QUAKERS HILL EAST PUBLIC SCHOOL P & C ASSOCIATION

MINUTES OF MEETING HELD ON 15 NOVEMBER 2011

PRESENT: Cheryl Brown, Sheridan Caple, Joanne Fickel, Roslyn Morrall, Colin Ross, Alice Bullivant, Tanya Stephan, Linda Glenn, Gavin Glenn, Tracy Byers, Karen Baillache, Jo Squillace, Christine Black, Tim Carter, Rebecca Kennedy, Janeane Vaughan, Melissa Kay, Mel Betts

APOLOGIES: Rachel Jackson, Bronwyn Tyson, Terri Rochester, Marketa Bird, Karren Parsons

MEETING COMMENCED: 7.30 pm

CHAIRPERSON: Rebecca Kennedy

GUEST SPEAKER: Jo (Director) and Wayne (Accountant) from Before and After School Care.

Jo was invited as per the previous meeting to discuss the demand on before and after school care. We, as a P&C, wanted to know what could be done to decrease the waiting list/demand on the service. It is a major community issue and we are losing students due to the lack of spaces available.

At present, there are 45 registered spaces all of which are full and some days have a waiting list of up to 30 students.

Jo outlined that the Government is changing policies as of 1/1/2012 and she would need to re-register her business. Under the new legislation, the department would let her know, based on current situations, if the number of registered spaces could increase and what requirements are needed if a new building was to be introduced. The hall was suggested. Jo and Colin are going to inspect the hall to see if this is a possibility but felt it would be a hassle with the morning care due to breakfast requirements. Both buildings would still need to be used. Jo is in the process of registering for Vacation Care but based on the size of the current building has only been granted ten registered spaces.

Another proposal was the installation of two or three demountable buildings with a wet area, kitchen and toilet (co-ed), office and storage spaces. The size cannot be determined as yet because the legislation is not known until after 1/1/2012. There would be a restriction on the location of this new building on the school grounds as only two demountable spaces are left. At present, but based on enrolments for 2012, a demountable classroom would be needed. The introduction of the new building would allow Jo to increase the size of Vacation Care which is currently not an option at our school. This proposal would need in-depth study to determine its feasibility and practicality.

In summary, Colin is to investigate if he can obtain the legislation guidelines prior to 1/1/2012. Jo and her team will continue with registering their business under the new guidelines; Colin and Jo will investigate the suitability of the hall and the P&C, (aka Rebecca Kennedy), will investigate the cost of a building and services to the building. All will be reviewed at our next meeting in 2012 when all information is available.

MINUTES OF PREVIOUS MEETING:

Amendment to previous minutes was noted. Under the fundraising heading: The installation of air-conditioning units and Smart boards was covered by the government BER - the air-conditioning was funded by the P&C 2010.

Accepted by Rebecca Kennedy and seconded by Alice Bullivant.

BUSINESS ARISING FROM PREVIOUS MEETING:

- Was covered by inviting guest speaker, Jo.
CORRESPONDENCE INCOMING:
- P&C journals.

TREASURER’S REPORT:
- Balance for the General account at 31 October 2011 was $28,056.84 and the Uniform account was $23,009.41.
- Total funds available $51,066.25.
- Fundraising events: Car boot sale raised $506.00.
- Treasurer’s report accepted by Rebecca Kennedy and seconded by Janeane Vaughan.

UNIFORM REPORT:
- Kinder Orientation figures look to be over $11,000. This is down on last year, ($12,500 approx.), however this could be because a full year pack was not on offer so sales of winter clothing was down. This is expected to be rectified in autumn and will help with a steady cash flow. Sales of tracksuit pants were through the roof which is a bonus. This may be due to the fact they are now included in the sports pack.
- Sue sends her heartfelt thanks to all those who volunteered their time and energy. “You were all amazing.”
- Shop to close of the year on 8th December. A notice will be in the newsletter this week letting the community know.
- Stock-take needs to be performed and would be best done on Thursday 8th December after close of business. Tanya Stephan, Roslyn Morrall and Sheridan Caple have volunteered for this.

FUNDRAISING:
- Not a successful Car boot sale and a very big learning curve. Lots of suggestions after the event.
- No upcoming fundraising events in place.

PRINCIPAL’S REPORT:
- **Staffing**
  - Mrs Bird continues on leave. She is now out of hospital and recovering at home.
  - Mr Staveley has been successful in gaining a Deputy Principal position for 1-2 years at The Meadows Public School.

Student/school achievements
- **Blacktown Music Festival**
  I was very privileged to attend the Blacktown Music Festival on 19 October at Bowman Hall. The concert was of a very high standard and our dance groups and choir performed brilliantly. Well done to all of the students involved. Thanks must also go to Mr Staveley, Miss Mangion and Mrs Taylor for their work preparing these groups. Thanks also to all the parents and families who supported our students.
• **Kinder Orientation**
  Our kindergarten orientation program for this year has concluded. The program has run very smoothly and been very successful. Thanks to Mrs Janelle Clissold for all of her work organising and running this program. Thank you to the P&C and volunteers for your support of the program.

• The staff would like to thank the P&C for their generosity in providing the Teachers’ Day luncheon.

• **Planning 2012**
  We are well underway with our planning for 2012. Current programs are being evaluated and plans are being written for next year. Staffing is being finalised. We are currently looking at numbers that would require two additional staff members and one extra room.

• **Costs**
  Recommend parent contributions remain the same and hall lease rate to remain $25/hour. This was supported. However, new hall lease would not be issued until the suitability of the Before and After School Care has been determined. If both parties agree to use the hall then a lease agreement would need to be put in place.

• **Funding request**
  The school would like the P&C to contribute funds to cover several projects and assist on end of year financing. Every year the P&C makes a financial contribution of some sort. Gavin Glenn to investigate what the P&C previous years’ contributions have been.
  o Smart board bulbs starting to fail - $250 each
  o Windows 7 upgrade ram plus labour $4,000
  o Oval maintenance $10,000 plus

• Projects that have been funded from school funds this year include but are not limited to:
  o Library computer lab $30,000
  o Oval maintenance $13,000
  o Concrete $10,850

Colin is to make up a list of all requirements when he receives the quotes for the oval maintenance. Rebecca Kennedy, once she has received the quotes and previous years’ contribution figures, will email (we know this is not ideal but this is the last meeting of the year) to get the approval from the P&C committee on the amount we wish to contribute.

• **Coming events**
  17 Nov Blacktown Learning Community (BLC) Oral Reading Public Speaking final
  18 Nov BLC meeting/State final MCPPS Competition
  21 Nov-2 Dec Swim school
  5 Dec High school orientation day
  8 Dec Scripture assembly/Appreciation morning tea/Principal’s Award assembly
  12 Dec Year 6 graduation assembly
  13 Dec Presentation assemblies
  14 Dec Party Day/Year 6 assembly/Year 6 farewell
  16 Dec Last day of school for students
GENERAL BUSINESS:

- Next meeting is our dinner out. It was previously suggested the Outback Steakhouse but they do not split cheques and can be expensive at this time of year. Suggested was Quakers Inn or Ettamogah Pub. Vote was taken and Ettamogah Pub won. A table will be booked for Tuesday 13th. Please email Rebecca Kennedy if you wish to attend.
- Investigate into a new cover for the sandpit as it is a health issue if cats can use it.

MEETING CLOSED: 9.10pm

MINUTE TAKER: Sheridan Caple

NEXT MEETING: 7.30pm Tuesday, 14 February 2012