

**CORRIMAL PUBLIC SCHOOL P&C ASSOCIATION**  
**GENERAL MEETING MINUTES- 8<sup>th</sup> November 2016**

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

**Attendance:** Lenora C, Delina G, Helen B, Debby S, Jo R, Bec W, Rachelle B, Angela Johnson, Christine Giles, Tanya Veljanovski, Amanda Giles

**Apologies:** Karen Boyle, Karen F, Mei-Ling P

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**Meeting called to order by Bec Waters at 3: 15pm**

- 1. PREVIOUS MEETING MINUTES:** submitted by Lenora  
Previous minutes of 11<sup>th</sup> Oct 2016 read and accepted by all
  
- 2. BUSINESS ARISING:**
  - School library display (re: attachment A) was set up in the Corrimal Public Library on Monday. It showcases the students' work and some of the things they learn during school. Will be on display for a week. Thanks to teachers for getting all their photos and sample works together and Lenora & Bec for organising and arranging the display.
  - 24 students have signed up for the Music Bus Program this term. Classes are early Monday and Friday morning before school begins.
  - Few weeks ago Angela attended a dinner with Corrimal Rotary Club and Corrimal Chamber of Commerce as a representative of Corrimal Public School P & C as suggested by Karen Boyle. It was a lovely dinner, but more importantly it was a wonderful opportunity to meet local Community organisations working in the Corrimal area. Most people Angela spoke with were keen to make connections with the school. The following three contacts in particular have expressed an interest: Paul Boulwood (chamber of commerce), Lousie Beaton (Corrimal United Church and Sue Clark (Rotary Club) Re: attachment B for more details.
  - Despite trying several ways to contact him, unable to reach Trivia night raffle ticket winner Kevin Raffler to deliver his prize. Will keep trying until early next year as prize is still valid until Nov 2017.
  - Discussed advertising to all students about the green "Buddy Bench" located under tree near Block A.
  
- 3. CORRESPONDANCE**
  - 3.1 In:**
    - Invoices from suppliers
    - Received an invitation from NSW Health to attend a P&C and Canteen Workshop in Dapto on Nov 16<sup>th</sup>. Helen B, Lenora C and Karen B registered to attend.
    - Email Reminder to Canteen from Healthy Kids Association to lock in Tuesday 21 March 2017 as the date for the next Healthy Kids Expo. More information to be provided in the New Year.

### 3.2 Out:

- Payment of bills
- Emailed Wollongong Bunnings a request letter to keep us on the list to do a community sausage sizzle for next year. Won't know official date until April/May 2017
- Booked Big Fat Smile/Billy Backpack for Oct 16<sup>th</sup> 2017 for next year's Kindy Playgroup

## 4. REPORTS

### a) **President's Report:** submitted by Karen, read by Bec

- Lenora C has sent a request letter to Bunnings Wollongong to keep us on their list for next years (2017) Community Sausage Sizzle
- Spoke at Kindy Orientation last Wednesday to give overview and meeting details of the P&C to the parents.
- Lenora C, Helen B and myself will be attending the Canteen & PC workshop on 16 November being held at Dapto.
- Ethics classes; unfortunately Rand F was not able to complete teacher training at this time. There will be another workshop held in Wollongong early February 2017 for her to attend.

### b) **Treasurer's Report:** submitted by Karen F, read by Bec

- Balances as at 7/11/16 : Canteen A/C: \$9,650.36 ;P&C Main : \$3,480.94; Events: \$100.0
- BBQ has been purchased for Outdoor kitchen (\$2,300) from Corrimal RSL grant money
- All Items purchased for COS Carols
- Karen Boyle and Karen Ferguson are trialing accounting software Xero to improve the management of the P&C accounts. This Software will provide greater transparency, easier to track expenses and income and reconcile the bank accounts, provide a simpler handover when there is a change of Treasurer, and ability to budget for planned expenditure. After trial the cost would be about \$10/month

### c) **Principal's Report:** submitted by Amanda re: Attachment C

- Corrimal RSL dinner Amanda and Angela attended was great for networking with people from the Corrimal community.
- School would support the P&C if they submit a letter to NSW Roads & Maritimes Services and/or Local Council requesting additional safety road crossing on Rothery Street where there use to be one years ago. It's a busy road and there are several families that cross here.
- WWCC checks need to be updated every 5 years or when a volunteer's personal details change. Reminder that the P&C is responsible for ensuring that persons working for the P & C have met relevant requirements and that regular volunteers who support Corrimal Public School's P&C must provide the school

with a signed Department of Education, "Working with Children Check – Declaration for Volunteers or Contractors".

*Action Item:*

- P&C, Canteen and uniform shop to ensure beginning of next year that all volunteers have done their working with children and/or 100 points check. Will also put reminders out in newsletter and FB page.

**d) Canteen Report:** submitted by Lenora

- Re: attachment C
- New committee for next year has been elected. Secretary position is still available. Helen B to fill in until this spot has been filled.
- *Action Item:* Will have Maintenance Man to look into providing a safe way to allow the canteen to close the outside counter doors/shutters from the inside when an Emergency lock down occurs. At the moment a person would need to go outside the canteen to close the doors.

**e) Uniform Shop Report:** given by Lenora

- Kindy orientation started, ordering of kindy packs going well
- Prices of some uniform items will have to raise due to suppliers increasing their costs. Increase will not occur until next year.
- Uniform review Committee has been formed. Teachers Mrs Strauss and Mrs Veljanoski have agreed to join. Working on date to meet to start work on questions. Nov 16<sup>th</sup> after school ends set to be first meeting date.
- *Action Item:* Due to some difference in sizing issues, going to put old version of sports uniform on sale to get rid of old stock.

**f) Grants Report:**

- Did not receive Road Safety Grant from City of Wollongong due to them wanting us to hold program after school. However we found it would be more beneficial to the students to have it during school hours. So application was declined.
- BBQ from BBQs Galore was purchased for Outdoor Kitchen Project using money from Corrimal RSL Grant.

**5. NEW/GENERAL BUSINESS:**

**COS Carols**

- Still need volunteers. Only 2 put their hand up so far. Require about 3-4 people to do 2x hour shifts and setting up and packing up.
- All items for stall have been purchased and selling prices decided. We have 7 different items to sell. Re attachment E for more details.

*Action Items:*

- Lenora to continue to advertise for volunteers to help at stall.
- Amanda to check with organisers if we are required to provide our own tables for stall and discuss with teachers if instead of wearing regular uniform students could wear the sports uniform instead.

- Amanda to get flyers printed so parent volunteers can do a mailbox drop around community to help promote the event. To suggest at next COS meeting for other schools to do the same.

#### **P&C Meeting Time:**

- Based on attendance numbers from previous years (re: attachment F) and better attendance this year motion made to continue to hold P&C meetings in the afternoon at 3:15pm every second Tuesday of the month during the school terms. All agreed, Motion passed.

#### *Action item:*

- Need see if Jakfit will continue to provide the children with activities while parents are attending meetings.

#### **Interrelate Program**

- Some parents asking if we would be doing the interrelate program at the school. Amanda confirmed that yes program has been booked and will occur 22 March 2017.
- Also other all school programs/events have been booked for next year such as School photos (sept 14<sup>th</sup>), Kindy Photos pack (13<sup>th</sup> feb), Swim Carnival (Feb 3<sup>rd</sup>). Re: calendar on school's website for more dates

#### **P&C End of Year Xmas Gathering**

- All agreed to hold gathering (informal dinner) at Corrimal RSL on Dec 9<sup>th</sup> starting 6-6:30pm. This will be open to all teachers, staff and P&C members, including Canteen, Uniform Shop, and anyone who was a P&C volunteer during the year.

#### *Action Item:*

- Lenora to send out invitations to all volunteers, requesting RSVP so we know numbers to book tables at RSL.

#### **Meeting Closed at: 4:30pm**

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

#### **ATTACHMENTS:**

- A. Library display photo
- B. Networking Contacts
- C. Principal's Report
- D. Canteen Minutes
- E. Glowing Items to sell at COS Carols
- F. P&C Attendance Record

ATTACHMENT A

Public Library Display



## ATTACHMENT B:

### NETWORKING CONTACTS – *Report from Angela J*

- **Paul Boulton - President - Corrimal Chamber of Commerce.** [president@corrimalchamber.com.au](mailto:president@corrimalchamber.com.au), 0418 550 0801 know that he is already in contact with the school via Tim (previously) and Amanda. However, he did say to me that he would be very happy to attend one of our P & C meetings to talk about the work CCC are doing in our community and to learn whether there are any school needs that they may be able to support.
- **Louise Beaton - Corrimal Region Uniting Church / Corrimal Chamber of Commerce,** [ccpastor@bigpond.com](mailto:ccpastor@bigpond.com), 0438 603 351 Lou is extremely keen to connect with and support the school. They have a number of programs / services that may benefit the school's community. These include Monday morning playgroup, Friday afternoon Youth groups, senior's lunches, and support for families in need, English classes, and Corrimal Men's Shed. They are also looking at developing a literacy support program - PAL (she will send me more info about this). Furthermore, she is very keen to support the school's gardening initiative, and agrees that there is a real opportunity and community need for the school's outdoor kitchen. She has also suggested that Corrimal Men's Shed would be a great resource if there is any carpentry work required as they only charge for the cost of the material - all labour is free. Also, she suggested that if we need additional funding, to apply to the Uniting Church Op Shop who will donate some of the funds they raise from the sale of clothes
- **Sue Clark - Corrimal Rotary Club,** [ballyclark@bigpond.com](mailto:ballyclark@bigpond.com), 0402 818 075. The Rotary Club run a number of community programs, but one in particular is called "Imagination Library", a program developed by Dolly Parton (!), to improve literacy for disadvantaged children aged between 0 - 5 years, sending those children an age appropriate book a month till they reach the age of 5. The Rotary Club fund the costs of the books. They currently have funding to implement this for 50 children in Bellambi, but are struggling to get those numbers. She suggested that if the school is aware of any families who may qualify for this program, to contact her. So definitely a great idea to attend these functions, and hopefully these contacts will allow us to develop some strong connections with the community!

## ATTACHMENT C



### CORRIMAL PUBLIC SCHOOL P&C MEETING TUESDAY 8<sup>TH</sup> November, 2016 PRINCIPAL'S REPORT

#### **2017**

At this stage we are anticipating an enrolment of 200 students. We presently have 45 Kindergarten students enrolled for 2017. We currently have 173 students enrolled.

#### **Term 3 Parent Survey**

##### **Analysis:**

- We had 22 parents respond to this survey, all with positive things to say about our school.
- 21/22 parents mentioned the teachers; approachability, support and teaching as something that liked about our school.
- The community feel about the school and the communication between schools also ranked very highly.

##### **Recommendations:**

- Online payment system is now in place.
- Some of our gates are now being closed during school hours.
- Continue to identify ways to support children in the playground.

#### **Tell them from me survey**

14 parents responded to this survey with positive results. Some of the results of this survey indicated that parents feel;

- Very welcome at our school
- The school supports student learning
- The school supports positive behavior
- Our school is a safe and inclusive school
- The newsletter and Skool Bag app are the most used ways parents communicate with our school.

Our students in Years 4-6 also completed a student survey which indicated;

- 91% of students develop positive relationships at school
- 91% of students value school
- 87% of students feel they try hard to succeed in their learning

#### **Corrimal RSL Community Support Presentation**

Angela Johnson and myself attended the Corrimal RSL for a Community Support Presentation on Thursday 20<sup>th</sup> October, 2016 to celebrate the support Corrimal RSL community partnerships. They have spent \$95000 towards community and sporting groups, local schools and charities.

#### **Digital Sign, Flag and Banner**

We have ordered a digital sign to be placed inside the fenced area outside the bottom building on Wilga Street. This should arrive mid-November. The two pull up banners and a new flag should be here this week.

#### **Visible Learning Parent Workshop**

We had 5 parents attend the Visible Learning parent workshop. All parents who attended found it very positive and gained a good understanding of what Visible learning looks like in a class setting.

### **School Zone Flashing Lights**

I am very pleased to inform our community that School Zone Flashing lights will be installed on Wilga Street. This is great news for our community as it will improve the road safety around our school. They will be installed by mid-2017.

### **Corrimal Library Display**

A collection of work samples from the students of Corrimal Public School will be on display at Corrimal Library this week. I encourage you to visit the Library and view our student's work. I would like to thank Lenora and Bec for collating and organising this exhibition for us.

### **Outdoor Kitchen**

The BBQ and side burner have been purchased from BBQ Galore. It is a Ziegler & Brown Turbo Classic – 6 Burner and Built in Side Burner. It retailed at \$2850, however we paid \$2300. We have drawn up a plan which has been sent to JOSS to cost

### **Music Bus**

24 students returned a note interested in the Music Bus. They have organized lessons here on a Monday and Friday mornings.

### **External Validation**

We have compiled 7 pieces of evidence which has been evaluated and collected against the School Excellence Framework (SEF). This has been sent away to be validated. An external validation panel consisting of two principals will come to our school on Thursday, where myself, Mrs. Veljanovski and Ms. Meddows will present our evidence. If anyone is interested, I have collated our submission for parents to view.

### **Working With Children Check Declaration or Clearance**

All volunteers who are working with our students, whether within classrooms, around the school, on an excursion or at a sporting event are required to obtain a **Working With Children Check (WWCC) Declaration or Clearance. As a volunteer, there is no cost involved in applying for the check.**

Volunteers can choose from two options.

#### **Option 1: WWCC Application Process**

#### **Option 2: Declaration Form and 100 Point ID Check**

- A **Declaration form and 100 Point ID Check** is adequate for volunteers in schools except; where the work is part of a formal mentoring program, where the work involves intimate, personal care of children with a disability. These situations require a WWCC application process. Volunteers who are not a parent or close relative of a child must obtain a WWCC clearance before they commence child related work in school.
- There are a small number of other grounds where persons do not need to obtain a WWCC clearance to volunteer in a school. The ones most likely to impact on persons volunteering in a school include:



- where the volunteer is a child under the age of 18;
  - those doing administrative, clerical or maintenance or ancillary work not ordinarily involving contact with children for extended periods.
  - Very short term work (e.g. a visiting speaker who attends school for a one off occasion);
- Parents or other close relatives who are only engaging in an activity involving their own child or relative - e.g. driving their own child to a school related activity, do not require a WWCC clearance.
  - The P&C is responsible for ensuring that persons working for the P & C have met relevant requirements under the **Child Protection (Working with Children) Act 2012** and the **Child Protection (Working with Children) Regulation 2013**.
  - Regular volunteers who support Corrimal Public School's P&C must provide the school with a signed Department of Education, "Working with Children Check – Declaration for Volunteers or Contractors".
  - Regular volunteers are those doing five or more days in a 12 month-period. Volunteers doing fewer than five days are not required to sign the DEC declaration.

### **CoS Carols**

This is coming together to be a great event for our community. The flyer will be included in the newsletters of the CoS school, throughout the community and to the preschools. Our P & C are selling glowies. Corrimal Cougars are selling food, RFS and Santa are coming.

### **Thank you**

Thank you for all of your hard work throughout the year. You have achieved a lot over the year and you should be very proud of your efforts. Thank you also for welcoming me so warmly to CPS and for all of your help in my role as a Principal. I am really going to CPS next year.

Amanda Giles  
Relieving Principal

## ATTACHMENT D

### CORRIMAL PUBLIC SCHOOL CANTEEN MEETING- 26th OCTOBER 2016

#### Meeting started @ 2:25pm

**Present:** Helen B., Sheree L, Elana M, Delina G, Mel R, Chloe, Jan, Lenora C

**Absent:** Jo R, Robert M, Janice P, Sandra, Rebecca M, Danielle, Julie, Rob, Aleesha, Donna, Barbara F, Jane

All Canteen executive positions were declared available and nominations for **2016/2017**

**Canteen Committee** were as follows:

**CANTEEN COORDINATOR** – Sheree L nominated by Chloe, 2<sup>nd</sup> by Elana

**CANTEEN VICE COORDINATOR** - Helen Baldwin nominated by Sheree, 2<sup>nd</sup> by Mel R

**CANTEEN ROSTER SECRETARY**- Jo Ruffley nominated by Sheree, 2<sup>nd</sup> by Chloe

**CANTEEN SECRETARY** – Helen Baldwin nominated by Delina, 2<sup>nd</sup> by Mel R

**CANTEEN TREASURER** - Karen Ferguson

- above positions to be made official, once approved at next P&C GM meeting (Nov 8<sup>th</sup>)

#### General Business:

- Lenora informed those present about the P&C and Canteen Workshop happening in Dapto Nov 16<sup>th</sup>. Requested a representative from the Canteen to attend alongside P&C members Lenora and Karen B. Helen volunteered to attend with them.
- Outgoing roster secretary Chloe found volunteers to fill all the vacancies for the remainder of Term 4 and also set up a roster for first month in Term 1 of next year until the end of Feb 2017
- Volunteers can see and get a copy of their rostered dates in the Canteen or from the school office. Reminder to all volunteers that should they be unable to do their shift to first try to find a replacement to fill their shift and if unable too then to please notify the Canteen roster secretary or school office as soon as possible so school can notify school community should Canteen need to be closed
- A couple of 2017 kindy moms have expressed interest to volunteer next year. Any new volunteer forms are to be kept in a file on the desk in the Canteen and file will be given to incoming Roster secretary Jo at end the year
- Fruit Nuggets are no longer available to purchase, need to find a replacement for this item, preferably something healthy,
- Sumo Cookies keep changing their placement from on to off on the red list. Sheree to investigate where they are on the healthy food rating now.
- Lenora to send Sheree and Helen pdf of Healthy Kids Association buyers guide as current hard copy is missing.
- Orientation of New Canteen Volunteers: notify and inform new volunteers via newsletter and verbal that before they do their first regular shift to come and help out when two experienced volunteers are on during this term and early next year in order to become familiar with how things are done in the Canteen. Would serve as a backup and wouldn't need to stay the whole day. Get dates from Roster Secretary of the days available to come do an orientation shift.

- Kindergarten Orientation next Wednesday-double check Rachelle Bird will speak to parents, if unavailable Chloe or Helen can speak to parents

**Issues for P&C/Principal:**

- Students (6) are bringing in their own lunch items to be heated up at lunchtime, instead of dropping them off first thing in the morning as per Canteen rules. Parents/ students need to be reminded that this rule

**Forward Planning & Upcoming Events:**

- Focus for next year is to have healthier food items on the menu available. Need to go through entire menu list and using the Healthy Kids Association buyers guide see where our choices and the brands we buy are on the healthy food rating list. Then assess what items can be replaced or taken off.
- In order to encourage new healthier menu options suggested to have some promotional days of new items for menu for students to try.
- **Red Day:** need to check with principal Amanda Giles on what dates are good. Open to suggestions from volunteers as to a theme.

**Meeting Ended: 3:05pm.**

**ATTACHMENT E**

**COS CAROLS 2016 – CPS P&C XMAS GLOWING ITEMS STALL**

<b>PRODUCT</b>	<b>QTY (in Stock)</b>	<b>UNIT PRICE (incl.d.ship costs)</b>	<b>SELLING PRICE\$</b>	<b>ESTIMATE INCOME IF ALL SOLD</b>
LED Candles	229	\$ 1.96	\$ 3.00	\$ 687.00
Glowing mini light sabres (aka fairy floss sticks)	280	\$ 2.09	\$ 3.00	\$ 840.00
Glowing Santa Rings	200	\$ 0.79	\$ 2.00	\$ 400.00
Glowing Santa Necklaces	200	\$ 0.79	\$ 2.00	\$ 400.00
22inch Glow stick Tricolour necklace (w.connectors)	68	\$ 0.75	\$ 2.00	\$ 136.00
288 Glow Stick 8inch bracelets mix colours (w. connectors)	288	\$ 0.20	\$ 1.00	\$ 288.00
Red Glow Stick Eyeglasses	35	\$ 2.00	\$ 3.00	\$ 105.00
<b>TOTAL</b>				<b>\$ 2,856.00</b>

**ATTACHMENT F**

<b>Attendance at P &amp; C Meetings</b>			
<b>MONTH</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>November</b>	7	5	9
<b>October</b>	5	5	11
<b>September</b>	7	6	10
<b>August</b>	10	7	5
<b>June/July</b>	7	7	5
<b>May</b>	7	7	9
<b>April</b>	6	-	-
<b>March</b>	7	8	12
<b>Feb</b>	6	5	19
<b>Total</b>	62	50	80
<b>Average</b>	6.8	6.25	10