

# MINUTES OF LANE COVE WEST P& C MEETING

Held Monday 25 May 2009 at 7.00pm in School Library

1. **Chair:** Meeting declared open at 7.10 pm by C Abel  
  
**Present:** C Angier, C Abel, C Madden, D Strassberg, D Davies, D Pettigrew, E Hall, G Evans, J Levett, J Doherty, J Thompson, K Paterson, S Blythin, K Nash, L Rayner, L Chambers, L Franck, L Lusby, L Torrevillias, M Brown, M Gardiner, S Chand, V Firth, S Ellery-Plunket, K Schliebs, L Wells  
  
**Apologies** D Davies, L Bishov, M McGoldrick, K Brent-Reed
2. **New Members** S Ellery-Plunket, K Schliebs, L Wells  
  
Reiterated to members that you need to come to one meeting each year and pay \$1 to join for the year. (If you join at AGM in Term 4 you are a member for the next school year). If you are unable to regularly attend meetings, you still have the option to vote on matters as notice is given in the agenda for motions voted on in each meeting and other motions are sent and voted on via e-mail in between meetings.
3. **Minutes of Previous Meeting**  
The minutes of the last P&C meeting were tabled.  
K Nash identified typing error and the number in Senior band was changed from 25 to 45 members.  
Motion: The minutes for P&C meeting held 16 Feb 2009 be accepted.  
Proposed: Lee Rayner  
Seconded: Katrina Nash  
Motion Carried.
4. **Motions voted on since last Meeting**
  - 4.1 **Nomination of Vanessa Firth as Overall Fundraising Coordinator and a member of the 2009 Executive.**  
Motion tabled via e-mail on Sat 7 Mar to all Financial Members at that date. Voting for motion closed at 5.00pm on Tuesday 10 Mar 2009.  
Proposed: Sandhya Chand  
Seconded: Lorisa Danger  
Motion Carried.
  - 4.2 **Approval to spend up to \$1000 to subsidise the cost of some children attending camp.**  
Motioned tabled via e-mail on Thursday 2 April 2009 to all Executive Members.  
Proposed: Sandhya Chand

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Seconded: Katrina Nash

### 5. Matters arising from the minutes

Nil

### 6. Correspondence

- P&C School Mailout – Term 1, 2009
- Anti-Poverty Week information pack
- Fundraising Advertising Material – Various
- P&C School Mailout – Term 2, 2009

### 7. Reports

#### ➤ Principal

Report Tabled. Main points as follows:

- Interactive whiteboards/Video Conferencing
  - First 2 days of Term 2 were staff development days concentrating on whiteboards
  - 8 of the 16 classes have interactive whiteboards but really need one in every class if our school is not to be left behind schools in this area
  - The aim is 1 in every class by the end of 2009
  - Important to understand that good teachers and quality teaching is important to enhance the learning opportunities that come from the interactive whiteboards
  - 4 teachers on training last week and 4 on training this week for video conferencing (at least 1 teacher from each stage)
  - Catherine McCormack is computer coordinator for the school
- Reminder that last day in Term 4 is Thur 17 Dec for teachers and Wed 16 Dec for students
- Best Start
  - Going well with more training in progress
  - Kindy teachers have completed the training and now Stage 1 teachers are having training in preparation for next year
- Italian, Mandarin and French now offered after school
- OOSH going well under new management with good feedback coming through – thanks to Judy and Suzanne
  - OOSH happy for premises to be used for babysitting venue for Trivia Night
- 2 staff going on maternity leave
  - Mrs Saunders at the end of Term 2
  - Mrs Adaggra mid Term 3
- Mrs Stevenson received Lane Cove citizenship award for sustainability for work with both school and the community
- LEAP

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- School community is working with Lane Cove council and the sustainable schools network
  - Waste watchers have been out and work is being done to look at a worm farm and/or other composting
  - Maintenance committee working out where to plant shrubs with tree day donations to be planted around the school, particularly around Cullen St
  - Zone Cross Country – won trophy on handicap based on school numbers
  - Choir are practicing hard for concerts in Term 3
  - Sydney Dance Festival ahead for school dance groups
  - Sports in schools back this term to compliment PSSA
  - NAPLAN over again for another year
    - Not able to really compare states when there is no standard curriculum and starting age varies in each state
    - New curriculum is in progress with 4 key Learning areas:
      - Maths, English, Science, and Geogrpahy/History
    - 80% of curriculum must be on the key learning areas and is due to start in 2011
    - Can't compare results of NAPLAN results to BST as very different tests
  - Camp a great success. Fantastic effort from all teachers and a great time had by all. Next year's camp is 5&6 only.
  - SAM job will be advertised next week with selection based on merit. The position is only open to existing SAMs or permanent SAO with appropriate financial experience.
    - Applications close 12 June
    - Thanks to Maureen Hordern and Christine Harvey who have been fill-in SAMs
  - Swine Flu
    - All people who have been travelling overseas must be excluded from school for 7 days from the day you return – includes teachers as well as students
    - Students have been asked to take special precautions with hygiene
    - Antiseptic soap has been ordered
    - Encourage children and staff who are sick with any illness to stay at home
  - Building works
    - Admin building is fixed and final approval of works due this week
    - Large 21 core hall with COLA has been approved with a \$2.5M budget
      - May start anywhere from 6 weeks to 6 months time
      - End of year play on hold until we know the dates
    - Also awarded \$150K as part of National School Pride and Judy will go through list outstanding maintenance and list of wants to determine where fund may go
- **Treasurer**
- Actual v budget is tracking to plan, which is a little disappointing as 2009 plan was very conservative

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- Spending is spot on budget
  - \$70K cash has been disbursed to pay for interactive whiteboards and covered walkways
- **Canteen**
- Canteen committee now consists of 4 volunteers
  - Committee need to change roster as they need more volunteers on Fridays to cope with growth of the school
  - Hot lunches now on Mondays as sushi order numbers were not sustainable
  - No special food days until next term so the committee can get settled in
  - Canteen will open specially on Education Week open day
  - Welcome from P&C to Susanna
- **OOSH**
- Report tabled from Primary OSH Care. Main points:
- Staff going well and new training program going well
  - Current enrollments see approx 40 children each morning and 60 children in the afternoon
  - There has been a change in the enrollment with some children no longer needing the centre but new families have joined so the numbers have remained reasonably static
  - The implementation of new Government system has been challenging with the new software having 15 upgrades in 10 weeks, but it is almost at a stable point
    - Well done from Suzanne to Judy for coping with all of the changes
  - Children are actively involved in creating the program
  - There is now a cooking club, science club and an over 9's club
  - Journals are being maintained and there is also a homework club that operates in the library
    - Only OSHC books are used for reading and feedback is that more books are required for older children
      - Donations of books happily accepted from school community
  - Lots of new resources have been sourced, especially for outside activities
  - \$50 donation has been made to P&C from OOSH through sales at night markets and the children are enjoying involvement in community activities
  - Easter Program had only 15-20 children – not sure why the numbers were so low but the feedback from those who attended was great
  - Accreditation going through today and practice validation visits underway
  - Approx 20 parents came to the Term 1 BBQ
  - Term 2 meeting on Thurs 11 June at 6.15 in OSHC building
- **Band**
- Report Tabled. Highlights as follows:
- 36 junior and 41 senior band giving a total of 77 members
  - 39 Entertainment books with extra books available to purchase until the end of this term

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- Percussion resources have been purchased from recent fundraising
- Very busy term with 2 festivals and 3 assembly performances
- A replacement conductor for the senior band this Sunday as Gavin will be away overseas for the next 4 weeks

### ➤ **Fundraising**

Reports tabled – Summary and Night Markets.

- Lapathon
  - May need to hold it later in the year as it was very hot
  - \$7000 raised to date with about 150 children who have handed their money in so more money due in soon
- Need to revitalize the wish list with the aim of it being ready for Trivia night
- Father's day breakfast on the 4<sup>th</sup> Sep
  - Still need a coordinator for this event
- Halloween
  - Still need more volunteers to help
  - Having trouble working out the detail until we know what is happening with the hall
  - Need to investigate if the 1S demountable is a problem for the fireworks
- Trivia Night
  - Being Held at Lane Cove Public School due to space constraints
  - We are hoping for around 200 people on the night but the hall is twice the size of ours so there should plenty of room
  - LCPS hall has lighting, projectors, sound and chairs but will need to bring across more tables
  - No phone lines so we need to order mobile EFTPOS for the night (will also bring forms in case system problems on the night)
  - There is plenty of parking and it's not too far to walk for many
  - Sponsors and donations coming in with now 7 volunteers talking to local businesses.
  - Currently have \$3.5 - \$4K in donations and last year we had \$20k
  - Many businesses are still donating but less than last year due to economic climate
  - Targeting business in the green sector and also families who may own or work for businesses who may be able to help via e-mail and chatters
  - Website has montage for Trivia night which looks great
  - Delphine to coordinate Year 1 decorate and pack-up
  - A reminder that there is a church service on at 9.00am the next morning so we need to make sure all clean-up is done on the night
  - Christine mentioned a special thanks to Kim Jordan and Jo Matthews for help with the art works and framing
  - Tickets now at \$20/head

### ➤ **Clothing Shop**

Report Tabled. Main points as follows:

- Current committee took over from Sarah Burrows in Feb

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- Lisa and Catherine expected to be putting in 4-5 hours per week but it has ended up being a lot more
  - Lots of time saving innovations have been introduced like computer and printer which has also helped reconciliation process
  - Supplier problems, especially with Mr Charles, has caused a big issue with stock
    - Lead time of 16 weeks plus an increase in price
    - Now only going to Mr Charles for summer and winter tunics only
    - Milford helping with other stock although sports shirts will be without stripe on the collar, supply problems with sloppy joes and no bootleg pants until Dec
  - Proposing a change with the emblem to be sewn onto the uniforms instead of being sold separately
  - Who stock and order processes has taught new committee that stock needs to now be orders much earlier – as much as 6 months to guarantee supply and Milford have offered to take back unsold sport shirts when the new stock come in
  - Thanks to Lori so the help with the web-site ordering
  - Really need 4 to run the clothing pool and need the shop open twice a week when the season changes
    - Need to split stock control v normal shop operations
    - Also like to start managing 2<sup>nd</sup> hand and lost clothing pool
  - Will use Chatters and Website as a mechanism for getting some more volunteers to help
- **Maintenance Committee**
- Fixed OOSH storage problem by helping tidy P&C lock-up
  - Citrus trees were donated and planted behind kindy class rooms as part of Education Week activities
  - 2<sup>nd</sup> planning walk with Megan and Michelle
    - Use all tree day trees for school planting instead of going home
    - Start at Cullen St boarder
    - Class or year by year will participate to get ownership and encourage the kids to care for the plants
  - Not looking at any maintenance days yet
  - Beautifying “safe” areas that should not be effected by construction of new hall first
  - Can anyone if ideas about the school, please speak to Gareth or Judy before initiating any planting or tidying around the school
- **Chess Club Committee**
- Report Tabled.
  - Chess Club started in Week 2 of Term 2 and has 41 members
  - The beginners groups of 20 members will receive 1 hour professional tuition from Sydney Academy of Chess for 5 weeks

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- Professional tuition will be provided to intermediate/experienced group in Term 3.
- Fee per term is \$15 with a total of \$615 collected and deposited
- Tuition fees for the per will total \$550

### 8. Motions of which Notice Has been Given

**Motion:** Nomination of Susanna Ellery-Plunkett as Canteen Coordinator  
Proposed: Vanessa Firth  
Seconded: Donna Pettigrew  
Motion Carried.

### 9. General Business

Student Assistance from P&C

- The Education Department has a Student Assistance Scheme administered by Judy for our school. The fund is approx \$300 and is usually spent by Term 1.
- Judy normally has to pay a couple of thousand each year to assist students. It is not advertised but when students are missing out on excursions or other events as they are unable to pay, Judy helps with the cost and the parents pay what and when they can.
- Propose that P&C establish a fund of \$2000 per annum to be administered at the discretion of the principal to supplement the Education Department's Student Assistance Scheme, with the focus student inclusion – vote to go out via e-mail
- Need to look at other ways of helping students who may be financially disadvantaged and set-up of a second hand uniform shop is a good way to help. Chatters to be used to advertise the need for old uniforms.

C Abel declared the meeting closed at 9.05pm

Minutes taken by Janelle Levett

----- (President)

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