

CORRIMAL PUBLIC SCHOOL P&C ASSOCIATION
GENERAL MEETING MINUTES- 9th May 2017

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

Attendance: Lenora C, Karen B, Helen B, Ashleen C, Rachelle B, Janice P, Debby S, Mei-Ling P, Carol Z, Jo Ruffley, Kelly B, , Amber-kin Haines, Hayley Mulrooney, Tim Fisher,

Apologies: Karen F, Angela J, Zara M, Bec W, Jen K, Lou C, Delina G, Christine Giles, Brent B,

Meeting called to order by Karen Boyle at 3: 17pm

1. PREVIOUS MEETING MINUTES: submitted by Lenora
Previous minutes of 14th March 2017 have been read and accepted by all as accurate.

2. BUSINESS ARISING:

a) **Hot Cross Bun Drive & Easter Raffle Review**

Re: Attachment A for more detailed handover notes

- We had 38 families purchase 89 packs of buns.
- Only had 3 flavours this year, most popular was Chocolate Chip
- Made about a \$246 profit; \$10 less than last year's drive
- Easter Raffle we had plenty of donations this year with more variety besides chocolate
- We were able to create 8 classroom baskets and then give away 9 additional smaller prizes.
- Made a profit of \$935; most we made since starting this 3 years ago.
- Thanks to everyone helping with and supporting both the drive and raffle.

b) **Outdoor Kitchen progress**

- Brick wall was put up over Term 1 school holidays
- Was waiting on quotes for counter top and cabinetry; told in order to get something that lasts for around 20 years will cost approx. \$12 000
- Hope to get everything completed by end of term.

Action Item: Angela to get in contact with United Church to enquire about any special funding they could provide that we could apply for.

c) **Fruit & Veg Workshop**

- Parents were very interested in doing one of these workshops.
- Lenora has arranged for Cancer Council to come morning of May 18th to do a Workshop in our school Library. So far have about 8 parents who are attending; will send Cancer Council final numbers next Monday (15th May)

3. CORRESPONDANCE

3.1 In:

- Bills & Invoices
- fundraising material (Fundraising directory book listing suppliers),
- email from Bunnings informed us the next draw for BBQ dates is soon and we should know our date soon.

3.2 Out:

- Appreciation certificate sent to Coles for the \$99 gift voucher and providing us with the Hot Cross Buns for our Hot Cross Bun Drive

4. REPORTS

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

- I have been working on the Entertainment Book fundraising. Books will go out to all families on Friday 12 May. Books can be purchased for \$60, with 20% going towards the P&Cs playground equipment fundraising goal. Books or a digital membership can be purchased. If families wish to get a digital membership or do not wish to purchase the book, they can return the book along with their envelopes to the school office. Other family members and friends can also purchase a book or digital membership online at www.entbook.com.au/2804r95
- The next Corrimal Chamber of Commerce meeting will be held on Tuesday the 23 May. Angela J will attend the meeting to represent the P&C in line with our goal of engaging with local community organisations.
- Other fundraising activities have been the Easter raffle, and the Mother's Day stall will be held later in the week.

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

Canteen Account

Balance as at 9/5/17:	\$ 9,532.91
Less: unpaid invoices at hand	<u>- 1,684.04</u>
Total funds available	\$7,848.87

P&C/Uniform Account

Balance as at 9/5/17:	\$ 7,223.27
Less: unpaid invoices at hand	- 3,061.20
Less: balance of remaining grant money	<u>- 1,700.00</u>
Total Available	\$ 2,426.07

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

Re: Attachment B for full report

- Our school has been chosen to participate in trial to do NAPLAN testing online. Some students will be selected to try it later this year
- New school plan 2018-2020 started, if parents have any suggestions of the direction they would like to see the school take to contact Tim
- Some suggestions mentioned during meeting was to incorporate more music into curriculum such as school band, as well as bringing back more rote learning (i.e. memorizing the times tables) in Maths to help kids prepare for high school maths
- P&C agreed to go ahead with grant application to help with funding for Playground equipment for the school pending ability to meet deadlines.

Action Items:

- Karen to check with Angela if it's possible to make June deadline for Community Grant and let Tim know requirements needed to proceed with application.
- Angela to meet with Tim next week to discuss more grant options.

- c) **Canteen Report:** Submitted by Helen B, given by Lenora
- Canteen want to do a pizza red da on May 29th - Mr Fisher to confirm
 - Requests to put together a canteen review committee to help with making the changes to the Canteen to meet new healthy food strategy requirements
 - Review committee will need to look at all of our Canteen suppliers and what they provide us as well as going through our school menu

Action Item:

- Lenora to put in an expression of notice in newsletter to see who is interested in being part of Canteen Review committee.

d) **Uniform Shop Report (including Review Committee progress):**

- Winter stock is now in the shop
- Several discontinued and unpopular items have been put on clearance prices to get rid of the unwanted stock

Review Committee:

- Committee exhausted all avenues in trying to find suppliers for dress shirts they had hoped to incorporate into uniform. Unfortunately no one meets our requirements of good quality material at reasonable prices. So decided to stay with our current polo shirt options
- Final draft of survey is completed and hardcopy will be distributed to school community by end of next week (May 19th); an online version will also be available.

6. NEW/GENERAL BUSINESS:

a) **Mother's Day Stall**

- Donations are coming in. Need a few more little things. Hopefully we will have enough for students to purchase.
- Need more help to sell on Friday, otherwise we need to ask the teachers and some Year 6 students to help at the selling tables.
- Instead of Stall, suggested perhaps we try a different format, such as personalized gift (such as plate the kids could decorate) Many still prefer stall as kids enjoy making purchase. Personalised gifts would require things to be done in early Term 1 in order to be ready for Mother's Day and not everyone may wish to pay for such item which would be in the \$20 range.

b) **Fete:**

Re: Attachment C for 2015 Fete Handover notes for reference

- Confirmed with Tim that Oct 20th is fine
- In 2015 we made a profit of \$3600. Expenses came to about \$2100
- Need to form a committee to help with completing tasks that need to be done. Rides should be booked soon.
- At the moment we already have Barefooted Souls (local band consisting of some CPS parents) confirm they will perform again at the Fete
- One of the stalls to happen will be Used Book Stall (people can donate books); Margot P has volunteered to run the stall.

- Need to book Rides now-Kelly B is checking with Fosters to see if they are available.
- Need to decide what other stalls we should have, keeping in mind the volunteers needed to run these stalls. All agreed to not have outside stall vendors again, keep everything in house (except for Ice-cream van and coffee van)
- We have left over items from last time such as badges and plasters to sell again

Action Items:

- Kelly B to check with her contact in Fosters Amusement Rides if they are available for that date. If not, need to check with PNP Amusements.
- Lenora to put expression of interest in newsletter for people who wish to be part of committee and what type of stalls/activities people wish to have at the fete

c) Entertainment Book

- Ad in newsletter, sign up flyers and example of book up at office. Posters to be put up around school
- Books to be sent home to families May 12th; anyone not wanting to purchase book are asked to return their copy back to the school office.

Meeting Closed at: 4:36pm

NEXT MEETING: TUESDAY 13^h June 2017 at 3:15pm in the Year 6 Class Room.

ATTACHMENTS:

A: Principal's Report

B: Hot Cross Bun & Easter Handover Notes

C. 2015 Fete Handover Notes

CORRIMAL PUBLIC SCHOOL P&C MEETING
TUESDAY 9th MAY 2017
PRINCIPAL'S REPORT



TERM 2 2017

Term 2 is off to a flying start! Our first few weeks have disappeared amid Anzac Day, the beginning of NAPLAN, Gymnastics, District Cross Country and much more. It has been a busy but pleasing start to the term. Term 2 is a ten-week term, meaning a great deal will happen in a short time. We certainly will be busy in the coming months.

NAPLAN

44 students from Year 3 and Year 5 today started NAPLAN testing. NAPLAN is a National Assessment that occurs annually. The feedback from students today was very positive, with our main focus being that students try their best. Students were assessed in Language Conventions and Writing today, will complete Reading tomorrow and Mathematics on Thursday. Results for these tests will not be made available until later this year (around September / October).

ANNUAL SCHOOL REPORT

Our Annual School Report was uploaded onto the school website a few weeks ago. This report outlines progress towards our 2015-2017 school plan goals, highlights of 2016, as well as future directions for our school. This report is available on our school website under "Our School" then "School Planning and Reporting".

SCHOOL PLAN 2018 – 2020

We continue to make pleasing progress towards our 2015-2017 School Plan. We have been very proud of our achievements to date on our three strategic directions:

1. Quality Teaching and Learning
2. Australian Curriculum
3. Engagement, Leadership and Voice

In the last few weeks, the staff and I have been starting to discuss where our future school plan will take us; reflecting on what we have achieved to date and what we want to achieve in the future. Currently we are looking at strategic directions that reflect:

1. Aspiring for Excellence through Learning
2. Next Practice Teaching
3. Visible Leadership

These three strategic directions link strongly with the School Excellence Framework that all schools are now plotted on and we see this as a positive approach to aspiring for Excellence through this document. We are interested to hear the thoughts of our community as to directions you believe would be beneficial as we begin these talks.

CoS PLAN 2016 – 2018

Last week, our Community of Schools was asked to present our Corrimal CoS Plan 2016 – 2018, to the Wollongong North network of Principals. Our Director, Ms Debbie Lowe, asked us to present on the basis that what our CoS is implementing is not "Best Practice" but "Next Practice". The response from local principals was very positive, with many acknowledging the great work happening within the CoS for the benefit of all students.

PARENT/TEACHER INTERVIEWS

Thank you to all those parents who attended our Parent/Teacher Interviews at the end of last

term. I have had fantastic feedback from staff and parents. The opportunity to meet early in the year and to get a clearer understanding of how your child is performing and what you can do to best support both them and the school has been well received.

MOTHER'S DAY BREAKFAST AND STALL

A reminder that this Friday is our Mother's Day Breakfast and Stall. To date we have 35 mums attending the breakfast and we look forward to putting on a special morning for you all. The breakfast will be followed by our Mother's Day stall and I thank all those families who have contributed gifts as well as all those mums who have and will be helping to make the stall a success.

BBQ AREA

You will have noticed that during the holidays, our BBQ area has started to take shape. We are still some way off, but would be hopeful of a completed BBQ area by the end of the term. We are currently chasing a few final quotes for the bench, before we agree to a supplier. Costs for everything is looking at around \$15000 (\$3000 brickwork, \$12000 cabinetry and stainless steel bench top), which has blown our initial budget of around \$8000. We will proceed though and go for quality to ensure the sustainability of the area for many years to come.

PLAY EQUIPMENT

There has been no movement on this as of the last meeting and I am interested in where to from here? Further quotes are required to progress before we can put an application in by June.

UPCOMING EVENTS

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

- 10/5/17 – NAPLAN - Reading
- 11/5/17 – NAPLAN – Mathematics
- 12/5/17 – Mother's Day Breakfast
- 12/5/17 – Mother's Day Stall
- 15/5/17 – 17/5/17 – Life Education
- 18/5/17 – Parent Workshop – Fruit and Veg
- 18/5/17 – Learning for Life Workshop
- 7/6/17 – 9/6/17 – Stage 3 Camp
- 12/6/17 – Queen's Birthday Long Weekend

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

Mr Tim Fisher
Principal

Attachment B

HOT CROSS BUN DRIVE 2017 HANDOVER REPORT

Event Basics:

Date: 4th April

Pick-Up Day : Tuesday

Time: 2:45pm pick up

Estimated Profit Goal: to match or increase last year's total

Project Coordinator Name	Bec Waters
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Profit Table:

Revenue	\$	Expenses	\$
89x pack of Buns sold at \$5 each	\$445.00	Purchase of Buns from Coles @ \$3.25-5%discount	\$
Coles donated \$95 gift Card	\$ 95.00		
PROFIT			\$246.00

Communications:

Posters and order forms	yes	-were Posted around school & put in Newsletter
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Time Frames:

Need at least 2-3 weeks advertising and 1 week before pick up to hand in forms.

Overall Feedback: *(eg would you recommend this supplies, What would you change or do differently? etc)*

Only offered 3 flavour choices this year. Everyone seem happy with this selection. Most popular was the choc-chip flavour . 39 families purchased buns.

FLAVOURS	Traditional	Plain/Fruit Free	Choc w Choc Chips
TOTALS	36	9	44

Only ordered extra pack from each flavor for backup (incase of error) which we sold later
 Received a lot of help sorting and handing out which made time to do everything a lot quicker.
 Canteen was used on the day it was closed which was helpful.

Should we run this event again next year or in the future? Yes, if P&C wish to do so.

CPS P&C EASTER BASKET RAFFLE 2017 HANDOVER REPORT

Event Basics:

Date: 7th April

Day of Week: Same day as Hat Parade **Time:** 2pm -3pm

Location: School hall during Hat Parade **Goal:** Hoping to equal last year's profit, if not more.

Project Coordinator Name	Lenora Carney
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Profit Table:

Revenue	Expenses	Profit Made \$
\$1 Raffle Ticket x	Supplies for Baskets (re: expense sheet	\$ \$935.00

Volunteers:

Name
Lenora Carney, Carol Zecevic , Angela J, Delina Giles, Karen Boyle, Helen Baldwin

Communications:

Posters:	yes	-Posted around school & in Newsletter
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Time Frames:

Give at least 2-3 weeks' notice for donations and selling of tickets

Items Required:

- roles of cellophane & Easter ribbon, Tags to put on baskets
- Baskets to put stuff in-we recycled some Cardboard boxes and wrapped with paper
- Empty box to decorate and put drop raffle tickets in
- Raffle tickets; P&C has special software to make them. Print in school office to save money.
- Posters to print out and display around school

TICKETS:

- sell for \$1 each. Book of ten tickets goes out to all families.

Things to Liaison with School:

- When will the Easter Hat Parade happen?? Morning or Afternoon so we can put time to show up.
- Have M/C start draw then get winners to pick next ticket.

Overall Feedback: *(eg would you recommend this supplies, What would you change or do differently? etc)*
Everyone happy with raffle again. Received a lot more selection this year, not just chocolates. Was able to add 9 additional smaller prizes to raffle off. To allow for a more variety or selection of people to win, a basket was made for each class and tickets were collected and separated by classroom.

Class Basket Winners

COINDA Mia
OMAROO Leilani
ARINYA Alleira
AKAMA Tayissa
BIRRUNG Zan
ILLUKA Harvey
MARRING Mark
TULANG Oscar

Bonus Raffle Winners

Angus
Tayissa
Chloe
Raina
Matt
Danny
Milly
Rodney

Symbio Family Pass Winner

Allyssa

Should we run this event again next year or in the future? Yes, if P&C wish too.

CORRIMAL PUBLIC SCHOOL 2015 FETE HANDOVER NOTES

Coordinated By: Lenora Carney
Fete Date: Oct 16th 2015
Time: 4pm-8pm
Location: Corrimal Public School

Profit & Loss Summary

Income	
Rides	\$ 980.00
Revenue	\$4,775.80
Donations Received	\$ -
Total Income	\$5,755.80
Expense	
Material	\$1,517.33
Package	\$ 77.75
Rides Deposit	\$ 500.00
Total Expense	\$2,095.08
Profit	\$3,660.72

Key Dates:

DATE	REQUIRED TASKS
May	Book Rides
May/ June	Donation Request letters outside Illawarra
Term 2 Wk 7	Suggestions for Stalls is don't have any
Term 3	Advertising in School Newsletter
Term 3	Posters/Advertising/ Promotion to Media
Term 3 Wk 8	Wrist Bands for Rides
Term 3 wk 6	Recruiting Volunteers
Aug/Sept	Light & Generator Hire
Aug/Sept	Donation Requests around local community
End of Sept to 14 days before event	P&C Insurance and Risk Assessment
Week before Event	Mailbox drop of flyers
Week before Event	Cake Stall requests/donations
After Event	Profit & Loss and Handover Notes Review

Type of Stalls & Activities:

NAME	TYPE	# HELPERS Required	Was Successful?
Plaster Stall	Activity	4 to 5	Yes
Badges Stall	Activity	4 to 5	Yes
Student Art Display	Display	2 to 3	Yes
BBQ	Food	6 to 9	Yes
Corn & Pizza Stall	Food	3 to 4	Yes
Bubbles Stall	Activity	2 to 3	Not really
Fairy Floss Stall	Food	3 to 4	Not really
Raffle & Prize Wheel	Activity	2to 3	Yes
Soccerama	Ride	3 to 4	Little bit
Bouncy Slide	Ride	supplied	Yes

Chairoplane (Swing)	Ride	supplied	Yes
Storm (Spinning seats)	Ride	supplied	unsure
Bouncy Castle	Ride	supplied	Yes
Kanga Bounce Tower Ride	Ride	supplied	unsure
Band performance	Entertainment	supplied	Yes
Face Painting	Activity	supplied	Yes

SUPPLIERS/VENDORS			
NAME	DETAILS	CONTACT	PH/EMAIL
PNP Amusements	Rides (20% commission, not full hire)	Michael Bo	ph: 4283 7050 / pnpamuse@1earth.net.au
Ken Cones	Fairy Floss Machine	Ken Murray	ph: 0411 242 007 / ken@kenscones.com.au
Face Painting	Couple of Clowns Facepainting	Kate Janssen	katie.janssen@hotmail.com
Alpha Packaging	Cake box suppliers	http://www.alpha-pack.com.au	admin@alpha-pack.com.au
Alond	Badges	www.alond.com.au	support@alond.com.au
Timeless Toys	Bubble Wands	http://www.timelesstoys.com.au	sales@timelesstoys.com.au
Karens Plaster Place	Plasters to paint		g.s.h@optusnet.com.au
Coles	supplies for BBQ		
Normie's Soft Serve	ice Cream vendor	Norman Lees	ph: 0411 287 182
Barefooted Souls	Local Band -made up of school parents	Tony Lockette & Vitaley Ovchinnikov	
Everything Glows	Glowing Fairy floss wands		sales@everythingglows.com.au
Kennards hire	Light Tower and Generator	Bring a donation letter, as they gave it to us as a donation for the night	

ITEMS	QUANTITIES OF	
	SUPPLIES ORDERED:	LEFTOVER
Plaster Figurines	200	100
Bubble Wands	200	150
Badges	300	
Fairy Floss Wands	288	
Cake Boxes	200	

NB: Excess Stock stored in P&C Storeroom next to Uniform Shop