents. Motion: Karin Haleblian will ask Amanda if she would like to have the coffee van available.
* It was proposed the second meeting in Term 1 and Term 3 of each year be held on a Monday evening as an opportunity for people who cannot attend on a Tuesday to become involved in the P&C. Motion: Linda Barnett Seconded: Bec Bouldin
* P&C meetings - 2020 meeting dates to be discussed at the December meeting as planning for Term 1 will be well underway by then.
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| **Upcoming Meetings**: | Next Meeting: 3 December 2019 |