

## Kareela Public School P&C Association Minutes of Meeting

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|---|--|
| <b>DATE AND TIME</b>                      | Tuesday 25 March 2008  |
| <b>VENUE</b>                              | Staffroom, Kareela Public School   |
| <b>PRESENT</b>                            | As per signed attendance book.   |
| <b>ACTION ITEMS</b>                       |  |
| <b>From This Meeting</b>                  |  |
| Margaret Turner / Brett White             | Parent Representative – School Self evaluation Committee – Deepa Pracey to be approached to take on this role.   |
| Brett White                               | Suggestions to be sought for topics for future information sessions prior to the P&C meetings.   |
| Brett White/Lisa Hannon / Margaret Turner | Look into a link on the school website for P&C minutes, and consider a P&C newsletter.   |
| <b>From Previous Meetings</b>             |  |
| Megan Hale/Lisa Hannon/Chris Easton       | Advise Megan Hale of the amount that will be paid into the main P&C bank account from the 2007 year.<br><i>Donation of \$3,200 was received from the Clothing Pool from the 2007 year.</i>   |
| Lisa Hannon                               | Final accounts for Canteen operation.<br><i>To be presented at May meeting – waiting on final bank statement from ANZ.</i>   |
| Megan Hale/Lisa Hannon                    | Accounts from this meeting to be emailed out with the minutes.<br><i>Done.</i>   |
| Adriana Sanchez                           | Look into starting a Chess Club at the school.<br><i>Club is under way.</i>  |
| Margaret Turner / Lisa Hannon             | Letter to be sent to Barry Collier from the P&C re the problems with drainage at the school.<br><i>Still outstanding – waiting on information from the school to draft a letter from the P&amp;C.</i>  |
| <b>PROCEDURAL MATTERS</b>                 |  |
| <b>Apologies</b>                          | Leah Raabe   |
| <b>Present</b>                            | As per signed attendance book.   |
| <b>New Members</b>                        | Glenda Humphries   |
| <b>Minutes of last meeting</b>            | Moved that the minutes of the last meeting be accepted as an accurate record of the proceedings at that meeting.   |
|   | Moved by: Megan Hale   |
|   | Seconded by: Wendy Fradd   |
| <b>Secretary's Report</b>                 | <b>Correspondence in:</b>  |
|   | Nil.   |
|   | <b>Correspondence Out:</b>   |
|   | Nil.   |
| <b>Treasurers Report and Accounts</b>     | Accounts will be emailed out with the minutes of this meeting  |
| <b>Social &amp; Fundraising Committee</b> | Refer attached report. Also:<br><u>Chocolate Drive</u> <ul style="list-style-type: none"> <li>• Sue Tobin thanked Lisa Maddox for all her work in organizing the Year 1 chocolate drive, noted that a lot of non-Year 1 parents assisted in the organization of the drive, and concluded that the chocolate drive would be a good fundraiser for future years.</li> <li>• It was noted that although there had been negative feedback about chocolate fundraisers</li> </ul> |

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|  | <p>in the past, this year there was more positive than negative feedback from families.</p> <ul style="list-style-type: none"> <li>• It was noted that the timing of the chocolate drive was excellent as it happened before all the local sporting clubs started their chocolate drives, and this will be kept in mind for future years.</li> <li>• It was agreed that the easiest way to run these types of events was for families to opt out of participating in them, rather than be asked to opt in. It was agreed that all future P&amp;C fundraising events like this would be run on an “opt out” basis.</li> </ul> <p><u>Hypnotist</u><br/>The planned hypnotist night in Term 2 will now not be going ahead.</p> <p><u>Bunnings BBQ</u><br/>An application has been put in, and we should know in April whether we have been successful.</p> <p><u>Golf Day</u><br/>Planning is underway for the Golf Day in Term 3, further updates will be given as the day draws closer.</p> <p><u>Council Election – Term 4</u><br/>It was noted that the local council elections are on 24 September, and this will be a further opportunity for fundraising.</p> <p><u>Parent Disco</u><br/>A parent disco is being considered as a social night for Term 2.</p> |
| <b>Uniform/<br/>Clothing Pool Report</b>           | <ul style="list-style-type: none"> <li>• A donation of \$3,200 has been received from the operation of the Pool in 2007.</li> <li>• Sales are currently going very well.</li> <li>• Margaret Turner noted that any uniform items in the lost property bins at the end of each term which do not have names on them are donated to the clothing pool.</li> </ul>   |
| <b>Canteen Report</b>                              | Refer attached report.  |
| <b>Principal's Report</b>                          | Refer attached report.  |
| <b>Finance Committee</b>                           | Meetings held quarterly – no meeting since last P&C Meeting.  |
| <b>GENERAL BUSINESS</b>                            |   |
| <b>Swimming Carnival</b>                           | <p>Concern was expressed at the lack of shade in the areas where the children were sitting at the school swimming carnival this year. In particular, the shade cloth over the area where the children used to sit was no longer there.</p> <p>It was agreed that a site visit to the pool prior to the carnival should be considered for future years, as the school was unaware of the changes until every-one arrived at the pool on the day of the carnival.</p> <p>It was suggested that it would be worth talking to the pool operators to see what their plans for shaded areas are, and it would also be worth visiting the pool once their renovations are completed to see what the facilities are like now, and what sort of sun protection is available for the children.</p>  |
| <b>Parent Representative for Uniform Committee</b> | <p>Nominations for parent representatives for the Uniform Committee were called for. It was agreed that the role would involve participation in determining the school uniform policy, and this participation would include formal surveys of the school community. Parent representatives should include parents with boys and girls, and of younger and older children.</p> <p>The following parent representatives were elected: Chris Eaton, Megan Hale, Glenda Humphries, Adrianna Sanchez and Carolynne Knowingling.</p>  |

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| <b>Parent Representative – Finance Committee</b>                | Mark Ethell was nominated for the position, and there being no other nominations, was elected unopposed.  |
| <b>Parent Representatives – Environment Committee</b>           | Chris Eaton and Carolynne Knowling were nominated for the position, and there being no other nominations, were elected unopposed.   |
| <b>Parent Representative – School Self Evaluation Committee</b> | No nominations were received. It was agreed that Deepa Pracey would be approached to see if she was interested in this role.  |
| <b>Other</b>  | <ul style="list-style-type: none"> <li>• Brett White will email the members on the current P&amp;C email list asking for suggestions for the information sessions which occur prior to the P&amp;C meetings.</li> <li>• It was agreed that emails to the P&amp;C list would be sent as blind copies, the President and Secretary would have access to the list of email addresses.</li> <li>• A quarterly P&amp;C newsletter was suggested as a means of improving communication between the P&amp;C and other members of the school community, and hopefully lead to increased parent participation.</li> <li>• Margaret Turner advised that it would be possible to have a link on the school web-site to the P&amp;C minutes, similar to the links to the school newsletters.</li> </ul> |
| <b>Meeting Closed</b>   | 9.10 pm.  |

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**P&C Fundraiser – Chocolate Drive**

The chocolate drive has gone quite well. Thursday 20th March was the official cut off date for returning chocolates but there are still quite a few outstanding. I will be chasing those people up this week.

A big thank you to all those who sold more than 1 box per family and also to all those parent helpers who have assisted with delivering the chocolates and counting money.

To date we have raised around \$3700, but expect this to reach \$4000 by the end of the month. Definitely a worthwhile fundraiser.

**Canteen – Final 2007 Result**

- received the final bank statement from ANZ – all cheques have cleared, and we made a profit of \$7,200 last year (well done!)
- together with the opening balance of \$5,501 when the current committee took over the canteen has \$12,699.56 in the bank to hand over to the P&C, plus about \$100-odd in a very old Commonwealth bank account.