



# Jannali Public School P & C Association

107 - 121 Sutherland Road  
Jannali NSW 2226

## Meeting Minutes – 7pm, 26 November 2019

Attendees:

Name		Name		Name	
Julie Robinson	Y	Val Cullen	Y	JPS:	
Kaylene Pring	Y	Kate King	N	Karen Andrews	Y
Holly Smith	Y	Tara Cahill	N	Emily Arthur	Y
Janelle Argue	N	Matt Lake	N	Amanda Mulder	Y
Cathryn Walker	Y	Simon Argue	N		
Liz Delfs	Y	Kris Harrison	N		
JBASC :					
Fran	N				
Bronwyn	N				
Elizabeth Radley	N				

### 1. Welcome and acceptance of previous minutes

Minutes of the previous meeting 3 September 2019, have not yet been issued and to be issued upon JA's return.

### 2. President's Report (Julie Robinson)

President's Report tabled.

### 3. Treasurer's Report (Kaylene)

- Treasurers Report tabled
- Auditor: an auditor has been recommended by JBASC Bookkeeper, Bev. Cost quoted to complete the audit is \$3200 (ex GST). Costs approved by all.

### 4. Principals Report (Karen)

- Sensor light installed outside of staff room.
- Yr6 farewell organised last night. Thank you to Miss Dibley and new venue worked well and everyone had a great time.
- Events: presentation day, carols and volunteer morning tea coming up.
- 2020: school development day 28 January, kids return 29 January 2020 and first function being the welcome back BBQ is on 3 Feb.
- Chaplain interviews are scheduled for next week, KA and JR attending.
- Electronic noticeboard purchased, DA required and the company is organising this.
- Staffing: NK returning and targeted graduate starts next year.
- Kindy class numbers currently at: 20-21
- Library being updated on the weekend

- Mulder: presenting on 4Cs and demonstrating leadership in Northern NSW – congratulations and great achievements and honour.
- Sustainability grant for drinking fountain; other grants being assessed for repair of basketball area.

#### 5. JBASC Update (Julie)

- JBASC: JBASC have submitted the required documentation on 22/11/2019 as part of the assessment process. Next step is receiving the five-day notice prior to on site audit occurring.
- JBASC: change to registration fee proposed so that it is no longer annual registration fee per family and instead a \$50 one off payment per permanent family booking and \$25 one off payment for casual placement effective immediately and for all 2020 registrations. No 2020 registrations processed to date. Approved by all.
- Enrolment: only one (1) enrolment from Como West; impacts on the bus and having two staff members during that pick-up and drop-off times. Como West already have their own BASC; so agree with JBASC recommendation to use the Como West BASC service. This does not impact the Como kids that utilise the JBASC service, until such time that Como potentially get their own on-site BASC service up and running. Approved by all.
- Staff changes: TC requested to be removed as the Nominated Supervisor whilst on sick leave. Hence this role has been accepted by BH.
- Employment related issues: motioned to seek specialist legal advice and two quotes received. Requested approval for up to \$5000 to obtain advice. Approved by all.
- Employee Assistance Program:
  - P&C Exec motioned putting in place a Employee Assistance Program for the wellbeing and benefit of JBASC employees. Two quotes received and third expected all from local providers based in Miranda, Sutherland and Caringbah. Costs projected for FY20 being \$500 (approx. 2 sessions); but it is unknown how well the service will be used, if at all. Approved by all.
  - P&C Exec motioned to include EAP in JBASC FY20 Budget of \$6000. Approved by all.
- JBASC Account Overview: budget is \$80K healthy
- Unpaid Super: \$6000 of unpaid Superannuation has been identified for the last 12 years so far. Investigation still to be conducted for 6 more years. JPS P&C will have to pay fee of \$20 per qtr per person to ATO. In additional there will be the 10% interest to be paid to ATO that gets passed on to individual employee. Consider letter to past employees to advise of discrepancy, however can only be issued to last known address on file and therefore may not be received. Superannuation has been paid correctly since June 2019
- Treasurer report
  - Paid for PBL tokens and chair bags
  - Miscellaneous cost is for the honour roll boards that are now complete
  - Auditor: Bev bookkeeper has recommended two auditors. One completed initial review of last year's audit and quoted \$3200 (+GST). Costs Approved.
- Canteen Report (Kaylene)
  - Freezer installed
  - Menu prices remain; some items that don't make canteen money will be increased, e.g custard new price \$1.50.
  - Carols on the Green: \$1 sausage BBQ will be held. BBQ helpers to be identified – 2-3 canteen volunteers needed and 2 for BBQ (Rob and Paul?), call out for volunteers needed.

- Uniform Shop Report
  - Thanks to Tanya Eunson for 5 years of dependable effort in the uniform shop, who will be stepping down next year.
  - Rachelle Gibbons happy to continue and offer of support from H. Smith, however perhaps a call out to new parents for assistance is needed.
  
- Fund Raising Report (Lizzie)
  - Colour Run – prizes being distributed 28 November 2019; label prizes and distribute to classes
  - Bushfire or Drought appeal: donations for the two schools who were lost in the recent bushfires – Bobin Public School and Wyaliba Public school, it was deemed cash would be easiest to get to them. Propose a fundraising tally on the night and report back during the night. The P&C to contribute \$500 per school (Card or Cash). Approved. Julie to reach out to the schools.
  
- Jannali Rangers:
  - Beehive ordered and expected delivery in February 2020. WHankin will oversee and manage, however will need a key as bees are sensitive to high heat and will need moving during the holiday period.
  - Jannali High School are donating a beehotel.

Close of meeting: 8:20pm

Next Meeting: Tuesday 11 February 2020