

P&C ASSOCIATION MEETING MINUTES

Date: 26/4/21

Venue: Cromer Campus, 7.30pm

Attendance: Aaron Holborow (AH), Jenni Davies (JD), Matt Soltau (MS), Kathie Palamara (KP), Teresa Burgess (TB), Jackie Reevie (JR), Jenny Jones (JJ), Michelle Hofmann (MF), Rob Feltscheer (RF), James Brisebois, Deborah Howard,

Principal: Justin Hong (JH)

Apologies: Cathie Butler,

Official Start time of the meeting: 7.45pm

Principal's Report:

Welcome to Jackie for her first meeting as President.

The funeral for Michelle was held this afternoon. JH reflected on what a pleasure it was to have Michelle as part of the front office staff and the amazing work she did for the school. She will be sorely missed. JH extended his best wishes to Michelle's family.

Third Deputy Principal John Hanna is passionate about school uniform standards. He is going to bring some new initiatives forward to help to improve standards. JH acknowledged that most pupils are doing the right thing but standards could be improved overall. JH asked for permission to invite John to the next meeting to discuss potential changes to the Learning Conversations. Due to the increase in number of children in the school, the logistics are becoming more challenging. There is potential that the conversations may be merged with parent-teacher nights but John will explain more at the next meeting.

There is some very good news that the Department of Education has approved the construction of the COLA over the basketball courts in the back oval area. This area will then be transformed into a multi-sport hard court with options for basketball, volleyball, netball, and soccer, as well as an area where assemblies can be held. The funding for this is an 80:20 split between the Department and the school, with an overall cost of \$600,000. JH has been preparing for this for the last few years and has our portion, \$120,000 in the bank ready to be used. The scope of works is currently being put together. Once this is sorted, it will be put out to tender. The Department will decide the successful applicant. JH is optimistic that it may be completed within 12 months.

Treasurer's Report (Matt Soltau):

It is noted in these minutes, that both Matt (MS) and Jackie (JR) are the new signatories for the bank. JH noted that we may be due for a financial audit as there hasn't been one for years for the P&C. He encouraged MS and JR to make sure all aspects of correct protocol are attended to.

MS presented the new audit reports for 2019 and 2020 for review in the meeting. These will be signed off by JR and MS, then sent to the P&C Federation

Balance bought forward	\$142,470.23
Income	\$2,056.10
Expenditure	\$416.00
TOTAL in bank	\$144,110.33
Girls Program	\$11,330.29
Band	\$2,836.95
Committed Expenditure	\$45,000.00
General Account Available Funds	\$84,943.09

President's Report (Jackie Reeve):

- 1. Year 7 Seating Upgrade:** Jackie has received a quote from Scully along with a number of suitable seating options including S-shaped benches with 2 tables + umbrellas (will seat 15 children). These are the same as the blue seating already in the art block area of the school. JH noted that it was very popular with the pupils. Other options included large, flat, round, raised seating 'benches', round table + bench seating similar to the new furniture in the International Gardens, and long wavey benches similar to the ones already present by the side of the offices.

In order to put in the large s-shaped seating option, new concrete slabs would need to be installed at a cost of approximately \$8000 for 2 slabs.

It was also noted that the current flat square seating 'benches' that were previously built by the construction students, were nearing the end of their lifespan. They are currently bolted onto smaller concrete slabs that could be reused for new seating.

The cost for the project has not yet been finalised as 2 more quotes need to be received before making a final decision.

Colours for the seating and umbrellas was discussed but not finalized. It was noted that the umbrellas are wind resistant to 200km/hr.

JR will follow up other quotes with the aim to get this project completed in the July school holidays.
- 2. Artwork for the front of school:** Scully also provided details of an artist who does Indigenous artwork/murals. In consultation with local Elders and with the school pupils he forms a story for the art. It was noted that he was very reasonably priced and the question was raised as to whether this artwork could be done on the front of school?
- 3. Update on signage for the main entrance to the school:** As has been previously proposed, JH is keen to have the school emblem together with the school's name on the new walls at the main entrance. JR asked Peter Reeve for an opinion with regards to 3D printing of the emblem. This could be done in coloured perspex and attached directly to the wall. An alternate to this was raised – having the emblem and lettering all cut out of metal. How to manage vandalism with each option was discussed. Each option is to be explored further. JH, AH will meet with Peter and Michael with regards to installation.
- 4. Golf Fundraiser update –** JR called Cromer Golf Club but found it difficult to get information. However, she has now received an email with details of the fees that would be involved. The aim is to hold the event on a Wednesday afternoon in late October/early November. JR will call the club back to lock in a date and get a more formal quote estimated around 72 golf, and 100 overall participants.

Other Business:

1. **Canteen Representative Update (Kathie Palamara):**

- a. The question around packaging has been looked into but not finalized.
- b. The issue of increasing options on the menu for children with special dietary needs was discussed. KP suggested that parents were welcome to email her directly with any concerns/suggestions/enquiries regarding the menu and were welcome to come in a see what options were actually available. MH suggested some foods might be added that covered multiple intolerances – for example gluten, dairy and egg free options. She came with a list of items that were on the Cromer Primary School menu. KP encouraged MH to email her to discuss further. She also noted that Lisa, who leads the canteen staff, used to be a chef so is very adaptable.

2. **Government Grants Update (Jenny Jones):**

JJ noted that there are a significant number of grant options, a lot of which are coming up quickly. She suggested that the work was put in this year to figure out which specific grants would be most suitable to prepare for applications next year.

One specific grant that may be useful is a sustainability grant. JJ suggested that a project for the front of school area could be devised to make this area more appealing. It was noted by JH that the school already has gardens at the back of school with one of the teachers very interested in horticulture. JJ will aim to meet with this teacher to discuss potential projects.

3. **Projects Update**

Working Bee – AH suggested Sunday May 23rd May for the Working Bee. All adults and kids are invited and welcome to come and help out, as much, or as little, as they can. AH will sort out an email for JD to send out to all P&C contacts. JH will email the school wide community and put it in the next newsletter. RF will create a sign-up page to put on the website, Facebook page and Team App.

Roband, our neighbouring business, has requested that we tidy up the nature strip along Inman Road which is part of our grounds and not maintained by council. It is a significant strip of land approximately 100m long which is currently overgrown. If possible, this will be included in the working bee but the removal of the green waste needs to be considered. JR will ring the council to see if they will clear the waste.

Otherwise, the working bee will proceed as planned with the tidying of the area around the bus layby and year 7 area, together with mulching of the gardens.

Free BBQ will be provided for those taking part in the working bee. Supplies will be ordered through the canteen. AH to coordinate with KP.

4. **Fundraising Update**

- a. **Golf Fundraiser** – see above in Presidents Update.
- b. **Tax deduction for P&C Contributions?** The question was raised as to whether P&C contributions can be tax deductible? As the P&C is a registered charity, it should be possible. MS will look into this to confirm the details. Of note, JR had previously done some investigation into this and found that it should be possible but if the amount was greater than \$250-, there needs to be written acknowledgement. MS will confirm.

This discussion lead onto further fundraising suggestions – that some parents might like to donate funds to pay for new benches to replace the aging flat wooden benches. If we could get this

project rolling quickly, we could encourage people to use this as a tax deduction before the end of this financial year. Overall, it is estimated that there are 25-30 of these old benches (on concrete slabs that can be re-used) that could gradually be replaced.

JR will liaise with Mel Saunders as to how the funds were raised last time.

5. **Recycling bins** – KP suggested cutting out the rubber from around the yellow bin holes to make it easier for kids to deposit bottles in there. This was discussed but agreed upon to keep them in place.
6. **Water Tanks** - MH asked if we have any water tanks on site. In answer, there are none at present, however, JH said that they have been proposed as a solution to deal with the water run off from the new COLA.
7. **The back oval** – this is now being used by the football clubs/council, along with the usual archery booking. It is hoped that it will therefore be upgraded to match the standard of the pitches across the road. It was noted that the current changing rooms are not fit for use by the children and are only used for storage by the archery club, however, they have water and power infrastructure so could potentially be re-developed.
8. **Meeting Days** – Parent, Laura Williamson, had noted in an email that she would like to attend the P&C meetings but was unable to do so on a Monday. With this in mind she wondered if it was possible for the meetings to be held on a variety of days. This was discussed, but decided upon to maintain the P&C meeting on a Monday night.

Close: The meeting was officially closed at 9pm

Next Meeting: Monday, May 31st 2021