



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

**Minutes of the P&C Meeting  
School Staff Room  
Tues 10 March, 8:15pm to 10:15pm**

In attendance	Emma Bromley(EB) Shane Chenery(SC) Carey Francis(CF) Helen Hogben (HH) Meredith Holt(MH) Linda Hutton (LH) Malcolm McDonald(MM) Geeta Sully(GS) Hans Thomsen(HT) Nicholas Walker-Levy (NWL) Julie Ward(JW) Guy Winslow (GW) Annelise Woo Ruiz (AWR)
Apologies	Sarah Jenkins (SJ) Morelle Reeves(MR) Jane Stormon (JS) Helen Tan (HT) Elle Turchini (ET)



Item	Title
1.	<p><b>President welcome</b></p> <ul style="list-style-type: none"> <li>• CF welcomed everyone and thanked the outgoing P&amp;C Executive committee.</li> <li>• CF goals for 2015               <ul style="list-style-type: none"> <li>○ Build on our existing volunteer base to get more new faces around the table</li> <li>○ Continue to develop our compliance structure to make sure we have the right policies and procedures for our operation</li> </ul> </li> </ul>
2.	<p><b>Constitution</b></p> <ul style="list-style-type: none"> <li>• The new constitution is based on the NSW Fair Trading model constitution. It addresses changes in the current legislation that were not reflected in our old constitution</li> <li>• Summary of new constitution (circulated to Exec numerous times via email and available on the school website for the required 21 days' notice)</li> <li>• MH moved that we accept the new constitution</li> <li>• Unanimously accepted</li> </ul> <p><u>Decision:</u> P&amp;C has a new Constitution.</p>
3.	<p><b>New policies &amp; procedures</b></p> <ul style="list-style-type: none"> <li>• Circulated to Exec via email and available on the school website</li> <li>• Standard documents that can be changed at a general meeting. They will be published on our website if adopted.</li> <li>• Part One: Work Health &amp; Safety policy               <ul style="list-style-type: none"> <li>○ CF moved that we adopt the new policy and HT seconded</li> </ul> </li> <li>• Part Two: Code of conduct               <ul style="list-style-type: none"> <li>○ CF moved that we adopt the new policy and HT seconded</li> </ul> </li> <li>• Part Three: Grievances, Complaints and Disputes procedure               <ul style="list-style-type: none"> <li>○ CF moved that we adopt the new policy and HT seconded</li> </ul> </li> </ul> <p><u>Decision:</u> P&amp;C has adopted the WHS policy, the Code of Conduct and the Grievances, Complaints and Disputes Procedure.</p>



Item	Title
4.	<p><b>Sub-committees</b></p> <p><b>Band</b></p> <ul style="list-style-type: none"> <li>Band committee provided an update. 4 bands in 2015 and \$10 per child fee increase</li> </ul> <p><b>Uniform Shop</b></p> <ul style="list-style-type: none"> <li>Uniform committee provided an update. Helen Tan has resigned. The committee noted that the uniform shop contributed \$8k profit in 2014.</li> <li>The role has been split into 3 parts and a note has been sent out via the class parent network to seek volunteers.</li> <li>We are considering changing one of our suppliers. This will not change the uniform design.</li> </ul> <p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>Canteen committee provided an update. The canteen operation is working extremely well. Weekly orders have reached 300 per week already in term 1, which was the average number for the end of term 4, 2014. Our 2 staff completed a food handling certificate in January and put together a note, explaining volunteers' responsibilities during their canteen shifts.</li> </ul> <p><b>Class Parent Network</b></p> <ul style="list-style-type: none"> <li>HH provided an update. Grand-friends day on track. Easter boxes have sold out. Planning for things like Mother's Day Stall, School Disco and Yr5/6 Ball have started. General discussion on Gala Day BBQ coming up at the end of March.</li> </ul> <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>EB provided an update. GW has been pounding the streets focussing on Gala Day sponsors and donations. Various Gala Day activities discussed.</li> </ul> <p><u>Action:</u> NWL and fundraising committee will propose a sponsorship strategy to the P&amp;C.</p> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>Technology committee is being reconvened to look at laptops for Stage3 children.</li> <li>AWR will lead the Tech Committee and GS has volunteered to support.</li> </ul> <p><u>Action:</u> the tech committee will investigate applications that allow the school and/or P&amp;C to send messages to groups of parents easily.</p> <p><b>Building Committee</b></p> <ul style="list-style-type: none"> <li>MM discussed the work and progress to date.</li> <li>Estimated to cost \$250k and request a 50/50 split between School and P&amp;C.</li> <li>Previously the P&amp;C had voted on and set aside \$100k for this.</li> <li>CF moved that P&amp;C put up an additional \$25k for the multi-purpose room.</li> <li>Unanimously accepted.</li> </ul> <p><u>Decision:</u> P&amp;C committed an additional \$25k for the multi-purpose room, bringing the total set aside to \$125k</p>
5.	<p><b>Principal's report</b></p> <ul style="list-style-type: none"> <li>MM talked about school staffing and balancing staff needs with continuity of learning for the children.</li> </ul>
6.	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>



Item	Title
7.	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
8.	<p><b>Confirmation of previous minutes</b></p> <ul style="list-style-type: none"> <li>• CF moved.</li> <li>• EB seconded.</li> </ul>
9.	<p><b>Other matters</b></p> <ul style="list-style-type: none"> <li>• Interrelate was well attended. Thanks to Wendy who organised the payments</li> <li>• Discussion on having more (once per term) events that provides parents and children with practical information, e.g. cyber-safety.</li> </ul> <p><u>Action:</u> LH will investigate the GirlPower and GoodGuys friendship program and return with a proposal</p> <ul style="list-style-type: none"> <li>• NWL requested a different approach to lice outbreaks.</li> </ul> <p><u>Action:</u> CF will table lice outbreaks at the School Council meeting</p>
10.	<p><b>Meeting closed at 10:15pm</b></p> <ul style="list-style-type: none"> <li>• P&amp;C Executive Meeting Tues 31<sup>st</sup> March – planning and meeting dates for 2015.</li> <li>• P&amp;C General Committee Meeting <b>Wednesday 6<sup>th</sup> May 2015.</b></li> </ul>



## Action Items

Open Action items		Who	Due
10.03.15_1	NWL and fundraising committee will propose a sponsorship strategy to the P&C	Nicholas Walker-Levy + Fundraising Committee	Term2 meeting
10.03.15_2	LH will investigate the GirlPower and GoodGuys friendship program and return with a proposal	Linda Hutton	Term2 meeting
10.03.15_3	CF will table lice outbreaks at the School Council meeting on 13 <sup>th</sup> March and provide an update	Carey Francis	Term2 meeting
Closed Action items		Who	Completed

## 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