

Ladysmith Public School P&C Minutes- MAY 2018

Date: 2nd may 2018	Opened: 7.05pm	Ladysmith PS
---------------------------	-----------------------	--------------

Chairperson:	Fleur Muller
Minutes:	Katrina Roberts
Attendees:	Toni Hurst, Liz, Kylie Short, Fleur, Bec, Kat, Fiona, Lisa, Shane-Ann, Meg
Apologies:	
Quorum Achieved:	5 attending including 2 executive, staff less than 50%: Yes

Fleur welcomed everyone to the meeting, especially Meg as her first.

PREVIOUS MINUTES: READ BY Kat. Acceptance of previous minutes as a true and accurate record - Accepted by Fleur, seconded by Liz.

AGENDA TOPICS

TREASURER'S REPORT

INCOME:	3483.65 As per report attached		
EXPENSES:	\$790.01 As per report attached		
BANK BALANCE:	\$8192.90AS AT 30th April 2018		
NOTES:	Kat accepts report, Toni seconds		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

PRINCIPAL'S REPORT

DISCUSSION	<p>Meg discussed the recent staff development day. They did training in leave planning. Training in the wellbeing framework and the school plan. There are changes to the Literacy and Numeracy continuums, which are now called progressions. These will be implemented over time.</p> <p>There was a recap of Oral language and a focus within the school on 'think, pair, share' in the classroom. There will be a focus on elaboration, leading with comments.</p> <p>This term: Mobile dentist, Blue earth, Athletics next week Joh & Meg will do reading comprehension training Alison will do training in effective reading Premier's debating next week, Naplan week 3, Life education van and walk to school day Fri 18th.</p>		
CONCLUSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Look into small schools public speaking dates.	Meg	ASAP	

PREVIOUS BUSINESS

EXCURSION

DISCUSSION	Helen has messaged that the excursion will be week 5 term 4, with years 2-6 going to Dubbo. Discussion and financial planning will continue with Catherine
------------	--

DUATHLON

DISCUSSION	Final report is almost complete		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Finalise report	Lisa	ASAP	

BEYOND BANK

DISCUSSION	Bec has organised forms. These need signing to set up new account		
CONCLUSION	Three signatories will be Pres, secretary and Treasurer		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Complete forms	Kat	ASAP	

BUDGET

DISCUSSION	A new oven and renovation to the kitchen to incorporate benches or an island bench as well as new flooring would be ideal. Dishwasher may be needed too. Quotes should be obtained for cupboards/benches		
CONCLUSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Obtain quotes	Bec		

MOTHERS DAY

DISCUSSION	Mrs Barry has offered to organise small gifts for Mothers day. Liz will help wrap.		
CONCLUSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Sort Mothers day gifts and distribute to students	Catherine & Liz	Mothers day	

CROSS COUNTRY

DISCUSSION	BBQ will be sausages, steak and hotdogs, possibly burgers. No soup this year as we don't have many soup cooks. Infuso coffee has decided to not participate as it is not financially viable for them. Scribbles cafe has the date free and willing to attend. They will make a donation proportionate to their takings. Riv fresh also have a coffee van. Riv Fresh may be able to donate flavoured milk.		
CONCLUSION	We will use up Bunning soft drink		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Contact Riv Fresh re coffee van	Bec	ASAP	
Write to Riv fresh re Milk donation	Kat	ASAP	

GRANTS

DISCUSSION	<p>Fleur Bec and Kylie attended the council info night. It was confirmed that we will not be eligible for duathlon funding this year.</p> <p>It is possible we could run a social gathering. Perhaps dinner/dance/bushdance.</p> <p>Victoria Lowe suggested we could be involved with the festival of small halls, which is an extension of the woodford festival. This may still prove costly to us and a lot of work.</p> <p>Another option is 'tin shed rattlers' to conduct bush dance. \$690 for 4 hrs.</p> <p>Other ideas:</p> <ul style="list-style-type: none"> • Bingo • Trivia night • Movie night • Inspirational guest speaker who spoke at previous leaders day. Combine with dinner. Currently doing a speaking tour. <p>In the Arts and culture category: workshops in the school holidays.</p> <p>Jewellery making with Steve Craig.</p> <p>Other options: Animation, collage and photography, Margie Carlisle</p> <p>Collaboration & display with the rose show.</p> <p>Kylie has suggested we apply for a grant within the Community health & wellbeing category for diabetes fundraising.</p> <p>This could include media application, guest speakers, educators. Combine with other events.</p> <p>Make connections, invite small schools, Meg might supply a support letter.</p>	
CONCLUSION	There are lots of options. Bec Lisa Fleur & Kylie will work on quotes and grant applications.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Movie night quotes	Fleur	asap
Investigate grants further & compile	Bec, Fleur, Lisa	asap
Contact Albury diabetes group re availability	Kylie	asap

NEW BUSINESS

INCORPORATION OF P&C

DISCUSSION	Fleur has looked into Incorporation and how it may impact us as P&C federation Memembrs. Approximately 75% of P&C are incorporated. The benefits are in personal protection for the office bearers in relation to debt and liability. Without incorporation liability falls to members and executive. Cost is a one off \$100 fee & completion of forms. Once incorporated yearly financial statements need to be submitted to the P&C Fed. Our constitution may need to be amended to include this.	
CONCLUSION	Fleur moves a motion that we take the necessary steps to become incorporated included necessary costs. Kat accept and Lisa Seconds. All in favour by show of hands. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Begin incorporation process	Fleur	ASAP
Check our constitution	Kat	Next meet

INSURANCE

DISCUSSION	Fleur has investigated our insurance. We may need to increase cover. Currently public liability is adequate however we could pay extra to cover: <ul style="list-style-type: none"> • Volunteers, • directors, • assets and money We have 2 options <ol style="list-style-type: none"> 1. Wait until insurance is due in July (approx \$500) 2. Pay now to secure extra cover immediately (\$130-\$170 until July renewal) 	
CONCLUSION	Fleur moves a motion to increase our insurance now to cover volunteers and P&C members for accident insurance to the value of \$50,000 Bec accepts the motion, Fiona seconds. All in favour by show of hands. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Instate additional cover & arrange payment	Fleur	ASAP

NEWSLETTER

DISCUSSION	The staff have discussed and now suggest the newsletter should come out fortnightly. This will take a time burden off teachers and Catherine.	
CONCLUSION	Newsletter will be fortnightly, additional info will be sent via note or APP.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

HEATING AND COOLING

DISCUSSION	Megs room and the principal's office is not adequately heated or cooled. Discussion regarding weather P&C can donate air conditioner. Bec to investigate.	
CONCLUSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Investigate air conditioner quotes	Bec	

MAINTENANCE

DISCUSSION	Meg has noticed the poor condition of the carpet & paint in the classroom. Meg and Liz have indicated the staffroom needs blinds as has none. Alison’s classroom needs new blinds as well. The department may be responsible for this maintenance. Liz has requested a light switch and sensor light outside the cleaning room as she needs to walk around the back without light.		
CONCLUSION	We will check if the department can assist with these issues before the P&C contribute.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Request action from department re maintenance.	Meg		

CORRESPONDANCE:

In:

Date	From	Regarding
various	P&C fed	Various
	Bulbs direct	invoice

Out:

Date	to	Regarding
	ATO	Contact detail update
	Wagga whats on	Duathlon inclusion

Meeting Closed: 9.14pm

Next meeting: Wed 6th June at 6.30pm

Ladysmith P&C Income and Expenditure

2nd May 2018

April 2018

Opening Balance 1st March 2018 \$5499.26

Add receipts

Bulbs	1011.60
P&C Memberships	18.00
Bunnings BBQ	1782.05
Small school XC	672.00
	<u>3483.65</u>

less expenditure

Fiona Lehmann- Drinks Bunnings	\$155.70
Koorringal Butchery	\$344.70
Cash/bakers delight	\$43.00
Fiona Lehmann-	\$246.61
	<u>\$790.01</u>

Balance at Bank as at 30th April \$8192.90

Closing Balance \$8192.90
