Garden Suburb Public School
P & C Committee
Minutes of Meeting: 4 May 2015

ATTENDANCE: Theresa Moss, Michelle Arms, Karen McGaw, Sita Vasanthakumar, Janine Harris, Jo Swadling.

APOLOGIES: Chris Rankin, Jaclyn Spink, Kellie Firbank, Fleur Gray

TIME COMMENCED: 9.35am TIME COMPLETED: 11.45am

Previous meeting

• New air conditioner in the computer room – as agreed at last meeting – has now been installed.

President's Report

Jackie was unwell, and unable to provide a report at this time.

Treasurer's Report

• Sita reports a balance of $8491.38 as at 30 April 2015.

• Expenditure has included $2090.91 on the P & C contribution to the air conditioning for the computer lab.

Canteen Treasurer's Report

Unavailable

Principal's Report

• The canteen supervisor contract is to be signed.

• 3 year plan & Annual School Report is now available on the website

• New demountable has been delivered, and setup for the Seals to move into,

• We had minimal damage from the storm in Week 1 – a few leaks only.

• Termites have been detected in the Emu's classroom, and treated. The contractors are coming back next week to complete.

• NAPLAN tests commence next week.

• Thea Crow from Windale Primary School has taken over the LAST position for term 2. Jenny Samuels will be the LAST for term 3 onwards, once she returns from maternity leave.
General Business

- Janine Harris was presented with a gift from the P&C in thanks for her service to the running of the uniform shop for 9 years.

- The audit report for the P&C has been completed by Barry Lindbeck at Lindbeck Partners. The audit was qualified, and a few suggestions for the control & accountability of cash were noted.

  Suggestions for improving the record keeping, and cash security were:
  - The timeliness of banking – money should be banked as soon as practical after an event. (This was discussed at the previous P&C meeting, and has been included in the updated rules & by-laws as presented by Kylie Ambrose)
  - All takings from events to be banked in full for easier record keeping. Cash floats to be drawn out of the bank account or provided separately each event. (An example used was some of the IKEA bus trip money was used last year as a float at a disco/BBQ)
  - Monies for all P&C related activity to be banked into the P&C bank account, in order to provide a paper trail of transactions. (As discussed, this includes the Scholastic BookClub money, so that a paper trail can be identified when trying to track payments & receipts.)

- It was resolved to provide Barry Lindbeck with a thank you card for preparing the audit at no cost to the P&C, and also for providing additional advice in order to assist the P&C in the running of the finances and provide a level of protection in the handling of cash to the committee members.

- Jo has suggested that the P&C provide a book to sign money over to the treasurer. Sita will organise. This has worked in other schools that Jo has been at. It was also suggested that a P&C folder be setup in order to file copies of all minutes, correspondence etc for the P&C so that it is accessible.

- Shelving for the Uniform Shop – as discussed at last P&C meeting, Jackie has now obtained a quote from Howard’s (quoted $2097 + $200 installation). It was resolved to obtain 2 more quotes – to be organised by Sita – and Jackie also to request a quote from her husband Brad, if he is available. The design of the storage has been organised by Jacki & Kellie, with the assistance and advice of Janine.

- Second hand uniforms are in short supply, particularly in small sizes – both for sale in the uniform shop, and also to be available for spares for kids during the day.

- Jo mentioned that she had a parent request for online payments for uniforms etc. After discussion, it was mentioned that there were several online payment systems available – some at no cost to the P&C – that would allow online canteen ordering, uniform ordering etc. The problem with these systems is that they have been suggested before, and it would be difficult to allow uniform ordering through an online system due to stock control problems/setup. The canteen online ordering has been discussed previously, and it was concluded that the system of ordering at the canteen at the moment works. A few local schools are currently trialling online canteen ordering.
The generous sponsorship of Video Ezy Cardiff & Cardiff Woolworths for our last disco was recognised, and it was resolved that the P&C should provide recognition to companies that assist/donate to events with a Certificate of Appreciation. Jo mentioned that she has a copy available that can be modified for use by the P&C.

**Fundraising**

- The Mother's Day stall has been organised for 6 & 7 of May (this Wed & Thursday). A note went home in the newsletter last week asking for donations, and volunteers to help on the day. P & C committee approved at last meeting to provided funds for extra presents if once the donations & wrapping has been completed it is agreed the stall will need more stock.

- Cookie Dough Fundraiser – agreed that brochures will go out in next week’s newsletter. Theresa has the brochures, and will organise with Jackie. The forms will be due back 2 weeks after being sent out (29/5), and orders usually take 4 weeks to be returned, so should be available by the end of term.

- Entertainment books – Kylie Ambrose is still in the process of selling these. We have a webpage that people can purchase online, as well as forms available in the office. Previously advertised in the newsletter & on the P&C Facebook page also.

- Bunnings BBQ is organised for Sunday 28 June. We will require volunteers for this. (Another to be held 12 Sept)

- The Easter Raffle & Guessing Competition raised a total of $1326.

- BBQ at the Term 1 disco was a great success, and it was agreed that it should be on the program for each disco.

- Next BBQ held it was agreed to trial the use of ALDI sausages, so that we can compare the storage and ease of preparation with previous BBQ's.

- To make the running of events easier, and so that all items can be located, it was resolved that “run sheets” of events detailing all items required, timing, price lists / printouts etc be detailed. This will be an ongoing task.

- A committee needs to be formed for the running of the Spring Fair – scheduled for 16th October. Suggestions for the fair have so far included a second hand book stall (Sandie in the library suggested this be for both children's and adult's books.) An art fair – Jo is sourcing canvases. A coffee van has been organised and confirmed.

**Canteen**

- Still outstanding is the audit report for the canteen.

- Terri has requested a new sandwich press & knives for the canteen.

- Jo mentioned that the canteen also requires an outdoor sensor light to be installed for security purposes – this will also assist with the return of equipment to the canteen after school events.
• The requested items for the canteen were all approved for purchase unanimously.

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<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Cash Handover book</td>
<td>Sita</td>
<td>31/05/15</td>
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<tr>
<td>Bunnings BBQ – request volunteers – FB</td>
<td>Theresa</td>
<td>31/05/15</td>
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<td>2015 P&amp; C Folder to be setup &amp; stored in P&amp;C room</td>
<td>Fleur / Theresa</td>
<td>31/05/15</td>
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<tr>
<td>Run Sheets for events</td>
<td>Jackie, Theresa, Fleur, Sita</td>
<td>Ongoing</td>
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<tr>
<td>Certificate of Appreciation</td>
<td>Theresa / Fleur</td>
<td>31/05/15</td>
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<tr>
<td>Uniform Shop storage quotes - additional</td>
<td>Sita</td>
<td>Next meeting</td>
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<tr>
<td>Uniform Shop – quote</td>
<td>Jackie</td>
<td>Next meeting</td>
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<tr>
<td>Canteen Audit Report</td>
<td>Chris</td>
<td>Next meeting</td>
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<tr>
<td>Second Hand Uniform Donation request</td>
<td>Theresa – Facebook page Jo - Newsletter</td>
<td>ASAP</td>
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<td>Online Payment System – initial research</td>
<td>Theresa</td>
<td>Next meeting</td>
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<tr>
<td>Thank You card – auditor</td>
<td>Theresa</td>
<td>31/05/15</td>
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<tr>
<td>Canvases for art show</td>
<td>Jo</td>
<td>Next meeting</td>
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<tr>
<td>Committee for Spring Fair – volunteers to be requested</td>
<td>Jackie / Theresa</td>
<td>31/05/15</td>
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<tr>
<td>Canteen purchases</td>
<td>Terri</td>
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<tr>
<td>Sensor light for canteen</td>
<td>Terri</td>
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