



# Jannali Public School P & C Association

107 – 121 Sutherland Road  
Jannali NSW 2226

## P&C Minutes 12 March 2019

Attendance: Karen Andrews, Nikki Kapassakis, Julie Robinson, Tara Cahill, Kaylene Pring, Liz Delfs, Val Cullen, David Eunson, Holly Smith, Janelle Argue, Rachelle Gibbons, Cathryn Walker.

Apologies: Kerri Grott, Kate King, Kris Harrison, Timothy Litton, Heather Causley, Liz Radley, Matt Lake

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### 1. Welcome and acceptance of previous minutes

Motioned: Liz Delfs / Seconded: Julie

### 2. Business arising from Previous Minutes:

- Captains Boards: 2 Honour Roll boards including transferring of names from old to new boards is approximate \$4600. P&C propose that the old boards are kept as they were a donation from a family, and instead school to consider if only new boards would work (board cost is \$1600 per board). Costs don't include installation. **Action:** P&C provided information to JPS and Karen/Nikki to decide how to proceed.

### 3. Presidents Report

- Thank you to all contributing staff and P&C members who made the 75<sup>th</sup> such a successful and memorable day.
- P&C information sessions: **Action:** Julie to propose dates to Karen Andrews JPS P&C to host for local P&C sessions; commencing time to be 5:30pm at JPS.

### 4. Treasurers Report (Kaylene)

- Treasurer's Report presented (see attached report); showing forecast of bigger expenses and when they occur (e.g Insurance and Chaplain). Refer One Drive for the individual reports.
- Tea Towels worked well and already orders received from e-News note.
- Order placed for Mother's Day stall gifts.
- Bank account: two Westpac accounts opened. Uniform shop is using the new bank account details. Access still be arranged for Tara and Heather. Use of the new account won't occur until funds can be accessed; following that transition to be planned to the new account with BASC.
- Financial Auditor – proposal from February 2019 meeting to change financial auditor. This is still in progress and shortlist of auditors being identified.

### 5. Principals Report (Karen)

- Thank you to all for contribution for the 75<sup>th</sup>. Plaque proposed on a piece of sandstone to be placed near Anniversary tree. **Action:** Liz to price and investigate
- School captains taken to leadership workshop;
- Upcoming Events:
  - Harmony Day 21<sup>st</sup> March
  - Coffee and Cake Parent Wellbeing forum – 3 March
  - Cross Country – 9 April (Fun Lunch)
  - School Development day – first day Term 2 (Monday 29 April)
- Two staff members advised of retirement: L. McKrell (LK) and S. Beattie(SB). Suggestions for send-off include: Friday assembly presentation, kids card sign off, possible breakfast (note breakfast club also on). **Action** Karen to advise tentative dates after talking with LK and SB.
- Next Working Bee: two silver chairs available needing cementing around the sand pit. (Refer previous item on plaque for the tree)
- Carpark – scope of works and spare bricks/pavers to be utilised in the playground.
- Carpark access via classroom and exit doors to be locked once kids have their belongings and access controlled for safety and security. **Action:** Nikki to reiterate with teachers and casual teachers.
- School entrance – proposing enhancement to school entrance, suggestions included children to be involved in entrance artwork, footpath mural. Karen researching potential grant. **Action** Julie to pass on details of artist from Mulga to facilitate art mural with kids.
- School has prepared new school brochures and requesting whether families frequenting or part of local businesses to have copies on desk to publicise the school.
- Kindergarten Information Session (2 April): P&C representative attending will be Janelle Argue. Warm nibbles requested from Canteen.
- Parents Forum Planning: Nikki discussed the plan for 2019 parent forums to be Term 2 Maths Workshop and performing a session on PBL. Sessions also requested for consideration included: Sex Education and re-running the Cybersafety (Australian Federal Police) forum that was found to be very informative by parent community.
- Lunchtime sequence: as of 18 March (next week), sequence will revert back to eat and then play as a two-week trial.

## 6. Reports

- BASC
  - Timing of BASC sub-committee meetings is being changed to a week before P&C meeting and new time of 6:30pm to 7:30pm. Meetings will be Week 2 and 6 each school term.
  - Secured \$30K grant for enhancement of BASC areas being: Kitchen and Air Conditioning
  - French Lessons have started and eight (8) students enrolled. Minimum of ten (10) students required for sustainability. Correction to previous minutes, where any children wanting to do French will need to enrol and pay as a casual student into BASC in addition to the French Lesson for insurance coverage. **Action:** Julie to

investigate whether P&C insurances will cover and respond for children not enrolled in BASC.

- Extra allowance – increased numbers has meant get kids in quickly. Vacation Care in January period utilisation: 765 places available and 614 filled.
  - Staffing: one staff member requesting a permanent position of 3 afternoons/wk, 1 morning – Tara going back to employee for formal request. Employment contract to be drafted.
  - Acro class is starting as part of BASC, for BASC kids only. It will be each Friday 3:30-4:30pm and taught by Miss Arthur.
  - Cannot find the Business Case plan tabled in July by Heather, that was mentioned in the Annual Report. Not discussed – **Action:** transfer to the next meeting for update or until Business Plan is reissued or located.
- Canteen
    - Canteen Report was provided and is stored in One Drive folder for this meeting.
    - JPS 75<sup>th</sup> Anniversary: canteen takings was approx. \$470 and was never intended as a fundraising event
    - Propose to reduce single use packaging, plastic boxes and kids to return salad boxes. Looking into initiatives of returning boxes.
    - Cross Country – special lunch day planned and note will be organised.
- Uniform Shop
    - Stock orders have been placed and stock replenished.
    - Uniform Orders started coming through P&C email address; and to date no feedback on uniform shop members receiving orders directly.
    - Uniform orders to be for 22 March 2019 – an alternative collection point could also be BASC.
- Environment / Jannali Rangers
    - Native (stingless) Bees (approx \$700) - In favour: 7, BASC have two bee hives and to be a collaborative effort between Ranges and BASC.
- Fundraising
    - Easter Hat Parade 11 April – raffle and note to be organised.
    - Mother's day – presents purchased, look into plants/herbs. **Action:** Lizzie to propose dates.
    - Takings from first cupcake day - \$233.85.
    - Fundraising dates planned as:
      - Term 2 - Trivia
      - Term 2 - Colour Run
      - Term 3 - Fair Day – propose end of Term 3, possible 22 September
      - Election Day BBQ – no longer proceeding
      - Bunnings Cake Stall - investigate
    - Lizzie and Val hoping to sit down with Sarah to go through everything/handover.
    - **Action:** Lizzie to run any Fundraising dates with Karen to ensure that we align and avoid conflicts.

- Funding Requests
- School's Fundraising Request list: presented by NK, saved into One Drive folder.
  - Listing contained ten (10) items; 3 were approved last P&C meeting (Graduation caps, Sensory Hub and Promethean Board)
  - Preferences for funding from NK are: 1) Future Focused Learning Hub (Flexible Learning Furniture) 2) Chromebooks for library (qty 15) and 3) Mural – extending current Mural on southern side of Kindy/BASC building.

## 7. General Business

- **Security Gate code** – P&C requested a change of code, even though school highlighted the code gets passed directly to children, for the overall security of children it is requested the code be changed.
- **ANZAC Wreath** – Woronora RSL donation of book agreed and wreath for Sutherland memorial. School Representatives (usually Captains or Vice Captains) to present wreath in the ANZAC service at Sutherland – Karen is waiting on acceptance of availability from Captains for this.
- **School parking** – parking around school even when early is difficult. Propose and investigate with Council for 4hr parking outside school on school kerbside. Voted For: eight. **Action:** Lizzie to draft letter to council.
- **Honour Roll Boards:** 2 off 1.2m x 1.2m - \$4600 and not including installation. Boards \$1600 each. School provided information so they can determine how they wish to proceed.

Close of meeting: 9:06pm

**Next Meeting: Tuesday 14 May, 2019**