

MINUTES

Newborough Primary School P&C Inc

General Meeting – 20/03/2024 7:00pm-8:00pm

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| 1. Welcome and Acknowledgement of Country | Laurie |
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| 2. Attendance and Apologies | Georgia |
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Present: Laurie M, Jodie P, Laura H, Jess B, Andrew S, Georgia B, Jacob M, Robyn C.

Apologies: Lee W, Tanya C, Andrew M, Noemi S, Karen T

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| 3. Approval of previous minutes | Laurie |
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From meeting 29/11/2023. Approved without amendment.

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| 4. Follow up from previous minutes |
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Air-conditioning

-Quotes and further information about process required to upgrade some or all air-conditioning

Air-conditioning quotes have been received through Programmed for the school and equate to approx. \$13,000 per room (13 rooms) for air conditioning to be added and the old system decommissioned. Further discussions needed with the DoE, and the Board suggest we discuss further with our local member and council. Quotes have been shared with Stuart Aubrey. Buildings and Grounds sub-committee will be reestablished and will drive what is deemed priority areas for improvements and funding requests to the P&C.

Decide adequate cash reserve to maintain in the P&C account.

Lower risk than in previous years due to uniform shop moving offsite. Jacob suggested cash reserve of \$35K. Unanimous agreement to set this as cash reserve.

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| 5. Reports |
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5.1 Principal's report (Robyn):

As tabled (attached).

5.2 President's report (Laurie):

Thanks to Robyn for smooth transition to new principal this term and guidance and support provided to P&C.

Wine Tour for School mum's being planned by Fiona M. P&C will facilitate payments. May 4th. Further details to come.

5.3 Treasurer's report (Jacob):

2023 Profit and Loss Statement and Balance Sheet attached.

The following is the Treasurer's Report for the Week 8 P&C Meeting for Term 1, 2024.

Canteen Finances

As of 20 March 2024, the Canteen Account holds **\$22,561.60**.

General P&C Finances

As of May 9, the Transaction Account holds **\$128,744.94**.

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As the Netball season has just commenced, this will change to reflect the balance of Netball Registration Fees and player payments (to be reconciled by next meeting).

In addition, the above also includes **\$2,569.49** held for Newbros events, with funds primarily attributed to last years' Camp Out.

Recent fundraising events have raised:

- **\$5,452** - Colour Run

The Treasurer handover will continue over the next quarter or longer - but [we will need to arrange an appointment at Westpac to change/add signatories sooner rather than later](#). Approved for any or all of Laurie McCallum , Andrew Simmonds, Georgia Bradbury, and Jodie Prendergast to be added as signatories. Jacob Martin and Jackie Stott to be removed as signatories.

5.4 Canteen (Laurie, on behalf of Jen):

Jen's report as tabled:

Canteen is going well this term. We've served up Sushi, Burgers, Mexican Burrito bowls and Summer Salad Bowls, Nachos, Chicken Tenders Wrap and Pasta.

Thanks to all the volunteers we've had so far. You're an amazing help and we can't do it without you.

We're trying really hard to focus on keeping staff hours to a minimum, shopping around for the specials and minimising waste.

Prices have gone up slightly on some items but still compared to outsourced options, canteen is very reasonably priced for the quality maintained.

Unfortunately, electrical issues meant the canteen was closed last week. But all fixed and we're back in business this week.

13 Fully trained volunteers: Kiera Redden, Julie Haydon, Dee Owen, Elise Wong, Bianca Birrell, Sammy Preston, Bree Tanewski, Sam Carroll, Wendi Chen, Rob Antonello, Will Walsh, Teagan Patterson, Cory Fort.

From Robyn:

We still haven't had a sub-committee meeting, so need to schedule these in on the term planners so they happen each term. The School Board were concerned with the fact that the canteen is operating at an approx \$800 loss per month. This is equivalent to \$100 a day of opening which is quite significant and does need further consideration from the P&C.

P & C happy to continue to prop up this loss for now in order to keep the canteen open, but options are to be explored to bring this loss down.

Actions: Laurie will join canteen sub-committee alongside Noemi, Robyn and Dee (non-voting member). Email to be sent to convene first meeting and schedule others for rest of year. Committee to discuss options to reduce operating costs, including advertising via Go Volunteer for external volunteers to replace paid casuals, and menu options.

5.5 Newbros (Andrew M):

No report submitted. Pizza night was a success.

5.6 Netball (Georgia, on behalf of Tanya):

Tanya's report as tabled:

5 teams this year (1 x 2/3, 1 x 3, 1 x 4, 1 x 4/5, 1 x 5/6), 42 players in total, plus our PP/Year 1 training group.

Thanks to Robyn for letting us hold our trial. We were able to recruit sufficient players to make up team numbers, so we didn't have to turn anyone away.

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Registrations are complete (except one Kidsport player). All club fees collected by PlayHQ and Kidsport are being batched and directed to P&C account. PNA invoice for team fees will be paid by 27th April. An additional invoice for the PNA proportion of KidsSport vouchers will come when PNA registrations close. There may be a small gap between paying outstanding invoices and all funds arriving from PlayHQ/KidSport.

All fees collected cover actual expenses, team fee, equipment, team kits, umpire payments, medals etc. Some players are also paying \$20 into the account so we can purchase netball shorts at a discounted price through Grey Nicholls sport. I will give Jacob a list of players I'm expecting payment from so I can follow up any outstanding. Invoice to be paid from P&C account.

There has been a request from a parent business to potentially sponsor some new uniforms or training shirts next year, ideally displaying their business logo. To be discussed further with the potential sponsor, should this be something the P&C and school would support. Will need to seek clarification on whether school needs to approve the design if we change it and don't use their logo.

Some uniforms are now very well used and require replacing and/or Velcro repair. Especially smaller sizes for the 2/3 players. Will look into pricing some new uniforms from previous suppliers.

Training commences Term 2, pending signing of court hire contract with the school.

Action: Uniforms should not have school logo on them, and this is to be removed for future uniform purchases. Approval not needed by P&C or school to change uniforms. Sponsor needs to be aware they are supporting Newborough Netball Team, not Newborough Primary School.

6. General business

6.1 Proposal for P&C domain and email update (Andrew S)

See attached. Proposal approved, with agreement .org domain be used if available. \$80 for 5 years. Secretary account noted as the one with most archivals and documents that need to be kept.

Action: Andrew S will commence setting this up. Starting with less used emails first (Newbros, President).

6.2 Future expenditure discussions:

-Audio visual equipment for undercover area

No current projector in undercover area, projectors no longer recommended for replacement.

School has sought quotes for screens.

- Cube LED Video wall, very durable, clear. Most high tech approx. \$36000.
- Flat Panel Display screen, approx. \$22000.

Agreed that improvements to the sound system also need to be explored, based on parent feedback.

Action: As this is a significant spend, a proposal and expenditure request form will be submitted prior to next meeting to give P&C members plenty of time to review.

Laurie will look at sound system and provide recommendations/quotes around this at the same time.

-Play options for nature playground/early childhood- confirm amount set aside to fund these.

Decision made to create a school-based Buildings and Grounds committee under the DoE's terms of reference to focus on our next priorities in buildings and grounds. Made up of staff, parents and community members with preference for one member of the board and one from P&C. As buildings and grounds are school operational decisions, it is best that this committee is led by the school and once priorities are agreed, the committee then quote the works through the school and these are presented to the P&C as funding requests. At the Finance Committee meeting, the school agreed to run a playground audit of the ECE area to determine next project in this space. Hopefully have a more detailed plan to present to the P&C in the second half of Term 2, in line with

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the substantive Principal starting at the school and being part of this decision making process. Envisaged this committee will be advertised in Week 1 of Term 2 with the first meeting to be held in Weeks 3/4 of Term 2.

Literacy resources

Not discussed at meeting due to time constraints. Discussed with admin prior to meeting. A formalisation of process for putting forward proposals for expenditure requests is required.

Actions: Georgia finalise proposal/expenditure request form.

7. Fundraising/Planned events

7.1 Colour Run recap and drawing of raffle prize winner.

A fun and successful event. Awaiting final figures from Australian Fundraising, \$5452 has been paid out so far. On the day, \$470 in EFTPOS payments and \$944 in cash payments.

Laurie will film prize draw and post on Facebook.

\$600 from on the day takings will be allocated towards planting/revegetation in the veggie garden/proposed outdoor classroom. Andrew M can make decisions about this expenditure.

7.2 Easter Raffle

Thanks to Loren and Tanya for coordinating.

7.3 Events Calendar for 2024

The following are the agreed P&C events to be held for the remainder of the year, and the proposed dates:

Wine tour for Newborough Mums- 4 May

Quiz night- 15 or 22 June, pending venue availability. **Jodie has contacted Sports Club, booking for 22 June is confirmed.**

Disco- Friday 2 August

Newbros Camp Out – Date TBC. Earlier in term 4 than previously held is suggested, due to sunset times.

End of year event- final day of school. Year 6 parents will be encouraged to come up with ideas and coordinate this event, P&C will fund and offer guidance around requirements of event held on school grounds.

8. Other

Jacob

8.1 Canteen Supplier accounts:

Jen Warner has been using her personal credit card for suppliers to the canteen (i.e. Woolworths, Coles and Campbells) and gets reimbursed on a monthly basis. Costs sometimes up to \$1,800. Approval sought to obtain business (credit) accounts with the three above suppliers, with appropriate limits/conditions of use etc. It would also streamline the delivery of the receipts directly to the treasurer (or even auto-reconciled directly to Xero) for payment to the supplier rather than Jen having to scan/photo all the receipts manually.

Actions: Approved by P&C. Jacob and Andrew will decide the best way of doing this and action accordingly

8.2 First Aid Kits

School has recently purchased First Aid kits, P&C agree it is best for us to have our own to keep in storage/sustainability shed for events happening outside school hours. Expenditure approved to purchase First Aid Kit through St Johns, up to \$500 budget.

Actions: Laura will make recommendation for kit that will best meet our needs, Jacob will arrange payment.

Next P & C meeting: Monday Week 3, Term 2 29/04/2024

Attachment 1: Principal's Report

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Attachment 2: 2023 Profit and Loss Statement

Attachment 3: 2023 Balance Sheet

Attachment 4: P&C Domain and Email Update Proposal.