### Castle Hill Public School P&C Association

**Minutes of General Meeting**

**Date:** 11th June 2014

**Meeting Commenced:** 7.46pm

**Chairperson:** Jenny Crandell

**Minutes:** Molly McCrossen

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### 1. Attendance

<table>
<thead>
<tr>
<th>Jenny Crandell</th>
<th>Kate Scotter</th>
<th>Megan Gibbons</th>
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<tr>
<td>Molly McCrossen</td>
<td>Lisa Stokan</td>
<td>Dave Rimmer</td>
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<tr>
<td>Emir Lopez</td>
<td>Nancy Wan</td>
<td>Carolyn Vanderklauw</td>
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<tr>
<td>Pri Galapathy</td>
<td>Van Le</td>
<td>Erika Elkass</td>
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<tr>
<td>Damon Gardener</td>
<td>Elizabeth Madders</td>
<td>Frank Gao</td>
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### 2. Apologies

Liga Hegner, Fiona Foote, Annette Hyland, Daniella Fattoretto, Steve Connelly, Murray Stokan, Jo Foster, Rick Foster, Carrie Prosser-Shaw, Simone Peddler, Rebecca O’Shea.

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### 3. PRESIDENT’S WELCOME (JC)

#### 3.1 Thanks

- LH and FF unwell. JC sends our best. Thanks to all our volunteers who have been contributing to our school community of late including those helping out in the classrooms, book fair, discos, canteen, uniform shop, the P&C, the SCC, cross country and any other event we may have failed to mention. All time and effort is valued and appreciated.

#### 3.2 Previous Minutes

- Minutes from May 2014 General Meeting were discussed and passed.
  
  **Moved:** KS  **Seconded:** EL

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### 4. Business Arising

Nil

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### 5. CORRESPONDENCE (MM)
### 5.1 IN
- Canteen reconciliation reports for April and May 2014
- Uniform shop report
- SCC report
- Canteen report

### 5.2 OUT
- Minutes of the May 2014 General Meeting to distribution list.
- Proposed agenda for June 2014 General Meeting to distribution list.

### 8. REPORTS

#### 8.1 Treasurer (KS)
- April Reconciliation report presented for Cheque account. Last reconciled balance is $2486.68
  - **Moved:** LS  **Seconded:** EE
- April Reconciliation report presented for Investment account. Last reconciled balance is $160,907.93
  - **Moved:** LS  **Seconded:** EE
- May Reconciliation report presented for Cheque account. Last reconciled balance is $5,154.62
  - **Moved:** LS  **Seconded:** VL
- May Reconciliation report presented for Investment account. Last reconciled balance is $148,203.01
  - **Moved:** LS  **Seconded:** VL
  - KS asks if anyone opposes her approaching persons who do the books for Canteen and Funhouse to take a look at Carol’s long service leave entitlements to confirm details as both of these people are trained accountants. Hopefully one of them will be available, with remuneration, to help out. Meeting agrees this is reasonable and responsible.
  - **Moved:** JC  **Seconded:** VL

#### 8.2 Canteen (AH)
- The canteen is running smoothly at this stage. Carol has submitted financial info into the box. Carol is looking forward to her retirement. She is desperately looking for volunteers for Fridays as a few people are now working on Fridays.
The following information needs to be minuted:
- Carol's start date was 12/02/1985.
- Robyn's start date was 01/02/2001.

Carol had a question regarding provision for Robyn and long service leave - pro rata on a casual basis.

**ACTION:** JC to look into this.

- **We have arranged a small function prior to Carol’s official assembly in the hall Thursday 31st July.** This will be a byo plate event for teachers and parents including parents who no longer have children at the school.

  **Function – 12.30pm-1.30pm**  
  **Assembly – 2pm**  

  - PARENTS WELCOME TO STAY FOR ASSEMBLY. MG says hall will be available prior to 12.30pm for set up.
  - We will advertise this in the school newsletter and the high school newsletter and I will make up some signs.
  - Helpers will be needed to set the hall up.
  - MG says students are making small tokens to present to Carol as gifts.

  **ACTION:** AH will organise signs and volunteers to help with set up.

Members raise issue of gift for Carol. Majority agree this is appropriate. Questions raised as to the value of the gift. Suggestion is that the gift should meet the same value of previous gifts being $250. There is discussion over whether Carol should be given a gift of higher monetary value as she has contributed to the school in a continuous and invaluable way for close to 30 years. Majority agrees after discussion that no amount of money can express our thanks and that as the gift is intended to be a token of our appreciation, not a measure of it, $250 should be the set limit. Meeting agrees that if an appropriate gift of slightly higher value is found then the executive can approve this amount.

**Moved:** KS **Seconded:** JC
• One other question that I have is that I wish to set up a chpscanteeen@gmail email address. This is so that Flexischools can have an email address to use. The current email address is in Carol’s name. Can I just set this up? Is that the right name to put on it? Meeting agreed this is acceptable practise.

**ACTION:** AH to set up a gmail account for the canteen for future and ongoing use.

• My intention is to try and change the canteen to be more computer orientated as every process at the moment is manual. Liga and I have discussed this but do not wish to make any changes until we employ the new person.

• At this stage we have decided to interview three candidates for the position of canteen supervisor. These are set up tomorrow, Friday and next week. We will keep you updated.

• KS asks before interview, can we decide on hours and if children are allowed in canteen prior to school starting.

**ACTION:** JC will find out and include in job description.

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<th>8.3 Uniform shop (SP)</th>
<th>• Nothing to report.</th>
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| 8.4 School Community Club (SCC)(RO) | • **Book Fair** - A huge thank you to those who volunteered at Book Fair. I wish to especially thank those that stepped behind the desk on the Monday when I was on my own trying to get through the very long queue of parents and students wanting to grab a book early. Thank you also for to those parents who put in long shifts, multiple shifts, and those that stayed to help with pack up at the end of the day, with kids in tow.

While I am extremely grateful for those parents who volunteer their time, not only at Book Fair, but at other school events and activities, including the recent disco, **more help is needed.** We were short on volunteers for many of the timeslots, particularly before and after school.

We are now just tallying up all our receipts from online sales, cash sales and eftpos sales. At this stage I am hopeful we can reach the same target as last year, achieving again close to $4,000 in |
Scholastic credits! So well done to all who came along and bought a book. I look forward to finalising all sales and seeing new books at our school for all to enjoy! Well done to the team of volunteers who worked tirelessly to make this happen.

- A couple of **issues** to note and resolve for next time include:

  1. **Lack of volunteers at critical times**

  2. **Use of safe** - I have been informed that we cannot use the school safe for amounts over $500. This is not practical for events such as Book Fair as it would mean multiple trips to the bank for volunteers, for which we were generally short of. More importantly after finishing at 3.30 and packing up, getting to the bank with the days takings, or even the afternoons takings, before the bank closes at 4.00 is not practical. Our volunteers work very hard in that 3-3.30 timeslot, quickly packaway for most of them they then are racing off to after school activities. We have relied on using the safe for various SCC activities, often the value of that money is over $500. We need a solution to this. I don’t think its fair to ask a volunteer to take on the liability of having to take cash boxes home with amounts around $1000-$2000 in the event that we don’t have an available volunteer to get to the bank. The office informed me last week that we could not secure amounts over $500 in the safe. If this is the case we need to consider what the alternatives are.

  3. **A book that has been ordered** by a number of students is **no longer available** as it is out of print. I am currently communicating with parents of those students to order a replacement book or arrange a refund.

MG confirms that school is not allowed to keep more than $500 on premises overnight as this is a Department policy and a legal issue. During the day this is however not a problem. MG will follow up with SC regarding processes for volunteers going forward.

- Members question if our insurance covers the cash from any event, particularly large sums. KS says there may be a section on the event notification forms that discuss this and additional costs may be associated. There is question as to whether there was an event notification submitted for the book fair as one did not go through the P&C executive.

- Suggestions made at meeting include asking for volunteers that due to reasons such as having small children or working, may be available for small periods of time to take money to bank at the end of the
Another suggestion is to advertise prior to the event the preference for parents to pre-pay online via Scholastic. Detailing the process of paying, receiving a receipt number and then students collecting books in person at school may help parents understand the process and increase convenience for volunteers to collect payments. Suggestion also made to school executive that some more notification to parents about when students are viewing books and returning to purchase with their class would also help parents plan for this event.

- JC sends massive thank you on behalf of the P&C and school community to RO for all her hard work. All her time and efforts are appreciated. MG adds that the students all love it and that the staff also thank all volunteers for holding the event.

- **Grandparents Day** - Planning for this will commence soon. If there is anyone who can help to coordinate this event, please contact me via email rebeccaoshea@iinet.net.au. Previous coordinators and volunteers for this event now have children in year 6, and will not be able to continue to manage this event in future years. Accordingly, we would love to see some of our parents with children in younger grades step up and help with the planning of this event.

### 8.5 Principal’s Report (MG)

<table>
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<th>STUDENTS:</th>
<th>Photos this week – thanks to parents for sending their children ready with all winter uniform items.</th>
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<td></td>
<td>School captains’ blazers – sample photos. Thanks to Simone for sourcing samples.</td>
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| STAFFING: | Whole school teacher professional learning around reading: Focus on Reading. Based on current research, aims to promote consistency & excellence in pedagogy. Transferable to other KLAs |

| PROPERTIES: | Spike in graffiti and vandalism – more security patrols, DEC security risk assessment carried out [awaiting their recommendations], fencing condition [height, openness] an issue needing rectification |
|            | Preparation for ShowCase: |
|            | o stage extension hire – booked in |
|            | o wall coverings [paint/pinboard/drapes]; |
|            | o curtains to be purchased; |
|            | o tiered seating hire costed – too expensive for number of seats provided. Also a security issue |
as it is outside overnight.
  o lighting to be hired
  o ticketing

• **2014 Grounds Project**
  o AMU support project in principle – self-management document sent
  o AMU emailed re planning approval [exempt? - Block F shelter is 5m away from boundaries, not affixed to existing building = OK]
  o Comparison quotes [shade] from Nic & Lisa
  o Mayor emailed to borrow council temporary fencing – she’d be happy to loan us some, but council themselves hire it for their jobs

• Vege garden – Live Life Well @ School funding + Fiona Foote – LA & SC – To go in tiered garden near F block.

**GENERAL:**

• WorldBook eBook subscription trial for remainder of year. All students have school and home access.
• ABCD program [Isabella Kim funded for the remainder of term]
  o Use of FunHouse for meetings
  o Translation of school calendar to Chinese & Korean each term
• Tax invoices to be presented - Moduplay deposit $36058.00 + $1425.00; Mothers day presents (purchased on behalf of SCC); $1847.86 Mini Merits; $316.36 Anzac wreaths $450.00.

**Moved:** KS  **Seconded:** JC

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**8.6 Deputy Principal’s Report (MG)**

• Kindergarten welcome from the P&C book – 2015 = $12.50 [ex GST] – happy to pay again?

**Moved:** JC  **Seconded:** DG

• Kindergarten 2015 open morning held. Was successful and valuable to visitors. Plans are to continue next year.
• Interviews – week 9 / online bookings. Process is much easier for staff and parents at meeting agree more convenient for them also.
• Michael Grose Parenting Tips – invoice received – happy to pay again?
### Castle Hill Public School P&C Association

#### Moved: KS   Seconded: EE

- Term 2 enrolment forms have changed – Ghosted forms (forms provided by the school with information prefilled) back in ASAP will prevent parents from having to complete entire enrolment form again.
- DR enquires about school policy regarding smoking in the car park. Car park in question is the one not owned by the school. MG states that smoking is prohibited on school grounds. However MG informs meeting that once people are off school premises, they are no longer able to prohibit these actions.

### 10. GENERAL BUSINESS

**9.1 Landscaping**

- Working bee has unfortunately had to be rescheduled for several weeks as FF is unwell and out of action for a period of time. Consensus in Landscaping group was to postpone rather than continue without FF. We all send our best wishes and hope she has a speedy recovery.

**9.2 Playground (LS)**

- On schedule. Large majority will be installed during school holidays.
- CV asks about concreting. Levelling has been completed but man from company that paints games on concrete needs to come back to check if that is up to scratch. Painting will have to be done after the shade sail goes in so that it is not ruined by machinery during process erecting shade.

**9.3 Wireless**

- Pri Galapathy, parent and member of ‘Doctors for Safer Schools’ presented a PowerPoint on wireless technology that gave information on some scientific evidence of health risks from microwave radiation. The presentation also noted the different standards of regulations of governments across the world.

**Meeting Closed:** 9.19pm

**Next Meeting:** 13th August, 2014