



**Beaumont Road Public School Parents & Citizens' Association Incorporated**

**Minutes of P&C Meeting - PROVISIONAL  
School Staff Room  
Wed 29 July 2015, 7:30pm to 10:30pm**

In attendance	Emma Bromley (EB) Carey Francis (CF) Helen Hogben (HH) Meredith Holt (MH) Linda Hutton (LH) Malcolm McDonald (MM) Guy Winslow (GW) Annelise Woo Ruiz (AWR)
Apologies	Shane Chenery (SC) Debbie Fung (DF) Jane Stormon (JS) Geeta Sully (GS) Elle Turchini Nicholas Walker-Levy (NWL) Julie Ward (JW)
Item	Title
1.	<p><b>President welcome</b></p> <ul style="list-style-type: none"> <li>CF welcomed everyone and announced apologies received from members</li> </ul>
2.	<p><b>Open Action items</b></p> <p><b>Business arising from the previous meeting</b></p> <ul style="list-style-type: none"> <li>Items declared closed: Term2_15_1b; Term2_15_2; Term2_15_3 &amp; Term2_15_7; Term2_15_4; Term2_15_5; Term2_15_6; Term2_15_8; Term2_15_10</li> <li>Update on Term1_15_1a: sponsorship – EB to file the documents centrally on our Google Drive; CF and LH to research examples of sponsorship policies.</li> </ul> <p>Funding allocation</p> <ul style="list-style-type: none"> <li>Band (cost subsidies) – The committee re-confirmed that the P&amp;C already subsidises band costs by providing instruments.</li> <li>Benches close to the play equipment – The committee asks the Principal to complete the installation as discussed in 2014.</li> <li>MM plans to purchase at least 10 metal picnic tables (estimated cost \$1.5k each) to provide more seating for students in line with the increased enrolment figures. EB proposed that the P&amp;C pay 50% of the final cost with the contribution capped at a maximum of \$7.5k: GW seconded. The committee accepted the proposal.</li> <li>Upgrade the cricket nets and fix the pitch – MM is in the process of obtaining quotes for this. MM confirmed that the school will pay for this.</li> <li>More social, school-wide events – The committee recommends that the canteen is open for the pet show on the last day of term 3. MH proposed a budget of \$500 to purchase bar tables for general use at social events; HH seconded. The committee accepted the proposal.</li> <li>Beaumont Briefings – The committee supported the concept of parent information sessions. Cost to the P&amp;C to date has been limited to light refreshments.</li> <li>Awning apron around the canteen – The committee asked CF and MM to investigate feasibility and costs</li> <li>Ventilation in assembly hall – The committee asked CF and MM to investigate ventilation options and costs</li> </ul>

	<ul style="list-style-type: none"> <li>• Extension to the playground equipment –The committee asked CF and MM to investigate options to attach additional play equipment onto the existing modules. The cost of extending the playground equipment and the soft-fall area is estimated at \$20k-\$30k.</li> <li>• Shade structure across the large asphalt area – Rejected</li> <li>• Subsidise the multi-literacy program – Rejected</li> <li>• Electronic notice board (SRC request) – The committee recommended that the SRC consider dedicating their fundraising efforts to this project if they wish.</li> </ul> <p><b>Confirm minutes of the previous meeting</b></p> <ul style="list-style-type: none"> <li>• CF moved that the P&amp;C accepts the minutes of the previous meetings (6 May 2015 and 29 June 2015) as correct; EB seconded; accepted</li> </ul>
3.	<p><b>Principal's report</b></p> <ul style="list-style-type: none"> <li>• Preparing for the Y5-6 excursion to Canberra; MM accompanying the students and staff</li> <li>• DEC representative has confirmed that we should receive an answer on the multi-purpose resource room in two weeks</li> </ul>
4.	<p><b>Confirm the Executive's decisions (if any)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
5.	<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>• Report submitted</li> <li>• EB queried why the canteen profits and uniform profits are down compared to this time last year. CF explained that the uniform shop is carrying additional stock due to the initial production run of winter tunics and summer dresses at BME. SC will begin to provide the canteen subcommittee with their figures so that they can review their prices and costs against sales income.</li> </ul>
6.	<p><b>Subcommittees</b></p> <ul style="list-style-type: none"> <li>• Band report submitted</li> <li>• Canteen report submitted and noted</li> <li>• Uniform report submitted and noted</li> <li>• Fundraising report submitted and volunteer changes noted. The committee thanked EB, GW and the other members of the fundraising committee (Kari Berg, Sabrina Caffin, Maya Gomez, Meredith Holt, Annelise Woo Ruiz and Pete Wilson) for their sterling work on fundraising generally and on the Christmas in July event more recently.</li> <li>• Class parent network report submitted</li> <li>• Technology report not submitted</li> </ul>
7.	<p><b>Representatives' report (President's)</b></p> <ul style="list-style-type: none"> <li>• School Council – discussing progress against the 2015 goals set out in the school's strategy plan; letter sent to DEC requesting progress update on the multi-purpose resource room; Alistair Henskens, State MP for Ku-Ring-Gai, has agreed to join the School Council</li> <li>• Skoolbag – pilot with KO, 1H, 3C and 4/5G underway. Richard Palmer has done a great job loading the data</li> <li>• Compliance – CF attended NSW Fair Trading seminar for incorporated associations. P&amp;C Executive has developed an operational schedule to ensure compliance with key requirements and drafted a handbook to guide new Executive members.</li> <li>• Insurance – CF thanked NWL in his absence for reviewing the insurance packages and providers. The committee agreed to renew membership of the P&amp;C Federation and purchase insurance through the P&amp;C Federation (CGU)</li> </ul>
8.	<p><b>Motions on notice</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>

9.	<p><b>General business</b></p> <ul style="list-style-type: none"> <li>• Combined scripture assembly discussed. MM confirmed that children registered for ethics classes should attend ethics classes as normal during any special scripture assemblies.</li> <li>• Homework policy discussed</li> <li>• School blazers for official school teams discussed. The committee asked Debbie Fung to investigate a set of school blazers for students to borrow when representing the school at external events, such as debating.</li> <li>• Road safety discussed. MM will remind parents and children of NSW road rules.</li> </ul>
----	--

**For your diary:**

**Wed 9<sup>th</sup> September 2015 7.30pm: General Committee meeting**

**Meeting Closed 10:30pm**

### **Action Items**

<b>Open Action items</b>		<b>Who</b>	<b>Due</b>
Term1_15_1a	Sponsorship: File the current sponsorship records on Google Drive Research examples of sponsorship policies	EB CF & LH	Term3 meeting
Term3_15_1	Confirm the ethos of the band program	JS	Term4 meeting
Term3_15_2	Install benches close to the play equipment	MM	Term4 meeting
Term3_15_3	Investigate options to attach additional play equipment onto the existing play equipment	CF & MM	Sept
Term3_15_4	Ensure that the canteen is open for sales during pet show on the last day of term 3	ET	Sept
Term3_15_5	Investigate feasibility and cost of an awning apron around the canteen	CF & MM	Sept
Term3_15_6	Investigate options and costs of ventilation in the assembly hall	CF & MM	Sept
Term3_15_7	Progress completion of the SRC funding requests allocated separately to the school for completion	CF	Aug
Term3_15_8	File the electronic copy of the 2014 financial accounts on our Google Drive/FINANCE/2014	SC	Term3 meeting
Term3_15_9	Renew P&C Federation membership and purchase insurance through P&C Federation	CF	31 July 2015
Term3_15_10	Investigate the provision of a set of school blazers for official school teams	DF	Sept
Term3_15_11	Remind parents and children of NSW traffic rules	MM	Immediately

Open Action items		Who	Due
Term2_15_6	Thank the building committee for its work in 2014.	CF	Term3 meeting
Term2_15_7	Investigate the reminder for the workers compensation premium	SC	Term3 meeting
Term2_15_9	Processes for Lice Outbreak	MM	Term3 meeting
	a) Modify the standard letter so that it states something like "you're receiving this because there is a lice outbreak in <u>your child's year</u> " and to ensure that the class parent coordinator receives a copy of the letter in the event of an outbreak	HH	
	b) HH will email class parents in that year to "work as a group" in the event of an outbreak c) DM and CF to draft standard email with tips and tricks for use by the class parent coordinator.	DM & CF	
Term2_15_11	Distribute out the 2015 meeting schedule	GS	Term3 meeting
Term2_15_12	Brief volunteers for the Assistant Treasurer on the role	SC	Term3 meeting
Closed Action items		Who	Completed
Term1_15_3	Table lice outbreaks at the School Council meeting on 13 <sup>th</sup> March and provide an update	CF	Term2 meeting
Term2_15_1 b	Lodge P&C 2014 financial accounts with NSW Fair Trading	SC	Term3 meeting
Term2_15_3	Exec committee to look into short/medium/long term fundraising goals and bring to next P&C meeting.	CF	Term3 meeting
Term2_15_4	Send MM the pest inspection bill for the school to pay.	ET	Term3 meeting
Term2_15_5	Organise the supply and installation of the canteen blinds	MM	Term3 meeting
Term2_15_6	Lice outbreak processes	CF	Term3 meeting
Term2_15_8	Send a costing proposal for the friendship programs to the Exec	LH	ASAP
Term2_15_10	Provide information on defibrillator for the school for inclusion in the fundraising goals	MM	Term3 meeting

**Comment [CF1]:** This action wasn't in the agenda

**Comment [CF2]:** This action wasn't in the agenda

**Comment [CF3]:** This action was in the agenda but under a different number

**Comment [CF4]:** This action was in the agenda under a different number

**Comment [CF5]:** In the agenda under a different number

**2015 Decisions**

Description	Meeting Date
P&C has a new Constitution.	10 March 2015
P&C has adopted the WHS policy, the Code of Conduct and the Grievances, Complaints and Disputes Procedure.	10 March 2015
P&C committed an additional \$25k for the multi-purpose room, bringing the total set aside to \$125k	10 March 2015
If Uniform Shop is out of stock, P&C does not pay for alterations to uniforms.	06 May 2015
P&C supported the concept of running parenting information seminars in general once a term. P&C supported the recommendation to run the friendship program.	06 May 2015
Attendance of the Y6 farewell event will be free for Y5 and Y6 students. The cost will be split between the school and the P&C.	06 May 2015
The P&C will pay 50% of the final cost of new metal picnic tables with its contribution capped at \$7.5k.	29 July 2015
The P&C approved a budget of \$500 to purchase bar tables for social events.	29 July 2015