



General Meeting

Date: 27/06/2016

Time Opened: 5.30pm

Attendance: Gina Harrison, Heidy Vasilis, Kelly Russ, Jenny Rozynski, Stephen Morgan, Kathy Cameron, Erin Copeland, April Galloway, Cheryl Avery, Melody Avery, Candice Hunter, Tony Stevens.

Apologies: Debbie Della Santa, Damian Della Santa, Richelle Johnson, Jazmine McEwan

New Financial Members: Nil

Meeting Opened and Welcoming by Chair

Minutes of previous AGM:

Change required to the previous minutes before signing by the president.

Guest Speaker: Sally Eagleton

Sally Eagleton, Kerry Hughes and Jane Hodgson are coordinating on a program called PATCH which stands for Parents and Teachers Community Helpers working on literacy with students. The program runs for 5 weeks that are 2 hours per session with only 5 spots available. This is designed to show parents how they can help contribute to children's education both in the school and at home. More information to be provided at a later date. **See attachment 1**

Business Arising:

BUSINESS ARISING IS ANYTHING THAT HAS TO BE FOLLOWED UP ON FROM THE PREVIOUS MEETING.

- Lego purchase – Lego to be given to the school via the SRC on Tuesday 28th June at lunch time. We have spent around \$500 on bulk items such as rooftops, wheels and windows as well as small boy and girl sets.
- Fridge asset – fridge to be advertised on Gumtree for \$1000.
- P&C representative on interview panel – Gina Harrison has completed the online training.
- Grant through Cessnock League's Club – we have altered our submission for the grant relating to the cubby house and reseeding of the primary field to remove the request for funding for the cubby house as that has already been built. Jenny apologised that this was not communicated to the P&C and that at the time she acted quickly on an offer to build for free. The P&C expressed unhappiness at how we were not advised on this when the school was aware of the grant proposal being submitted

- P&C warehouse key have been collected and will only be available through the office. We have requested a key register to be set up for anyone using the keys including the P&C
- Blazers for student representatives have been ordered and should be ready soon. The cost was approximately \$150 each and although Kathy mentioned that the school had blazers already we felt that it was time to purchase new ones anyway
- Books for the library – Jenny and Kathy were unaware that the list had not been sent through to us and would follow up on that
- Teacher’s award – a poll has been started on Facebook for a member vote on who should be nominated
- Lockers – the school is not looking at purchasing lockers at all as they felt that they were too expensive, there are potential lock problems and that the high school don’t have lockers. Waiting on another quote for consideration

Secretary’s Report:

Incoming correspondence:

- Fundraising catalogues

Outgoing correspondence:

- Request to Jenny Rozynski for us to hold a fair later in the year
- Domino’s thank you letter

President’s Report: Nil

Treasurer’s Report: See attachment 2

Fundraising Report:

- Fair/ Fun day has been arranged for 25th November 2016. Questions have been raised over if students from the high school are able to volunteer at the fair and if this will raise a WHS issue. Stephen Morgan to advise further on this
- Certificates to be sent to last Christmas donators
- Incentive program to promote the P&C by offering a \$20 voucher for the 200th like on our Facebook page. Voted yes unanimously, first Gina Harrison, seconded Heidy Vasilis

Principals Report: Nil

General Business:

- Volunteers – question was raised about how we should increase our volunteer numbers. Suggestion for a fair meeting to be held around end of day bell to capitalise on the parents that are picking up their children. It was suggested that we offer specific jobs when asking for helpers which may improve participation.
- School break in – the question was asked about what time the break in occurred as a safety concern for the school cleaner. It has been noted that the gates are open extremely early in the morning. Jenny advised that she has asked the cleaning company to have their cleaners lock themselves in as opposed to opening all the gates.

- Sports Power sock drive - the school has agreed that we can put a box in the office to collect clean shoes and socks for donating to Jody's Place
- Tree stumps in the playground – there have been concerns over the tree stumps around the school playground. Stephen Morgan will do a WHS walk around the school to check for issues. There is no problem with a volunteer working on removing or marking the stumps
- Task sheet – **attachment 3**

NEXT MEETING: 25th July 2016

MEETING CLOSED: 6.30pm

SEE NEXT PAGE FOR ATTACHMENTS

Attachment 1

EARLY ACTION FOR SUCCESS VOLUNTEER COURSE

PaTCH

The Parents as Teachers/Community Helpers (**PaTCH**) course is a training program to assist volunteers supporting children learning to read, write and use counting in the early years of schooling.

The **objectives** of the course are for participants to increase their confidence and proficiency in helping children at home and at school by:

- Develop their understanding of how children learn.
- Considering how children learn to talk, read and write.
- Exploring the importance of speaking and listening to literacy and numeracy development.
- Gain skill in assisting children by listening to children and talking with them about books being read and stories being written.
- Understand the need for children to be able to link quantity with words and numerical symbols

PaTCH volunteers undertake a 10 week course involving:

- Participation in 5 training sessions totaling 10 hours of tuition.
- A minimum of 15 hours practicum in an early years classroom completing set between session tasks. Volunteers will be supported by teachers and course organisers.

Participants are assisted to:

- Collect work samples through a learning journal. The collection includes samples of resources, photographs or recordings of activities, short summaries of activities and reflections of practice.
- Be observed and supported by the classroom teacher and the course organisers during the practicum experience.
- Engage in regular discussions related to session content with the school's Instructional leader.

Attachment 2

Treasurers Report – 1 January to 31st March 2016 – 1st Quarter

Written and compiled by Gina Harrison - Treasurer

Income: \$13.45

Expenditure: \$1273.30

Total Cost for the Raffle: \$505.74 (Last year \$504.90)

Account Balance Total: \$ 5046.44 as at 31st March 2016 (this does not include Easter deposit).

Treasurer's advice for Easter Raffle: This cost is high in comparison to the Ticket takings and that perhaps next year some donations could be taken while still keeping the quality high and without making it a competition and receiving high amounts of low quality goods. Other ideas and feedback are welcome.

Expenditure for this quarter looks high but that is from the Easter Raffle as well as a payment to a supplier for the Xmas Stall some catering and some small stationery/printing costs. (Xmas Stall invoice: \$335.00 - \$305 was sold at the Xmas stall, but this includes some of this stock as well as soft drinks/water and items from other stalls as well as donations. All products are sold at a profit).

Still selling HitNitz, this expiry date is nearing. This may need to be discounted to clear stock.

Below are the Easter Fundraising details broken down for interest.

These are not included in the accounts for the 1st Quarter.

They will be reported in the next Treasurers Report at a P&C Meeting for the next quarter.

Ticket Sales: \$1434 (Last year - \$1821)

Facepainting: \$43 (costs: \$19.50, \$60 paint tray and brushes donated).

Cake Stall: \$268 (cost approx. \$80 – this includes jam & cream for scones).

Guessing Comp: \$87

Some dishonest ticket selling was reported. The P&C Executive will have to meet regarding this.

Attachment 3

| Date | Task | Assigned to Whom | Action/Result | Complete |
|--------|------------------------------|-------------------------------|---|----------|
| Jun-15 | Linky Junk Markets | Gina Harrison | Held Market | Yes |
| Jun-15 | Coffee Club | | | |
| Jun-15 | Coffin Perculator | Jazz McEwen | | |
| Jun-15 | Father's Day | HR Comm | Order placed | |
| Jun-15 | Postcards | | | |
| Jun-15 | Online Survey | | | |
| Jun-15 | Grants | | | |
| Jun-15 | Book Fair | | Need volunteers | Yes |
| Jun-15 | Buddy Seat | Heidy Vasilis, Gina Harrison | Volunteers helped paint, almost complete | Yes |
| Jun-15 | Dumino's Pizza | | Ongoing pizza night | Yes |
| Jun-15 | Newsletter Advertising | | | |
| Jun-15 | Garbage Bins | | | |
| Jun-15 | Mailbox sign at infants gate | | | |
| Jun-15 | Toilet Block | | Work to be done by end of term 2 2016 | |
| May-16 | Lidige test | Heidy Vasilis, Candice Hunter | Test to be carried out around 1.30pm next afternoon | |
| May-16 | Warehouse security | Mr Durrell | | |
| May-16 | Lockers for primary | Kelly Russ | Further research before decision is made | |