



NOWRA HILL PUBLIC SCHOOL P&C
MINUTES OF MEETING
Tuesday 14th November 2017

Attendance	Apologies
Nicky Lovell (Sec)	Courtney Usher (Pres)
Karen Higham (Uniforms)	Rebecca White (Vice Principal)
Melissa Salway (Treas)	Sheree Bezina Schell
Kylie De Brett	Donna Wyatt
Gordon Parish (Principal)	Katrina Muller

The meeting was opened at 1833hrs and Chaired by Nicky Lovell (Secretary) in the absence of the President and Vice President; agreed upon by all members present at the meeting.

Thank you to all for coming.

Previous Minutes:

Previous Minutes for October 2017 were accepted as a true and accurate record by Kylie De Brett and Melissa Salway.

Outstanding Business:

- Shipping Container – for extra storage, Karen Higham – Ongoing Carry forward
- Southern Stars Payment – breakdown of costs was total cost to school of \$7928 with 24 kids involved and an out of pocket cost of \$150 per child after the \$4000 donation from the P&C. \$4000 cheque presented to Gordon on behalf of the Nowra hill P and C for donation towards the Southern Stars performance.
- Incorporation of our P&C – (Nicky) Ongoing Carry forward to Feb 2018 meeting see Secretary Correspondance/report.
- \$1000 to assist with the cost of the busses to the school swimming team as per motion from October 2017. \$1000 Cheque presented to Gordon on behalf on the Nowra Hill P&C.
- P & C \$100 Funding Request form as briefly discussed in October meeting to be carried forward for further discussion and development next meeting when President is present.

Correspondence – Secretary:

- A few fundraising brochures
- A letter from Seton Australia in regards to the purchase and installation of an automatic defibrillator for the school. Gordon states all staff have had the required training however the equipment is cost prohibitive. Will carry this item forward to be discussed at next meeting.
- Correspondence from Jo Tyce of her intention to step down from the position of Canteen Co-Ordinator and from the P&C, thankyou Jo for all you've done in the canteen to date.
- Correspondence from Libby Woods of her intention to step down from being a P&C member, thank you Libby for all of your support to date.
- Secretary tabled that Nowra Hill Public School P&C needs to have and/or update our P & C Federation By-Laws, our Code of Conduct, Social Media Policy for P&C and our Grievance, Complaints Policy/Procedure. Please see **appendix (A)** for a general outline of these that just need modifying to suit our own P&C. These will be tabled for discussion and implementation at Feb 2018 meeting.
- Please also take the time to read the prescribed roles and responsibilities of your office. These can be found on the P & C federation website.

Principal's Report –

- Policy development, as mentioned in the newsletter a number of policies were uploaded to the website in the past days. If you wish to provide feedback please do so via the App
- Panel Selection for Classroom Teacher
- Thanks Kyle De Brett
- Southern Stars

- Breakdown and P&C commitment – Cheque of \$4000 presented to Gordon for NHPS to assist with the Southern Stars Cost.
- Swimming Bus
- \$1000 – Cheque for \$1000 presented to Gordon for NHPS to assist with the swimming busses.
- Country Fair
- A massive thank you to all those who helped out on the day and in the lead up
- Profit of about \$4000
- Colour Run
- Massive thank you to Jo Tiyce, as you will see in the treasurers report this too returned a healthy profit
- Please see the Treasurers report
- Fundraising Target - if the levelling of the oval is an issue, I suggest redetermining the target
- P&C Communications
- I recommend that all executive members of the P&C become familiar with the P&C handbook
- I ask that all P&C communications be done via the school office, Karen Jones can be emailed on Karen.jones24@det.nsw.edu.au. Please note, Karen will not be amending or editing, it will go in as is
- Please make sure you have items for the newsletter to Karen in plenty of time or they will not go in that weeks newsletter.
- All P&C news and canteen announcements can be done via the P&C Facebook page.
- The P&C page is to be hosted by a member of the P&C executive, and it is suggested that the P&C develop a Social Media Policy
- If you do feel the need to leave a comment on the NHPS Facebook page please keep in mind the "Rules of Engagement" that you all agreed to when liking the page. What goes onto that page is at the total discretion of the Principal or their delegate.
- Out of Session voting - please be very careful with this. If you are going to do so, you need to include all members, or all executive
- As Principal I am an ex-officio member of the association and all its committees and executive
- I strongly suggest that the NHPS P&C develop their rules our bylaws, to accompany the standard constitution, and go on to develop a P&C Code of Conduct.
- I also recommend that rules and bylaws are developed for subcommittees such as the canteen and uniform committees
- Please see examples provided to secretary
- Canteen
- Council inspection - was not bad, just two issues. Please see report provided. Note I do not have to provide this, it is a courtesy. (Copy available from Secretary)

Treasurer's Report –

- **Colour Run** – Breakdown as follows

Total Cost (Including Prizes Given): \$4417.28

Total Income : \$6050.00

Fundraising Profit Total: \$2832.77

- **150th Country Fair** – Breakdown as follows

Total Cost (Including merchandise): \$5463.98

Total Income: \$9650.25

Fundraising Profit Total: \$4186.27

- Melissa requests a member take over the position of Treasurer until AGM 2018 as she can no longer fill the position after December 31st 2017. Melissa will arrange to take accounts to auditor and finalise the year. Kylie has volunteered to do this with guidance and support from Melissa.
- Thankyou Melissa for you time as Treasurer this year.

Canteen Report – Courtney Usher and Libby Woods.

- Courtney Usher and Libby Woods now running the Canteen until the end of the year, however request that a new Co – Ordinator be advertised for in the interim.
- Courtney and Libby not present at tonight's meeting. Courtney's report was tabled in the agenda.
- Gordon reiterated tonight that the canteen belongs to the school and not the P&C and reassures that no children are ever in there unsupervised.
- The boxes in the canteen area that are left over stock and equipment from the colour run will be taken home by Karen Higham and stored in her shed pro temp.
- Kylie bought up the collapsed shelving in the fridge making the fridge not very user friendly – Kylie to phone Ewings Electrical Repair to see if they have replacements shelves that can be purchased. ?Cost and ?buying new fridge. Decision made to cost replacing shelves first.
- Expression of interest for new Canteen Co-Ordinator will go into the newsletter – Nicky to action.
- Canteen not currently to have a separate bank account.

Uniform Report –

- Summer stock arrived, Invoice approx. \$3000. Still need size 5 dresses
- Red jackets have been discontinued – New jacket being sourced, Karen has a sample.
- Karen would love to see someone take over the uniform co Ordinator role next year while she will be around to support them in that.
- Red polo shirts are getting low – New design/style red shirt to be ordered soon.

Fundraising/Events -

- **150th Country Fair and Colour Run: See Treasurers report.**
- **Small Schools Athletic Carnival Canteen** – Turnover \$1044. No stocktake occurred on the day so unable to determine exact figures. All remaining stock went back into the school canteen.
- **Rodeo at the Nowra Rugby Park on the Saturday 30th December**
Arranged by Tracey Priestley for NHPS P&C to man the gates and +/- also run the canteen on the day. This donation of time from people to man the gates at the Rodeo last year brought in \$2000 for the school. Expressions of interest sought via newsletter for volunteers on the day. 2 hr shifts manning gates. Potential volunteers can contact Karen Higham for further info – Nicky to action note in the newsletter. Karen to follow up with Tracey Priestley and Courtney Usher on the canteen for the day.
- **Husky Triathlon Feb 18th 2018.**
NHPS P&C can man tables at the Husky triathlon and be paid to do so. Elite Energy hosting the event. 16 people are required for 4 tables. Last year this volunteering earned just under \$1000 for the school. Volunteers sort for Sunday 18th Feb - Potential volunteers can contact Karen Higham for further info – Nicky to action note in the newsletter.
- **Christmas Raffle: Lyndal Thomas**
- Lyndal absent from the meeting but asks for continued support in the way of donations ect to be sort via the newsletter – Nicky to Action.
- Requests P&C grant \$250 for the cost of printing or sourcing raffle tickets and dressing of prizes for Christmas raffle with all unspent money to be returned to the P&C along with appropriate invoices.
MOTION: To dispense \$250 to Lyndal Thomas for the purchase of tickets and raffle paraphernalia for the end of year Christmas raffle brought by Nicky Lovell and seconded by Melissa Salway – Motion passed and cheque made out to Lyndal Thomas in the amount of \$250.
- Lyndal also requested that the P&C committee at the meeting tonight confirm the cost of tickets – considering one of the major prizes is a 3 night away for a family including a pass to the Mogo

Zoo. General discussion around costing of raffle tickets and historically what they have been sold for. All in attendance at tonights meeting agree **tickets to be sold for \$1 per ticket and books of 20 tickets to be sent home with families as has been done in previous years.**

General Business –

- New Canteen menu and change of canteen Co-Ordinator – see Canteen report.
- Courtney asked that it be floated at the meeting tonight
“I would like to consider buying a bunch of flowers or something as a thank you to both Phaedra & Phil and Belinda (to be presented at end of year presentation evening) as they have both given years of service to the P&C and their youngest kids are off to highschool so its our last chance’ (Courtney Usher). General discussion arose around this and the possibly of setting a precedence that doesn’t then get carried forward and the risk of inadvertently offending someone if this occurred. General consensus and agreement from the P&C committee members present that this was not something that the P&C should implement.
- End of year School presentation night. Currently being held offsite at the Albatross Air Arm Museum. Currently the venue has been kindly donated to the school. Motion by Nicky Lovell and seconded by Karen Higham for the P&C to donate some funds to the school to assist in hosting the presentation night in an air-conditioned comfortable venue that the whole school community can fit in. Gordon reports that they still require a stage and sound equipment.

Motion to donate \$1500 to the school for a stage and sound equipment for the end of year presentation night at the Air Museum Albatross with any remaining funds to go towards refreshments for the evening. Brought by Nicky Lovell and Seconded by Karen Higham.

Donation of \$1500 cheque presented to Gordon on behalf of the NHPS P&C for the purpose of above.

Meeting Concluded and Closed at 2000hrs

NEXT MEETING:

Tuesday February 13th commencing at 6:30pm in the year six classroom.

AGM has been scheduled to take place in the NHPS Year 6 Classroom commencing at 1830hrs on Monday 12th March 2018.

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

APPENDIX A

By - Laws

<https://www.pandc.org.au/forms/members/170330%20-%20Affiliate%20suggested%20by-laws.docx>

Constitution

<https://www.pandc.org.au/forms/members/Standard%20Constitution%20for%20School%20Associations.docx>

Code of Conduct

<https://www.pandc.org.au/forms/members/170330%20-%20Code%20of%20Conduct.docx>

Complaints and Grievances

[https://www.pandc.org.au/forms/members/161012%20-%20Grievance,%20complaints%20and%20procedures%20policy\[1301\].docx](https://www.pandc.org.au/forms/members/161012%20-%20Grievance,%20complaints%20and%20procedures%20policy[1301].docx)

Social Media Policy

<https://www.pandc.org.au/forms/members/140718%20-%20Social%20Media%20Policy.docx>

Role of Treasurer

<https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20Treasurer.pdf>

Role of President

<https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20President.pdf>

Role of Secretary

<https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20Secretary.pdf>

Role of Principal

<https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20Principal%20in%20P&C%20Associations.pdf>