

Brooklyn Public School P&C Association Meeting

22 June 2017 at 6.30pm

Minutes

Attendees: Jane Jaggs, Chris Haywood, Mark Agnew, Alan Barrett, Erika Crowell, Sue Hanson, Diana Aitken

1. Opening & Welcome

Jane opened the meeting at 6.35pm.

2. Adoption of Minutes

Minutes from meeting 18 May 2017 were adopted.

- a. Moved by Sue Hanson
- b. Seconded by Jane Jaggs

3. Business arising from previous minutes:

Subject	Action	Who	Status
CAP Activities	Completion of an instrument hire register needs to be updated and invoiced for T1 & T2.	Cath/Skye Michelle/Skye	Open
	Band (currently 12 students) to be invoiced for T1 & T2. Mark to discuss with Rose.	Mark/Skye	Open
	All tutors required to complete community use agreement with school.	Diana/Skye	Open
	Adult band members should be hiring instruments and school students to be given priority for instrument hire.	Skye/Michelle	Open
	Some full size acoustic guitars are available for hire by adult band members.	Skye/Michelle	Open
	Mark to discuss the above with Jodi, Cath & Rose.	Skye/Michelle	Open
By-laws	Need to be updated to remove kids club then circulated to Committee.	Sue	Open
Aunty Shirl Memorial	Quotes for "buddy bench" being sought by Diana. Discuss at next meeting. Quotes received came in around \$700. Chris to seek other timber options that will suit the grounds.	Chris	Open
BPS Invoice P&C	School to invoice for 2016.	Diana	Closed
P&C Funds	Asking P&C community how to spend P&C funds.	Jane	Open

P&C Levy	Levy paid by parents in 2016 to be reconciled and paid to P&C.	Mark	Open
Oxfam Trailwalker	Organisers for this year Skye, Jodi, Cath & Kim.	Jane	Open
Trivia Night	Liss Oltersdorf & Julia Apperley organising. Need help with sending donation letters. Date to be advised (early August).	Jane	Open
Comedy for a Cause	Investigate potential for pooling resources and research with BUSC.	Jane/Sue	Open
Outdoor Cinema	Look into possibility of running as a family evening fundraiser.	Jane	Open
Class Reps	Reinstate class reps for information sharing. Decided we would leave this for teachers to send emails to parents more regularly	Jane	Closed
Replacement equipment	Discuss ideas for replacing the "fort" with a more suitable playground item.	All	Open
Noticeboard	Look into replacing current board with electronic board.	Jane	Open

4. Principals Report

See attached.

5. Treasurer's Report

See attached.

Diana discussed with teaching staff best method of petty cash contribution from P&C (budget of \$250 per semester was approved at the last meeting) to each classroom. Staff would prefer cash payment and then receipts will be provided in lieu as funds are spent. Budget of \$250 per classroom was approved.

Mark discussed updating signatories on the bank account. Mark and Erika to remain and Jane to be added. Shortly after Mark will set up electronic bank account.

6. Uniform Report

Uniform committee is running smoothly. Jane Andrews is opening the uniform shop on a regular basis.

7. Fundraising Report

No report.

8. General Business

It was agreed that the meetings minutes will be emailed by BPS to the school newsletter list and posted on the school website.

Doc from Sun Shade Australia attended and brought a quote for the shade sails over the playground equipment. There are two options, one being one large sail (7m x 17m) \$13,877 or two smaller sails (7m x 9m) for \$16,588 both ex-GST. The two sail option provides better coverage and is more expensive. Modelling of the shade provided by both systems was suggested. The need to check that trees were not in the way of the proposed siting of support poles. Other quotes received were from Shade Sails Centre for \$18,000 and Ashadya was for \$31,000.

The Trivia Night date was discussed. It was agreed that in future years the Trivia Night should be held earlier in the year in either May or June so that there is some space between the Soccer Dinner Dance fundraiser which is held in early September.

Jane raised that she has received some feedback that some parents would prefer bus transport to the Zoo Snooze excursion and zone carnivals. Cost impacts to be discussed at the next meeting.

Erika and Jane raised the issue of excursion notes needing to have more information on them regarding travel arrangements, uniforms and return times.

Mark Agnew raised the acquittal of the 2014 grants received from the Building Communities Grants Program. A letter has been received that states that the acquittal was not received. Mark and Sue to liaise and prepare acquittal prior to 30 June deadline.

Andrew Knight joined the meeting to discuss the Camphor Laurel. He expressed concern that the tree remains a risk. He provided his opinion that the tree is not in good health and thinks that it should be removed in the future to mitigate the risk. Diana confirmed that she has received reports from an independent arborist that has not recommended the removal of the tree. Andrew also recommended that the tree be inspected at least annually, preferably six-monthly. He also recommended that the students be encouraged to access the toilet blocks via the path rather than under the tree. He recommended that the hollows in the large branches near the trunk should be mapped to ensure that any health issues are found. He also noted that to keep the tree healthy will cost a lot of money into the future and the school, P&C and community should be aware of that. Diana recommended that the P&C consider agreeing a budget for ongoing inspections and maintenance.

Reconciliation action plan – Jane read a letter from parent Amber Pike who would like to help the P&C and BPS set up a reconciliation action plan. Due to the lateness of the meeting it was decided to hold over until next meeting and invite Amber and anyone else that wants to discuss along.

9. Grounds Committee

No report.

10. HRCC

No report.

The meeting closed at 9pm. The next meeting will be Thursday, 3rd August 2017.

We are now almost at the end of the term and, looking back, it certainly has been filled with an amazing variety of teaching and learning programs!

The students have enjoyed a drumming incursion, participated in the Zone Cross Country, read some great new titles from the Beecroft Children's Bookshop, participated in some video conferences, slept out at the Zoo, enjoyed playing soccer on the Mariners Inflatable Pitch, listened to stories about aboriginal traditions and engaged in fantastic learning opportunities in classrooms!

Last night's Parent Information and Film Night was very well attended and all parents indicated that they found it to be most informative and greatly appreciated the event. The children enjoyed the movie and I thank Mrs Connolly and Mrs Aselford for helping to supervise the cinema! Mrs Colleen Meehan, the school counsellor, will present the Parent Information session in Term 3.

We spoke last night about the professional learning sessions staff participated in this term, titled *Critical and Creative Thinking Across the Curriculum*. These were fabulous sessions that all staff enjoyed immensely. We talked about the skills and dispositions that students will need to function in the 21st century world of work and how we can teach these skills in our classrooms. Participation in the course also meant that we have access to a great range of teaching materials to help us implement this learning. You may hear your child singing a catchy little tune called, *Captain Disposition!*

Student reports will come home next week and this is an opportunity for class teachers to document their observations of your child's progress this semester. As always, if you would like to discuss your child's learning journey with your child's teacher, please speak with them about making a time to do so. It is always my experience that reports are valid the day they are written as student's achievement of new learning is happening every day!

We will celebrate the many talents of our students at the End Of Term Assembly next Thursday. Each class will be presenting an item for us to enjoy and we will be applauding the many achievements of our students in curriculum areas. It is such a wonderful opportunity for parents and friends to join together to show how proud we are of the incredible individuals that we have here at Brooklyn Public School!

Enrolments are coming in for the Kindergarten class of 2018. At present we have 15 children on our list and it's only June! We are advertising around the community and also placing an ad in the Bush Telegraph. This certainly is a very healthy number for next year.

We look forward to another busy term in Term 3 with many programs already on our calendar. We will be running our Public Speaking Program, going off to the Athletics Carnival, opening up for Education Week, Kindergarten Orientation, sending Years 5 and 6 off to Canberra, dressing up for Book Week, going off to the Opera House and preparing artworks for the Art Show and no doubt there'll be more!

Another great term here at Brooklyn!

Diana Aitken

Treasurer's Report

22-Jun-17

Category	Cheque Account - Year to Date		
	Income	Expense	Balance
BPS	\$60.00	-\$159.00	-\$99.00
CAP	\$0.00	-\$900.00	-\$900.00
Wakakirri	\$0.00	\$0.00	\$0.00
Fundraising	\$4,464.40	-\$1,613.45	\$2,850.95
Interest	\$0.00	\$0.00	\$0.00
Sundry	\$0.00	\$0.00	\$0.00
Uniforms	\$4,348.65	-\$1,858.61	\$2,490.04
	<u>\$8,873.05</u>	<u>-\$4,531.06</u>	<u>\$4,341.99</u>
Cheque Account Balance 01/01/2017	\$28,940.30		
Funds movement YTD	\$4,341.99		
Cheque Account Balance	<u>\$33,282.29</u>		
Unpresented cheques			
Outstanding deposits			
Cheque account - available funds			<u>\$33,282.29</u>
Savings Account Balance 01/01/2017	\$10,627.35		
Interest	\$33.90		
Savings Account Balance	<u>\$10,661.25</u>		
Total Funds In both Accounts			<u>\$43,943.54</u>
Receivables	\$0.00		
Payments due/proposed		-\$10,201.99	
Uncommitted Funds			<u>\$33,741.55</u>
CAP Program			
CAP Allocation C/fwd from 2016	\$3,667.86		
CAP 2016 Outstanding Student Fees Collected			
CAP 2017 Student Fees Collected			
Band fees paid		-\$900.00	
CAP Balance	<u>\$2,767.86</u>		
CAP 2016 Student Fees Not Yet Collected	\$650.00		
Available funds after outstandings	<u>\$3,417.86</u>		
P&C Annual Expenses 2017	Approved budget	Paid YTD	Amount remaining
P&C Federation Membership & Insurance	\$650.00	\$0.00	\$650.00
Bus Subsidy (1/2 cost of 1 bus excursion per class)	\$5,000.00	\$0.00	\$5,000.00
Swimming Scheme (approx \$20 per student)	\$2,200.00	\$0.00	\$2,200.00
Short Listed Books for Library	\$400.00	\$0.00	\$400.00
Grounds & Gardens	\$400.00	\$0.00	\$400.00
EOYA Trophies	\$110.00	\$0.00	\$110.00
EOYA Mugs - Leaving Families	\$150.00	\$0.00	\$150.00
Stamps	\$60.00	\$0.00	\$60.00
Writers Festival (\$25 per student - every second year)	\$2,500.00	\$0.00	\$2,500.00
Drummers incursion	\$700.00	\$0.00	\$700.00
Teachers resources	\$1,000.00	\$0.00	\$1,000.00
	<u>\$13,170.00</u>	<u>\$0.00</u>	<u>\$13,170.00</u>

Treasurer Report

Key Points for Jun-17

CAP Semester 1 &2 Fees to be invoiced
Change of bank account signatories required
Adoption of online banking to be considered

Payments Due

Brooklyn Public School - approved in Dec-16	
- Milson Island Fun Day	780.00
- Wilters festival (est \$2,125)	3,134.00
- Swimming scheme (est \$1,770)	2,195.00
Brooklyn Public School - approved in Dec-16	
- Signage	1,406.90
Teachers resources - 4 classes @ \$250/class	1,000.00
Themis Michael - Mothers day Gift Supply	TBC
Uniform Shop:	
LW Reid	\$214.80
Stitchingly Simple	\$217.80
Trutex	\$565.99
African Beat - Drumming incursion (PAID, cheque unrepresented)	\$687.50
Payments due	<u>\$10,201.99</u>
Amounts receivable from BPS:	
2016 P&C levy	\$1,675.00
Uniform shop - paid to BPS rather than P&C	\$118.00