## P&C Agenda

<table>
<thead>
<tr>
<th>Date</th>
<th>10 March 2014</th>
<th>Next meeting</th>
<th>12 May 2014</th>
</tr>
</thead>
</table>

### Type of meeting
- P&C Monthly Meeting

### Facilitator
- Kim Davis - President

### Minute taker/Timekeeper
- Jude Edwards - Secretary

### Attendees

### Apologies
- BV, HG, MC, RC, FF, JB

### Acceptance of previous minutes
- Accepted: CC  Seconded: MH

## Outstanding Actions Review

<table>
<thead>
<tr>
<th>Action Items / Progress</th>
<th>Responsible</th>
<th>Original</th>
<th>Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinvestigate light for the walkway to the small gate and bus shelter idea – Source quotes and timer/solar lights (end of COLA/Blg) /timer for after school care?</td>
<td>HP/BP</td>
<td></td>
<td>Betty P has received 2 quotes for the light. The first quote was $4500, the second quote was over $5000. The more expensive option was through an education departmental supplier which means they have WWC checks. If we go with the cheaper option but have the work done during the holidays or w/e this won’t be an issue. The cost of the covered walkway was $17,000. No quotes for the bus shelter at this stage. Motion passed that we proceed with light but not walkway (Motion moved MH/ 2nd SS). Betty P to investigate quote just for bus shelter.</td>
</tr>
</tbody>
</table>

| Active Schools Mobile App. Provides similar information to what is on the ODPS website however it makes it accessible from your phone. It is not intended to replace the website, simply compliment it. Free download for parents. $1600 set up fee plus $660 hosting fee per year. Includes unlimited messages. | KB/KD | Feb 2014 | Betty P/Kristen B to meet next week to discuss other suppliers next week. Kirsty McHugh uses a school app through her role at Kenthurst PS. She has offered to assist in this project. |
### Outstanding Actions Review

| Currently have approx. $72,000 in unallocated funds. We don't want to fundraise just for the sake of having a healthy bank balance. We would like to collate information from parents, students and teachers as to their “wish list” of items for 2014 and then look to what funds are needed. | JE | Feb 2014 | Betty P has collated feedback from staff and students (see Principal’s Report). The P&C decided ask for ideas from parents via this weeks school newsletter. P&C presidents email will be used for parents to respond with their ideas. Will then collate and prioritise. |

### Presidents Report

<table>
<thead>
<tr>
<th>5 min</th>
<th>KD</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have completed the change of banks from Commonwealth to Westpac. We now have access to online banking. The president, Vice President and Treasurer have been issued tokens so that all online payments must be authorised by at least two different token holders. Welcome BBQ was a huge success with over 400 people in attendance. The use of Active boost worked extremely well but perhaps we send the children off with them before the speeches next time. Camille B and Vanessa M have forwarded details and suggestions for next years event coordinators. Suggestion from Olivia W (Kindergarten Mum) that name tags be given a colour dot to show which class/year parents belong to. This would assist in getting to know one another.</td>
<td></td>
</tr>
</tbody>
</table>

### Principals Report

<table>
<thead>
<tr>
<th>5 min</th>
<th>BP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank you to P&amp;C and year 1 parents for welcome BBQ. Congratulations it was a very successful evening. Thank you to Martelli’s for their support of our Crunch n Sip relaunch. Thank you to Jude E who approached Martelli’s. Still some families that understand that Crunch n Sip fruit or vegetables is IN ADDITION to morning tea. Our year 5/6 campers set off today for the Milson Island camp. Have all arrived safe. A big week for the students as camp dates were set two years ago and conflicted with Zone swimming, high school selective school tests and the regional PSSA soccer trails. Unfortunately these dates not known when booked. Will need to rebook again for two years time hope it doesn’t happen again. Have managed to get everyone where they need to be!</td>
<td></td>
</tr>
</tbody>
</table>
Principals Report

Before the next P&C meeting we will have Harmony Day, Dance Showcase (for years 3 to 6) and the Easter Hat Parade. Footsteps is being trialed for the Dance Showcase this year and will be held on the same day as the Easter Hat Parade.

Also coming up, the year 5/6 students will go to CARES Bicycle Safety, Naplan and PSSA winter trials.

We now have enough student numbers, and have retained these numbers for long enough to form a 24th class. It is the Department of Educations turn to select the teacher as our last teacher was chosen based on the Merit Selection Process. There is a strict process they must abide by and the process may take some time. Depending on the skill set of this teacher will depend on which classes will be effected. Until then I would prefer not to say too much about the plan, especially until I speak with the parents of the students it concerns.

Parent teacher interviews will commence the week of 31st March. An online booking system will be used this year to make appointments. Details to come.

Electronic Funds Transfer is being introduced to the school for payments of fees etc. This should be up and running from term 2.

We have a maintenance issue at the moment. Water is being retained under the library as a result the library smells musty and there is mold under carpet. There is also a termite problem in the library. This was treated last year, however there is still evidence of the problem. Another inspection is going to be done and new baits laid. No point in replacing the timber yet until the baits take effect. Will also have someone come to look at the plumbing/water problems. The entire school maintenance fund is $11,000 however the Education Department will fund the rest.

A really good turn out for new English curriculum information evening. 100 people on the night. Last year the teachers were given a familiarisation of the new English curriculum. This year is the implementation year plus familiarisation of the new Math curriculum. Will be looking to implement four new subjects per year and technology is the underlying theme. Students will need to demonstrated their understanding of subject matter using technology. Have just purchased 20 new iPads (now have 30 in the school) and many teachers also have their own. This means we have at least one per class but the aim would be to have 10 per grade. This is approximately $20,000 worth of devices. This is high on the “wish list” for allocation of P&C funds from the teachers perspective.

Pip P suggested $20 per family to help fund some of these devices. Betty P said that at her last school they had an annual technology levy. Perhaps we need to consider this. If parents paid $25 student, capped at $50 per family that would give approx. $6000. The P&C agreed this is something that the school/teachers need to put to the parents with the P&C backing.

Two other requests for allocation of P&C funds from the teachers was an upgrade of the library and also the option to “buy” additional teacher time (casual teachers). The staff would love to have some regular casual staff available to relief our “expert” teachers so that they can to assist in other classes on specific areas. Other teachers can see how they can deliver certain material and learn from each other. This cost would be approx $20,000.
Treasurers Report

5 min  |  NF

Audit completed and we have received the “tick of approval”. Rajesh S commented on how well the various sub-committee treasures have kept their financial records over the past 12 months. Well done, there were no audit findings. MH advised that once again this year we have purchased a $50 voucher for Rajesh for volunteering his time and skills to complete the audit.

Band Report

2 min  |  L and B VN

We are now 6 weeks into the Band program for 2014 and things are running smoothly.

The Band Program has 112 children this year in the 3 bands, Training Band, Intermediate Band and Concert Band. We have had a massive response to ensembles this year with 5 in Percussion Ensemble, 8 in Brass Ensemble and a huge 15 in Woodwind Ensemble. The purpose of the Ensembles is to build musicianship and strengthen the Bands.

Music HQ is proving very popular with our children and Tutors alike and so far has been very successful. While fully operational there are a few things to complete Music HQ. These include the purchase of x2 keyboards, a dust-buster and the hook-up of the security system. I hope to have these items completed by next term. My committee and I will begin to investigate to possibility of hiring out Music HQ to other music tutors in the area to aid our efforts in fundraising.

The vacant positions on our committee for 2014 are almost filled. We have a Treasurer, TB parent roster coordinator and an ensemble coordinator. We are very excited to have Elizabeth Body joining us this year. We still require a secretary and fund raising coordinator.

Semester 1 invoices have already been sent and we are receiving a steady flow of payments. Our current bank balance is $28,930.65.

The first performances for all our Bands and Ensembles have been booked. These include school assemblies and the Sydney Eisteddfod at The Concourse, Chatswood. The Sydney Eisteddfod will be held on the 16th – 19th June. Other performance for the year will be booked next term.

Our next major event will be Band Camp at Vision Valley 2nd – 4th May. Preparations are already under way.

Thank you to the P&C for their generous and consistent support of the Band Program at ODPS.

Banking Report

2 min  |  KC

The need to change banking day to Thursday has arisen due to Kathy C’s recent health problems. We are currently seeking an assistant for Kathy to help on days where Kathy C is not well enough. Sandra S has volunteered her assistance.
Canteen Report

2 min | RP/HG
---|---

Some of the kindergarten mums have asked if the K-1 students can have their sandwiches wrapped in foil or paper as plastic wrap is too difficult for them to deal with. Roopal P to ask ladies in canteen. Flexischools is going really well with most parents using it. Next term an assessment will be done to see if there has been any drop off or increase to lunch order sales due to Flexischools. Jelly may need to be replaced with a healthier alternative.

Community Events

2 min | NB/VM
---|---

Upcoming Disco 28 March - Total RSVP 132 students
K-2 : 84  3-6 : 48

Funds Raised to date:  $792
Helpers: K-2:  23
Helpers: 3-6:  10

We expect more notes from 3-6; however based on current numbers the amount of parent helpers seems fine. These numbers exclude VJ & Natalie

Pip P and Janice L asked if students are allowed outside for fresh air rather than staying in the hall all evening. Betty P request that VJ and Natalie come to see her to discuss these issues and how they see the night being run.

Fun Day 2015

2 min | Volunteer Required
---|---

JE would like to propose that a Funday meeting be held early next term to discuss the positions that need to be filled, feedback from last years Funday and suggestions for next year. Date to be set for early next term.

Uniform Shop

2 min | PP
---|---

The P&C have just purchased a new laptop for the uniform shop. Now in the process of switching everything across. As we near the end of term 1, the stock in the shop will change over from summer to winter items. Please note the uniform shop will be closed on Wednesday 26 March for stocktake. To accommodate this busy changeover period the opening hours for Week 10 will be: Monday 31 March 9.00 am - 10.00am, Wednesday 2 April 8.30 am - 9.30am and Thursday 3 April 8.30 am - 9.30am. Pip P will be away last week of this term and first week of next term. This will not effect opening times.

Kylie C raised the option of uniforms being made available through Flexischools. Flexischools charge us a 3% fee. We currently pay a merchant fee at the moment 1.6%. Flexischools cover that merchant fee so in effect the cost to us would only be 1.4%. Based on recent figures if 50% of our orders went to Flexischools the actual cost to the school would only be $20. There are a few possible down sides. Stock would need to be constantly updated on the site and possibly a bit more work for the treasurer but if we register now there is no set up fee until the 17th March. Motion passed that we proceed with Flexischools (Motion moved PP/ 2nd MH)

Request for some new sports equipment/ uniform. New ODPS swimming caps for zone and new softball catchers pads required. Betty P to speak with Miss Lord regarding school funds.
<table>
<thead>
<tr>
<th>Items</th>
<th>Responsible</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSP Photographers</td>
<td>BP</td>
<td>Brett N - owner of MSP Photography have had the ODPS school photo contract for 2013-2014. Looking at packages for the coming years. Products have been upgraded this year. Research done based on last year packages found people were wanting more small/passport size photos plus high res digital images. Feedback from staff on last weeks photo session was that it went better than last year as they had more staff on hand to assist. What can they offer our school? Marketing/fundraising options. Happy to assist in the printing of flyers etc for the Funday. MSP can produce school calendars at $8 per calendar which can then be sold to parents for a profit as a small fundraising option. Family portraits are another way of raising money. Have taken on board feedback from parents last year. For example pin lights in eyes due to studio lighting, also more conscious of family photo placing of students etc. MSP are coming back for sporting photos later in the year so if there are any really unhappy parents they can resit the photo or have their money back. Betty P - if there P&amp;C would like to change from MSP next year, then a small group of parents may wish to get together to investigate other options. Kim D – Suggested we wait till we get this years photos back before a decision is made. Put back on agenda for May meeting. Betty P- confirmed that MSP are happy for sports photos to go in the magazine so long as they are size A5 or less.</td>
</tr>
</tbody>
</table>