



Cromer Campus P & C Association

Meeting Minutes

Date: 14th March, 2017

Venue: Northern Beaches Cromer Campus School Staff Room

Commenced: 7:00 p.m.

Attendance: Justin Hong (Principal), Desmond McLachlan (President), Paul Steele (Vice President), Mark Fryett (Treasurer), Aleks Huson, Dionne Hunt, Jason Hunt, Sharon Brisebois, Karen Harris

Apologies: Anita McLachlan

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

PRESIDENTS REPORT:

NIL provided

TREASURERS REPORT:

NIL provided

PRINCIPALS REPORT:

School progress

Appointment of parents for as year co-ordinators last meeting 3 positions have been filled, years 7, 10 and 11. 3 remain vacant.

Justin has spoken to welfare co-ordinator Fiona Bird. Year co-ordinators should expect email intro from year advisers. Email is preferred method of contact with year advisers.

Year co-ordinators will also have email contact with appropriate deputy principal.

Year co-ordinator is largely a communications role, but also student welfare and conduit for info to students/parents.

Types of communications will be on year based events rather than class/school.

There is an issue with handing over list of parents and their contact details. P&C will need to encourage parents to sign up with P&C so they receive contact details. Justin is able to send email to year groups if we supply content.

Paul volunteered to take year 12 parent role. Now just need year 8 & 9 parents.

Year advisers will supply role descriptions to year co-ordinators.

2. Thanks to Paul for contribution to science panel; appointment will be made soon.

3. School works up-coming:

- Air conditioning library changes starting next week
- 3 x science lab upgrading
- Painting of rooms

CANTEEN:

Increases to Canteen Wages

Two staff underpaid now, and wages need to be increased as they have completed trial basis.

Canteen manager has done a good job and is also looking for an increase. Proposed 6% increase is \$2 up from current ~\$30/hr

Unanimous agreement by all in attendance to increase the x 3 people employed in the canteen.

Desmond will arrange the appropriate increase and new employee contracts.

OPEN DAY:

The event was catered for 360 people costing \$360 – supplies were exhausted approx. ½ before end of event.

Justin (Principal) advised of positive feedback from parents and read an email from Collaroy Plateau Public School with positive feedback from a staff member.

STATEMENT OF PURPOSE:

We need to put together a list of key points that identify what the P & C does.

Des presented a proposed statement to the P & C members in attendance. Des will circulate the statement via email to P & C members for collaboration and feedback. Once this is finalised we will proceed with the agreed version.

Two main reasons for this is for:

- Content for the website (which is currently in the works)
- People asking what the P & C are in the school

SPONSORSHIP:

We need to know what we're raising money for. Work out packages and what potential businesses will get for their money. Mark supplied details from last year's sponsorship packages.

Cromer Public School is going through their sponsorship package design process now; and we can possibly use some that info to help our process.

Discussed options for the Golf Day. Golf Day has had a big turnout a few years prior, but major sponsor coordinators have moved on and sponsor pool was exhausted.

Another sponsorship option is selling pavers; Dionne provided Des with flyers and magazine on how to sell these to upgrade the existing paved pathways leading into the school.

Des, Karen & Paul agreed to form committee for paver fundraising.

Justin mentioned it would be good to focus this year on maybe 2 things and not take on too many new ideas.

It was decided our main focuses would be:

- Website implementation
- Golf Day
- Year co-ordinator communication

GOLF DAY:

Reason for low turn-out last year related to being advertised too late last year (Oct).

Challenge is getting the per-hole sponsorships and getting full teams together.

Existing structure is good, but needs to be tweaked and mainly an increase in numbers is required.

Dave Allison is the contact at the golf club.

Need to get info out to parents early to see who can assist.

Golf Day committee was formed with Mark as chairperson and Jason and Dionne Hunt assisting.

COMMUNICATIONS:

Brief overview of what other P&C are doing, particularly NBSC schools.

Discussed need for website and new comms channels.

Discussed collaboration and organisation benefits of Google Apps.

Discussed what assistance/benefits P&C association membership might provide.

Agreed to proceed with our own domain and website.

Aleks to proceed with Domain, web hosting and Google Apps setup.

GENERAL BUSINESS:- P & C Federation membership.

Do we have a membership with the P & C, this comes with a central email address for the P & C. Des said he will look into it.

- Interschools Exchange

Paul reported from Interschools exchange w/NBSC meeting at Freshwater with other schools.

Paul discussed comedy night that was big success for Mackellar. We won't do this year as Cromer Public is doing this year. Suggested alternative years with Golf Day.

- New School Boundary/Feeder Public Schools

Discussion of changes to the boundaries. Drawing area now means fewer feeder schools. Justin discussed impact on school enrolments over coming years. Provides opportunity for P&C as there are increased benefits to local real estate agents.

- Communicating with other P & C's for fundraising

We need to talk to other feeder schools for co-ordination of events and advertising through their channels.

ACTIONS ARISING MEETING:

Action Item	Person Responsible	Due Date
Check if we have a P&C Federation membership	Des McLachlan	7.4.2017
Prepare plan on website	Aleks Huson	7.4.2017
Contact Dave re speaking with us about organising sponsors and how the Golf Day is run	Mark Fryett	7.4.2017
Come up with Golf Day plan for next meeting	Mark Fryett	7.4.2017
Speak to Paver companies about what's on offer	Des McLachlan	7.4.2017

CLOSE:

The meeting was officially closed at 8.30pm

NEXT MEETING:

TBA as the date which was originally advised is in the school holidays. Des will circulate a new date

Signed:

Desmond McLachlan, President

Paul Steele, Vice President