

## **Mudgee Public School P&C Minutes for meeting held on 20<sup>th</sup> June 2011**

**Attendance:** Kylie Marshall, Jenny Woolley, Kelly Endacott, Jacqueline Robbins, Kim Stubbs, Trish Staples, Helen Dziura, Ros Rogers, Adam Sutherland

**Apologies:** Harry Alkamraikhi, Lorraine Stewart, Anthony Stewart, Sacha Ethrington, Candice Stott, Chantal Tyrell

*Meeting Opened at 7.05pm by Adam Sutherland*

### ***Business arising from previous minutes:***

Letter still needs to be done regarding the chip cooker

Helen has visited the local uniform supply shops regarding the school logo

Juile-ann has sent letters to the year 6 canteen volunteers for parental permission

*Minutes were read and accepted*

**Moved:** Helen Dziura

**Seconded:** Trish Staples

### ***Correspondence:***

P&C Journals

Thankyou card from the Bateman family

### ***Uniform Report:***

**Uniform Stock :**The final uniform order by the P and C has been completed. Big thank you to Karen Clulow, Lisa Kelly, Lorraine Stewart and Heather Notson and anyone else involved for co-ordinating this.

A stocktake has been carried out. We have \$5,480.50 worth of stock on hand. See attached report. \$2200 worth of stock has been sold to businesses in town and they have a list of stock we have on hand if they want more.

We have a lot of hats (particularly surf hats). One suggestion is that we donate the surf hats to the 2012 Kindergarten students (this will cost the P and C \$11 per hat)

There are also a lot of adult sizes. It will take some time for this stock to be sold. Lorraine has offered to be available for parents to get uniforms.

**Problems with logos on items that is not uniform:** I have spoken to all three suppliers in the last couple of weeks about this issue and they are in no doubt that we do not want logo on any items – other than those listed in our policy. I will hand deliver a letter to each business tomorrow outlining this in writing. The letter is attached – any suggestions welcome –

**Uniform Policy:** We need to formalise a uniform policy as soon as possible. I would like this to be on the agenda for the next meeting.

We are going to lock the room that the current uniform stock

Assistance for the purchase of uniforms from the school will come to us first

***Presidents Report:***

**Work Commitments:** I would like to take this opportunity to advise the committee that due to my work commitments, I will be unable to contribute as much time and effort towards the P&C as I have done in the past. I very much enjoy my position and am hopeful I can remain in the role at least until the 2012 AGM. I have communicated with the P&C executive regarding my time restraints and have asked if they can assist with some things that I may not be able to undertake.

I do ask, that if at any stage, anyone has a concern about my commitment and my position, please come and raise it with one of the executive or with myself.

**Volunteers:** I would like to commend the efforts of a number of people who have assisted and committed time in recent weeks. The P&C have been active with the Disco which raised approximately \$900 through the doors and then the athletics carnival where a small canteen and cake stall was operated.

It is the little things like this that make the difference, and I want to thank everyone who has been involved.

**Canteen:** Approximately 4 weeks ago Kylie and I meet with Lorna to discuss her 3-month probation. A number of issues were raised and resolved from both parties. Some of the important points raised were:

- Complaints about hot/cold food and how best to deal with these
- The need for canteen meetings – reporting of minutes etc. Two canteen meetings will be held each term with pre-determined dates. One will be prior to the P&C meeting at 6.30pm and the other at 2pm after the canteen closes.
- Canteen stock and minimising excess.
- Focus on recruitment, the need for more volunteers.
- Lorna is in the process of developing an OH&S and food safety protocol
- Lorna is to deal with day to day complaints.

**Principals Report** – Ros Rogers relieving principal

**Staffing Update:**

Mrs Susan Donnelly will take up the vacant class teacher position from the beginning of Term 3. For the rest of the year she will be teaching a number of different classes including classes where teachers are on Long Service Leave.

**NAIDOC Week preparation:** Mr Westcott is organising our NAIDOC week plans for next term. On Thursday 30<sup>th</sup> June, we are having a morning tea for parents of Aboriginal students or interested community members, who would like to share their ideas with us on how they would like NAIDOC week celebrated at Mudgee Public.

**Mark Walton:** On Thursday 30<sup>th</sup> June, Mark Walton will again be working with our school band and bands from CVPS and Gulgong Public. This has been a very valuable program, which the students have enjoyed and many of them have learnt new skills.

**Reports and Parent/Teacher interviews:** Reports should be out to parents on Wednesday 29<sup>th</sup> June. We are holding parent/teacher interviews this year, in the first two weeks of Term 3. Following conversations with parents and staff, we will be making changes to parent/teacher interviews next year and will definitely be having them earlier in the year.

**Mini Athletics Carnival:** This will be held on Wednesday 29<sup>th</sup> June in the Infants playground. All parents are welcome to attend.

**Balances of Bank Accounts**

General account \$35,000

Uniform Account \$3,500

Canteen account \$23,000

**Fundraising:**

**Motion:** To allow the purchase of approx 520 presents for father's day

**Moved:** Helen Dziura

**Seconded:** Kelly Endacott

**All in Favour**

Kim and Kylie will order next week

**General Business:**

- Kelly has requested that all sports equipment is to be centralised so it is accessible for everyone to use. Kelly is going to speak to Dennis and find out what is in the shed and then we will arrange a cleanup of the P&C shed. Will discuss at next meeting
- With the increase of kindy numbers the toys in the classrooms are limited and very old.

**Motion:** The P&C will give up to \$1000 to purchase new ones

**Moved:** Helen Dziura

**Seconded:** Kellie Endacott

**All in Favour**

Jenny Woolley is going to purchase these

- Blanket Day: Is a day where the children bring a blanket in and the heaters are turned off. The staff has discussed this and have decided not to participate in this as they believe it is not in the best interest of the children. The school has had an inspection from work cover regarding the heaters and have been given the all clear.
- Playgrounds: To check previous minutes to see if it was approved for the infant playground floor to be installed. The staff is going to discuss a plan for the primary playground and we will discuss at the next meeting.
- Netball Skirts: A request for new netball uniforms to be purchased.

**Motion:** The P&C will fund new netball uniforms and Jennifer O'Brien will organise this.

**Moved:** Kylie Marshall

**Seconded:** Kelly Endacott

**All in favour**

Will get samples sent to us before order goes through

- A request for the P&C to sponsor a child in the MS read-a-thon was denied as there would be lots of other children involved.
- An incident with high school kids volunteering at the athletics carnival when they were supposed to be at school. In future no child will be allowed to help during school hours and we are to contact a teacher to handle the matter.
- Kelly is going to speak to Mark regarding getting a gate at the back of the school grounds.

Meeting Closed at 8.25pm

Next Meeting will be Monday 8<sup>th</sup> August 2011