



## Cromer Campus P & C Association

### Meeting Minutes

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**Date:** 9<sup>th</sup> May, 2017

**Venue:** Northern Beaches Cromer Campus School Staff Room & Newly painted English Room

**Commenced:** 7:00 p.m.

**Attendance:** Justin Hong (Principal), Desmond McLachlan (President), Mark Fryett (Treasurer), Aleks Huson, Dionne Hunt, Jason Hunt, Sharon Brisebois, Ava Adlam

**Apologies:** Anita McLachlan, Paul Steele (Vice President), Karen Harris

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#### WELCOME

P & C President Desmond McLachlan welcomed everyone and thanked them for attending

#### CONFIRMATION OF PREVIOUS MINUTES

The minutes from the previous meeting were confirmed by:

Dionne Hunt & Aleks Huson

#### TREASURERS REPORT: (Presented by Mark Fryett)

General Account current bank balance: \$44,787.00

P & C Building Fund Bank Balance: \$3,375.00

#### CANTEEN REPORT: (Presented by Desmond McLachlan)

We had a target of \$7,500 in sales for Term 1 through the canteen however only received \$5,500.

However, we also had catering sales of \$2,131.50 so in total was \$7,631.50.

Biggest expense in the canteen is wages. We also had a lot of sporting events, camps etc which take students off campus so this affected sales in the canteen. Term 1 & Term 4 are usually known as the worst performing terms.

The orange paint in the canteen has gone. Roller doors have not been painted because we might not be able to roll them up.

Certificate has been put up – 4 stars.

Des attended the changes that are rolling out over the next 3 years within NSW canteens to reach certain star ratings. Food in the canteen will need to be 25% at 3 stars & 75% at 5 stars.

Already in the process of small changes on the menu. Biggest issue is our cold drinks, as they are our biggest seller.

#### **PRESIDENTS REPORT:**

##### INTERVIEW PANEL

We need people on the P & C to take up positions on a panel for when new staff/exec are hired for the school. It requires a 1 – 1.5 hours course being undertaken online.

Going to possibly send out something via the form online or through the parent liaison network however the P & C need to approve the person first.

##### BRICKS

Paul was going to ring and speak to companies that provide the bricks however he wasn't in attendance at the meeting so Des will follow up with Paul and circulate the costings to the P & C members for discussion prior to next P & C meeting.

#### **GOLF DAY: (Presented by Jason Hunt)**

Site is ready to go live, we have our first sponsor (Belle Property, Dee Why – Nick Duchatel).

The software we are using will handle all registrations, payments and running the day. The company who we have got the software through is supplying someone on the day to ensure the running of the software is seamless.

Mark to supply list to Jason of previous sponsors and all other P & C members to actively promote the website to potential players and sponsors. This is our major fundraiser of the year!

P & C agreed for Jason and Dionne to continue with the running of the Golf Day and are very happy with their efforts so far.

#### **PRINCIPALS REPORT: (Presented by Justin Hong)**

##### SHORT TERM PROJECTS:

Science rooms are currently under construction, 16 weeks to complete them. We will have 8 new science labs with 5 still to be renewed, the other 5 are not that bad.

We were shown the new English rooms which have been painted, new lights, fans, and electrical switches.

Each room costs between \$5K - \$8K to fully complete. He wants to really concentrate on the classrooms as this is where the magic occurs, the kids spend most of their day in these rooms.

Looking at switching the x 2 music rooms with the x 2 TAS rooms, the music rooms aren't in a great position and we have a big music program now so need more room. To swap the TAS rooms over needs lots of cabling so this would cost more than the \$5K - \$8K budget above.

Lots of landscaping has been done around the school in particular the sandstone edging around some of the garden beds, so far this has cost approx. \$25K, we still have approx. another \$40K to spend on this area.

The outdoor furniture (picnic tables) which were made by students in the school are getting quite tired and Justin's intent is to paint them a green colour. We want all the items listed above to be done by professionals so it's not wishy washy.

#### LONG TERM PROJECTS:

While the above items are good in the short term we would like to eventually look at re-surfacing the tennis courts at the rear of the school and putting a COLA (Covered Outdoor Learning Area) over the courts.

#### ELECTRONIC SIGNS

We are still waiting on council to approve the electronic signboards for the school which were also fundraised by the P & C. Council take 8 weeks to approve which should be this week ending.

The sign makers are ready to go once we have the council approval.

#### NEW SCHOOL ACCOUNTING SYSTEM

There is a new school accounting system being rolled out over the next 5-6 weeks. Justin is also looking into signing up with a software called 'school bytes' which is a comprehensive school management platform providing schools with the tools they need to operate smoothly and efficiently. Other schools in the area are raving about it.

#### **P & C WEBSITE: (Presented by Aleks Huson)**

Website is registered we also satisfied charity status to obtain Google Apps for free. We also have access to other free software which Aleks will look into more and present either via email or at the next meeting.

Need more content, photos, update the list of past, present and future projects that the P & C have funded. CONTENT IS THE MAIN DRIVER.

Would be good to link the school calendar with our google calendar for upcoming events if possible?

Looking at putting useful links, like Headspace on the page for direct people to organisations for help in certain areas.

Lots of people have signed onto receiving information through the P & C which is great for further communication with our community.

#### **GENERAL BUSINESS:**

None

#### **ACTIONS ARISING FROM MEETING:**

Action Item	Person Responsible	Due Date
Check if we have a P&C Federation membership	Des McLachlan	Overdue from Previous Meeting
Prepare plan on website	Aleks Huson	COMPLETED

Contact Dave re speaking with us about organising sponsors and how the Golf Day is run	Mark Fryett	COMPLETED
Come up with Golf Day plan for next meeting	Mark Fryett	COMPLETED
Speak to Paver companies about what's on offer	Paul Steele	Overdue from Previous Meeting
More content, photos and information for the P & C website	Aleks Huson	6 <sup>th</sup> June (Next P & C Meeting)

**CLOSE:**

The meeting was officially closed at 8.40pm

**NEXT MEETING:**

Tuesday 6<sup>th</sup> June, 7pm. Staff Room

Signed:

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Desmond McLachlan, President

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Paul Steele, Vice President