

MINUTES OF THE COMO P&C
MEETING NO 17/04
HELD ON WEDNESDAY JUNE 7th 2017
COMMENCING AT 7.00 PM

1. PRESENT & APOLOGIES

Meeting Commenced at 7:05pm in Como Primary School staff room

Present: Andrew Malcolm (Principal), Jeff Jorgensen, Ingrid Meyer, Antonie Du Toit, Emma Rose Phillips, Helen Uppill, Lynne Walker, Lydia Orlando, Andrea Rabone (until 7.40pm), Mel English

Apologies: Heath Harnden, Kellie McGrath, Craig Pilatti, Nick Sofield, Zina Bell

2. MINUTE CONFIRMATION

Confirmation of minutes from previous meeting

MOTIONED: Emma Rose

SECONDED: Helen Uppill

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions items 2, 3, 4 & 5 complete.

Action 1 – In progress, Jeff to work with Emma Rose to develop PD. Carry over action to next meeting. Role to include menu planning, food preparation and budgeting as decided previously (P&C: 10/5/17)

4. CORRESPONDENCE

Nothing of importance.

5. REPORTS

5.1 PRESIDENTS REPORT

5.2 PRINCIPALS REPORT

Principals Report

- Change to previous minutes #7, 4th bullet: change from ELLA to EAL/D
- Principals report and Board report to be included on agenda for next meeting
- NQS Assessment: Narell Black and Patricia Joss were most impressed with students and staff alike. I would like to thank all our hardworking staff for their efforts over time in addressing the 7 Quality Standards. The Assessors deemed the school to be meeting all the 7 Quality standards which is very impressive. The school received an exemplary report.
- Andrew praised the students for their outstanding behavior recently at various school outings
- Como Primary has been granted a demountable classroom for next year
- Jeff passed on congratulation on behalf of P&C to Como Primary teachers for their exemplary NQS result
- Helen asked when school gets reimbursed P&C voluntary contributions. P&C are able to receive voluntary contributions at any time through the school year. However leaving it until early Term 3 allows for greater collection of fees.

Board Report

- Prefects to choose one charity from 4 charities volunteered by the School Board to raise money for over the school year.
- Dress Policy: Board approved new Como Primary dress policy.
- Power provider: board endorsed choice of power provider through Alinta (\$600 saving over 2 years)
- 19 Budget: budget in healthy position
- Leavers shirts: in future, teachers will organize and will be designed at end of year 5 so that shirts can be ordered for start of final year
- Good feedback about newsletter format
- Ingrid will present Board Report for future meetings

Action 2: Previous minutes to be changed accordingly - Lynne

Action 3: Include Board report on future agendas - Lynne

5.3 TREASURERS REPORT

Suggestions for canteen:

- 4 missing invoices in May: Invoices need to be provided when using Canteen credit card. Therefore they have to give Canteen money back if invoices are missed (due to no supporting documents).
- Mixed up invoices with personal and canteen expenses: No more mixed invoices, staff have to do 2 separated transactions when they do canteen and personal food shopping.
- Reimbursements: staff need to fill up reimbursements request form and approved by Emma - no more reimbursements through till.
- When canteen runs short on food, they can purchase at COMO IGA and put under COMO canteen's account rather than pay by cash.
- Sale report improvements: Canteen staff will need to count Items sold and count money each day to see if figures are matched at the end of day. We also need a second person's signature (not family member) to approve the POS and banking sheet were correct and they also need to improve their file system.

Other points/issues raised by committee

- Regular stock takes may would help treasurer
- First aid kit required for kitchen
- Credit Card in previous staff members name

Decisions:

- P&C to accept a statutory declaration for existing missing invoices as a one off in recognition of current transitional period
- Decided not to have an account at IGA. staff need to fill out reimbursements request form and approved by Emma - no more reimbursements through till – will require name and contact details for reimbursement
- Only canteen manager and assistant to use credit card
- Till will be cleared counted at end of each day (float to remain), takings recorded with second signature (can be a volunteer - to protect staff, should not be a relative), locked in stock room and banked on a Friday.

- Defer requirement for weekly stock takes for now
- Switching bread suppliers to Mias
- OK to purchase new baking tray

Action 4: credit card to be changed to generic name (not personalized) - Lydia

Action 5: get quotes for first aid kits and P&C will fund – Emma Rose

Action 7: committee to research other options to source food for whole sale providers – Emma Rose

The following items are to be removed from the budget as no longer required:

- Nature play extension
- Spare parts
- Fluorescent safety vests
- Croc rock

6. MATTERS ARISING FROM COMMITTEES

6.1 FUNDRAISING COMMITTEE

- Nothing to report

6.2 SCHOOL BANKING COMMITTEE

- Missed Monday Kindy group for school banking

Action 8: Kindy class rep to find out if they want to do school banking - Mel

6.3 UNIFORM SHOP

- Helen requested stock take for uniform shop – no purchasing required for a while as stocked up. \$24K purchased and \$24K sold this year.
- In order to not make unnecessary work, the stocktake for the uniform shop can be done at a time when stocks are low, e.g. after winter clothes have been sold and before summer clothes have been bought.

Action 9: Encourage an annual stock take report and send brief to P&C - Helen

6.4 COMOVERS

- Next term Dad's dinner night out
- Planning major event which is overnight camp out at school

6.5 CLASS REPRESENTATIVES COMMITTEE

- Last meeting went well
- Class reps trying to support canteen volunteers with a recruiting schedule (for example, Year 1 in week 1 etc.)
- Swimming carnival: school looking into purpose and venue more closely for next year. Will try to find another school to participate to make 4 schools.

6.6 SAFETY COMMITTEE

- Nothing to report

6.7 CANTEEN COMMITTEE

- Looked at roles to minimise responsibilities of Canteen Coordinator
- Financials improving – up from -\$1,500 to -\$472

- \$275 profit from Thursday special
- Acting manager going well – strong support from volunteers. Completing job in 24 hours per fortnight (previously 27 hours)
- Assistant required from 8.15 – 11.15am Wed and Fri to ensure service adequately provided
- Baking tray gone missing. Sourcing new one.

Action 10: replace baking tray – Emma Rose

Action 11: OK to recruit assistant for 6 hours per week

7. GENERAL BUSINESS

a) Query about drinks fountain

- The left-hand of two drinking fountains was noted to provide non-chilled water since beginning 2017, but this week it was noted that its electrical power is turned off.

Action 11: Andrew to investigate water fountain

b) Spellathon

- Not clear on spellathon paper that fundraising for year 6 students
- P&C to ensure this is made clear in all communications

c) Quiz night

- Query if quiz night happening this year
- P&C advised no it wasn't

d) Fundraising plan for year

- It was suggested that the fundraising plans for the year could be put on notice board
- Andrew advised that now have calendar of events on newsletter. Could populate events in advance here. Would be helpful for families to plan and maximise involvement – particularly for new families

e) Schedule for P&C meetings

- P&C meetings for remainder of year scheduled for 2 August, 6 September, 25 October & 22 November

f) Meeting closed

Meeting closed at 8.17pm

g) Next meeting 2 Aug at 7pm