**Byron Bay Public School P&C Committee Meeting**

**13 October 2011**

**Apologies:** Geoff Spargo, Kathy Heathcote, Tanya Gruelich, Liette Snow, Darlene Booth.

**In attendance:** Cheryl Booker, Deidre Howarth, Tim Gottesson, Caston Smith, Gavin Farrell, Peter Purcell, Megan Rush, Belinda Fleming, Stuart Amos, Martine Gudgeon, Nikki Kempnich, Bryony Pearson, Sandra Vickers (Minutes).

**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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<td><strong>1. Minutes from last meeting</strong></td>
<td>- It was noted that the title of the Minutes from last meeting was dated as August instead of September. They were the September Minutes and the typo will be corrected for the records. The minutes that were circulated, were the September Minutes passed.</td>
<td>Moved: Belinda Fleming  Seconded: Megan Rush</td>
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<td><strong>2. Correspondence out</strong></td>
<td>- Screens for the Art Show, which is discussed in General Business; Art Show.</td>
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<td><strong>Correspondence in</strong></td>
<td>- Card from Heather West, thanking the P&amp;C for their gift and kind words in acknowledging her contribution to the Arts Extravaganza and the Art Show.</td>
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<td>- Letter from Helen Jarvis re Music Stands; which is discussed in General Business.</td>
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| **3. Business arising from Minutes** | - Traffic Management: Stuart is looking into the history of why the current design of the grass area adjacent to the hall has come about. i.e. ‘Why the dog’s leg was put in?’  
- Christmas Party: The Pass Cafe has been booked for December P&C Meeting. December 1°. The Pass Cafe still to come back to Nikki with a quote; which will be confirmed at the November P&C Meeting. |                                                   |
### 4. Standing Items

#### a) Treasurer’s Report
- Gavin presented the report.
- As of 30 September, cleared funds of $36,761.36
- The unsuitability of screens that were ordered and the upgraded screens will now be approx cost of $5,232.00 after the school claims back the GST. Other expenses for the Art Show will be incurred leaving an approx balance of $31,500.00

Moved: Bryony Pearson  
Seconded: Caston Smith

#### b) Canteen Report
- Nikki reported $5,000 profit to be donated to P&C with an additional $500 to the Arts Committee.
- A new menu has been launched; updating prices.
- No further developments on the option of having a later lunch/ recess times.
- Nikki and Bryony discussed that the time the students were in the sun was not much different anyway.

- Closing at recess has been discussed to combat the wage costs. One of the reasons for opening at recess was parents concerns to provide cold drinks. A filtered water bubbler could combat this issue. It was noted that the Byron Bay High School was getting one.
- Geoff’s request for canteen helpers was a success with 4 new volunteers.
- Incentives for online ordering include users of flexischools for canteen orders go into a draw for $100. Also pamphlets could be handed out to the parents ordering manually late/after the bell.

Moved: Megan Rush  
Seconded: Deirdre Howarth
- Cheryl to liaise with Geoff
- Cheryl Booker will go back to the Executive Committee that were at the school at the time the early lunch, late recess times were introduced to find the reasoning behind having early lunch/late recess.

Bryony monitoring amount of takings for recess.
- Put filtered water bubbler back on the agenda.
- Peter Purcell moved that Geoff send another request out, for more canteen helpers.
- Hand pamphlets out to parents ordering after the bell.
### c) Uniform Shop Report

- $5,000 had to be borrowed from P&C funds to pay for polo shirts. We are now fully stocked for this term. A new order will be placed to ensure good levels for Dec/Jan.
- A stock take was completed last month to ensure sufficient stock for next year.
- The new school hats are selling well. The royal blue floppies are now being kept to sell to Rising 5’s.
- Flexischools website has photos of uniforms.
- We have lost 2 volunteers and are seeking replacements.
- The range is being streamlined.
- An Order Form has been created for new families which are being encouraged to order online.
- Moyra is doing a really great job and our new space in the old library is a good space.
- School Blazers will be ordered to include small sizes (1x size 6, 1x size 8, 3x size 10, 1x size 12).
- Geoff took old uniforms to donate in PNG.

#### Moved:
Caston Smith  
Seconded: Bryony Pearson

### d) Fundraising Report

- No report.

#### Moved:
Martine Gudgeon  
Seconded: Deirdre Howarth

### e) Principal Report/Arts Committee Report

- Cheryl presented the Principal’s Report (see attached).
- Gaye McKenna was the successful applicant for the position as administration manager.
- The transfer of library resources from B block to P block (the new building) is likely to take place in the coming weeks, with the new classrooms in full use in 2012.
- The Art Show will now be held in the new library with some of the shelving being removed for the event.
- The newly formed playground development team will meet on 24th Oct. The filtered water bubbler could be incorporated into this committee’s goals. Also to decide on which demountables to be removed from the school.
- Teachers have started Semester 2 Reports.
- Parent’s requests for student placements will be considered in exceptional circumstances during weeks 2 to 4. Parents are asked to respect teacher’s

#### Moved:
Nikki Kempnich  
Seconded: Caston Smith
• professional knowledge of their student's classes.
• Ruth Gotterson was thanked for the management of the Equestrian Teams success at Grafton.
• NAPLAN results received by school and parents of years 3, 5 and 7.
• Building Fund Balance $19492.93.
• Coolman Air-conditioning will install units in new classrooms and the library at a cost of $18900 (inc GST).
• Library Fund Balance $22503.73 with allocation of funds going to establishing reading and uniform rooms and 15 desktop computers to the library.
• Peter asked the position of the "re-cabling" i.e. the compatibility of the school with the new buildings.
• Students are to be given $50.00 for State Athletics if requested.

Arts Committee/Instrumental Program: the need for communication between tutors, parents and director (Communication Book) was raised. And tutors have a job description so they knew what they were supposed to do.

• The continuing discussion of the overlap of Year’s 7 and 8 with our senior band has raised the issue of ‘confusion’ if the high school students hadn’t been thru our band program.
• Also the idea of combining children with the 1 tutor at a time was raised.

f) Presidents Report

• Letter from Helen Jarvis: The music stands are very old and are dangerous with sharp edges. The committee has some funds from fundraising to buy new stands at a cost of $1780.00. Tim put a motion forward to ‘agree in principal’ to donate the remainder up to $1500. This was agreed unanimously.

Moved: Caston Smith
Seconded: Gavin Farrell
• School will pay the full amount including GST with the Arts Committee and P&C to reimburse.
• Tim to email Helen to inform her of the decision.

• Cheryl to follow up progress with Kerry.
### Purchase of Screens for Art Show:
The Executive Committee had to make a quick decision on the purchase of screens as the original screens ordered were unsuitable (not pin-able.) An upgrade quality was sourced from the supplier; Seating Plus at an additional cost of $1900 GST+.

### g) Grants Subcommittee Report
- Stuart reported no grants available at present.
- Perhaps filtered water bubbler may be worthy.

Moved: Megan Rush  
Seconded: Martine Gudgeon

### h) Finance Subcommittee Report
- Stuart supplied a brochure for ideas to reformulate the Tax Deductable Fund Card with things such as a new photo, easy to read, boxes to tick.
- A $10,000 donation reported as recently given.
- A meeting was required to create new goals for the raising of funds. Input from Geoff and Cheryl was needed.
- It was noted that lots of funds was required to refurbish the old library and this be a priority for 2012.
- It was hoped that Doug Cope would draw up internal plans so it could be a good learning area consisting of team teaching with the ability to separate when required. Also with wet areas, stores etc. There are no costings for this at this stage. Also no funding but some maintenance.
- Peter Purcell asked for approximate costs for sub-committee by mid November.
- An artist impression by Doug Cope for the brochure would also be helpful.
- Fixing up of playground will also require funds.
- Geoff has invited sponsors to the Stage 3 Literacy Cafe and given flyers for Masterpieces 2011 as a gesture of thanks.

Moved: Megan Rush  
Seconded: Deirdre Howarth

### 5. General Business
- **Art Show:** Currently we have 22 donated pieces for the silent auction. Approx 19 class items that will be a ‘live’ auction.
- Bryony has contacted businesses to donate finger food for the evening.
- Liette has contacted businesses for cash donations for the prize money and that has now been covered.
- The Cellar is donating the wine. We just need to buy beer. It was noted that the beer should be purchased from The Cellar as they were kind enough to supply the wine.
- Robert Bleakley will open. Bruce McKenzie will MC + Auctioneer.
- Michael Raffety as well as Kurtis will be entertainment.
- Advertising for the event will be photos of students in the Echo, Southern Cross.

Moved: Megan Rush  
Seconded: Deirdre Howarth
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<th>Next Meeting 10&lt;sup&gt;th&lt;/sup&gt; November 2011 Staffroom.</th>
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<td>7.</td>
<td>Meeting Closed 8.27 pm</td>
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Ten Noticeboard and The Northern Star. With ZZZ FM and ABC Radio pending.
- A $50.00 Gift Voucher from Karma Chameleon will be a lucky door prize for a registered bidder on the night.
- A volunteer with a ute/truck to return some borrowed screens to the Buttery on Monday 31<sup>st</sup> was needed.

**Other Items:**
- Martine enquired regarding feedback re Arts Extravaganza. Cheryl informed that parents can report to teaching staff which filters back to her.
- Praise for the all involved in the organising of the Arts Show.
- Volunteer/s was needed to enter shopping docket receipts into a computer before the promotion expires on 18<sup>th</sup>. Megan Rush kindly volunteered.
- Peter Purcell put forward a formal vote to canteen for another outstanding performance.
- Peter also suggested that in keeping with the Social Skills Program ‘Keep it Clean’, the school doesn’t always seem to be treated like it should. That the school grounds can look untidy. He asked the question “How can we raise the standard of this place of working and learning?”
- Cheryl reported that maintenance has been turned over to the school directly, which can be turned over to the sub-committee for landscaping and to think of ways to improve the appearance of the school.

**Moved:** Nikki Kempnich  
**Seconded:** Bryony Pearson

- P&C recommendation in supporting a Working Bee.