

## **P&C ASSOCIATION AGENDA**

**Date:** Tuesday 19<sup>th</sup> March 2024,

**Open:** 7:18pm

**Venue:** Cromer Campus, Library

**Present:** Justin Hong (JH), Jackie Reavie (JR), Colleen Camelin (CC), Aaron Holborow (AH), Matt Soltau (MS), Jennifer Jones (JJ), Kate van de Wall (KW), Seetha Brewster (SB), Madeline Keene (MK), Nicola Brandt (NB), Paula Cowan (PC), Fran Wilson (FW), Cathie Butler (CB).

**Apologies:** Tara McNamara (TM)

## **AGENDA**

### **INTRODUCTIONS PRINCIPAL Justin Hong**

Principal Justin Hong introduced Mark, the head teacher, who expressed his openness to feedback regarding information needs. Mark, who has four sons attending primary and high school, shared his intention to explore hosting an open night for parents. The primary focus of this initiative is to address the disconnect between parents and mathematics education. Additionally, there is a keen interest in evaluating the modern approach to teaching mathematics and the corresponding expectations within classrooms. Furthermore, Mark considers the potential value of organising evening sessions tailored specifically for years 7-10. Attention is also being directed towards identifying key areas for improvement, including understanding the placement of children, enhancing communication channels for students seeking assistance or aiming for academic excellence, bridging gaps in fundamental mathematical knowledge, and providing additional support through initiatives like a homework club, which may involve providing Whitbread sandwiches.

Principal Justin Hong then commenced the opening of the AGM 2024.

## **ANNUAL GENERAL MEETING (AGM):**

### **President:**

#### **Role and Responsibilities:**

1. Leadership: The President provides leadership to the P&C, guiding its activities and initiatives in alignment with the overall goals and objectives of the school.
2. Chairing Meetings: The President presides over P&C meetings, setting the agenda, facilitating discussions, and ensuring that meetings are conducted efficiently and effectively.
3. Collaboration with School Principal: The President works closely with the School Principal to understand the school's priorities and initiatives, and to advocate for the needs and interests of parents and students within the school community.
4. Strategic Planning: The President participates in strategic planning processes, helping to define long-term goals and priorities for the P&C and the school.
5. Communication: The President serves as a spokesperson for the P&C, communicating with parents, school staff, and other stakeholders to keep them informed about P&C activities, decisions, and initiatives.
6. Representation: The President represents the interests of parents and the broader school community in discussions with school administration, education authorities, and other relevant stakeholders.
7. Engagement: The President fosters engagement and involvement among parents, encouraging participation in P&C activities, events, and committees.
8. Fundraising and Advocacy: The President may be involved in fundraising efforts to support school programs and initiatives, as well as advocacy campaigns to address issues affecting the school community.
9. Compliance and Governance: The President ensures that the P&C operates in compliance with relevant regulations, policies, and guidelines, and adheres to appropriate governance practices.

Overall, the President plays a pivotal role in leading the P&C, promoting collaboration and engagement, and advocating for the best interests of students, parents, and the school community.

**Motion: move to nominate Jackie Reavie for the position of President in the NBSC Cromer Campus P&C.**

Nomination: Jackie Reavie	Nominated by: Colleen Camelin	Vote: Unanimous Outcome
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### Vice President:

#### **Roles and Responsibilities:**

1. Support to the President: The Vice President assists the President in carrying out their duties and responsibilities and may act as the President's representative in their absence.
2. Leadership: The Vice President may lead specific initiatives or projects within the P&C, providing direction and guidance to members as needed.
3. Meeting Facilitation: The Vice President may assist in planning and facilitating P&C meetings, ensuring that agendas are set, discussions are productive, and decisions are made efficiently.
4. Committee Participation: The Vice President may chair or serve on various committees within the P&C, contributing to their work and initiatives.
5. Strategic Planning: The Vice President participates in strategic planning processes for the P&C, helping to define goals, objectives, and priorities for the school community.
6. Communication: The Vice President communicates with parents, school staff, and other stakeholders to keep them informed about P&C activities, decisions, and initiatives.
7. Event Coordination: The Vice President may help organise and coordinate events and activities hosted by the P&C, such as fundraisers, social gatherings, or educational workshops.
8. Member Engagement: The Vice President engages with P&C members, encouraging participation, soliciting feedback, and fostering a sense of community within the school.
9. Liaison with School Administration: The Vice President serves as a liaison between the P&C and the school administration, advocating for the interests and needs of parents and students.
10. Succession Planning: The Vice President may be involved in succession planning efforts, identifying and grooming future leaders within the P&C to ensure continuity of leadership and effectiveness.
11. In summary, the Vice President of a School P&C plays a vital role in supporting the President, providing leadership and direction, and actively engaging with parents and the school community to enhance the educational experience for students.

Availability: 3 Vice Presidents

**Motion: move to nominate for the position/s of Vice President in the NBSC Cromer Campus P&C.**

Vice Present Events: Nomination: Arron Holborow	Nominated by: Colleen Camelin	Vote: Unanimous Outcome
Vice President: Leadership and Communication: Nomination: Tara Mcnamara	Nominated by: Colleen Camelin	Vote: Unanimous Outcome
CAPA Nomination: Fran Wilson	Nominated by: Colleen Camelin	Vote: Unanimous Outcome

### Support in Communication

**Motion: move to nominate for the position/s of Support in Communication in the NBSC Cromer Campus P&C.**

Nomination: Paula Cowan	Nominated by: Cathy Butler	Vote: Unanimous Outcome
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Nomination: Colleen Camelin	Nominated by: Cathy Butler	Vote: Unanimous Outcome
Nomination: Jennifer Jones	Nominated by: Cathy Butler	Vote: Unanimous Outcome

**Secretary/Social Media Communication Coordinator:**

**Roles and Responsibilities:**

1. Record Keeping: The Secretary is responsible for maintaining accurate records of P&C meetings, including minutes, agendas, and attendance.
2. Communication: The Secretary communicates with P&C members, school staff, and other stakeholders regarding meeting schedules, agendas, and important announcements.
3. Documentation: The Secretary ensures that all official documents, such as bylaws, policies, and reports, are up-to-date and easily accessible to P&C members.
4. Correspondence: The Secretary handles incoming and outgoing correspondence on behalf of the P&C, including emails, letters, and other forms of communication.
5. Meeting Coordination: The Secretary assists in planning and coordinating P&C meetings, including booking venues, sending out meeting notices, and arranging necessary materials.
6. Compliance: The Secretary ensures that the P&C operates in compliance with relevant regulations, bylaws, and policies, and keeps members informed about legal requirements and obligations.
7. Support to the President: The Secretary provides administrative support to the President and other P&C executives, assisting with tasks such as scheduling, drafting documents, and managing logistics.
8. Social Media Management: responsible for managing the Parents and Careers Facebook page, including posting updates, announcements, and event information.
9. Content Creation: The Facebook Coordinator creates engaging and informative content for the P&C's Facebook page, such as photos, videos, and written posts, to keep followers informed and engaged.
10. Community Engagement: The Facebook Coordinator interacts with followers and members of the school community on the P&C's Facebook page, responding to comments, messages, and inquiries in a timely and professional manner.
11. Event Promotion: The Facebook Coordinator promotes P&C events, fundraisers, and activities on the Facebook page, using targeted advertising and strategic messaging to increase attendance and participation.
12. Communication Hub: The Facebook page serves as a central hub for communication and engagement within the school community, and the coordinator ensures that information is regularly updated and relevant to followers.
13. Analytics and Insights: The Facebook Coordinator monitors page analytics and insights to track engagement, reach, and audience demographics, using this data to inform future content and outreach strategies.
14. Collaboration: The Facebook Coordinator collaborates with other P&C members and school staff to coordinate social media efforts and ensure alignment with overall communication goals and objectives.

**Motion: move to nominate for the position/s of Secretary/Social Media Communication Coordinator in the NBSC Cromer Campus P&C.**

Nomination: Colleen Camelin	Nominated by: Kate van de Wall	Vote: Unanimous Outcome
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**Treasurer:**

**Roles and Responsibilities:**

1. Financial Management: The Treasurer is responsible for managing the finances of the P&C, including budgeting, record-keeping, and financial reporting.
2. Budget Preparation: The Treasurer assists in the preparation of the P&C's annual budget, working closely with other executive committee members to allocate funds appropriately.
3. Financial Transactions: The Treasurer oversees all financial transactions of the P&C, including deposits, withdrawals, and payments, ensuring accuracy and compliance with established procedures.
4. Banking: The Treasurer maintains the P&C's bank accounts, monitors balances, and reconciles bank statements to ensure accuracy and accountability.

5. Financial Reporting: The Treasurer prepares regular financial reports for presentation at P&C meetings, providing members with updates on the organisation's financial status and performance.
6. Auditing: The Treasurer may coordinate or assist with the auditing of the P&C's financial records, ensuring transparency and compliance with auditing standards.
7. Fundraising Oversight: The Treasurer works with fundraising committees to track income and expenses related to fundraising activities, helping to ensure financial goals are met.
8. Grant Applications: The Treasurer may be responsible for researching and applying for grants or funding opportunities on behalf of the P&C, coordinating with relevant stakeholders to maximise financial support for the school community.
9. Compliance: The Treasurer ensures that the P&C operates in compliance with relevant financial regulations, bylaws, and policies, and keeps members informed about financial obligations and responsibilities.
10. Financial Planning: The Treasurer participates in financial planning processes for the P&C, helping to identify funding priorities, allocate resources effectively, and achieve the organisation's strategic goals.

Overall, the Treasurer plays a critical role in the financial management and sustainability of the P&C, ensuring that funds are managed responsibly and transparently to support the needs of the school community.

**Motion: move to nominate for the position/s of Treasure Coordinator in the NBSC Cromer Campus P&C.**

Nomination: Matt Soltau	Nominated by: Cathy Butler	Vote: Unanimous Outcome
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**Canteen Representative:**

**Roles and Responsibilities:**

The operation of the canteen falls under the purview of the P&C and serves as a primary source of fundraising for the organisation.

1. Liaison with Canteen Staff: The Canteen Representative serves as a liaison between the P&C and the canteen staff, facilitating communication and collaboration to ensure smooth operations.
2. Advocacy for Parent and Student Needs: The Canteen Representative represents the interests and needs of parents and students regarding canteen services, advocating for menu options, pricing, and policies that align with the preferences and requirements of the school community.
3. Feedback Collection: The Canteen Representative gathers feedback from parents, students, and staff regarding canteen offerings, service quality, and overall satisfaction, and relays this feedback to the canteen management for consideration.
4. Menu Planning: The Canteen Representative may participate in menu planning discussions, providing input on healthy and appealing food options that meet nutritional guidelines and cater to diverse tastes and dietary preferences.
5. Pricing and Budgeting: The Canteen Representative collaborates with the canteen management to set pricing for food and beverages, considering factors such as cost, affordability for families, and financial sustainability of the canteen operation.
6. Promotion and Marketing: The Canteen Representative assists in promoting canteen services and special offers to the school community, using various communication channels such as newsletters, social media, and school events to raise awareness and encourage patronage.
7. Volunteer Coordination: The Canteen Representative may coordinate volunteer efforts to support canteen operations, recruiting and scheduling parent volunteers to assist with tasks such as food preparation, serving, and cashier duties.
8. Health and Safety Compliance: The Canteen Representative ensures that canteen operations comply with health and safety regulations and standards, monitoring cleanliness, food handling practices, and equipment maintenance to uphold a safe and hygienic environment.

9. Financial Oversight: The Canteen Representative may provide oversight of the canteen's finances, monitoring revenue, expenses, and profitability, and making recommendations for budget allocation and cost-saving measures as needed.
10. Collaboration with P&C: The Canteen Representative collaborates with other P&C members and committees on initiatives and projects that intersect with canteen operations, such as fundraising events, wellness programs, or school events where food services are provided.

Overall, the Canteen Representative plays a vital role in ensuring that the canteen meets the needs and expectations of the school community, promoting healthy eating habits, and contributing to the overall well-being of students and families.

**Motion: move to nominate for the position/s of Canteen Coordinator in the NBSC Cromer Campus P&C.**

Nomination: Kate van de Wall	Nominated by: Fran Wilson	Vote: Unanimous Outcome
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**Grants Officer**

Roles and Responsibility:

1. Grant Research: The Grants Officer is responsible for researching potential grant opportunities from government agencies, foundations, corporations, and other sources that align with the needs and priorities of the school community.
2. Grant Application Preparation: The Grants Officer prepares grant applications, ensuring that all required information, documentation, and supporting materials are completed accurately and submitted by the specified deadlines.
3. Collaboration with Stakeholders: The Grants Officer collaborates with school administrators, teachers, parents, and other stakeholders to identify funding priorities, develop project proposals, and gather relevant data and testimonials to strengthen grant applications.
4. Grant Compliance: The Grants Officer ensures that grant-funded projects and activities adhere to the terms, conditions, and reporting requirements specified by grantors, maintaining compliance with grant agreements and regulations.
5. Grant Management: The Grants Officer manages the administration of grant funds, including tracking expenditures, monitoring project timelines and milestones, and preparing financial reports and progress updates for grantors and P&C members.
6. Grant Evaluation and Reporting: The Grants Officer evaluates the impact and effectiveness of grant-funded initiatives, collecting data, conducting assessments, and preparing evaluation reports to measure outcomes and demonstrate the use of grant funds.
7. Relationship Building: The Grants Officer establishes and maintains positive relationships with grantors, representing the P&C professionally and fostering ongoing communication and collaboration to support successful grant acquisition and implementation.
8. Grant Networking: The Grants Officer actively networks within the community and attends relevant events and workshops to stay informed about grant opportunities, funding trends, and best practices in grant seeking and administration.
9. Grant Writing Training: The Grants Officer may provide training and support to P&C members, school staff, and volunteers on grant writing techniques, proposal development, and grant management practices to enhance the organisation's capacity to secure funding.
10. Strategic Planning: The Grants Officer contributes to the development of strategic fundraising plans and goals for the P&C, identifying opportunities to leverage grant funding to support the organisation's mission, programs, and initiatives.

Overall, the Grants Officer plays a crucial role in securing external funding through grants to support the educational objectives, projects, and activities of the school community, helping to enhance resources, expand opportunities, and enrich the learning environment for students.

**Motion: move to nominate for the position/s of Grant Office in the NBSC Cromer Campus P&C.**

Nomination: Jennifer Jones	Nominated by: Paula Cowan	Vote: Unanimous Outcome
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### **Reputation Co-Ordinator**

Roles and Responsibility:

1. Developing strategies to promote positive perceptions of the school among parents, students, and the broader community.
2. Overseeing communication channels such as newsletters, and website content to ensure accurate and timely information dissemination.
3. Collaborating with school administration and P&C members to address any issues or concerns that may affect the school's reputation.
4. Organising events and initiatives to showcase the school's achievements, activities, and community involvement.
5. Monitoring feedback and sentiment about the school through surveys, reviews, and other feedback mechanisms.
6. Implementing crisis communication plans and protocols to manage any reputational challenges or crises effectively.
7. Building relationships with local media outlets and stakeholders to promote positive news stories and coverage about the school.
8. Serving as a liaison between the school, parents, and the wider community to foster transparency and trust.
9. Continuously evaluating and adjusting reputation management strategies to reflect evolving needs and challenges.

**Motion: move to nominate for the position/s of Reputation Co-Ordinator in the NBSC Cromer Campus P&C.**

Nomination: Paula Cowan	Nominated by: Colleen Camelin	Vote: Unanimous Outcome
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### **Fund Raising Team Leader:**

Roles and Responsibilities:

1. Fundraising Strategy: The Fundraising Committee is responsible for developing and implementing a comprehensive fundraising strategy aligned with the goals and priorities of the P&C and the needs of the school community.
2. Event Planning: The Fundraising Committee plans and organises various fundraising events and activities, such as fairs, galas, auctions, bake sales, fun runs, and raffles, coordinating logistics, securing venues, recruiting volunteers, and managing event promotion.
3. Budget Management: The Fundraising Committee develops and manages budgets for fundraising initiatives, forecasting revenue targets, estimating expenses, and monitoring financial performance to ensure fundraising activities are cost-effective and profitable.
4. Sponsorship and Partnerships: The Fundraising Committee seeks opportunities for corporate sponsorships, partnerships, and in-kind donations from businesses, organisations, and community members to support fundraising efforts and enhance event outcomes.
5. Volunteer Coordination: The Fundraising Committee recruits, trains, and coordinates volunteers to assist with fundraising activities, assigning roles and responsibilities, providing guidance and support, and recognising volunteer contributions.

6. Donor Cultivation: The Fundraising Committee cultivates relationships with donors, supporters, and potential benefactors, expressing appreciation for their contributions, providing updates on fundraising initiatives, and seeking feedback to enhance donor engagement and retention.
7. Communication and Promotion: The Fundraising Committee develops and implements communication strategies to promote fundraising events and campaigns, leveraging various channels such as social media, newsletters, website updates, and school announcements to raise awareness and generate interest.
8. Grant Applications: The Fundraising Committee collaborates with the Grants Officer or other designated individuals to identify grant opportunities, assist with grant writing and submission, and support grant-funded projects and programs.
9. Fund Allocation: The Fundraising Committee participates in decisions regarding the allocation of funds raised through various initiatives, prioritising projects, programs, and initiatives that align with the P&C's mission and the needs of the school community.
10. Evaluation and Reporting: The Fundraising Committee evaluates the effectiveness of fundraising activities, analysing revenue generation, attendance rates, volunteer engagement, and donor feedback to assess outcomes, identify strengths and areas for improvement, and inform future planning.

Overall, the Fundraising Committee plays a vital role in generating financial support for the P&C and the school, mobilising resources, fostering community engagement, and contributing to the enhancement of educational opportunities and experiences for students.

**Motion: move to nominate for the position/s of Fund-Raising Team Leader in the NBSC Cromer Campus P&C.**

Nomination: Seetha Brewster	Nominated by: Aaron Holborow	Vote: Unanimous Outcome
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**Fund Raising Sub Committee:**

Various positions remain open.

Nomination: Vacant	Nominated by:	Vote:
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**BBQ-Catering**

Roles and Responsibilities:

1. Event Planning: The BBQ Committee plans and organises barbeque fundraising events, coordinating logistics such as venue selection, equipment rental, and scheduling.
2. Menu Development: The BBQ Committee determines the menu for each event in coordination with the Canteen Representative.
3. Food Preparation and Cooking: The BBQ Committee oversees the preparation and cooking of food items on the grill during events, ensuring proper food handling, hygiene practices, and compliance with health and safety standards.
4. Volunteer Recruitment and Coordination: The BBQ Committee recruits volunteers to assist with various tasks such as food preparation, cooking, serving, cashiering, and cleanup, assigning roles and responsibilities, providing training and guidance, and ensuring smooth event operations.
5. Equipment Maintenance: The BBQ Committee is responsible for maintaining and ensuring the proper functioning of barbeque equipment, including grills, utensils, propane tanks, and other accessories, conducting regular inspections, cleaning, and repairs as needed.
6. Revenue Collection: The BBQ Committee collects revenue from food sales, ticket sales, donations, and other sources, ensuring accurate record-keeping, cash handling procedures, and compliance with financial regulations and reporting requirements.

Overall, the BBQ Committee plays a crucial role in organizing and executing barbeque fundraising events, fostering community engagement, and generating financial support for the P&C and its initiatives to benefit the school and its students.

**Motion: move to nominate for the position/s of BBQ-Catering in the NBSC Cromer Campus P&C.**

Nomination: Aaron Holborow	Nominated by: Matt Soltau	Vote: Unanimous Outcome
Nomination: Matt Soltau	Nominated by: Aaron Holborow	Vote: Unanimous Outcome

**IT Co-Ordinator**

Nomination: Vacant.	Nominated by:	Vote:
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**TREASURER'S REPORT**

**Motion: I propose that the Treasurer's report be acknowledged and accepted as an accurate and authentic record at the present moment of the meeting.**

Moved By: Colleen Camelin	Second by: Kate van de Wall	Carried: Unanimous Outcome
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NET POSITION	17/03/2024
BALANCE BROUGHT FORWARD	\$96,208.82
INCOME	\$0.00
EXPENDITURE	\$0.00
<b>TOTAL IN BANK</b>	\$96,208.82
<b>GIRLS PROGRAM</b>	(\$11,330.29)
<b>BAND</b>	(\$10,478.67)
<b>AVAILABLE FUNDS</b>	\$74,399.86

**Outstanding Motion:** The nomination of an Auditor requires attention, and we will address this matter and reach a resolution within the next few meetings.

**Other Business**

**Motion:** move to allocate a budget of up to \$1,500 for the procurement of Easter gifts specifically for the teachers. These gifts will serve to express our appreciation for their dedication and hard work, enhancing morale and fostering a positive atmosphere within the school community during the Easter season.

Moved By: Colleen Camelin	Second by: Kate van de Wall	Carried: Unanimous Outcome
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**CANTEEN UPDATE**

Kate van de Wall

- Welcome Margettee as the new canteen manager. The addition of dim sims to the menu has been well-received.





- Emphasize the transition to cashless transactions, promoting tap payments via student cards. Remove fees associated with student cards to facilitate ease of use for parents. Student cards provide parents visibility into their child's transactions.
- Request Jackie to provide a weblink for publication on Facebook and in the minutes.
- Reported that the canteen's oven requires a replacement turbo fan, and the dishwasher cycle in the commercial kitchen is excessively prolonged, failing to complete its tasks efficiently. These issues are resulting in an escalation of unnecessary workloads for the staff.

Quotes provided:

- Oven approximately \$2,600 for a Commercial one
- Dishwasher \$5,921 for a Commercial one

**Motion:** I move to approve the expenditure of up to \$2,600 plus GST for acquiring a commercial oven dedicated to the canteen's use.

Moved By: Kate van de Wall	Second by: Colleen Camelin	Carried: Unanimous Outcome
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**Motion:** I move to approve the expenditure of up to \$5,921 plus GST for acquiring a commercial dishwasher dedicated to the canteen's use, contingent upon obtaining a second quote and warranty details. The final endorsement of the commercial dishwasher, including quotation, specifications, and warranty terms, will be subject to review and approval by the designated committee member, Jackie Reavie.

Moved By: Kate van de Wall	Second by: Colleen Camelin	Carried: Unanimous Outcome
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#### PRESIDENT'S REPORT

- Encourage a light-hearted yet meaningful atmosphere during meetings to enhance engagement and focus on tasks at hand. Aim to increase attendance and maintain relevance to the agenda. Ensure distribution of minutes to all school stakeholders and foster discussion-based interactions with opportunities for questions before or after the meetings. Strive to have teachers present at each meeting to provide diverse perspectives.
- Ideas to Engage Parents: Explore initiatives to encourage parent involvement on-site during evening events, focusing on informative topics such as mental health and screen health. Encourage brainstorming for additional engagement ideas to enhance parental participation in school activities.

**Motion:** I propose that we allocate a budget of up to \$1,500 for the School Open Day Sausage BBQ fundraiser. This allocation will cover the costs associated with purchasing supplies, equipment rental, and other necessary expenses to ensure the success of the event.

Moved By: Kate van de Wall	Second by: Colleen Camelin	Carried: Unanimous Outcome
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**Motion:** I propose to schedule a meeting for the Canteen Staff, President, and Canteen Coordinator to commence the year and welcome the new Canteen Staff to the team, with a spending limit set at \$250. This meeting will serve as an opportunity to initiate the new year, greet incoming staff members, and discuss plans and objectives within the allocated to canteen budget.



Moved By: Kate van de Wall	Second by: Colleen Camelin	Carried: Unanimous Outcome
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**Close: 9:30pm**

**Next Meeting:** Week 3 - 14<sup>th</sup> May 2024 and Week 8 – 18<sup>th</sup> June 2024