



NOWRA HILL PUBLIC SCHOOL P&C
MINUTES OF MEETING
Tuesday 12th September

Attendance	Apologies
Courtney Usher (Pres) Nicky Lovell (Sec) Karen Higham (Uniforms) Jo Ann Tyce (Canteen) Hayley Smits Donna Wyatt Libby Woods Katrina Muller Gordon Parish (Principal)	Melissa Salway (Treas) Lyndal Thomas (Vice President) Rebecca White (Vice Principal)

The meeting was opened at 1841hrs and Chaired by Courtney Usher

Previous Minutes:

Previous Minutes for August were yet to be accepted, carry over to next meeting or will ask for an out of session confirmation.

Outstanding Business:

- **P & C Committee Insurance Payment** – Check with Melissa that it has been paid. Nicky to follow up.
- **Shipping Container Quotes** – Estimate of about \$2000. Karen to be carried forward to another time.
- **Southern Stars Payment amount required** – Payment towards Southern Stars of up to \$4000 as requested by Gordon was voted on and passed in June P&C Meeting, with \$2000 to come from existing funds and \$2000 from upcoming colour run (originally meant for later in the year). Karen requested a costing breakdown from Gordon as to where the funds were required, Busses, costumes ect. Gordon to attend and present for next meeting.

Correspondence –

- Media release tabled from P&C Federation in regards to capital works and department of education. Nicky to email all P&C members the releases and they can read at their convenience.
- Varied fundraising catalogues and a new P&C Federation magazine.

Principal's Report –

- **150th Anniversary Celebrations:** Many stalls shaping up. Gordon has comprehensive list of stalls and arrangements.
- Katrina Muller to liaise with Gordon on the best place and what's possible for the high tea. Nicky and Jo Ann and Kylie Oke have offered to help bake for the high tea.
- Volunteers to run/man/create stalls based on a community fair theme have been called for on the school app and in the newsletter. Thank you to all those that have volunteered already and please if anyone can spare some time on the day to help out please contact Gordon Parish or Rebecca White.
- Karen Higham has offered to co-ordinate and collate money floats for the day for the various stalls with Kerrie O'sullivan's help from the office. Thankyou.
- Unfortunately, the Anniversary Dinner will not go ahead.
- Thank you to Libby Woods for your support of the school camp running your chocolate drive.
- Thank you to Courtney Usher for the Trivia Night.
- Thankyou once again to Jamie Shaw Building for a generous donation of \$5000 to the school for the purchase of some new lap tops.

- Naplan Online will go ahead next year. The students have trialled it this week with good success. It has been identified that some typing skills courses will need to be implemented to allow the students to compose on line ect for the Naplan tests.

Treasurer's Report –

- Apologies from Melissa.
- Paperwork was given to Nicky to bring along tonight for Courtney and Nicky to sign as Melissa is still in the process to trying to become a signatory on the account. Some discussion around how this was an issue last year also. Paperwork for Melissa signed by Nicky and Courtney and Nicky will deliver to Melissa tonight.
- Issues raised with cheques not being signed or presented timely.
- Possibility of putting Karen Higham on the signatory list was raised as she is at the school every Friday and easily accessible. To be discussed further.

Canteen Report –

- Jo Ann unsure on how books/balances are going or profit for this month due to being behind with cheques. Jo Ann to talk to Melissa.
- Changing some suppliers to reflect the healthy canteens guidelines.

Uniform Report –

- Some invoices overpaid? Karen to speak with Melissa.
- An issue with a cheque that was sent to supplier but never cashed, same has been cancelled and a new cheque issued.

Fundraising/Events -

- **Small school Carnivals canteen:** Unsure yet of the final figure raised from running the canteen on the small schools carnival day.
- **Triathlon/Colour Run: Jo-Anne Tyce.**
 - Is now going to be incorporated into the schools 150th Anniversary country fair. Cost price \$10 per Child and \$12 per Adult. 120 tickets available on the day for entrants at the country fair.
 - Tickets being charged at \$20 per person, which includes a Colour Run T-Shirt, Bag of coloured powder, sunglasses and sweat bands.
 - Browns Graphic Designs have generously donated the screen printing of the logo and design on all the T-Shirts, Thank you.
- **Elite Energy:** Courtney has been in touch with Elite Energy and has secured us the
 - Rodeo at the Nowra Rugby Park on the Saturday 30th December to man the gate and also run the canteen on the day.
 - Husky Triathlon Feb 17th and 18th 2018.
 - Please see Courtney or Karen if you can commit some time to volunteer for either of these events or want more information. Every volunteer earns money for NHPS.
- **School Banking:**
 - Thankyou Sheree school banking continuing nicely.
- **Christmas Raffle:** Was discussed at the last meeting, but not this one. Carried forward that Lyndal Thomas is organising.

General Business –

- **Itemised Costs for 150th Fete requested:**
 - Discussed with Gordon, who has taken over role of organising fete along with Rebecca White. An itemised account as yet unavailable. Some things he has costs for are Jumping castle and Slide - \$720 (thinking to charge \$2 per child to ride/play). Facepainting, photobooth – as yet unsure of costs.
 - Discussion about giving Gordon/Rebecca the school access to the \$5000 that had been ear marked for the fete via depositing into the schools corporate account to allow for invoices to be paid via credit card.
 - **MOTION: Pending budget/monthly balance sheet from Melissa, \$5000 to be moved into the schools account to be utilised for spending for the fete due to the issues/difficulties of receiving cheques. All in attendance in agreeance.**
Out of session vote will be called for by secretary once financials have been advised from Melissa.
 - Gordon in suggests hold off Southern Stars contribution payment until after fair as anything left in the school account kitty of the \$5000 P&C donated for the fair can come off that.
- **Karen:** Required to source the NHPS P&C ABN, which she sourced from the P&C Federation. We are listed as Nowra Hill P&C Association for our ABN: 81814206648. In attempting to locate our ABN Karen also found some information on the P&C Federation website in regards to our Nowra Hill P&C association not being Incorporated. This process is a matter of filling out some forms on the website and providing a cheque to the federation for \$100. This was discussed among members present.
Motion: For NHPS P&C to become Incorporated through the P & C Federation of NSW and pay the \$100 fee. Motion: Karen Higham Seconded: Courtney Usher. Motion Carried.

Nicky to follow up and complete required forms and send cheque.

Information about being an Incorporated P&C can be found on the P&C Federation of NSW website. <https://www.pandc.org.au/>
- It was brought to the meeting tonight from some members that they had received some negative feedback in regards to the P&C re: Minutes from meetings not being accessible, What are we fundraising for? Who decides what we fundraise for and why the levelling of the oval. Much discussion around this with the verdict being to attempt to improve communication with the whole school community.
 - **Minutes are published on the school web page**
<http://www.nowrahill-p.schools.nsw.edu.au/p-c-minutes>
 - **Agenda will be promulgated on the school App a minimum of 7 days prior to the upcoming meeting.**
 - **ALL Parents and Citizens with an interest in the school community are welcome and encouraged to attend the monthly P&C Meetings and hence to be involved in the decision-making processes. If you are unable to attend a meeting but wish an issue to be raised or something discussed please contact Nicky (secretary) on the below email or phone number for it to be added to the agenda.**
 - **Regular updating of the fundraising tally on Facebook to be attended (Courtney), and regular updates in the newsletter (Nicky).**
- **LIBBY: Motion for P&C to fund \$1000 towards the buses for the school swimming scheme. Motion: Libby Woods Seconded: Courtney Usher. Motion Carried.**

NEXT MEETING: Tuesday 10th October Year 6 Classroom 6:30pm.

If there are any errors or omissions or you have any suggestions for the next meeting, please contact the P&C Secretary: Nicky Lovell 0409191023 nic.lovell@gmail.com