

MEETING MINUTES
DEE WHY PUBLIC SCHOOL
P&C Term 4 Meeting
HELD ON 16/11/2022

ZOOM MEETING OPENING

Heather Cervantes declared the meeting open at **7.30pm**.

- **Attendance:** Mark Chaffer (Principal), Heather Cervantes (Vice-President & Events), Hannah Kleboe (Secretary), Skye Surrent (Canteen/ Deputy Principal), Nic Whitson (Treasurer), Rachel Ballesty (Uniform Shop Coordinator), Kalpana (Kindy Mum) and Dale O' Brien (future parent)
- **Apologies:** , Laura Hickson (Vice president & Sustainability)

- **Previous meeting minutes** – to be approved

1. Rebuild project- Stuart Herring

No update.

2. Principal Update – Mark Chaffer

- Festival of Instrumental Music at the Opera house with the strings band a big success
- Future school leaders to Parliament House with Brad Hazzard
- Centenary dinner went ahead, thanks to all involved
- Centenary celebration- fine weather made it a huge success. Thanks to all involved

3. Treasurer's report- Nic Whitson

- Staff super payments and tax are up to date
- Staff wage rise in line with minimum wage rise of 4.6% actioned
- Contracts to work on with a lawyer. Proposed cost approx \$700. **Approved by HC, seconded by HK**
- Insurance coverage paid and up to date
- Great profits from the Raffle of over \$17K
- All accounts in profit but canteen account low, to be monitored. *Noted that money spent on the disco supplies was refunded to canteen account by Nic, so account balance should be realistic.*
- Need to keep a track of how much we earn or will have to register for GST. Nic monitoring.
- Payroll app completed
- Need to get an auditor to audit 2022 accounts. Proposed that we use the same person as last year. **Approved by HC and seconded by HK**
- Term Deposit to close. Proposed to remove names Stephanie Hicks/ Lucy Collins/ Lisa Maria Grilla and add instead, Hannah Kleboe/ Nic Whitson and Laura Hixson (Heather already on there). **Approved by HC and seconded by HK**

4. Vice President/ Events - Heather Cervantes

- Heather spending time at Kindy events to try and promote the P and C for next year as last year no info out to parents and no notice that previous committee were stepping down. Want to send people home with flyers this year with info about the P and C
- Would like to get a schedule of events out soon for next year to get them approved even if tweaked later
- **Motion to reinstate class parents** as it was too hard to communicate with everyone and get info out this year. **This motion is supported by all** and Rachel, who works at Pittwater House has offered to help us instate their code of conduct so it is used well.
- Xmas event for Tuesday 13 December. Simpler than usual with no musical performances. Then finish for the year.
- P and C would love some storage space once the dust has settled on the current upgrades

5. Canteen report – Skye Surrent

- The school has been supporting a family in need but at the moment, they are not needed. We will continue to monitor and liaise with them and will let the P&C know if we need additional support.
- They thank the P and C for the \$1000 donation on the Go Fund Me Page.
- 2 staff members are now making an average of 60-150 orders per day. May need to extend their hours next year if we want home made food. When there was 1 staff member, we were averaging 30 orders a day (pre COVID)
- Electrics should be ok for more appliances if needed - was recently updated.
- Freezer : Bel reported the section where the lid hits the frame has a bit broken off on the frame. Hannah investigated, unfortunately this is not a part that can be replaced. Freezer approx. 5 years old. We can only tape it up and hope it lasts a few years more.

6. Uniform shop report- Rachel Ballesty

- Moving the sales to a new system. Rachel is contacting the stakeholders. Should be in place by the end of term 1
- Pricing. No increase in 6 years so one is due. Rachel looking at the margins and on profit that other local schools have. Decide by early Dec for rise in New year
- **Need to set up a paper meeting if uniform prices are to go up in the New Year.**
- Question of where the new uniform shop will be? Mark says currently ok in the demountable but ultimately possible to move into his old office. Need somewhere with adequate storage. No timeline to this unfortunately.
- During Best Start for Kindergarten in 2023, we could be set up in the hall. Need to check calendar but agreed a great idea.

7. Sustainability report- Laura Hixson- read by Hannah

- Anthony from Plastic Pollution Solution visit was a great success for all ages
- Request that balloons are not used at school events. Paper decorations much more eco friendly
- Tanya wanting to go ahead with the picnic box but Mark and Skye confirmed that the school cannot store or check/ receive this. Hannah to let Tanya know.

Meeting closed by Heather Cervantes at **8.55pm**