**Condobolin Public School**

**P&C Association**

**General Meeting Minutes 5 December 2014**

**Meeting opened:** 7.05pm

Present: Joe Kiss, Jenny Kiss, Natalie McDonald, Margaret Baxter, Jasmine Venables, Cecilia Whippy, Gregory Doyle, Deborah Nay

**Apologies:** Deb Manwaring, Kelly Jarick, Sarah Baxter, Tara Baxter.

Margaret Baxter raised a concern that someone at the last meeting recorded the meeting, and should not have without other people’s permission. She has voiced her disgust that this happened and has requested that a letter be sent to the person recording the meeting.

**Minutes Previous Meeting** Moved: Natalie McDonald Seconded Deborah Nay

**Business Arising:**

Joe asked if in the minutes provided previously, it was mentioned that he was aggressive towards Colleen and Lizzie, was he? Cee said that he had asked a question around having two people present. Joe mentioned that it is at the P&C meeting that decisions are made and cannot be made unless it is changed at another meeting. Joe will place a copy of the email from Colleen in the minutes. Email was tabled.

Joe mentioned that he had researched the length of time that hot foods can be retained – 4hours.

Margaret raised the question of awards being notified to parents. Deb explained that Student of the Month and Merit Certificates are notified through the bulletin and the level awards should be notified by teachers. Hoping everything will be right for next year.

Jenny has bought some insect spray for use in the canteen, slicer purchased (great), additional half-hour on Mondays and Fridays working well.

Android tablets not researched. School will utilise its funds to purchase iPads to support K-2 program.

Street stall cancelled due to lack of helpers. Not required to fund raise, but helpful for promoting the school.

**Canteen Report:**

Jasmine has presented a rough copy of the menu for 2014. Have taken the hamburgers, chicken burgers and chilli chicken wraps off every day; Nachos and spuds will stay on Thursdays and Fridays will change. Looking at offering flavoured water and plain milk. Sandwiches will be offered. Will have a daily specials Monday – Thursday. Pricings will vary depending on costs in 2014.

**Motion:** Move that the changes to the menu be accepted to start in 2014. Prices to be presented at the AGM. Moved Jasmine Venables Seconded Jenny Kiss **Carried**

Stop work meeting was not notified to canteen- 14 lunch orders and 10 recess orders. Deb apologised.

Year 6 dinner: Raylene Richards has organised the plates, picking them up next week. Cee will cook meat on Thursday (roast beef and chicken) and the slicer will be used. Marg Weale, Robyn Rees, Sandi Berry, Natalie McDonald , Jenny Kiss and Cee Whippy helping in the kitchen on Friday.

Margaret mentioned that it was great when parents used to be invited to the Year 6 dinner. Could this be considered in future?

**Principal’s Report:**

Tomorrow, our K-2 students will be presenting a few items for the Christmas Concert. The kindergarten students will also receive a special presentation. We are looking forward to families coming to support the children.

Student reports are due to go out on Monday. Most have been printed, signed and copied ready for distribution. I still have a bit of work to do in finalising some of the reports before the weekend. Please contact the school if you don’t receive your child’s report early next week.

Our annual swim school has started, and would have found it very cold today. We are fortunate that the high school has provided a driver for the WCC bus. It has certainly gotten us out of some trouble this year.

The school executive has been taking time planning for the future. We have been working on our school management plan for 2014, which is a slight variation on the current plan. Next year, we will need to then look at the plan for the following three-year period. Hopefully we will have more information around what will be happening with our funding and management systems.

At this point, the school will be funding two additional teachers to ensure that classes are of a size that does not add to the anxiety of students who would not cope with classes of 30 children. We are working our way through organising classes and teachers. All decisions are made with our students in mind. Though some people may disagree with some of the decisions made, only the executive are aware of all pieces of the puzzle. Sometimes parents are not happy with a student in their child’s class, but we may be more aware that someone in the alternative class may lead to other issues. We look not just at the dynamics of this year, but several years.

We will not be able to afford to employ the same number of support staff that we have had in 2013. It has been quite beneficial to have the extra staff this year, however.

This year, our kindergarten teachers have been undertaking training in L3. The results have been magnificent, with all targets being achieved or surpassed. This new methodology has meant that the children are leaving Kinder with much more advanced reading and writing skills than in the past. We are now looking at the next stage to support the Stage 1 teachers in continuing this good work.

All students are currently being place on the literacy and numeracy continuum – similar to Best Start. This is now available K-6, instead of K-2. We are going to provide information to the high school on our Year 6 students from the continuum. As our teachers become more familiar with the continuums, they may discover that students have been placed incorrectly and will be moved backwards in some instances, in line with where they should be. Whilst some may see this as a concern, I am pleased to see that teachers may gain a more in depth understanding of each continuum and make changes in accordance with their improved understanding. There is a lot of new learning taking place for our teachers in relation to PLAN and the new English curriculum in 2014, as there has in 2013.

Next week we will have the Year 6 Graduation and the Farewell. This is a change in the way things have been done in the past. Sometimes we need to look at new traditions. We hope that this change meets the needs of the students and their families.

I would like to take this opportunity to thank the P&C for their support this year, and wish everyone a safe, happy and healthy holiday period. School will return for students on Wednesday, 5 February 2014. Kinder will start school on Friday, 7 February and our school swimming carnival is on Friday, 14 February.

Deborah Nay

**Correspondence:**

Accounts from Argus and Lachlander

LWR catalogue

Bank information re: Term Deposit for long service leave.

Resignation letters from Lizzie Keen and Colleen O’Bryan.

**Treasurer’s Report:**

Natalie explained that as she needed to set up a different system for recording finance, the income includes the balance brought forward.

**November**

General Account $14,657.32 iincome $5,032.50 expenditure. Balance of $9,624.82

Canteen Account $28,571.93 income $15,326.62 expenditure, Balance of $13,245.31

Term Deposit for long service leave has not had any activity for past three years. Deb Manwaring has suggested that we do as was done last time and add $882 to this account to keep it functioning.

**Motion:** That the amount of $882 be deposited into the Term Deposit for Longs Service from the Canteen account. Moved Natalie McDonald Seconded Jasmine Venables **Carried**

Discussion held around the purchase of a laptop for use of the treasurer for bookkeeping and secretary for minutes. Suggested that there be a loan register. Put on the books as agenda item for the general meeting following the AGM in March 2014.

Margaret suggested that Deb Manwaring may be able to provide advice to allow Natalie to continue the treasurer’s role until the AGM. Deb has suggested that there be no more than $5,000 in each of the General and Canteen accounts.

**Motion:**  That Natalie, on Deb Manwaring’s advisement, move the excess money from the General and Canteen accounts to the term deposits or appropriate P&C account/s for purchase of materials, books, equipment, etc in 2014. Moved Margaret Baxter Seconded Jenny Kiss Carried

**General Business:**

Motion relating to the Year 6 students working in the canteen expires at this meeting as we only gave it one month. Has been working well, though there haven’t been so many students working in the last three weeks. Jasmine doesn’t need any students for the rest of the year.

**Motion:** That Year 6 students with parent and principal permission be able to work in the canteen at recess and lunch until the next meeting in March 2014.

Moved: Natalie McDonald Seconded: Jenny Kiss  **Carried**

Joe asked Jasmine and Cee if they are finding discussions with two executive okay or bullying.

Cee has suggested that if they (Jasmine or Cee) run into a problem that they contact the committee to request a meeting with two people out of the canteen to discuss issues. Meeting during canteen operating hours creates issues as this is a busy time. The president and one other executive to meet with canteen workers has been suggested. Leave making a motion on this point until next meeting.

Where is the constitution? Margaret has suggested that one of the previous secretaries should know where this could be.

Membership list has been put together based on information provided on bank statements and in minutes. Needs to be kept up to date.

**Motion:** As of next year, a numbered paged book be provided to record membership as of 2014. In that book, record member’s name, contact and email and when membership is paid. To be kept by the secretary. Moved: Margaret Baxter Seconded Jasmine Venables **Carried**

Employees of the P&C who are paid members can do everything else that other members are entitled to do, except be a member of the P&C executive.

Minutes from 5 September and 7 November to be uploaded to the school website.

Items for raffle – iPod dock (1st prize) and sports bag (2nd prize). Jasmine and Cee will sell raffle tickets

**Next meeting:** 6 March 2014

**Meeting closed:** 8.40pm