

**BALGOWLAH HEIGHTS PUBLIC SCHOOL P&C
ORDINARY MEETING
MONDAY 24th September 2007**

1. Apologies: Leonie Seaton, Tracy Wardman, Kirsty Almond.

2. Minutes: Minutes of P&C meeting of 27th August 2007 were approved.

3. Correspondence:

(i) Lucy Dalton and Emily Dugan presented a letter to the P&C thanking it for the wonderful Fair and requesting that some of the proceeds be donated to East Timor, one of the school's selected charities. Di said this request will be put on the agenda for the next P&C meeting.

(ii) various water tank brochures – given to Craig

(iii) letter promoting Early Childhood Australia's book on children starting school – Craig will pass to Leonie.

4. Principal's Report

- Congratulations to the Spring Fair Committee for a fantastic day. Has received wonderful feedback from everyone.
- There will be several staff changes next year, including Rowena Hannah transferring to another school and Angel Dyer relinquishing her position.
- Di McIntosh noted that she had had positive feedback about the children's Fair articles in the newsletter being identified with complete names. Craig said he'd not had any bad feedback about using their full names. A committee has been formed to look at the issue of using children's surnames in the newsletter.

5. P&C Projects

• **Spring Fair**

Kathy McGuigan said the Fair turned out to be everything the Committee had hoped for. They were delighted with the support from the whole school community. Special thanks to Kirstie Macfarlane and Sally Mathews for their amazing logistics work on the day. Both Col Crawford and LJHooker have said how impressed they were with the day and how they were treated and would be happy to be involved again.

Kathy and Kerry Smallman wonder whether it would be good to have three major fundraising 'events' that occur on a rolling basis eg, Dinner dance/art auction; Fair; Triathlon (??). This would bring more certainty to the school's fundraising efforts. Comment was made that there is probably a strong market for artwork from K/Yr 1 every year. It was agreed that next term a 'brainstorming' meeting would be held for any interested people to discuss this proposal.

• **Official Playground Opening Ceremony**– 31st October. Will be held on the Eastern Campus at 10am. All welcome. Tony Abbott will be officially

opening the playground equipment (both campuses) paid for by Fed govt grant. Di will speak to Craig re size and location of plaque (required under terms of the grant).

- **Orientation Day** – 31st October 9.15am. This year, visitors will be organised into smaller groups, rather than addressed as one large group in the hall. Leonie would like volunteers from the P&C community to host these groups. Fiona Pentecost noted that at her daughter's orientation to pre-school the children were given laminated pictures of a teacher to keep. Craig will pass that info to Leonie.

- **New deck on Eastern Campus** – is being used and damaged by skateboarders. Di will have some appropriate signs made. Craig will make specific mention in the newsletter of this problem and ask parents to call the School Security Hotline immediately they see anyone skateboarding on the deck – storing that number in their mobile phones will help.

- **Western Campus pavers** – P&C Report of 5.9.07 explains that this paving project has been put on hold and why. P&C is happy to refund money for those who do not wish to wait until the project is done. Di asked class co-ordinators to canvass parents – so far has only received one reply (from a parent who's happy to wait).

- **Western Campus COLA** – repairs to shade cloth should be done these holidays, after some delay. Quote was \$12,000.

- **Awnings** – Di has had no response to 7 emails to painters regarding painting the top of the Eastern COLA with non-reflective paint to alleviate the heat problem in the rooms above the COLA. If anyone knows a painter Approx. 450 square m. Original quote was \$32K!

- **School storage** – It's become apparent that storage is a big problem for many areas/groups within the school. The storage shed approved last P&C meeting will not solve the problem so will not be built. Di has spent the last weeks consulting all the groups with storage problems (eg band, Arabanoo, dance groups). She met with Anthony Powe and Craig today. Anthony will come back in several weeks with a proposal for an overall solution.

- **Golf/Tennis Day - 1st November** – Sue Palmer reported that everything is under control. A few more sponsorships left. Sue has collected the sponsors for 4 years and feels it's time for someone with younger children to take it on – they will have access to new families and hopefully let some of the families and businesses who have been sponsoring for 4 years have a rest.

6. School Services Reports

- **Strategic Planning Committee** – over the next few months Craig, with input from Di, will be putting together a proposal for DET regarding the school's needs. That report will point out the significant amount of work that's been undertaken by the P&C.

- **Treasurer** – Rhonda presented a comprehensive financial report. She needs to speak to Craig about the Allocated Spending area. The Building Fund has \$29K in it, which can be used for maintenance and upkeep. P&C doesn't normally use it for that type of thing – do we want to in the future? Rhonda would like to change the wording of the letter that goes out to parents seeking contributions. Agreed. If the storage project ends up being a renovation/extension of the hall, Building Fund money could be used. Maybe we could consider seeking a one-off, tax-deductible contribution from every family to cover that project. If we get the details of the project sorted out in Term 4, the letter in early 2008 could be worded accordingly. Katie Inglis asked what had happened to the outdoor learning area near the hall that the money from the Fair was originally going to be used for and commented that the P&C needs to be careful it doesn't lose community faith in it if it changes plans. Di acknowledged the concern and explained that there is a very transparent and thorough process by which P&C project/expenditure is prioritised (ie weighted criteria) and it's just a fact that priorities can change eg wind damage to Western COLA was unforeseeable but repairs became a top priority.

Fair proceeds were looking like around \$65K but the Oliver Hire bill received today is for \$7K, not the estimated \$4K. The Committee will look carefully at the account.

- **Canteen** – Niki Bendun (written report). Thanks to P&C for support in improving the working environment in the Canteen. The new stove is in. Hope to organise installation of new benches and range hood in the holidays. Apart from a few rostering hiccups, canteen running well.

- **Arabanoo** – sent letter thanking P&C for recent funds. Kim Crott reported that vacation care is very busy, with 3 days full already. Wednesday and Thursday afternoons are fully booked (ie about 60 children). Made about \$2K at the Fair. The refurbishment project has been briefed out – waiting for a quote.

- **Uniform shop** – Rhonda asked about the leak. Craig explained that work is still being done to ascertain the source. Waiting for next downpour to check latest 'seal'. Rhonda will investigate purchasing a scanner (which will help rationalise the book work).

A comment about the storage cage outside the uniform shop being filled with junk led to discussion of whether the next working bee should focus on cleaning out all the junk stored around the school.

- **Band** – Junior band was excellent at today's Recognition Assembly. The music stands on trolleys, purchase of which was approved at last meeting, are on order.

7. Other matters

- **Stationery packages.** Kathy McGuigan has been talking to Humphreys who are very keen to get involved. They'd like each Stage to put forward an idea of their needs (by way of exercise books, pencils, memory sticks etc) and they'll put packages together and make a presentation to the P&C. Craig says he'll raise this at the teachers' planning day on Wednesday.

- **Change over of Committee in November.** At the November meeting we need additional members - a new Secretary, another Assistant Treasurer. Also would be looking for a Fundraising Co-ordinator and a Communications Co-ordinator.

- **Christmas carols.** Kerry-Ann Coleman met with the Executive today and the date's been set for 6th December.

- **Power in the Canteen.** There have been shorting problems so tomorrow new circuits are being installed so that the Canteen and Arabanoo are on separate circuits.

- **Election Day stall(s).** It was agreed that we should have a sausage sizzle and/or cake stall at the school on Election Day. Kathy will investigate with the Council what, if anything, we need to do to enable this to happen.

Meeting closed: 9.30 pm