Date: 20th May, 2015

Meeting opened: 6:30pm

Minutes taken by: Bernadette Reynolds

Attendees: Dawn Dallas (DD), Christine Haddon (CH), Bernadette Reynolds (BR), Patsy Rae (PR), Mia Davidson (MD), Janet Kaye (JK), Kelly Costlow (KC), Kathy Sarkis (KS), Michael Guyer (MG), Yvette Milroy (YM), Samantha Said (SS), Bec Touzel (BT), Amy Rogers (AR), Lomae Parrish (LP), Yvette Mundell (YM), Cathy Rixon (CR)

Apologies: Dani Green (DG)

Minutes

LP moved that the minutes from the general meeting held on 18th March 2015 be accepted. PR seconded. Motion carried.

Business arising from previous meeting

- Sports Singlets: DD tabled a picture of singlets that have been ordered from Sports 2 U
- Aerating and top soiling school grounds: no new information
- Insurance money held in school safe: DD advised that she is ordering a new larger safe. DD suggested a coin counting machine to assist with Hot Food Stalls and Gala Day
- Water Tank Issue: DD has arranged for this to be repaired
- Rules/By-laws of the CPS P&C Association and Sub-Committees: PR asked about the Canteen which says it is a Committee of up to 7 – does it matter there is only 1. All agreed that being a small school made it difficult to get volunteers; no changes were made and all Rules/By-laws adopted

Correspondence

- P&C Magazine
- Fundraising Pamphlets

Treasurer’s Report

Refer to attached Treasurer’s reports:
- Treasurer’s Report as at 30th April 2015
- P & C Income & Expenditure Report as at 30th April 2015

JK moved submission of the Treasurer’s Reports. CH seconded. Reports accepted.

Canteen Committee report

PR advised after a patchy start to the term, the roster has now been filled and she has commenced working on next terms roster. PR will put up outside Canteen and message volunteers once it is available.

PR advised that the Thermoblend demonstration was an eye opener. It is an amazing machine and has the potential to make some great products for the kids. However the kids were reluctant
to try the products and it would take time for the machine to be cost neutral. An outlay of $2089 is substantial for our Canteen which averages around $120 in over the counter sales. PR does not recommend we purchase a machine but perhaps see if any parents or grandparents have one and are willing to lend the Canteen for a day once a month or so to generate interest from the students and to determine how much extra work is involved.

PR advised that she removed some gluten free chip options from sale as they were past their best before date. PR will monitor sales over the next few weeks and may change back to Red Rock Deli as they seem to be more popular with the children. Note: Honey Soy Chicken from RRD are not gluten free.

PR advised that Nepean Distributers are having issues in maintaining a continual supply of Nippys Chocolate Milk which is the biggest drink seller. PR will advise what options they come up with.

PR advised that there has been a small issue with utensils going missing from the Canteen week to week.

There was discussion about the sales of Ice Blocks (Sunny Boys) after 2.05pm (second bell).


Fundraising Committee report

KS advised that they made a profit of $1153 from the Mother’s Day Stall; $1661 has been banked and there is $39 owing. JK advised that she had some money. KS advised that there are 6 gifts remaining, with 3 broken.

KS moved submission of the Fundraising Committee Report. MG seconded. Report accepted.

Hot Food Stall Committee report

YMi advised the School held their Cross Country on Wednesday 1st April 2015. There were not as many parents attending but the children seem to make up for the absence with sales totaling $1,176.89 – that's up $100 from last year. Approx 270 sausage sandwiches and lots of drinks and lollies.

YMi gave a big THANK YOU to all the Mums who helped out.

YMi moved submission of the Hot Food Stall Committee. MD seconded. Report accepted.

Gala Day Committee report

BT advised that the first Gala Day went pretty well selling out of lollies and most hot food and drinks. BT thanked AR for being such a big help. Sales totaled approx. $2,500.

BT advised that with AR and JK she will undertake a cost analysis of products sold.

AR advised Fiona Secheny and Kelly Moreou are helping for the next Gala Day but a second coordinator is needed.

BT moved submission of the Gala Day Committee. JK seconded. Report accepted.
Principal’s report

- Thank you to everyone for a very welcome start at Cobbitty. Thank you to Amy for organising the welcome morning tea!
- Our school Management plan is now in the final stages of finalisation – Milestones to be completed by the end of term.
- Communication survey was sent home today – reviewing the school newsletter
  - More surveys will be sent home as we audit and review school policies and procedures
- Assets – scheduled maintenance - carpet to admin and classroom
- Drain pipes to water tanks have been ordered
- 25th June we will be holding our NAIDOC week activities
  - Bush Tucker Garden has been planned – Bunnings donating material and personnel
  - Mural to be painted on Kindergarten buildings facing the assembly area.
- Student activities
  - Stage 2 camp left today and will return on Friday
  - Stage 3 camp in week 7 4/6
  - Debating team (Gold) won the first round of their debating competition against Oran Park
  - Soccer knockout for boys at Belgenny tomorrow / Girls next Monday
  - Razorback Cross Country – our students performed extremely well with 4 students going on to compete at next level. Nick Bray 1st place, Lucia Mundel 6th place, Jack Carey and Luka Sarkis
- Budget being assessed and Library Upgrade planned
  - New shelving and furniture plus an interactive whiteboard
- Students travelling in private vehicles to and from school activities
  - DEC regulations state that all if the school arranges for children are to travel in private vehicle certain criteria must be met including
    - Vehicle registration
    - Personal injury insurance
    - Drivers licence
    - Working with children check
- Staffing
  - AP position will be advertised in term 3 with a request to hold the start until the commencement of 2016
  - vacant 3 day library/ 2 day RFF positions will also be advertised in term 3
  - student numbers have increased this year to 254- this means an additional executive position in 2016
  - Anticipated enrolments in term 3 mean that we may grow a class. Decision will need to be made as to how this will be managed at school level.
- Cobbitty Markets – attempts to have Community Use Agreement accepted

MG asked what was happening with Mr McLaren’s position. DD responded that all temporary positions would continue for the rest of the year.

MG asked whether the Maths Group would be recommenced. DD responded that she was starting a Tournament of Minds Group (Year 4-6). This is a problem solving competition held at UWS with 7 students in a team. Teams will meet Friday morning and some afternoons.

MG asked whether the students who participated in the ANZAN Run would be receiving a medal. P&C advised that this is being looked after by Mrs Wickham.
DD moved submission of Principal’s report. MG seconded. Report accepted.

**Items listed for discussion**

- Secret Garden Festival: AR tabled an opportunity for the P&C to hold a Breakfast BBQ Fundraiser at next year’s Secret Garden Festival (28 February 2016). AR believes this will make a minimum of $4K and up to $11K. The Committee agreed this would be a good fundraiser for the School.
- Gala Day Trailer: AR asked whether we can get a new padlock for the Gala Day trailer; DD to organize
- Fundraising Aim: There was discussion as to whether having an identified fundraising aim would help in getting parent volunteers; DD advised that once the School Plan is developed it would provide direction; LP suggested a survey of the school community
- Trivia Night: BR asked whether we would be holding a Trivia Night this year; DD advised that she has spoken to MB and he is interested in assisting; BR to meet with DD to commence organizing a Trivia Night

**General Business**

- Clothing Pool: JK advised on behalf of DG that mornings have not been busy and at this stage Wednesday afternoons have been quiet; Wednesday afternoons may be quiet as many kids go to Kids Club; DG to change day; Committee advised that Lowes have indicated that stock has been replenished.
- MG moved a motion that up to $4,000 be provided for the new style multi-purpose interactive whiteboard for use in the revamped open learning space. CR seconded. All agreed.
- MG asked how the Garden Club was going. AR responded that there were 6 volunteers last fortnight and the next working bee is scheduled for 22 May 2015
- MD asked if Harmony Day/Fathers Day will be held again this year: to be considered at the next meeting

**Meeting Closed:** 8.45pm

**Next Meeting:** 19 June 2015