

**CORRIMAL PUBLIC SCHOOL P&C ASSOCIATION**  
**GENERAL MEETING MINUTES- 14<sup>th</sup> February 2017**

*(Held at Corrimal Public School, in Yr. 6 Room)*

**Attendance:** Lenora C, Karen B, Delina G, Helen B, Debby S, Jo R, Bec W, Rachelle B, Mei-Ling P, Christine Giles, Jane Z, Carol Z, Sheree L, Jai H, Kelly B, Brent B, Ernesto B, Melissa A, Lorena G, Ani S, Tanya Veljanovski, Tim Fisher

**Apologies:** Karen F, Angela J, Zara M, Janice P

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**Meeting called to order by Karen Boyle at 3: 18pm**

1. **PREVIOUS MEETING MINUTES:** submitted by Lenora  
Previous minutes of 11<sup>th</sup> Nov 2016 have been read and accepted by all
  
2. **BUSINESS ARISING:**
  - Bunnings BBQ, Wollongong current BBQ's are pencilled in up to April 2017; we will be put in the draw after that. So, looking at around mid-May to hold BBQ.
  
  - **COS Carols recap:**
    - Received good feedback about the Community of Carols night last December. Our school had a stall at this event. We made \$1008.50 on the night, minus expenses made an overall profit of \$399 (re: Attachment A)
    - On the night, our most popular selling item was the LED light Fairy floss sticks passing as light sabers. Due to it not getting dark until closer to the end of the event other items didn't not sell as well. Better off to order less of everything next time or have less choices.
    - Plenty of left over stock of Santa rings, necklaces, glow stick bracelets, candles which we can sell again at the Fete
    - Discussion is happening with planners on ways to improve event for this year. Fix sound/speakers and have more mics to hear the children were suggested
    - It was noted to new parents that this COS Carols project started from an idea Corrimal Public School parent Zara M, made two years ago at one of our P&C Meetings and then we brought the idea to the COS group.
  
  - **Kindy Playgroup Recap:** Given by Lenora  
re: Attachment B
    - 36 out of the 42 enrolments attended the playgroup for at least one session or more. Most popular activity for both parents and children is mingling/making new friends and visiting the kindergarten classroom
    - Received good feedback about the program, just a few suggestions to have more interactive games for the parents
    - With numbers being high in attendance Michelle and Lenora could use more helpers. And due to Lenora now working on Mondays may have to consider changing the playgroup date to Thursday.
    - Kelly B and Carol Z expressed an interest in helping with playgroup.

- **Action Item:** Lenora will advertise in newsletter & FB page for additional help with playgroup to see if we can form some sort of roster of helpers. Depending on response, will determine if program continues on Mondays or is changed to Thursday. Will know by Early Term 3

### 3. CORRESPONDANCE

#### 3.1 In:

- Invoices from Canteen and Uniform Shop suppliers, Fundraising flyers,

#### 3.2 Out:

- Payment of bills

### 4. REPORTS

#### a) **President's Report:** Given By: Karen B,

- Karen B, Lenora C & Helen B attended Canteen & P&C Workshop in November. The workshop was very informative, we came away with great ideas for the canteen on marketing our items and promotion for volunteers as well as different ideas for fundraising. We also won an apple slinky which was donated to the canteen. Notes & pictures taken on day available upon request
- Karen B & Bec W attended Corrimal Chamber of Commerce Christmas meeting in December. Made good connections in line with our goal of engaging with the greater community of Corrimal. Karen B put motion forward to suggest that we join the Chamber as a community member. Cost would be \$75. Lenora seconded the motion. Everyone approved, motion passed.
- P&C Committee had an executive meeting prior to school commencing to compare and discuss ideas of what we would like to focus on this year, main topics covered included improving communication with Canteen committee and assisting the committee where possible; fundraisers for 2017; how we might involve the greater community ideas included inviting speakers such as the local member for Keira, Ryan Park, Paul Boulwood; the President of the Corrimal Chamber of Commerce; and other community organisations.
- Karen B met Friday 10 February with Mr Fisher to discuss P&C. Discussed getting new faces along to P&C meetings, continuing the Jakfit program and progress of the outdoor kitchen.
- Karen B, Jo R and Mr Fisher met Monday 13 February to discuss canteen; apologies from Sheree L who was unable to attend. Discussed the need for more volunteers, rostering challenges due to the core of current volunteers being shift workers. Reiterated that the P&C would like to assist the committee where ever possible. Another meeting to be scheduled when Sheree L is available.

**Action Item:** Karen B to fill out application for P&C to become a member of the Corrimal Chamber of Commerce

**b) Treasurer's Report:** Given by: Bec W on behalf of Karen F

**Canteen Bank Account**

Balance as at 13/2/2017	\$8 918.30
Less unpaid invoices at hand	<u>-379.40</u>
<b>Total funds available</b>	<b>\$8 538.90</b>

- Cheque for \$1000 was donated to school to fulfil Canteen's annual commitment to provide funds to the library to purchase new books.

**Recommend:** Funds available (up to \$1000) for Canteen to upgrade, replace or purchase new equipment if required

**P&C Main/Uniform Shop Bank Account**

Balance as at 13/2/2017:	\$8 610.93
Less unpaid invoices at hand	- 1 443.32
Less balance of 2016 Grant Money	<u>- 1 700.00</u>
<b>Total funds available</b>	<b>\$5 467.61</b>

-Cheque for \$3000 was donated to school; this was remaining balance owed for P&C's 2016 \$6000 Computer funding commitment.

**c) Principal's Report:** Given by: Tim Fisher

Re: Attachment C for full report

- Parents who attended the Swim Carnival for the first time suggested that more information/explanation be given to parents next year about what exactly goes on at the carnival.
- Was also suggested some sort of rough schedule be available to parents who attend so they know the order of races.
- Time constraints and the rules the Public Pool gives the school is reason why sometimes the non-swimmers don't get much time in the water. Plus must have teachers supervising not just parent helpers.
- Staff have come up with 3 possible items/ideas they would like P&C to help fund.

***Action Items:***

- P&C Executive to consider finances and if possible to come up with a short and long term plan so that we can consider doing all 3 items on the Teachers/staff wish list. Will discuss at next meeting.
- Tim to investigate more on requirements and a rough estimate on how much it would cost to create an additional play area with play equipment.
- P&C Executive to double check the finances with Treasurer to make sure we can offer to pay for all students for the "You Can Do It" Performance. It would cost approximately \$1067 (\$5.50 x 194students)
- Outdoor kitchen project currently being held up with Education department red tape. There is still grant money to be used. Need to consider some other options on building the BBQ area so we meet our grant requirements/commitments.

**d) Canteen Report:** Given by Sheree L

- Canteen is still in desperate need more volunteers or there is a possibility of having to close two days a week.
- Due to many “regular” canteen volunteers doing shift work and job schedules constantly changing have had to creating a roster only one term in advance.
- Volunteering in the Canteen is open to all family members; moms, dads, grandparents etc.
- Some children are bringing large sums of money to spend at the Canteen. Need to remind parents/families that only small amounts are needed to purchase items
- Jo & Helen to attend on 14<sup>th</sup> March an information session about the new NSW Healthy School Canteen Strategy being introduced to primary schools this year.

**Action Item:**

- Tim to speak with teachers and getting them to remind students about bringing in reasonable amount of money for Canteen. As well as a notice about the average costs of meals are to be put in the newsletter.

**e) Uniform Shop Report (including Review Committee progress):** Given by Lenora

- Due to suppliers increasing their prices have had to increase some items we sell in the shop. Has been advertised in the newsletter and updated on the school website
- To cull some old stock, have put a few items on sale which is proving successful
- Offering Kindergarten Starters Packs last year has once again been successful. We have had over 30 kindy families out of the 42 who have bought the packs.
- Adding the direct deposit as an additional payment method has been successful.
- Considering getting a device (The Square) to take credit card payments. Cons: can't create an account as it doesn't support our business type (they require an individual gov't id to sign up), a 1.9% charge fee, and expense to purchase a tablet to run it. Not financially feasible now; as we don't make enough consistent funds in the shop at the moment to cover all the expenses. Sales tend to slow down around Term 2 & 3

**Uniform Review Committee:**

- Have held two meetings so far; group includes two teachers and about 8 parents.
- SRC students and classes have been consulted to get students suggestions of changes and what they feel is good or bad about the uniform we currently have
- Gone through all the uniform items we have/sell and worked out their pros and cons. Concluded there is some stuff we can cull which would help limit people interpreting their own variations of the uniform and have a more unified look amongst the students at the school
- We have come up with some possible alternatives to replace some uniform items. Example changing the thick fleecy jacket and red track pants to a lighter lined windbreaker type jacket and pants; similar to what the teachers wear

- Next meeting is Wed 15 Feb. and will start making the exact questions to use in the survey. Timeframe for survey to go out is near the end of Term 1
- Minutes from these meetings available upon requested.

**f) Grant Report:** Given by Lenora, on behalf of Angela J

- When we started investigating what was required for the grant application, we identified that Public Schools were ineligible to apply. Often we can judge or make a call with the administrators of the grant and find out how they are going to judge it. For example, with ClubsGrant NSW, the Grant said not eligible for schools, but we worded the grant in a way that said it was for the benefit of the community. On the other hand, when we applied for the Road Safety Grant, we tried to word it that it was going to benefit the community but as it was a State Government Grant, they were only going to give it to us if we could assure them that the program would be offered outside of school hours.
- The Premier's Fund for Social Cohesion grant is part of a list of State Government Multi-cultural grants with multiple funding rounds. Idea is to liaise with a community organisation, and work with them on applying for such grants (where schools are ineligible to apply) as long as we benefit from the program. For example, a Community Garden group could apply for a grant, and then provide a range of community garden programs to a variety of members in the community, our students being one of them.
- As stated earlier, Education Department is holding up our plans in building the Outdoor Kitchen Area. Need to find builders/brick layers to make the area to store the BBQ we already bought as well as make some counter space

**Action Items:**

- Angela would like to follow up on whether we've delivered and met the criteria for the Stockland and ClubsNSW Grants. In receiving Grants, it is a very good strategy in keeping those contacts involved. They become 'partners'. So the sooner we can show Stockland and Bernie from Corrimal RSL that their funding has been used, the better.
- Another thing to follow up on is the contact at Ryan Park's office and their suggestions for grant applications.

**6. NEW/GENERAL BUSINESS:**

- Fundraising for Term 1 is Hot Cross Buns Drive. Was very successful last year and so all agreed to do it again this year. Lenora, Bec to organize and will advertise for more assistance.
- Need to check if Coles Corrimal & Coles Fairy Meadow will supply us with the 4 different flavours of Hot Cross Buns again at a discounted price. If so then will put order forms out in a few weeks.

- Ethics Coordinator, Karen B desperately in need for new volunteers to teach Ethics Classes at the school this year. Last year's volunteers no longer able to teach due to new work commitments.
- The number of children at the school now doing "non-scripture" classes has increased greatly; Primary Ethics is a great alternative offered to kids from that class.
- Volunteers would need to do some online training beforehand and be available Wednesday afternoons, from 12:45-1:30pm to teach the classes.

**Meeting Closed at: 4:36pm**

**NEXT MEETING:** TUESDAY 14<sup>th</sup> March 2017 at 3:15pm in the Year 6 Class Room.

**ATTACHMENTS:**

- A: COS Carols Stall Handover notes
- B: 2016 Kindy Report
- C: Principals Report

## Attachment A

### COS CAROLS HANDOVER REPORT

**Event Basics:** Glow stick/Flashing novelty stall at the COS Carols event

**Date:** Friday December 2<sup>nd</sup>

**Time:** 6-8pm

**Project Coordinator:** Lenora Carney

<b>Profit Table: Revenue</b>	<b>\$</b>	<b>Expenses</b>	<b>\$</b>
Selling of glowing /flashing items	\$1008.50	Safe flame candles (150) Illumi8 (Santa rings x200 & Necklacesx200 )	\$ 293.50 316.00
		<b>PROFIT</b>	<b>\$399.00</b>

#### Note:

- Used leftover Glow stick items from school disco in 2015 & Fairy floss sticks and Led Candles from Oct2015 Fete

<b>PRODUCT BREAKDOWN</b>	<b>QTY (in Stock)</b>	<b>UNIT PRICE (incl.d.ship costs)</b>	<b>SELLING PRICE\$</b>	<b>QTY SOLD ON NIGHT</b>
288 Glow Stick 8inch bracelets mix colours (w. connectors)	288	\$0.20	\$ 1.00	35
Glowing Santa Rings	200	\$0.79	\$ 2.00	38
Glowing Santa Necklaces	200	\$ .0.79	\$ 2.00	60
22inch Glow stick Tricolour necklace (connectors)	68	\$ 0.75	\$ 2.00	10
LED Candles	229	\$ 1.96	\$ 3.00	31
Glowing mini light sabres (aka fairy floss sticks)	280	\$ 2.09	\$ 3.00	200
Red Glow Stick Eyeglasses	35	\$ 2.00	\$ 3.00	18

#### Stock Required:

1-2 tables	2 calculators	Xmas wrapped display boxes x 4
Red table cloths x2	3 pens	7 small price signs
Money Tin	1x marker	2 x A3 pricelist signs
Float money	Sticky tape	2x stall name sign
Cashier form	String	CPS banner (optional)
Garland for decoration	6 clips	Glow supplies to sell

#### Communications:

Advertise for volunteers to help with stall through newsletter, FB page newsletter

#### Time Frames:

-6 weeks before event order supplies to sell

-4 weeks before event advertise for helpers.

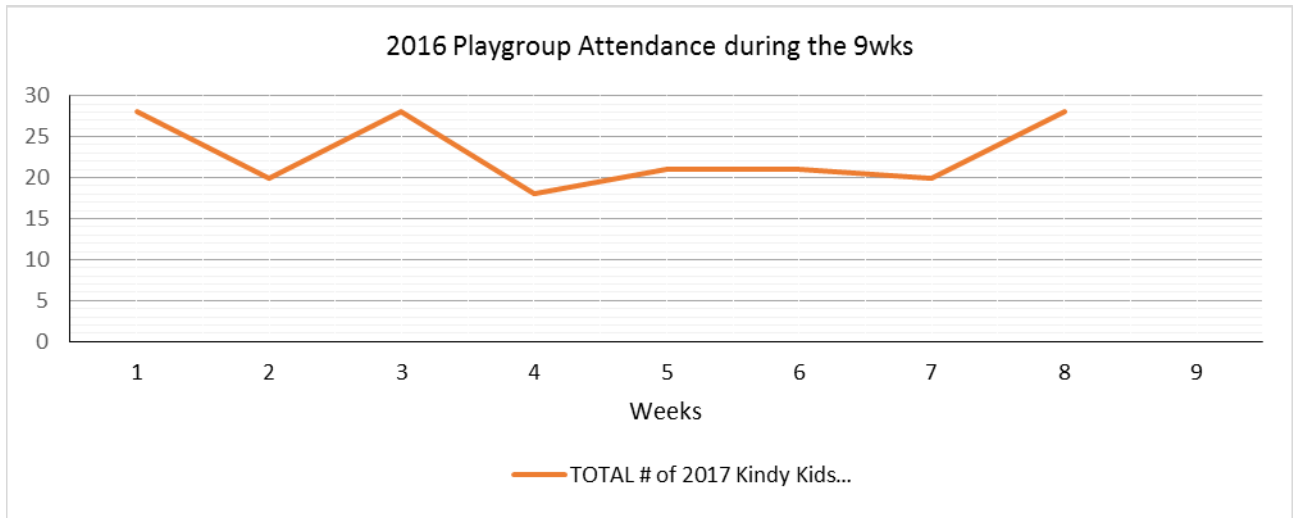
-2 weeks before event create posters & signs for stall

**Overall Feedback:** Everyone was happy with Carols. On the night sold heaps of Fairy floss sticks passing as sabres. Due to it not getting dark until closer to the end other items didn't not sell as well. Better off to order less of everything or either have Candles or sabres not both.

Should we run this event again next year or in the future? **Yes**

**Items Left Over:** 45x Fairy floss stick (aka light sabres), 140 x Santa Necklaces, 162 x Santa Rings, 17 x glow sticks Glasses, 200 x Glow stick bracelets, 20 Glow Stick necklaces, 166 x LED Candles (one colour), 32 x LED multi coloured Candles , \*25 x Defective fairy floss sticks were disposed

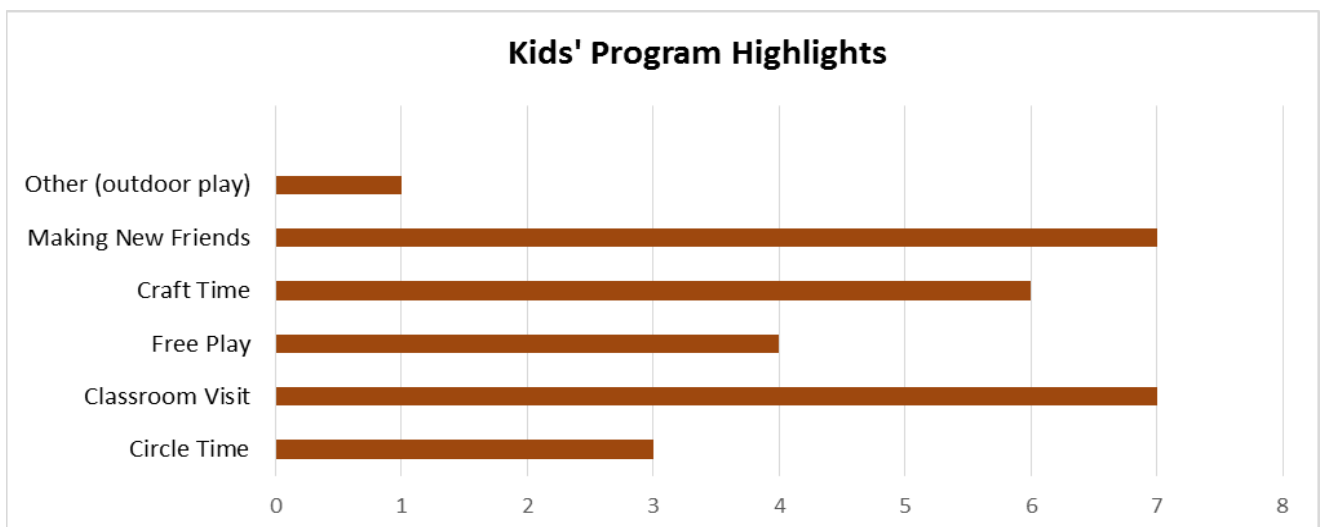
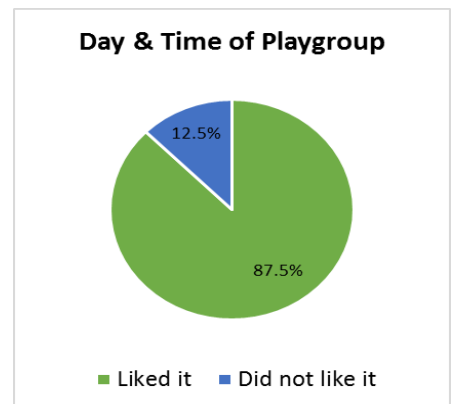
## 2016 KINDY FEEDBACK REPORT



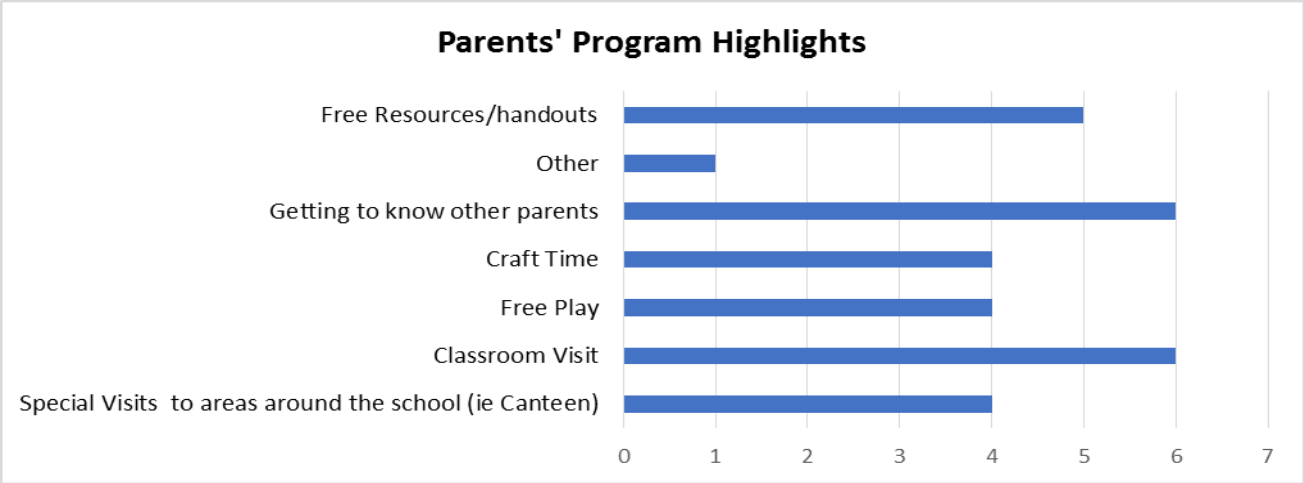
*Note: the above amounts do not include the 11 younger siblings and all the parents who also attended.*

### Feedback Survey

*Analysis of our 2016 Playgroup session based on Feedback forms filled out by parents.  
Had 8/36 people fill out the survey*







Suggestions/Comments for Improvements to program	Name
Having the kindy teachers visit the hall where it's larger and more familiar to the new children.	Amber H
It was all great, kids enjoyed the time and I think has made Ayden more comfortable to start kindy next year already having a feel of the place and people. I think everything has been covered probably don't need to improve much at all. Thanks.	Lynn K
Lenora & Michelle doing a fantastic job, appreciate the effort	Sally R
Love the orientation DVD given out at the orientation. This program is fabulous, absolutely love it.	Chelsie R
More games for the parents so they can get to know each other better	Kelly B
My mum and sister have taken my daughter to the playgroup as I work of a Monday, so all of the resource materials sent home have been a wonderful way for me to learn about what has been covered each week and has also been a good starting point for me to discuss with my daughter what she did that day. I think that just being at school and visiting different areas and learning the layout of the school has really helped my daughter to become confident about attending school next year and I really appreciate the effort taken by the school and P&C to help with the transition to school.	Nicole P
no suggestions to make	Bec W
Parents should have the option to wear name badges past the first week, it was difficult remembering names. Lenora & Michelle are great at what they do. The staff was friendly and clearly passionate about their jobs.	Melissa A

**MISC NOTES:**

- Next year we plan to cut the sessions from 9 down to 8 weeks
- Need to get a few more parent helpers so we have 1-2 helpers working with the kids, and 1-2 working with the parents, especially when attendance numbers increase.
- BillyBackpack/Transition to School already booked for 2017



**CORRIMAL PUBLIC SCHOOL P&C MEETING**  
**TUESDAY 14<sup>TH</sup> FEBRUARY 2017**  
**PRINCIPAL'S REPORT**

**BEGINNING OF 2017**

I hope you have enjoyed a relaxing break since our last meeting late in 2016. It has certainly been a busy and exciting start to the school year, with many new faces around our school with new students, families and staff. 2017 is going to be an exciting year at Corrimal Public School.

**STAFFING 2017**

Staffing in 2017 is as follows:

Year K - Cooinda - 21 students TEACHER: Mrs Jackie Everson

Year K - Omaroo - 21 students TEACHER: Miss Casey Hollick

Year 1/2 - Akama - 22 students TEACHER: Miss Ebony Marks

Year 1/2 - Arinya - 22 students TEACHER: Mrs Jennifer Holland

Year 2/3 - Birrung - 24 students TEACHER: Miss Hayley Mulrooney

Year 3/4 - Illuka - 29 students TEACHER: Miss Amelia Small

Year 4/5 - Marring - 27 students TEACHERS: Miss Jamie Swan (Mon – Wed) and Mrs Sian Napper (Thurs and Fri)

Year 5/6 -Tulang - 28 students TEACHER: Mrs Tanya Veljanovski

ESL / New Arrivals / Reading Recovery / RFF – Mrs Angie Giesajtis

Library – Mrs Anne Scard

Instructional Leader – Mrs Vanessa Strauss

Learning and Support Teacher – Mrs Alison Waters (3 days per week)

SLSOs – Mrs Julie Napper, Mrs Lena Plakias and Ms Kate Russell

Mrs Cheryl Bird and Mrs Kylie Walder (Mon, Tues and Fri – From Week 6) will be working in the office.

Mrs Caldwell remains on Maternity Leave and at this stage will be returning to CPS in 2018.

Ms Emma Meddows was appointed to Marsden Road PS as an Instructional Leader 2017 – 2019.

Mrs Tanya Veljanovski and Miss Hayley Mulrooney will be fulfilling the roles of Assistant Principal in 2017.

Our 12 itinerant staff from the Hearing and Vision teams will continue to use our school as their base school.

**NEW FACES ON STAFF**

We have some new faces on our staff in 2017

Miss Ebony Marks will be at CPS every day fulfilling the role of classroom teacher on 1/2 Akama

Miss Jamie Swan will be at CPS Monday – Wednesday fulfilling the role of classroom teacher on 4/5 Marring

## **TIMETABLE FOR TERM 1**

Term 1 already has many activities / events on the horizon and we hope that, with your support, we can make the running of these smoother and more successful.

Upcoming events this term include:

- 22/3/17 - School Cross Country – Parent Helpers for Supervision around the track, drink distribution, etc.
- 4/4/17 – You Can Do It Performance K-6 - \$5.50 per student – Would the P&C be kind enough to support this event?
- 7/4/17 - Easter Hat Parade

## **STAFF WISH LIST**

I have spoken with our staff who have come up with three projects that they thought would be highly beneficial to our students.

1. Purchase of guided readers across the whole school – Approx. \$7000 would allow us to have great readers across the whole school and to get rid of those readers that have had their day!
2. Cost of the BBQ area being built – Mrs Giles in her time at CPS was chasing this up and I have continued to do so this year but we are having difficulties. Cost unknown.
3. Investigate the possibility of creating an additional play area – Playground Equipment. Cost unknown.

## **EXTENDED STAFF MEETINGS 2017**

In 2017, staff have again voted to complete their final two Staff Development Days throughout the year. What does this mean? Each term, staff will attend extended staff meetings (3:30pm – 7:00pm) with a focus on Professional Development in Mathematics and English. Staff are very enthusiastic about this initiative and have found the Professional Development offered both relevant and worthwhile, with each session providing staff with the opportunity to develop lesson plans and units that can be implemented immediately into the classroom.

## **SCHOOL PLAN 2018 – 2020**

It is funny to think that we are already starting talks about our next school plan when our current plan is only entering the beginning of its third year, but last week I attended a meeting with Ms. Debbie Lowe – Director PS NSW (my boss) and that is exactly what we are being asked to do. In 2015 – 2017, our Strategic Directions for our school have been

1. Quality Teaching and Learning 2. Australian Curriculum 3. Engagement, Leadership and Voice. In the coming months I will be approaching our staff and school community to begin asking where our school would benefit from going in the future, as we aspire to build our school for the benefit of everyone involved.

## **SWIMMING CARNIVAL**

I would like to thank all of the parents and helpers who attended our School Swimming Carnival in Week 2. It turned out to be a fantastic carnival that was enjoyed by everyone who attended. I would also like to congratulate Miss Small who took the lead in bringing the carnival together.

## **MEET THE TEACHER SESSIONS**

Last week we conducted Meet the Teacher Sessions for all eight classes at CPS. Teachers were over the moon with the attendance and enthusiasm of our parent community for the year ahead. If you have any questions throughout the year in regards your child's class, please contact your child's teacher who will be more than happy to clarify where required.

### **CoS PLANNING DAY**

Last Wednesday, several of our staff attended a CoS Planning Day at Bellambi PS. We are genuinely excited by the direction our CoS is heading. This year our CoS will be working towards:

1. Integration of STEM (Science, Technology, Engineering and Mathematics) Activities from Kindergarten to Year 12.
2. Successful Transitions from Pre-School to Primary and from Year 6 to Year 7
3. Learning and Support
4. Promotion and Events

### **THANK YOU FOR BEING SO WELCOMING**

People are probably getting sick of hearing me saying this, but I am genuinely excited to be back at Corrimal Public School and I thank all those parents, staff and students who have made me feel so welcomed. I genuinely enjoyed my role last year in undertaking something I never thought I would ever do. However, "Absence makes the heart grow fonder" and I am glad to be back at CPS and look forward to continuing to build on the great things we have been doing here at CPS.

I thank you all for showing a huge interest in the education of the students at CPS. We all look forward to a wonderful term and year ahead.

Tim Fisher  
Principal