



# Jannali Public School P & C Association

107 - 121 Sutherland Road  
Jannali NSW 2226

## Meeting Minutes – 7pm, 6 August 2019, Rev 1

**Attendance:** Kaylene Pring (Treasurer), ~~Brianna Soames~~, Amanda Mulder, Emily Arthur, Val Cullen, Holly Smith (Vice President), Janelle Argue (Vice President), Cathryn Walker (Secretary), Kris Harrison, Rachelle Gibbons, Liz Delfs, Karen Andrews (Principal), Kate King, JBASC -Bronwyn and Fran

**Apologies:** Julie Robinson, David Eunson, Kerri Grott, Heather Causley, Tim Litton, Liz Radley, Matt Lake, Tara Cahill.

**Minutes By:** Cathryn Walker

### 1. Welcome and acceptance of previous minutes

Motion: Minutes of the previous meeting from 14 May 2019 be accepted. Minutes accepted.

### 2. Business arising from Previous Minutes:

- Dogs on school premises
  - Update: KA advises dogs not to be left unattended on school premises and Owner to be responsible for dog the entire time.
- School Parking Driveway:
  - Notification to be issued to KA of any persons not complying for KA to action.
  - Update: LD contacted the council they suggested a letter with signature support from the school community. LD will coordinate this following Fair day.
- Staff retirement:
  - notification of staff retirements to be publicised to parent community, suggested in newsletters
- School Communication survey:
  - data collation occurring and BSoames analysing, P&C requested feedback on results, to include results at next P&C meeting.
- Honour Roll Boards:
  - Stu Ryan making three boards, school obtaining sign-writing quotes. SR and PB moving flags and white signs being removed.
- Fair Day performances:
  - EArthur organising school performances and performances from other school inquiries. Performances for Fair Day were confirmed to be same as Education Day.
- Playground:
  - Update: Still waiting for AMU to finalise final amount to be reimbursed to the school; although some reimbursed but not all. KA to continue.
- Street signs: To be postponed to following Fair Day
  - Update: JR to send off letter to Council containing request for a “Blue locality sign”;
  - 4P parking signs proposed for parking along school
- PBL and JPS Awards Scheme:
  - Parents queried equity of awards and criteria in which PBL and Merit Awards are issued. AMulder to discuss with PBL team for clarity on awards
- 75<sup>th</sup> Anniversary Tree Plaque

- Update: Held over to after Market Day; JArgue offered to assist with obtaining Sandstone rock
  - School Entrance Enhancement
    - Update: JPS has made a submission and will provide update, confirm with JR the status as JPS are unaware of status.
3. President's Report (Julie Robinson)  
President's Report tabled.
4. Treasurer's Report (Kaylene)
- Refer Treasurers Report (Kaylene)
  - Updating of contact Information for ACNC, ABN, ATO, Super Clearing House is being undertaken. Contacts will become President and Treasurer. Treasurers Report (Kaylene)
  - Payments for upcoming events for Market Day, Snake Tails,
  - CBA term deposit for staff entitlements has matured. Westpac Term Deposit of 2% available – 4 month and signatories being JR, KP, HS; Proposed: Kaylene, Passed: Approved
  - JBASC – access to Westpac accounts for Fran and Bronwyn granted.
  - Appointment of financial auditor: held over; investigations ongoing.
5. Principals Report (Karen)
- Parent Teacher interviews completed
  - Education day completed and thank you to staff for organising a fun day
  - Athletics carnival and provider for smaller kids and parent support made a wonderful and fun day for all.
  - Camp – 5/6 camp well received, thank you to staff for organising.
  - Book Parade clashes with Zone athletics and a number of kids won't be at school to participate. School to review and confirm.
  - Chrome books – class set for library; to make-up on numbers (proposed qty 15 ~ \$6750) and decision postponed to Term 4 P&C meeting.
6. JBASC Report (Janelle)
- JBASC: ACECQA – online reporting portal updated; compactor installed and budget circulated.
  - JBASC Sub-convenor stepped down on 21 July. Succeeding Sub-convenor proposed as Janelle Argue and seconded (KP). Role accepted.
  - JBASC quotes: latest quote from Billy's Customs Kitchens (excl. wall removal, gyprock, electrical and plumbing)
    - Subcommittee meeting cancelled due to lack of numbers and change of subconvenor.
    - Attendance comparison: BASC numbers only slight increases, VAC numbers (week 1: ~39 week 2: 40 ) and excursions had full attendance.
    - New account: only 1-2 still paying incorrectly to CBA account.
    - Cash deposits: decreasing, possibly only one remain.
    - BASC: rate increases were well received, with no complaint or comment from parents.
    - BASC \$10 no communication fee: JBASC to review of policy and procedures to form guides.
    - Book-keeper and JBASC: considering improvements
      - Petty cash to be debit card, KP investigating;
      - Timesheet format updated to input into MYOB;
      - Combined statements for BASC and Vac Care.
    - Leave: Liz Moore in LSL until end of Sept.
    - Apprenticeship: GMoore – apprenticeship continuing.

- Communication – to be via Fran an dBRon and not TC. Coverage for two permanents by Bron,
- Regulatory: Quality Improvement Plan being updated, and latest standards to be reflected
- Complaint: ongoing of being charged whilst child is absent. Issue resolved and parent now signing out.
- Enrolment forms – VA forms already
- Maintenance: couch needing replacement.
- Incident: riding on bike down ramp, and ambulance attended but no admission.
- JBASC Business Review - \$11K (inc GST), complete review phase one – business goals, internal and external, phase two – developing a strategic plan roadmap, macro, asset replacement. Proposed: expenditure of no more than \$11K, (excluding staff costs); Passed: Approval – conditional pending getting another quotation for consideration (Tara to pursue with Network). Motion Passed.
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- Canteen Report (Kaylene)
  - Canteen menu being prepared for approval for 2020.
  - Canteen social Services grant (\$3K) for new freezers: update for Term 4 meeting
- Uniform Shop Report
  - Refer Uniform Shop report
- Fund Raising Report (Lizzie)
  - Colour Run – prizes to be ordered and arranged to give out on day of run and rescheduled date proposed 27<sup>th</sup> September to be agreed by school and confirmed to LD. Ideas circulated for 2020 Colour Run is rather than JPS kids receiving gifts, consider fundraise and donation of prizes for another charity
  - Cupcake day – next Cupcake day scheduled in Term 3.
  - Trivia Night - \$870 profit, enjoyable night (no raffles) and potentially more profit than 2018. Lessons and improvements recorded on Facebook, JPS Fundraising page.
  - Father's Day; Term 3 stall – 27 August proposed – confirmed. Liz to issue note.
  - School Fair
    - Jubilee Amusements Rides locked in;
    - Snake Tails confirmed; (\$880 – cost, 3 shows, \$2pp or \$5family)
    - Performances being arranged by E. Arthur
    - Stalls: Liz and Janelle to coordinate. Volunteers to be requested for stalls (canteen, cakes, snake tails, showbags, gelato). Charity donation at the gate – farmer/drought.
    - Year 6 stall: for Year 6 own fundraising to be discussed, organised and manned by Year 6 if wanted.
    - Raffle prizes: contribution from store holders – no silent auction for 2019 Fair Day.
    - Street food: potatoes on a stick, coffee cart being confirmed
    - Signage/Marketing:
      - market related only signs and only replace dates each year. Waiting on quote.
      - Brochures: printing and folding by local federal MP.
    - Help requested: assistance to organise event sponsors and raffle options Janelle & Kate King.
    - Canteen: will run usual BBQ, menu and selection. Specialty food vans considered, where menu does not conflict with canteen offering.
- Environment / Jannali Rangers
  - Attendance is doing well. Frog pond repaired and retaining water.

## 7. General Business

- Lunch baskets – investigated by BS

- Bathrooms – positive messages on bathroom doors (art messages, positive messages). KK proposed and suggestions to involve Lou from JBASC as well as students (Art Club running with Mrs Swanbury)
- Distribution for JBASC members Fran and Bron to be added to P&C distribution list.

Close of meeting: 9:25pm

**Next Meeting: Tuesday 3 September 2019**