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

**10 November 2011**

**Apologies:** Moira Burke Smith, Tanja Gruelich

**In attendance:** Geoff Spargo, Deidre Howarth, Tim Gotterson (Chair), Caston Smith, Gavin Farrell, Peter Purcell, Megan Rush, Belinda Fleming, Stuart Amos, Martine Gudgeon, Nikki Kempnich, Bryony Pearson, Darlene Booth, Sandra Vickers, Kathy Heathcote (Minutes), Ephraim Sella, Georgie McDougall, Susanne Weiley, Melissa Ashworth, Liette Snow

**Meeting opened:** 6.35 pm

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action/Decision/Responsibility</th>
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| 1. Minutes from last meeting    | Revised minutes presented for review                                       | Moved: Belinda Fleming  
Seconded: Megan Rush                                               |
| 2. Correspondence out            |                                                                           |                                                                  |
| **Correspondence in**            |                                                                           |                                                                  |
| • Request from Cheryl Booker re P&C donation to Stage 2 and 4 Presentation Day | Presentation Day: Gav to review the $ amount P&C spent last year and ensure that our donation focuses on a specific area eg citizenship  
Year 6 Farewell: Gav reported that money had been allocated in the same manner as last year.  
Whiteboard funding: to be discussed in general business |
| • Request from Geoff Spargo re funding for 4 Inter-active whiteboards |                                                                  |
| • Request from Heather West for funding for the Year 6 farewell |                                                                  |
| 3. Business arising from Minutes | • Cabling into the library is compatible                                  | Traffic Management: Stuart will get a draft to the Exec and Geoff at the end of the term.  
**Goal setting:** Geoff to organise a list of the goals by |
|                                  | • Follow up on goal setting for 2012 from the Building and Library fund donation money – try to get by end of November (Funding). | |
**4. Standing Items**

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<th><strong>a) Treasurer’s Report</strong></th>
<th><strong>b) Canteen Report</strong></th>
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| - 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: Nikki has a quote from the Pass Café re Xmas party. $50 a person for main and nibbles..Plus $5 corkage. Thought to be too expensive. | - Opening cash balance as at 1.10.2011 is $12, 802.30. Closing cash balance is $11,291.09.  
$100 incentive has been offered to encourage online ordering  
Bryony described an online incentive from Flexischools where 1 day a week is only for online ordering …KH to send out.  
There had been an issue raised by a parent issue re some items on menu – Canteen subcommittee meeting will review this issue.  
There has been no negative feedback about the price rises, although some problems with people not adhering to the new prices.  
Gradually getting more online ordering.  
Moria and Bryony are doing an online ordering demo for the Kindergarten |

the end of November  
Xmas Party: Nikki to email invitation out to members.  
She will also ask the Pass Café to drop back to $25-30 with choice of main. P&C will pay for corkage  
Moved: Ephraim Sella  
Seconded: Steve Huntsman  
Moved: Susanne Weilley  
Seconded: Megan Rush  
Nikki and Bryony to set a date for the next subcommittee meeting 22 Nov 4pm
### b) Canteen Report

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**Moved:** Susanne Weilley  
**Seconded:** Megan Rush

Nikki and Bryony to set a date for the next subcommittee meeting 22 Nov 4pm

### c) Uniform Shop Report

- Need volunteers for 2 hours
- Need holiday help with selling uniforms, 21, 24, 28 January
- All polo shirts have arrived for next year and have been stored.
- New hats selling well
- School blazers have been ordered
- Uniform shop order form has been developed for kinder orientation day
- Shop will be ready for start of the new year, hopefully
- There is a need for a cash register that will produce receipts. Funding for this was requested from the P&C. Alternative options were to seek a business that can donate one. The aim is to have a cash register and EFTPOS facilities
- One other option is to have a point of sale system connected to a printer and a computer.
- In theory, the P&C approve the funding of a cash register but would like to explore our options for obtaining one for free first.

**Moved:** Kathy Heathcote  
**Seconded:** Belinda Fleming

**Cash Register:**
- Stuart to look into the POS option
- Bryony to look into purchasing cash register via Flexischools
- Consider putting a note through the newsletter for donor

Tim moved that we research these and other options first, with approval for the Committee to spend up to $500 for a cash register if a good price can be found. – If quotes are over $500 there will need to be a vote for funding, from the general Committee. This was unanimously supported.
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<th>e)Principal Report/Arts Committee Report</th>
<th>See attached report. Additional points of note:</th>
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<td>• Thanks to Nikki for her input to the merit selection program for a vacant teaching position.</td>
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<td>• Landscaping project of the School is progressing well. Minutes of the meeting attached.</td>
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<td>• The Arts Committee has provided a pathway for other parents to be involved in the School</td>
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<td>• Geoff visited the Creative Arts Camp – large numbers of children sent this year.</td>
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<td>• Public Speaking – Representatives from Toastmasters adjudicated this year. They were very impressed with the standard.</td>
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<td>• Recommendations for the Instrumental and Music and Band program attached</td>
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<td>• Parent forums – the aim is to look at what we have achieved in the last 3 years. Also, to look at future directions, innovations for next 3 years. It is hoped that a cross section of parents will attend and directions for the next 3-year plan can be formulated. These forums are important for building a picture of what is needed in terms of playground and general infrastructure and for deciding how the future funds raised in the tax deductible funding programs can be spent.</td>
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<td>• Interactive white boards are part of the overall Technology plan. The first part is to put a minimum of 4 computers in every classroom, with the ultimate aim for 6 computers in every room. 2nd part of the initiative is to put interactive white boards into the Classrooms. Releasing funds for these items asap is important to show parents what their fund raising can achieve.</td>
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<td>• Expectation is that we will have 50% of what we want to do in the playground in 12 months. Priority setting will largely depend on sorting the drainage issues out first. An engineer will be consulted as to what sort of work is required and what costs are involved. The School is looking at installing multi-purpose places in the playground.</td>
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<td>• Future planning will look at air-conditioning the administration offices.</td>
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<td>• There is another Dpt fund (specifically to preserve heritage listed buildings) that can provide money for refurbishing the old library. A sketch of the plans has been given to a builder for estimate of costs. The building wont be refurbished</td>
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fully by new year. **It is important to check whether asbestos in there.**

**f) Presidents Report**

Tim commented on feedback he had received on how well funded and supported the school is, with the help of the P&C.

Moved: Kathy Heathcote  
Seconded: Steve Huntsman  

**g) Grants Subcommittee Report**

- We have applied to the NRCF grant for one bubbler to be installed within the School grounds, as part of the plan to reduce the sales of bottled drinks in the Canteen.  
- The Eco grant application was successful. Money ($2,500) yet to come in (prob in December).

Moved: Kathy Heathcote  
Seconded: Steve Huntsmen

**h) Finance Subcommittee Report**

- No report.  
- Peter put forward the suggestion that some documentation of the overall aims of the funding Programs go into the kit for new parents, with a view to encouraging donations.

- Geoff to look into the Information Kit idea

**5. General Business**

**Canteen staffing**

- Tim introduced the issue of the falling volunteer rates and the urgent need to address staffing needs of the Canteen (information previously circulated to the Group). This was prompted by an email by Bryony to the P&C executive.  
- Bryony was asking for the Committee to consider funding another employee – ie Darlene, full time (3 hours, 5 days a week)  
- Tim gave a background report of Exec response – meeting minutes circulated. These included a review of the general concerns from Bryony and Darlene and a list of several suggestions to remedy the situation, including: increasing volunteers, providing extra staff hours (ie Darlene) and addressing the supervision needs of the volunteers.  
- The Committee discussed these issues. General comments put forward by the Committee were:  
  - The Canteen desperately needs more help – it is struggling in

**Canteen staffing issue**

It was moved that the P&C fund an additional 3 hours for 5 days a week (ie 15 hours/week) to employ Darlene. Conditions are:

1. Bryony works one less hour per day (as documented in the recommendations in the Exec meeting minutes)  
2. There will be regular evaluation of the profits and losses at General meetings  
3. There will also be an evaluation of strategies to improve Canteen management, the supervision and recruitment of volunteers. This evaluation will be done with the input of
the face of a 9% growth in the student population.

- Currently the pressure to provide lunches to children and staff is making the environment quite stressful. New initiatives are needed.
- Closing the canteen on the quiet days was not an option, nor was extending the lunch start time
- Darlene was already being called in 4 days a week and being paid accordingly
- The fall in volunteers was reflective of the economic downturn and may not drastically improve for some time
- It is important to try to preserve the culture of volunteerism in the Canteen as it gives the opportunity for parents to interact with their children and other parents (social currency)
- There has been a drop in profits from $27k to $13k over the last year or two. Paying an extra salary will result in a fall in profits
- Loss in profits needs to be balanced by the important service that the Canteen provides the School
- The increase in prices will absorb some of the losses
- It is important to monitor the economic efficiency of the Canteen (profits and losses) so that it can remain open and viable and provide a much needed service to the School.

Working bee

- Is needed to clean up Middleton St. The first Saturday morning in December was proposed

Letter of condolence

- Kathy to send, on behalf of P&C.

Working Bee

- P&C recommendation in supporting a Working Bee on a day and time to be confirmed. Steve to coordinate

Picture framing

- Tim moved that $750 be released for framing the pictures. If it costs any more than this, then the Committee will need to vote. This was passed unanimously
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| | 6. Next Meeting ??? sometime in early 2012... |
| | 7. Meeting Closed 8.50 pm |