Minutes of P&C General Meeting

Wahroonga Public School – Wednesday 3 April 2013

Meeting opened at 7.01 pm

In Attendance: John Benton, Giacomo Bivisno, Frank Cross, Nick Fiennes, Vanessa Glastonbury, Jonathan Helps, Laurence Hibbert, Derek Lightfoot, Michelle Lightfoot, Elaine Pacey, Norman Pacey, Mark Rudlin, Tanya Sandoe, Clair Scott, Anne Seage, Ingrid Van Loon,

Apologies: Linda Russell, Alix Helps, Susan Stenning

Previous meeting minutes Approved

General Meeting 6th March 2013
Attendees present at this meeting all voted in favour of the minutes.
Proposed:  Mark Rudlin
Seconded:  Jonathan Helps

General Meeting 12 Dec 2012
Attendees present at this meeting all voted in favour of the minutes, including alteration below under Matters carried over from Band Review Committee Recommendations & Proposal

[There is an $11,500 shortfall in the band budget due to changing funding from both the school and the P&C. The P&C proposed to fund half of the shortfall for 2013 only, with band fees being increased to cover the other 50%. ]

Proposed:  ???
Seconded:  ???

Principal’s Report

John Benton gave his report and there was a general discussion on the current occurrence of homophobic language in the playground. It was also noted that with the current school numbers it was possible to appoint a second deputy principal. Further discussion to occur at the next P&C meeting with regard to funding time out of the classroom.

School Fair Report

Clair Scott advised that almost all the stalls were now allocated and a Facebook page was going to be set up. It was hoped this Fete would be larger than that held two years ago and the target was $40,000.

Uniform Shop Report

Report from Jane Ford, Uniform Shop Manager, read out by Clair Scott.

Shop is closed this week for stocktake and changeover to winter uniform and there has been a good response to appeals for help with this. Suggest future changeovers are held earlier to give parents a longer period to buy the new season’s uniform as most customers in recent weeks have wanted winter items.
Band Report

Current overdue fees stand at $18,500. Susan Stenning has mailed out new invoices. If payments are not received by W1 T2 children may not continue in program. Next course of action for non-payment should be telephone contact.

The possible use of a debt collector to be discussed at the next P&C meeting.

Bandroom Demountable
Quote for a new demountable has been received and is approx.$160,000 installed and operational. A second hand demountable is available for $100,000 with $50,000 for installation, total approximately $160,000 however GST may not need to be paid on second hand purchase.

Action: Mark Rudlin to confirm GST status

The above quotations do not include the additional 25% contingency amount required by the Department of Education.
Action: Jonathan Helps to get further details on these quotations and find a 3rd quotation
Action: Band Committee are to prepare a detailed proposal to P&C Committee on the purchase of the demountable for vote at next meeting 1 May.

All voted in favour of demountable option for bandroom located in Pool Road

Proposed: Derek Lightfoot
Seconded: Mark Rudlin

Canteen

Deidre Beck, Canteen Manager, has unexpectedly resigned, due to her husband’s job move to the US. She hopes to work until May to allow a handover period.

The Canteen continues to struggle to provide the existing 3 days a week service due to lack of volunteers. It was also stated that the Canteen does not run at a meaningful profit as item margins are not set at appropriate levels. The Canteen has only covered costs in 2013 financials to date.

A canteen out-source solution was discussed. The school could expect to receive approx. $10k p.a. lease revenue and the canteen would operate 5 days per week.

A committee of 5, including a canteen committee member, would be established to oversee the tender process. It was noted that some parents still wished to be able to serve the children in some capacity under an outsource arrangement.

Proposal: To outsource the canteen from Term 3 2013 and to immediately commence the tender process.

Proposed: Norman Pacey
Seconded: Nick Fiennes

Proposal carried with objection from Derek & Michelle Lightfoot. John Benton invited Derek Lightfoot to join the tender committee. Derek accepted the invitation.

Clair Scott advised that Interim Canteen Managers would be appointed on a paid basis to cover Term 2 service from our existing volunteer group.
Finances

Band – no further significant issues to report
Uniform – satisfactory progress
Canteen – lack of profitability noted
P&C – no report available

The disco reported a profit of approx. $600. So as to avoid the confusion that occurred this year, the cost of food will be included in every ticket for next year’s disco.

Band S2 2013 invoices will be available for payment via Flexischools.

Proposal: To use CBA electronic payments for Uniform and Canteen.
Proposed: Elaine Pacey
Seconded: Derek Lightfoot

Amphitheatre

The quotation received, approximately $70,000, was discussed and noted that this did not include the cost of a new electrical supply ($10,000+). It was generally accepted that the cost of renovation of the amphitheatre was too high and should not proceed.

It was generally agreed to allocate P&C funds raised from the fete and other sources for the purchase and installation of new playground equipment on the mulch area. To be formally proposed at the next P&C meeting.

Band GST

Sub-entities of the P&C are being elected for GST purposes so that the $150,000 GST threshold is not exceeded. Committee is waiting on the final approval of the auditor.

Band instruments need to be recorded on the P&C balance sheet.

Correspondence

1. Inter-Relate sex education classes – information to be included in the Newsletter. Michelle Lightfoot and Ingrid Van Loon will co-ordinate from the P&C. The P&C will cover the minimum charge of $350 for the classes should this amount not be raised from parents paying to attend with their children.
2. Loyalty card offer from Athletes Foot to be included in Newsletter.

Other Business

Name change of the “Class Co-ordinator Co-ordinator” to be “Class Co-ordinator Liaison” – Adopted.

Clair Scott will repeat request for an Ethics Teacher in the Newsletter – one more is required in order for this scripture alternative to run.