Byron Bay Public School P&C Committee Meeting

16 February 2012

Apologies: Bryony Pearson (P), Peter Purcell, Liette Snow, Nikki Sheridan, Leisa Walsh, Melissa Ashworth (P)

In attendance: Geoff Spargo, Tim Gotterson (Chair) (P), Caston Smith (P), Gavin Farrell (P), Megan Rush (P), Belinda Fleming (P), Stuart Amos (P), Martine Gudgeon (P), Nikki Kempnich, (P), Darlene Booth (P), Sandra Vickers (P), Kathy Heathcote (Minutes) (P), Brooke Young (P), Amanda Starfield, (P) Kate Sacks (P), Tanja Gruelich (P), Moira Burke-Smith, Lindel Gass (P), Prem Dana Talada (P), Therese Mulder (P), Deslie Daniels (P), Bhavni Stewart (P), Jane McGowan (P)

(P) = have paid membership fee.

Presentation by Christine Wilmot – Ethics Coordinator

- Christine Wilmott gave a presentation to the Committee about the Ethics Classes now introduced in NSW School. Her presentation covered the history, format and curriculum of the classes.
- Currently there is only the curriculum available for Years 5 and 6.
- There is a need for more educators. A 2-day training course is required.
- Christine’s email address can be sourced from the School office for those interested in finding out more information or expressing an interest in undertaking the Ethics education course. Visit www.primaryethics.com.au for more information.

Meeting opened: 6.35 pm

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<th>Agenda Item</th>
<th>Discussion</th>
<th>Action/Decision/Responsibility</th>
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<tr>
<td>1. Minutes from last meeting</td>
<td></td>
<td>Moved: Caston Smith</td>
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<td>Seconded: Steve Huntsman</td>
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<td>2. Correspondence out</td>
<td>None to report</td>
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<td>None to report</td>
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3. **Business arising from Minutes**

- Geoff reported that the stated goals for the Building Fund had now been achieved.
- Future goals will focus on the School grounds (see Principal’s report) – goal achieved.
- Nikki reported that the Aboriginal pictures had been framed. There are now a series of 6 paintings hanging in the new library. Students painted these in 1992 as part of the 100-year centenary.

4. **Standing Items**

**a) Treasurer’s Report**

- Gavin presented the report.
- Cleared funds as at the end of 16 Feb of $49,243.94.
- Liabilities include payments for music stands, whiteboards, and uniform shop refit $3,100.
- Net cash is $20,393.94
- TNR BB to do the book audit for the whole P&C.

**Moved:** Sandra Vickers  
**Seconded:** Tanja Gruelich

Any queries about the budget, please contact Gavin

**b) Canteen Report**

Darlene presented the report on behalf of Bryony:

- 11 new volunteers making a total of 33.  
- Canteen is continuing to cater for staff morning teas and other functions and is busy organising special days such as pancake days and changes to the menu.
- Darlene’s hours may need to be extended for half hour to 12.30pm due to the heavy workload. This will be subject to a review.
- The Committee recognised the important role of the Canteen in providing a vital service to the School. The Canteen Subcommittee will play an increasingly important role in supporting the Canteen staff, and reporting back to the General Committee.

Nikki presented the financial report (including a comparative report of income and expenditure (2008-2010))

- Opening Cash balance at 1st Dec 2011 = $11,253.16
- Closing cash balance as at 31 January 2012 - $1,829.52

**Moved.** Tim Goterson  
**Seconded:** Kathy Heathcote

Please contact Nikki if you are interested in joining the Canteen Subcommittee
### c) Uniform Shop Report
Moira presented her report:
- 5 volunteers for the year
- New space is working really well – able to hold more stock
- Thanks to Stuart for the cash register and the Eftpos machine is working very well
- Funds that have been raised so far - just over $12,000 to end January, from Feb to date just over $5000.
- School blazers are on order, about another 4 weeks.
- There is an opportunity to sell sports bottles – and it should cover its costs after a $700 outlay (approx). This is consistent with the School’s policy of minimising plastic water bottles and with future plans to install a filtered water bubbler.
- There is to be a formal opening of Uniform Shop, before the AGM on 8th March, commencing at 5.30pm.

Moved: Martine Gudgeon
Seconded: Tanja Gruelich

Tim moved that we order 200 bottles for sale through the Uniform Shop. This was unanimously supported.

### d) Fundraising Report
- Nothing to report

Moved:
Seconded:

### e) Principal Report/Arts Committee Report
- Geoff welcomed new members and returning members
- Geoff thanked the BER support team and Reid the contractors and Hutchison who were happy to work with the Byron Bay group
- The Term calendar is on the website but please check out the newsletters week to week any changes, from week to week.
- Geoff is camping out in the School grounds for the Campout
- Geoff circulated the Student mobile phone policy. Comments back on mobile phone policy by next meeting
- Queries: (see actions)
  - There is a need for a Uniting Church minister for school scripture...

Moved: Stuart Amos
Seconded: Martine Gudgeon

Actions:
- Geoff will look into sourcing a Uniting Church scripture educator
- RE the B Block redevelopment - Geoff cannot give a clear timeline but will look at available funds – need to wait for more funding information
- Geoff will look into the option of recycling
| **f) Presidents Report** | • Tim welcomed everyone and especially the new members  
• The Committee should be proud of all that we achieved last year.  
• However there is ongoing work to be done and it is important that we maintain the momentum and enthusiasm for this coming year.  
• The focus this year will be on the School grounds |
| **g) Grants Subcommittee Report** | Geoff’s comments as follows:  
• We have had success with the ECO schools garden project.  
• There is the possibility of applying for the NSW Government Artist in Residence grant (with a literacy theme) – yet to be determined  
• The School has a rich source of artistic and creative talent and it may be more beneficial to draw on this expertise, and therefore minimise reporting requirements that accompany Government grants.  
Geoff to advise the Committee as to whether the Arts grant proposal should go ahead |
| **h) Finance Subcommittee Report** | • There is a plan to revise the layout of the donation card for the tax deductible fund.  
• There is a need to consider new and innovative ideas as to ways in which we can approach people and encourage donations (? Access Facebook page to attract past School members)  
• There is a need to get the target and goals clearly specified  
• There is also a need for more members on this Committee...all welcome.  
Please contact Gav if you are interested in joining the Finance Subcommittee |
| **5. General Business** | **Vegetable garden**  
• Megan asked about the future of the vege garden, commenting that many people are wanting to contribute ideas as to the running in the new School plan  
• Geoff will discuss with Gaye need for new Uniform Shop computer to go on the equipment asset register. |
of the vegetable garden. Geoff reported that there are a number of volunteer parents weeding the garden. A class takes over a bed for a period of time. More volunteers are needed...

**AGM process**
- Kathy sought clarification from the Committee about the voting procedure for the AGM...The Committee unanimously agreed that there will be a closed ballot.
- All Committee positions are declared vacant at the AGM and at the time of voting, Geoff presides as Returning Officer.
- Kathy will email out a nomination forms to all members, along with information about the positions to be filled and the composition of the Executive. Nominations can be forwarded to Kathy who will collate and give to Geoff prior to the AGM. Nominations for positions can also be received from the floor on the night.
- Procedures will need to be in place to facilitate a closed ballot in the event that more than one person is nominated for a position.

**Odd sock run**
- Martine reported that this is an important fundraising opportunity for the School and there is a need for volunteers to help organise it now.
- There is a need to get the sponsorship forms out as early as possible to encourage broad based sponsorship, especially over the holiday periods.
- Please contact Martine if you can help with the organisation.

**Traffic Management**
- Stuart presented his submission to Council re enabling a ‘kiss and drop off’ zone in Carlyle Street.
- Stuart has made contact with Simon Bennet, who looks after the agenda for the traffic management at Council.
- The submission will be put on the Council agenda for April – for the Traffic Management Committee to approve. Resident will have the opportunity to object.
- This submission will be on behalf of the P &C

Re AGM process: Kathy to email nomination forms out to members along with a list of the Committee positions that need to be filled.

Anyone interested in helping with the Odd Sock fun run contact Martine at mgudgeon@aapt.net.au
Martine to put a notice into the newsletter.
6. Next General Meeting 8 March, preceded by the AGM.
7. Meeting Closed 8.33 pm