



Jannali Public School P & C Association

107 - 121 Sutherland Road
Jannali NSW 2226

Meeting Minutes – 7pm, 3 September 2019

Attendees:

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

1. Welcome and acceptance of previous minutes

Motion: Minutes of the previous meeting from 6 August 2019 be accepted. Minutes accepted.

2. Principal's Report:

- JPS school purchasing lunch baskets (BSoames)
- Colour Run: Parent queried when colour run was being held. Note has been circulated via eNews and run scheduled for 27 September.
- PBL: Parent forum on PBL being hosted in Term 4 JPS liaising with Regional Coordinator to present/attend.
- PBL: Signage/logo – JPS sourcing own PBL design externally and identifying costs expected to exceed current budget. Quote/pricing to be circulated when known.
- School Entrance Enhancement: propose a school emblem (same as new art work outside JBASC) to be placed on concrete at entrance to school. Quote to be obtained.
- Honour Roll Boards:
 - Boards are completed by SR and have been taken for writing to be completed.

3. Treasurer's Report (Kaylene)

- Refer Treasurers Report (Kaylene)
- \$100 Anomaly on Treasurer Report was identified as one stall holder fee.
- Two CBA accounts proposed to be closed. Accepted by all.

- Propose: JBASC petty cash process to be modified so a new Westpac Debit account with a linked EFTPOS card so JBASC Coordinator. Two P&C Exec signatories required to put money into account. Proposal accepted by all.
- Safe unable to be opened, locksmith suggested on 3 September 2019 to replace. Accepted by all to purchase replacement Safe (Approximate: \$200).
- Updating of contact Information for ACNC, ABN, ATO, Super Clearing House is completed. Contacts are President and Treasurer.
- Appointment of financial auditor: held over; investigations ongoing.
- Fair Day:
 - Stall Holders are locked in (total: 19, food: 3 (gozleme, potato, hot dog), and allowance for two more, Year 6 stall: hair braiding, hair spray
 - Fair Day “Bump in” document drafted and tabled
 - Raffle prizes: toy stall holder donating toy hamper, game tickets, gift vouchers. Consider selling raffle tickets on same Snake Tail stall
 - Volunteers: as of 3/09 the number of volunteers is good for coverage and only a couple of spots still to fill.
 - Notes: JPS to push Cake stall note about baking and drop-off times
 - Price list: canteen pricing to be confirmed and send to Liz, posters and floats to be organised
 - Resources identified: float Runner needed, Traffic Management on leaving needs a resource /escort
 - Snake Tails: 45m-60min, (1015, 1215, 1330) one person per hour, raffle tickets different colour for different times
 - PA Accouncements: JR perform or coordinate school kids (show announcements)
 - Showbags: \$7 each, 3 for \$20. Concern showbag confirmation of delivery not received
 - Performances: no additional volunteers needed, MByrnes (music), Miss Arthur No. 2
 - Additional items to be organised for day: Bunting, marquees, tables, chairs and stage for performance (2 rows of chairs face towards library at edge of COLA)
 - Bins: P&C members to be alert and empty as required and redress.

4. President’s Report (Julie Robinson)

No report

5. JBASC Report (Janelle)

- JBASC: one afternoon at capacity (Wednesday) and waitlist
- Vacation Care: all program items have been booked
- Daffodil Day raised: \$186.65
- Staffing:
 - Bron and Fran going to Como orientation and new orientation packs developed and time to be recorded on timesheet
 - Additional hours being worked by Bron and Fran and request hours to be accurately recorded on timesheets.
- Documentation: JBASC Handbook, Fees Policy being updated with new Communication Fee, Enrolment Template being updated for use for 2020 enrolments.
- Kitchen Quotation: one last quote expected, excludes appliances. All three quotes to be reviewed and compared, presented at next meeting.

- Grass area in front of BASC is now dust and unusable. BASC asking if anything can be done there in that space and school to consider.
- HSE: No incidents since last meeting
- Fuel card organised for JBASC van.
- Archiving:
 - identifying of what is needed to be stored in compactor is in progress,
 - JBASC to identify resources needed to identify what paper hard copies can be destroyed, culled prior to moving to compactor.

- P&C Improvement projects:

Bathroom artwork

- Painter advice on preparation requirements, materials (Lana Swanbury to assist and liaise with Kate King)
 - Budget for equipment needed, paint, drop-sheets, miscellaneous items. Proposed \$500, Accepted by members.
 - Lou (JBASC employee) will design mural and draw designs on toilet doors for painting
 - Note to be circulated to children regarding competition and project details
 - Note to be circulated to parents for volunteers indicating scope of works; mural and toilet doors and painting the designs (sanding, painting design)
- Environment / Jannali Rangers
 - Only change reported (post meeting minute) is that WHankin no longer available to assist Rangers due to work commitments.

6. General Business

- Nil

Reports circulated for meeting but not discussed/reviewed at meeting. Time to be allocated for review at next meeting for review with latest reports (incl Fair Day etc.)

- a) YTD expenditure vs budget for BASC (BASC Budget Jan to Dec)
- b) YTD expenditure P&C (P and L All P and C – this still needs some figures put into it but it is a work in progress)
- c) Profit and Loss Statements for P&C – Canteen, Uniform and Fundraising (Job Profit and Loss)
- d) Profit and Loss Statement for total P&C (total Profit and Loss)

Close of meeting: 8:35pm

Next Meeting: Tuesday 29 October 2019