

## **Dapto Public School P&C Meeting**

**Meeting Date: Monday 20 June 2016**

Chair: Tony Baerwinkel  
Secretary: Anne Hughes

### **Attendees:**

Teena Luck, Simon and Jo Scholtens, Tony Friedrich, Stuart and Nadeen Greentree, Michelle Whitehouse, Tracey Willis, Natalie Moran, Natalie Hutchinson, Sharon O'Callaghan, Anne Hughes, Tony Baerwinkel, Tracey Willis.

**Appologies:** Jim Steele

**Meeting opened:** 7.12pm

**Last Minutes Accepted:** Michelle Whitehouse and Jo Scholtens

### **Agenda:**

1. Welcome & apologies (Tony Baerwinkel)
2. Review of previous action items (Tony Baerwinkel)  
  
Change bus zone signs: Tony F waiting on response from Council.  
Air-con: Expecting a report from Spotless.  
Uniform Tender:
3. President's report (Tony Baerwinkel)
4. Treasurer's report (Tracey Willis)
5. Secretary's report (Anne Hughes)
6. Principal's report (Tony Friedrich)
7. Items for decision
  - 7.1 Dance-a-thon arrangements (Tony Baerwinkel)
  - 7.2 Father's Day stall arrangements (Tony Baerwinkel)
8. Items for discussion
  - 8.1 Engagement with the school community (Tony Baerwinkel)
9. General Business (All)
2. **Review of previous action items (Tony Baerwinkel)**
  - Change bus zone signs: Tony F waiting on response from Council, he will contact them again to find out what is happening.
  - Air-con: Expecting a report from Spotless re: Electrical Loading.
  - Uniform Tender: Tony B to be the P&C representative, to assist with tender writing via government process. Fytex is aware the end of three year contract is approaching.

## Executive reports

### 3. President's report (Tony Baerwinkel)

Firstly, on behalf of the school community I'd like to extend a big thank you to Natalie Hutchinson for her tireless efforts over the past several years.

Thank you also to Joanne Scholtens for her important work as treasurer.

The world is run by the people who turn up, and I'd encourage all members of our local community to turn up on the Monday of week 4 & 8 each term to provide their contribution to the activities of our P&C.

The key output of this group is fundraising to support the school, and our focus area for the immediate future is to fund the installation of air conditioning in classrooms across the school. Achieving this goal is likely to take several years.

The incoming P&C executive have worked through the banking details and control of the P&C accounts has been transferred to the new office bearers. We are currently seeking advice on how we can establish online banking for the P&C accounts to improve the flexibility of our financial operation.

Finally, I would like to recognise the contribution that Tracey Willis has already made to this group - of all of us, she has had the steepest learning curve as Treasurer, and I thank her for her effort to date.

### 4. Treasurer's report (Tracey Willis)

Account Balances:

P&C General Account: \$42,592.25 (as at 31st May 2016)

P&C Uniform Shop Account: \$28,410.59 (as at 31st May 2016)

Account Activity

#### 1) GENERAL ACCOUNT

Mother's Day Stall:

Money Banked- \$2498.90

Less Cost of Products- \$1659.94

Profit= 838.96

IMB: \$170 banked from money paid for account balances.

#### 2) UNIFORM SHOP

May Income- \$3016

Expenses- \$46.75 (Merchant Fees)

Cheque for \$1085.85 sent to Fytex P/L to appear on June Statement.

\$250 used to purchase staff gift vouchers.

#### 3) FINANCIAL SPREADSHEETS

Tracey is taking on the preparation of the financial spreadsheets, leaving the office staff more free.

Items to Discuss/ Action

- Committee Members to sign address change letter for Westpac to school address.
- Committee Members to sign cheque for \$250 from Uniform Shop (to transfer money back to general account as cheque was used from the wrong account to buy gift vouchers for Uniform Shop Staff).
- I have notified the P&C Federation of our change in committee members.
- The new bank signing authority is now in place with Tony, Teena, Anne and Tracey to sign jointly (2 signatures).

## 5. Secretary's report (Anne Hughes)

P&C Correspondence - 19th June 2016

From	Subject	Action required
Advanced Life – School photography & print specialists	Interest in school photography package presentation	None
LWReid	School uniform suppliers	None
Bear and Moon	Father's Day Stall gift brochure	None
Gifts 4 U	Father's Day Stall gift brochure	None
Smart Gift Ideas	Father's Day Stall gift brochure	None
Westpac	Merchant Business Solutions Merchant Statement	File

- In future, minutes will be emailed directly to the office, for upload to the web sit, link to the newsletter and/or facebook. Good for the community to see a transparent P&C.
- Natalie Moran suggested to let the community know how the P&C works and it's structure.

## 6. Principal's report (Tony Friedrich)

### Properties

#### **Upgrade Wi-Fi**

Will occur over the next month. The upgrade is to ensure each classroom has a wireless access point. This will stop congestion.

#### **Smart TV**

To be purchased for the demountable to accommodate the growth of a new class which is imminent.

#### **Electrical assessment for air conditioning installation**

Has taken place and we are awaiting the report. It is due tomorrow (21.6.16)

#### **iPads**

For the support classes has been sponsored by Rotary and Brooks Reach.

### Academic

#### **ICAS**

Tests are currently being taken. Results should be in mind Term 3.

#### **Archibald Portraits**

Have been entered for 2016. There are nearly 200 entries. Good luck to all!

#### **NAPLAN**

Testing is complete for 2016. Results are due late Term 3, and will be shared with the school community at a P&C once they are available.

#### **Reports**

Will be coming home on Thursday. Interviews next week.

## **Staffing**

**Kerrie Griggs** our SLSO from Banksia has retired and currently a process is underway to replace her.

**Kerry Mungovan** is finishing at the end of the term with the intention of retiring at the end of Term 3. Carol Harford will relieve as Assistant Principal. A process will get underway in late Term 3 for his replacement. Mrs Wilson will take the class for the remainder of the year.

## **Community Consultation**

The school has a grant available to spend on community consultation by Dec 16. Aiming for the biggest group of parents to consult and gather feedback on ideas to benefit the school.

## **7. Items for decision**

**7.2 Kidswish – mufti day; gold coin donation** 29<sup>th</sup> July, 2016

**7.2 Dance-a-thon arrangements (Tony Baerwinkel)** Friday 9<sup>th</sup> September, 2016. Money to be collected in the canteen. Tick off donations against a pre-printed class list. Notes to be distributed in week 3. The P&C agreed to sponsor a Pizza Party as a reward for the top 20 fund raisers in the school.

**7.3 Father's Day stall arrangements (Tony Baerwinkel)** Friday 2<sup>nd</sup> September  
Natalie H to help Tracey order Father's Day stock

## **8. Items for discussion**

**8.1 Engagement with the school community (Tony Baerwinkel)**  
Covered in the Principal's Report.

## **9. General Business (All)**

- A suggestion passed on by Natalie H to have a covering at the school gate for wet weather.  
Response: Not possible due to Spotless owning the property.
- Michelle W complimented Mr Sanderson for his efforts for the Rugby League Day
- Volunteers URGENTLY required in the canteen. Particularly on Friday's. Between 9.00 and 11.00.  
Any amount of time is appreciated, even 30 mins. Action: Tony F to advertise on Facebook.

**10. Next Meeting:** 8<sup>th</sup> August, 2016

**11. Meeting Closed:** 8.58pm