MINUTES
Tuesday 05 May 2015

| Attendees | Marianne Thoroughgood, Cath Taylor, Kara Aaron, Angela Docherty, Ruth Twell, Amanda Ferguson, Bill Boylan, Sarah Harris |
| Apologies | Tasha Doulos, Bronwyn Hutchings, Kristie Greetham, Jane Greenough, Claire McCulloch, Carla Fisher, Lisa Turkovic, Maria Szep |

**IMPORTANT NOTE:** This meeting did not meet the Quorum requirements. (P&C Constitution Rule 17.3 at a general meeting you must have ten financial members present if your school has over 100 students) This means all decisions (especially financial) must be held over until the next meeting.

Cath and I apologise for the inconvenience. We were unaware of this ruling until it was brought to our attention. We will review all decisions at the beginning of our next meeting and any urgent matters will be addressed by the Executive Committee prior to this.

<table>
<thead>
<tr>
<th>Previous Minutes</th>
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<tbody>
<tr>
<td>Minutes to meeting held Tuesday 17 March 2015 confirmed</td>
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<tr>
<td>Moved: Amanda Second: Cath</td>
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**BUSINESS ARISING**

  - The traffic warden application has been approved and a site meeting has been carried out. A draft note of this meeting was handed out for viewing and once the final version has been issued Marianne will issue to the committee. Marianne will endeavour to keep everyone informed as the project moves along.

- The bollards next to the Kindy area have been removed
- Canteen contracts have been completed
- The compost has been installed in the pre-primary/Kindy area and is going well
- Letter regarding the closure of the Uniform shop has not been issued by Maria and Marianne

| Moved: Marianne |
| Second: Maria/Marianne |

**CORRESPONDENCE:**

- 2 x Crossing Warden letters were received covering the surveys conducted and the approval for a guarded crossing.
- A site survey draft has been received. Once the final draft is received it will be distributed.

**REPORTS**

**Principal – Bill Boylan**

Education department have paid their promised $38,000 for fence. This invoice and payment is now complete. The installation of the fence has made a dramatic improvement in the reduction of vandalism and antisocial behaviour. All staff/cleaners feel safer after school hours. The Department has agreed it is a good investment.

Bill thanked the parents for going to the Cross Walk meeting. Bill couldn’t make it so appreciates the support.

Our school is a Star. In response to requests from parents and in the hope of being in the running to win $25,000 the School is putting together a 30 second video. Kids and teachers are planning this – it is due in by 8 June 2015. Once it is completed Bill will bring to P&C meeting to show us.

Naplan is next week. The school doesn’t do anything special – it just happens.

Good Sammy drive 21st May. Please help. We have been doing this for 9 years and our support is greatly appreciated.
**Uniform Shop – Amanda Ferguson**
Amanda reported that the shop is very low on stock. It was queried if we could transfer to Tudor earlier than planned and sell the existing stock ad-hoc. Since the meeting we have been advised that Tudor are not in a position to transition earlier than term 4.

**Canteen – Lisa Turkovic**
No Report
Cath Taylor suggested the purchase of an industrial toastie maker as the existing one is domestic and not keeping up with the daily throughput. Cost is approximately $600. An approval was given for funding up to $1,000. This will need to be taken to vote at the next meeting due to the Quorum not being fulfilled.

**Treasurers Report – Bronwyn Hutchings**
Please see Appendix A
Performing arts $7,000 breakdown is for replacing older cheaper and outdated equipment with modern equipment aiding a brilliant performance outcome. Any money raised by the performing arts department through their shows goes straight back into their budget for costumes, new carpet, double up equipment etc.

Ipads - $10,000 – approved
Performing arts $7,000 – approved
This will need to be taken to vote at the next meeting due to the Quorum not being fulfilled. A message has been sent to the school to ask if this funding is urgent and if an Executive meeting needs to be held prior to the next P&C meeting.

There was a query on the prioritisation of funding. Bill assured the meeting that BESM literacy and numeracy gets prioritised. There have been instances in the lower years that books can’t be changed as there are not enough books available. This is the first time Bill has had this reported to him.

The last two years the School has spent $28,000 and $32,000 on reading books. Reading books are a priority and major part of the school expenditure.

A question was asked as to why the Modern Cursive font is taught in writing when nothing the children read is in this font. Bill explained that Modern cursive is more comfortable for Children and is proven to be the least resistant writing style to teach a child.

**Fund Raising – Sarah Harris**
Mothers day stall tomorrow – bit of confusion being sensed by parents and staff but Sarah is confident it will work out. There were three notices on the app, plus a note sent home. Hopefully we have covered everyone.

Every time we do an event there is confusion from a staff member. Sarah would like to do a note next time to all the teachers to explain everything. Bill will print it and put it in their pigeon holes.

The next fundraising event is the Disco on 24th June
Mothers Day Stall and Disco are the only events this term
**GENERAL BUSINESS:**

Now we have the fence we are looking for the next project. As we need goals and objectives to continue striving to help benefit the school in the best way. Everyone present agreed that the School oval needs to be resurfaced. Bill will find out the cost and best time to achieve this with the least disruption to the school.

Sports shed was raised as an option for fundraising. Cath stated that she was under the impression that there is a shortage of balls and equipment at the school. This is the first Bill has heard of this and was horrified to think the children did not have enough equipment. He will investigate.

It was decided to revisit fundraising ideas and goals in Semester 2.

There are Fundraising items in storage that are not sellable. These will be donated to the Good Sammy’s drive next week.

An email was presented regarding the locking of gates during school hours near LA24. This will be done. Bill will look into making sure it is someone’s job so it is less ad-hoc.

An email was presented regarding the ‘Buddy bench’ a discussion ensued
Bill would rather deal with these issues through Group Problem Solving. The child in question talks to the class and gives them all the opportunity to say why they don’t play with him. It is everyone’s responsibility to help that child.

If a parent has an issue with a child being on their own and it is reported to the school the following protocol currently occurs.
1. The child is monitored for 5 days.
2. The school has a tag book and they are monitored.
3. They then do a GPS (Group Problem Solving) to try and solve the issue.

The current system deals with the issue and sometimes feedback can be quite harsh. But you need to respectfully tell them why they aren’t being played with. To hear from peers can be more of a wake up call than hearing from the teacher.

The GPS system happens regularly so children get to know each other to give each other empathy with each other. They also need to solve their own problems. The Teacher is not allowed to provide solutions.

To learn more about this there is a BESM Workshop on Tuesday 23 June at 7pm in the Library. Please register your interest at the front office in order for it to go ahead. Need a minimum of 10 people attending for it to go ahead.

The Reading Workshop will be rescheduled. Not enough take up on the last one so it was cancelled.

**Dogs on Ground:** People are becoming frustrated with the increasing number of dogs being brought onto the school grounds at school pick up time. Bill is going to re-iterate the school policy for this in the next newsletter.

**After School Care:** we can’t do it as we don’t have the room. We have clubs that use the undercover area. Portables that are spare are going soon. The School is 100% in favour of it but just cannot do it.

**Facebook page:** This may get stopped. An idea is only to have one run by the P&C rather than anyone can jump on it. Believe this was the case before and it was shut down. Very difficult to police. This discussion will be brought forward to the next meeting.

**MEETING CLOSE:**
Next meeting to be held on **Tuesday 9 June** 2015 at 7:30pm
Meeting Closed: 8:45pm
Appendix A

Tapping Primary School

P & C – Treasurers Report
Profit Year to Date
30th April 2015

Bank Balance as at 1/5/15 - $44,084.10

**UNIFORM SHOP**
Balance B/Forward $2,493.61
Uniform Sales Ending 30/4/15 $26,454.00
Costs Ending 30/4/15 ($30,429.00)

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PROFIT
($1,481.39)

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**CANTEEN**
Balance B/Forward $3,662.82
Canteen Sales Ending 30/4/15 $18,463.00
Costs Ending 30/4/15 ($12,723.40)
Wages Ending 30/4/15 ($13,039.12)

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LOSS
($3,636.70)

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**FUNDRAISING** $4,298.36
After Fence Payment of $18,365
Plus Run Fun Money $18,801.40

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$23,099.76

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Irene Library,
Balance B/Forward $2,488.35
Appendix A

Suggestion

We have $44,000 in the bank.

Can we give the school another $20,000.

This will leave $20,000 in the bank to cover

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Canteen Bills</td>
<td>$5,000.00 a month approx</td>
<td></td>
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<tr>
<td>Uniform Shop Bills</td>
<td>$2,300.00 owing</td>
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<tr>
<td>Canteen Wages</td>
<td>$4,000 a month approx</td>
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<tr>
<td>WACSO Fees</td>
<td>$1,100 approx</td>
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<tr>
<td>Insurance</td>
<td>$2,000 approx (based on last year)</td>
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