McCallum’s Hill Public School
Minutes of P&C Meeting
30th July 2014

Start: 7.05pm

Present: Suzane, Leila, Tracey, Naomi, Khalida, Angela, Melissa, Julie, Meghan
Ms Glover

Apologies: Gabby, Bassima, Maria & Sofia

1. Minutes from the Previous Meeting: Tracey moved to accept the minutes. Naomi seconded this motion. No amendments noted.

2. Business Arising from the Previous Meeting:

- School Banking – no issue so far this term. Commission has arrived in school account. Total of $149.37, Bridget is aware of this. Angela to organise a chq with Bridget.
- The rubbish outside the gates – the area is looking tidier. Ms Glover put it in the GA book for them to look after it.
- Suzane advised that there have been no students in the grounds early. This term has been good so far. Will keep an eye on it and pass any names onto Ms Glover of students arriving in the grounds prior to school opening.
- Pyjama Day was held on Thursday 26/6/14. It was a very successful day with a total collection of $259.70. There were no expenses for the day; so all money raised is profit. The students had a great day in their PJ’s.
- The P&C Federation Office is now back up and running. There has been a new constitution gazette, the only changes affecting us at local school level is that a P&C Member must be a parent of a student at the school. Gwen from P&C Federation called Melissa on 30th July 2014 to advise that all insurance was due on 31st July 2014, regardless of when our current insurance expired (ours expired on 14/8/14). Melissa has been online to submit the insurance forms and it will be effective from 31st July 2014, however they must receive the cheque for payment immediately. The total cost for insurance is $425. The only change to the insurance policy is that
Public Liability has increased from $15 million to $20 million coverage. All present agreed to draw cheque for $425 immediately. Events that are held out of the school no longer need to be advised to the Federation.

- Nomination period has opened for the new P&C Federation positions. The information states that each school must nominate 1 x Councilor & 2 x Delegates. Melissa will contact the Federation to further clarify this.

3. **Correspondence in:** See attached list

4. **Correspondence out:** NIL

5. **Reports:**
   - Principals report: Tabled by Cheryl- See attached
   - Treasurers report: See attached
   - Opening Balance $$9,039.78
   - 5c count- $0.00
   - Chocolate Drive deposit 28/7 of $1,472.00
   - No expenses this month
   - Outstanding Expenses – Chocolate Drive Invoice of $3,179.72 / Fathers Day Invoice $500 / Insurance invoice $425
   - All at the meeting agreed to write cheques for Chocolate Drive & Insurance.
   - Fathers Day invoice to be held over to next meeting
   - Closing balance after outstanding expenses paid is $6,907.06
   - Petty Cash has not been touched this month, so balance stays at $123.10
   - It was mentioned that the school debt amount be placed at the bottom of the Treasurers Report.

6. **Fundraising:**
   - 5c Coin Count – the new bags went out last week. Thank you to Suzane & Leila for getting those ready.
   - Chocolate drive- is progressing well. Close date was 18/7/14. After that count there were still 21 envelopes outstanding. Reminder letters went out to these families on 22/7/14 with a return date of Friday 25/7/14. As of our count on this day, we only had 9 outstanding. A final reminder letter has been issued to these families with a return date of 1/8/14. So far we have raised $5,828.20. We are still waiting on $540 worth of envelopes to come
back. We have to pay out $3,179.72 in invoices to Cadburys & Jacky from school. Leaving us with profit of $3,188.48

- Melissa caught up with Mrs Vajdevski and confirmed we are hosting the Morning Tea after the Book Week Parade. The price will be $4.00 for coffee / tea and cake. Morning Tea will run from 10.30am – 10.50am for parents and then 10.50am – 11.10am for parents and students. Everyone that purchases a coffee / tea & cake will receive a raffle ticket to be drawn on the day. The Roses Chocolates will be used on the day as prizes. We have 12 boxes of them to use. Mrs Vajdevski will be advertising the event as part of the book week parade advertising. Melissa will also put a flyer in the newsletter week 4 & 5. Melissa will also send around an email asking for volunteers on the day. Keep in mind that this is an opportunity to get the P&C out into our school community, so as many of us that can be there on the day would be very beneficial. Tables will be set up outside the staffroom and 3 urns will be used for hot water.

- Confirmed that everyone will donate the following:
  - Leila- coffee & tea
  - Suzane- cake and milk
  - Gabby- cups and plates
  - Mel- cakes, flavoured tea & Urn
  - Ange- Kettles & sugar
  - Khalida- cupcakes
  - Tracey- cakes
  - Naomi- Plates

- Movie night- the movies chosen is Frozen and Lego Movie. It will be a $10 entry cost which will include the movie, popcorn and water. Ms Glover advised we could use the hall and the library and run both movies concurrently. We agreed on a time of 5pm -7pm. On the flyer it will be advising parents to arrive at school by 4.45pm to give time to mark off names and get students ready for the movie to start on time. A desk will be set up in front of the hall entry and the library entry where names will be marked off. Only one door will be open. Angela to send around email for volunteers on the night. Angela to send off final paperwork to road show to confirm date prior to correspondence being sent home. Angela to follow up wit Ms Glover to organise Teacher Supervision for the night. All present happy with $10 cost.

- Bunnings BBQ – 30th August 2014. Katie is no longer at the school, so cannot assist Angela in organizing the event. Angela is happy to do all of the ordering and coordinating for the event. Suzane & Leila to pass on Halal Butcher details to Angela to source sausages as no longer using Dalwiche due to inconsistent sausage size and too much fat in them. Khalida also to give Angela the details of the butcher they used for the Year 6 Peer Support BBQ. Julie advised she is happy to help on the Friday with preparation and can help on the Saturday morning. Meghan can help out on the Saturday afternoon. Ronnie is also happy to assist.
Tracey unable to as she is organizing a Fete with another school. Angela to send out an email with roster times so that everyone can slot in their availability.

- **Fathers Day Stall – Thursday 4th September 2014.** There was much discussion about times to have the stall operational. The concern with fathers day is we only have 250 items, so it is very hard to split them into the 3 sections. There was also a suggestion of selling into the classes, too disruptive. There was also a suggestion of selling before school, recess & lunch times only. In the end it was voted to sell at recess & lunch ONLY. These changes and items for sale will all go out in a flyer a week prior to the event. The 4D classes, Melissa will organise with the teachers to bring the students out just prior to recess to purchase. All stock will be split in half for the two periods, once it is sold out, there is no more. Angela will send an email out for assistance on the day. We will need more hands than usual, as we will have more students to sell to during recess and lunch period.

- **End of Year Dinner Fundraiser Friday 24th October 2014 –** Naomi has had a pamphlet printed up with all of the information on it for the night. Melissa & Naomi have written a letter to go with the pamphlet to all of the students Monday / Tuesday next week. Melissa to email a copy to Ms Glover and all members to look at. Naomi has also written a letter for donations for the night. This letter will be used to send to businesses that we all use. We all thought about at least one business we can approach and have made a commitment to do so. It can be hairdressers, candles, nails, etc. Melissa to email the letter to Ms Glover for approval and then out to members to use when they approach the business. We have a maximum of 250 tickets available on the night. Seating is in tables of 10 and must be prepaid. Ticket sales will be held on Thursday & Friday mornings in the hall from 0900 – 1000. Dates to be confirmed prior to letter and pamphlet going home. Discuss this event when you are at school chatting to parents and get them excited about it.

7. **General Business**

- There was a short discussion on Kindergarten enrolments. Ms Glover stated that seeing as we had to get two new demountable classrooms this year for the large intake of Kindergarten students, the procedure has changed as we no longer have available vacant accommodation. All in-area enrolments are automatically accepted. Out of area enrolments must apply for enrolment. Those with siblings at the school will be placed on a waiting list. Others will be declined. If vacancies become available those on the waiting list will be advised, most likely early next year.
CORRESPONDENCE IN / OUT
MEETING: 30 July 2014

IN

Candlelite brochure
Carnival Connection Fathers Day brochure
Cadbury Chocolate fundraiser Brochure
Fairy Floss fete Fax
Healthy Kids Association Insurance Brochure
The Fundraising Group Brochure
Espresso Cruzer email
New P&C Federation Constitution – Gazette 27/6/14
P&C Federation Voting Email
P&C Federation insurance email
P&C Federation e-bulletin email

OUT

NIL