

CORRIMAL PUBLIC SCHOOL P&C ASSOCIATION
GENERAL MEETING MINUTES- 8th August 2017

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

Attendance: Lenora C, Karen B, Helen B, Rachelle B, Kelly B, Brent B, Kobi M, Bec W, Amber-kin Haines, Tanya Veljanovski, Tim Fisher,

Apologies: Karen F, Carol Z, Delina G, Christine Giles, Angela J, Mei-Ling P, Jo Ruffley

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

1. **PREVIOUS MEETING MINUTES:** submitted by Lenora
Previous minutes of 13th June 2017 have been read and accepted by all as accurate.

2. **BUSINESS ARISING:**

a) **Outdoor Kitchen/BBQ Area**

- Now that it is completed, question was asked about having an “official opening” ceremony for the BBQ as was discussed a few meetings back. Could invite Bernie from Corrimal RSL and someone from Stockland Corrimal, both of who provided large amount of funds to help with project.
- Suggested we have something at the opening of our Fete; everyone in agreement to do so.
- A plaque is needed to put in the outdoor kitchen area listing all our sponsors/donors who were involved in funding the project.

Action Item: Tim to follow up on planning of the “official opening” to be held at our Fete and names for plaque

3. **CORRESPONDANCE**

3.1 In:

- Donations coming in for Fete raffle
- Supplier invoices
- Received a letter from Bunnings requesting 2 representatives from P&C to attend a BBQ Information night on August 31st from 5:30-7:30pm. Bunnings has made new rules for groups that wish to get a date to run a community BBQ. We must attend the information meeting in order to go into the draw to get a date to have a community BBQ with them. Kelly B and Kobi M have agreed to attend on behalf of our P&C. Lenora to email them both the details about the information night.
- Received offer from Bendigo Bank offering school banking program and opportunities for funding.
- Fundraising information on such things as Flowering Bulb fundraising, and making products using kids art.
- Notice inviting P&C Members and school community to attend a Corrimal Community meeting at United Regional Church in regards to vandalism in the area. Meeting is on Monday 14th August, 6:30-7:30pm. Karen B and Tim F will be attending.

3.2 Out:

- Treasurer has renewed our P&C Insurance coverage and Federation Membership for another year. We are good until August 2018.
- Donation request letters to companies and businesses outside the Illawarra area

4. REPORTS

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

Entertainment Book- now has a Display Book at Miss Mulrooney's Gym

- Reminder Letters to return books has been sent out
- Purchases can still be made
- Fundraiser will finish up Sept/Oct and then any funds will be transferred to P&C
- No details about current funds raised has been provided

Donation requests Fete - Donation request letters have been sent out and a number of vouchers, etc have been received. Further work to be done for local businesses with letters to be hand delivered.

- Attended the fete committee meeting on Sunday the 6th August, planning discussed, etc. More detail regarding meeting further on in the Agenda.
- Community meeting re Corrimal Vandalism, etc to be held on Monday the 14th at the Corrimal Regional United Church. I am planning on attending as a representative for the P&C. If you have any concerns, etc you would like me to raise please email cpsnsw.pandc@gmail.com

b) Treasurer's Report: Given by: Karen B on behalf of Karen F

Bank Statement

P&C
Corrimal Public School P&C
From 1 August 2017 to 7 August 2017

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Aug 2017	Opening Balance						5,183.31
2 Aug 2017		2 Aug 2017	CSH	Yes	Bank Feed	255.00	5,438.31
	Closing Balance						5,438.31

Bank Reconciliation Summary

P&C
Corrimal Public School P&C
As at 7 August 2017

Date	Description	Reference	Amount
7 Aug 2017	Balance in Xero		4,600.21
Plus Un-Reconciled Bank Statement Lines			
21 Feb 2017		CSH	674.10
9 May 2017	CPUS Giles IMB	MIS	10.00
7 Jun 2017	Geography unit LIQIN ZHAO	MIS	15.00
20 Jul 2017	Chrystal KACHING TFR	D E 873	139.00
	Total Un-Reconciled Statement Lines		838.10
7 Aug 2017	Statement Balance		5,438.31
6 Aug 2017	Imported Statement Balance		5,588.31
	Balance out by		150.00

Bank Statement

Canteen Corrimal Public School P&C From 1 August 2017 to 7 August 2017

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Aug 2017	Opening Balance						9,924.21
2 Aug 2017		2 Aug 2017	CSH	Yes	Bank Feed	838.75	10,762.96
6 Aug 2017	Transfer to other Inv 17335	6 Aug 2017	MIS	Yes	Bank Feed	(73.70)	10,689.26
6 Aug 2017	Transfer to other Inv 445804	6 Aug 2017	MIS	Yes	Bank Feed	(160.41)	10,528.85
6 Aug 2017	Transfer to other Inv 482975	6 Aug 2017	MIS	Yes	Bank Feed	(331.15)	10,197.70
6 Aug 2017	Transfer to other Inv 32914 33862	6 Aug 2017	MIS	Yes	Bank Feed	(476.16)	9,721.54
	Closing Balance						9,721.54

Bank Reconciliation Summary

Canteen Corrimal Public School P&C As at 7 August 2017

Date	Description	Reference	Amount
7 Aug 2017	Balance in Xero		8,775.56
Plus Outstanding Payments			
7 Aug 2017	D&C Barnes	Chq 940182	308.10
	Total Outstanding Payments		308.10
Plus Un-Reconciled Bank Statement Lines			
5 Sep 2016		Direct Credit 458774 SCH EFT VIA SAP OEF3000222138	361.75
10 Jan 2017	OEF3000280908 SCH EFT VIA SAP	MIS	64.13
2 Jun 2017	OEF3000352006 SCH EFT VIA SAP	MIS	166.00
10 Jul 2017	OEF3000377368 SCH EFT VIA SAP	MIS	46.00
	Total Un-Reconciled Statement Lines		637.88
7 Aug 2017	Statement Balance		9,721.54
6 Aug 2017	Imported Statement Balance		10,558.95
	Balance out by		837.41

- Having some difficulties reconciling daily takings from Uniform Shop and Canteen. Both need to make sure all volunteers know correct procedures in recording cash income. Two people to count money to make sure totals add up/balance correctly.
- Would like Canteen to include invoices received with the Daily takings when it is brought to the office at end of the day. Keeping them separate has made for late payments to suppliers
- Canteen requests daily taking slips to be a bit bigger for easier recording

Action Items: Karen F to let Canteen and Uniform shop if there are any specific procedures she wants amended or would like to see be implemented to help with reconciling of accounts and money earned.

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

Re: Attachment A for full report

- Looking for someone from the P&C to be part of panel to hire new teacher. Need to know who is interested by end of Term 3. Some online training is required to be on the panel. Also person must be available for 2 full days and 1.5 days. Allow for some spare time to read a large amount of resumes. Those interested to let Karen B know

so she can pass on the names to Tim by end of the Term. He will then pass on the link for the online training

- Tim and Angela working together on some grant applications. Applying for two at the moment. They are 1) Community Building Partnerships. Applying for partial funding for the playground focusing on the costs for the Nature Play section. \$20,000. Due 9th August; 2) Second is Digital Literacy School Grants. Applying for funding for a Makerspace. Due 11th August.
- Spring into Corrimal: Still making a decision with COS as to whether students will walk as a COS group or as separate schools. Must register soon with Spring into Corrimal Committee if we want a place in the parade.

d) Canteen Report: brief update given by Rachelle & Helen

- No official report to hand in this month.
- Council did an assessment, as required for a Canteen. Result is Canteen needs to get a self-closing screen door and a digital **meat** (not sure was a meat one? Think just general to test temp of food?) thermometer.
- New drinks being trialled; they are on the Healthy Canteen list
- 18th August, Canteen will be shut due to majority of the students being away either on school excursion or at soccer gala.
- Due to new full time work commitments, Sheree will not be continuing as Canteen Manager next year, position available to those interested.
- No one was able to attend Healthy Kids Expo.

e) Uniform Shop Report : Given by Lenora

- Had viewing sessions of what will be the school's official uniform items for next year. Not a larger turn out to come see them. Lenora preparing to place order for jackets, sports pants, and hats to prepare for upcoming Kindy orientation
- Most of our uniform shop volunteers have agreed to continue helping next year. Just two have had to pull out. Lenora agreed to continue as manager, unless someone else wants it. Chloe to be assistant manager.
- Work in progress to prepare new packages and prices for Kindy Starters Pack, due to the changes in uniform. Packages will still offer savings than if you bought individual items
- While old uniform items can still be available to buy and be worn as we have a 3yr transition period to implement the new uniform items, the shop will not purchase any new stock of old items, but just sell what we have left.
Action Items: Lenora to work out prices for new Kindy Packs and start ordering stock to prepare for Kindy Orientation and summer season.

f) Kindy Playgroup: Given by Lenora

- Michelle on board to help again with playgroup. Lenora will not be available this year to help on the days but can help to get activities and crafts ready for each session and booking speakers.
- Rachelle B and Kelly B offered to take her place to assist Michelle. Will continue to advertise for additional helpers as more help the better considering large number of enrolments lately

- Lenora working on new flyer advertising playgroup. As soon as completed will send out to different playgroups and preschools in the area.
- Rough draft of schedule given to Tim . Playgroup to start first Monday of Term 4 and run for 9 weeks.

6. NEW/GENERAL BUSINESS:

a) Father's Day Stall:

- Lenora and Helen coordinating the event.
- Call for donations from families has gone out. Stall to work similar to Mothers Day Stall. The Fathers Day Stall would be Friday 1st September 9-11am in the library
- Confirmed with Tim that it was alright to have wrapping session of gifts on the Thursday of Aug 31st. Anyone available to help welcome, even if you have toddlers with you.

b) Upcoming AGM:

- Majority of the current executive will not be running again for their roles. This is mainly due to having full time work commitments which leaves little time to commit to executive tasks. It is also time to get some new "blood" into the group, and bring new and fresh ideas. Advertising will go out asking for people interested in taking an executive position .
- Possible suggestion is to consider finding ways to make the P&C work with today's modern family, many who work full time and have limited time available. Perhaps two people taking on a role together is an option?
- The current executive have stated they are more than happy to provide tips and help for those people who end up taking on the roles. There is also plenty of resources, notes and procedures implemented to assist incoming executive. Any new executive would not be left to fend for themselves.
- Required Audit of finances being done and should be ready for AGM.

c) Fete Update:

- Casual fete committee meeting was held at Woonona Bulli RSL on 6th Aug; only 4 people (Karen B, Angela J, Lenora, Carol Z) attended. Not a very good turn out, perhaps due to many having family members ill.
- Was noted we have provided more notice of meeting to school community.
- At meeting worked out areas needed to focus on and what would be happening during the fete.
- Poster finished by Brent B. Will send to office to have A4 and A3 copies printed so can display around community.
- Lenora to set up Facebook page hopefully by weekend and start promoting Fete and listing sponsors.
- **Rides:**
 - Rides have been booked. Pre-sale of unlimited rides wristbands will happen after Father's Day. Order forms will go out week 8.
 - Tickets will be \$25 pre-sale then after that on night will be \$30 unlimited riders or \$5 per ride.
 - Volunteers are required to help sell tickets on the night as Fosters will not do it.

- Fosters has agreed to donate use of Dunking Machine. We will have to provide volunteers to run it. Tim and perhaps another teacher to be our “dunkees”
- Kelly to confirm with Fosters that they will need to provide generator for rides as we cannot supply outlets or power for them.
- **Foods:**
 - Still working on Will have P&C BBQ at the outdoor kitchen area. Sausages, steak fillets and chicken fillets to be sold, like last time. Currently trying to get donations for food and supplies to help save costs. Karen to write donation request letter to go out to Ziems, Coles, Woolies and Outback Steak House.
 - Also would like to sell Corn again for vegetarians. Need to decide how to cook-BBQ or slow cookers (used last time) Will need volunteers for this.
 - Will not be doing Fairy Floss this year as it was not popular last time
 - Carol Z booked Coffee Van with “Need a Feed”. Large coffee will be \$4, \$3.50 for small. Looking into giving back by perhaps having people bring in canned goods to give to “Need a Feed”. To discuss arrangement with Need a Feed.
 - Karen B to book Kens Cones for ice-cream van. Must note not to have anything with nuts to meet our schools nut aware policy. If Ken not available can contact Normies Icecream.
- **Raffle/Chocolate Wheel:**
 - Carol Z to co-ordinate this. She has suggested to have a Bottle Raffle where each class asked to bring in a bottle of something. For example Kindy to bring in bottles of shampoo. Carol to discuss more with Tim and see if could arrange a mufti-day where instead of paying a gold coin kids would bring in bottles of an item.
 - Received so far over 26+ donations from outside businesses and amusement areas, still have local Corrimal businesses to ask for donations. Will need volunteers to go around and drop off donation request letters along with poster to display. Would take about 1.5 hrs roughly of someone’s time.
- **Stalls at the Fete:**
 - **Badge Making Stall** - using the remaining badges we had from last fete and school’s new badge making press.
 - **Plaster Painting Stall** - use remaining plasters from last fete (over 100) that children can purchase to paint. Assorted themed plasters.
 - **Showbags** - Angela to co-ordinate. Will have Girls and Boys bags. Using our leftover Xmas glowing novelties from last year will create lucky dip bags to sell. As well as selling left over bubble wands. This will help to clear out leftover stock in our storeroom. Angela to order show bags.
 - **Used-book Stall** - Margo Palmer agreed to run a used book stall. Request will go out to families to donate any unwanted books they have. Will need more volunteers to help Margo.
 - **Face Painting**-Carol booked a face painter through “Need a Feed”. Will cost \$4.
 - **Cake Stall** - to be run by teachers as before. To check with teachers as to who can help. Lenora to order cake boxes. Request for baked goods to go out closer to Fete date.
- **Volunteers:**

- All stalls will require volunteers to help run them.
- Will also need people to assist with set-up, clean up and also making sure garbage bins don't overflow.
- Angela will organise a volunteer roster. Has set up a list of where volunteers are needed and how many. She has created an online signup sheet at www.volunteersignup.org/AXJB3
- As an incentive will provide volunteers with a volunteer package: which includes a voucher for a free drink and meal at the BBQ, free coffee voucher and 1 free throw at our dunking machine.
- Carol Z or Karen to talk with Lou from Corrimal Regional United Church to see if they are interested in assisting us with running the Badge making and Plaster Stalls.
- **Entertainment :**
 - Barefooted Souls to perform during the evening. Natalie O to help coordinate this.
- **Misc Fete things:**
 - Need to hire flood lights from Kennards Hire. Last time they donated. To send a donation request letter asking if they would do so again. To check with Delina to see if she can assist with this task.
 - Next Fete committee will be on 27th August at Woonona Bulli RSL again. All interested in helping out with the Fete are welcome to attend. Children can also come along.

Meeting Closed at: 4:35pm

NEXT MEETING: is our Annual General Meeting on 12th Sept 2017 at 3:15pm in the Year 6 Class Room; very brief GM will follow afterwards.

ATTACHMENTS:

- A: Principal's Report
- B: Fete Poster

Attachment A

CORRIMAL PUBLIC SCHOOL P&C MEETING **TUESDAY 8th August - PRINCIPAL'S REPORT**



TERM 3 2017

What a start to Term 3. Where have the past three weeks gone? Education Week in Week 3 was certainly a highlight, as was Choral Festival, NAIDOC Week and District Athletics as well as numerous other events. It certainly has been a busy start to the term, but also a very settled and successful start.

EDUCATION WEEK 2017

I would like to make special mention to our Parents and Citizens who attended our Open Day in Week 3. The Grandparent Day was a huge success and it is days like those that Public Education is all about – families coming together and celebrating the learning of their children. I want to sincerely thank our parent community for your support always, but especially in the last three weeks. Many of our school events would not have been the same without your support. This includes the parents who supported and assisted at District Athletics and Choral Festival, cooking at our Open Day BBQ and your general involvement around our school – it is greatly appreciated!

STAFFING CHANGES

During the school holidays, Mrs Alison Waters was appointed to Warilla Education Office for the remainder of the year. This is a wonderful opportunity for a very committed teacher. Due to this change and also with the departure of Mrs Napper who has now gone onto maternity leave, Miss Swan began full-time on 4/5 Marring at the beginning of the term. Miss Swan will now remain on Marring for the remainder of the year.

STAFF IMPACT AWARDS

I want to make special mention of our three recipients at the second Wollongong North Staff Impact Awards that were held in Week 2 of this term. The following staff were recognised for what they do each and every day to enhance the outcomes for our students:

- Mrs Jackie Everson – Early Transition (Pre-school to Primary School)
- Mrs Vanessa Strauss – Teacher Mentoring
- Mr Phil Howchin – Outstanding General Assistant across three primary schools.

STAFF VACANCY – P&C MEMBER REQUIRED

Due to our increasing student numbers, it is anticipated that at some stage this term we may be in the position to convene a merit selection panel and appoint a teacher permanently to our school to begin in 2018. As a part of this process, it is a requirement that a parent be part of the panel, along with the principal and a teacher representative. I would like to know who would be available (and is trained in panel procedures) in the event that we get the go ahead to proceed?

UPCOMING EVENTS

The following events are coming up between now and the next P&C Meeting:

- 14/8/17 – 16/8/17 – The School Dentist
- 14/8/17 – Touch Football begins
- 15/8/17 – Extended Staff Meeting – Responsive Programming
- 18/8/17 – Stage 1 Excursion
- 30/8/17 – Surf Sense Lectures – Years 2, 4 and 6
- 1/9/17 – Father's Day Breakfast
- 1/9/17 – 9am – 11am - Father's Day Stall
- 4/9/17 – 8/9/17 – SASS Recognition Week
- 5/9/17 – Extended Staff Meeting – Responsive Programming
- 10/9/17 – Spring Into Corrimal 2017
- 12/9/17 – P&C AGM

I again thank you all for showing a huge interest in the education of the students at CPS.

Mr Tim Fisher - Principal



Corrimal Public School

TWILIGHT FETE

**Friday 20th October 2017
4 - 8pm**

ENTRANCE VIA WILGA STREET

**PRE-PURCHASE UNLIMITED RIDE BANDS FOR \$25
\$30 ON THE NIGHT**

FUN FOR THE WHOLE COMMUNITY!

RIDES, FOOD, RAFFLES, LIVE MUSIC AND KIDS ACTIVITIES

THIS IS AN ALCOHOL-FREE AND SMOKE-FREE EVENT. NO PETS ALLOWED.

