PITT TOWN PUBLIC SCHOOL P&C MEETING
7.30 pm Tuesday 19 June 2012
Pitt Town Sporting Club

Present: Louise Roeder (LR), Janine Yeates (JY) Melanie Burns (MB), Michael Miller (MM), Gail DeRaadt (GDR), Sonya Hogan (SH), Mel Walsh (MW), Cindy Wright (CW), Mel Chapman (MC), Tona Bietola (TB) and Buffie Tolson (BT).

1. **Apologies:** Jennifer Moxon (JM) and Cherie Hermes (CH)

Meeting opened at 7:30 pm

2. **Confirmation of minutes of meeting 15/05/2012** – The minutes of the meetings were accepted as a true and accurate statement.
   Moved: LR, Seconded: MW.
   CARRIED

3. **Business arising from minutes of meeting 15/05/2012**
   3.1 **Sale of upright Fridge/Freezer and Chest Freezer for school canteen** – It was noted that these have not yet been sold. Further advertising to take place.
   3.2 **Social Coordinators Report** – A decision has been made to postpone the walkathon due to other fundraising activities taking place within the school. Further details on the movie night are being sought, unsure if it will be an indoor or outdoor event. Further discussions to take place.
   3.3 **Library Donation** – Further discussions will take place, as to the timing of the next library donation.
   3.4 **ATO Notification about Not for Profit Organizations** – No further action required.
   Moved: CW, Seconded: LR
   CARRIED

3. **Correspondence** – Annexure A lists the correspondence from 16/05/2012 – 19/06/2012. A letter from years 4,5&6 was tabled to thank the P&C for the purchase of the IPads and accessories. It has been agreed that prior to renewal of the Sponsorship of Linda (World Vision) that the P&C will seek out other organizations.
   Moved: MW, Seconded; LR
   CARRIED

5. **Treasurers Report** – The reports were tabled and included as Annexure B.
   Moved: LR, Seconded: SH
   CARRIED

6. **Canteen Committee Report** – The report was tabled and read as per Annexure C. A new Canteen Coordinator is required for 2013. There is also a need for additional volunteers for periods throughout term 3. Due to the increased vandalism and attempted break-ins, the committee thought it best to have Buffie take home any leftover stock over the holiday period.
   Moved: MW, Seconded LR
   CARRIED

7. **Uniform Coordinator’s Report** – It was noted that due to the increased vandalism and attempted break-ins that the P&C’s Insurance policy should be reviewed to ensure that the coverage of the stock in the uniform shop as well as the canteen and any other adhoc items. It
was noted that Brynorms would be able to assist in consignment stock for the 2013 enrolment period, MB to send TB the details.
Moved: MW, Seconded LR

8. **Social Coordinator’s Report** – Discussions took place over the preparations for the Spring Fete; 
   **MB** – To seek dates and availabilities of dates for the Council Banner stand (noting to use the Schools liability Insurance), request for Mrs Casburn to seek the local radio station, MC will speak to Amos Vaughan about the use of his fence on Pitt Town Rd to also hang a banner from. LR to arrange the meat/sausages for the bbq. JY seek prices on the bread and rolls as well as cake boxes/slice trays. MB to enquire about the cost of a coffee cart for the day or a period of time. MM will pass on Doug Stonemans Rotary details to enquire about sno cone and fairy floss machines.

   It was noted that a further note to families should go out soon to encourage them to be involved as well as taking space/sponsorship etc.

   Selection of Fathers day gifts needs to be arranged so these can be ordered.

   The major raffle tickets will be sent home over the coming weeks, encouraging parents/families to assist in the selling. Additional tickets are available. LR to speak to Marie Duclos to see if she would be willing to assist in selling tickets.

   **Major Raffle**
   **Father’s Day Stall** – 31st August.
   **Election Day Fete** – 8th September 2012
   **Movie Night (Indoor)** – End of Term 3 (2nd Last Friday of Term). Further discussion to take place
   **Sunscreen Fundraiser** – End of Term 3 – Brochures have been ordered.
   **Christmas Raffle** – End of Term 4 - To be discussed further.
   Moved: MB, Seconded: JY.
   CARRIED

9. **Principal’s Report** – MM discussed the issues currently taking place in the school as noted in Annexure D.

10. **General Business** – GDR noted the Government grant for Associations and volunteers, a list has been complied of items that will be of use, she will arrange the application process and report back to the committee;
    - Mop
    - Training – i.e food handling courses
    - Laminator
    - Large Esky
    - Trestle Tables
    - Long extension leads
    - Portable PA system
    - 6x3 Marquee

11. **Upcoming Meetings 2012** – 7.30 pm at the Pitt Town Sporting Club, unless out of session meetings required.
Tuesday 21st August
Tuesday 18th September
Tuesday 16th October
Tuesday 20th November with AGM

Meeting closed 9.45 pm
Annexure “A”

Pitt Town PS P & C Correspondence In
16/5/2012 – 19/6/2012

Uniform
1. LW Reid News Volume 12 Issue 5
2. LW Reid News Volume 12 Issue 6
3. PSW Summer Dress Special Offer
4. Abel Schoolwear letter

Canteen
5. Sydney Markets Fresh for Kids Winter Issue 2012
6. Parmalat “What’s Your Flavour?” registration

Fundraising
7. The Fundraising Group RE: adidas School Fun Run
8. Smart Fundraisers Father’s Day catalogue
9. MAPS Fundraising Father’s Day catalogue
10. Australian Fundraising Specialists catalogue
11. Ltd Promotions Father’s Day catalogue and price list

Misc
12. PTPS receipt $395.33
13. PTPS receipt $7091.00
14. PTPS receipt $1473.79
15. Glow Productions QLD P/L statement
16. World Vision receipt $516.00
17. World Vision News Supporter Magazine May 2012
18. Federation Of Parents & Citizens Journals Term 2 2012 Vol 63 No.2
PITT TOWN PUBLIC SCHOOL
P&C TREASURERS REPORT
1 May to 31 May, 2012

Income & Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance 01.05.12</td>
<td>$ 4,034.71</td>
</tr>
<tr>
<td>Plus: Income</td>
<td>$ 2,580.90</td>
</tr>
<tr>
<td>Less: Expenses</td>
<td>$ 3,201.70</td>
</tr>
<tr>
<td>Closing Balance as at 31.05.12</td>
<td>$ 3,413.91</td>
</tr>
<tr>
<td>Surplus / Deficit</td>
<td>-$ 620.80</td>
</tr>
</tbody>
</table>

Income Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Interest</td>
<td>5.20</td>
</tr>
<tr>
<td>Uniform Sales</td>
<td>$ 1,379.00</td>
</tr>
<tr>
<td>Mothers Day Stall</td>
<td>$ 1,196.70</td>
</tr>
<tr>
<td>School Disco</td>
<td>349.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 2,929.90</strong></td>
</tr>
</tbody>
</table>

Expenses Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAPS Fundraising (M'Day Gifts)</td>
<td>329.23</td>
</tr>
<tr>
<td>Smart FunRaiser (M'Day Gifts)</td>
<td>358.00</td>
</tr>
<tr>
<td>J. Yeates - Reimb Mothers Day Gifts pd personally</td>
<td>41.00</td>
</tr>
<tr>
<td>ID Warehouse - Wristbands (School Disco)</td>
<td>81.35</td>
</tr>
<tr>
<td>Pitt Town PS - Teachers Wishlist</td>
<td>$ 1,869.12</td>
</tr>
<tr>
<td>World Vision - Annual Subs</td>
<td>516.00</td>
</tr>
<tr>
<td>World Vision - Linda's Birthday Card</td>
<td>7.00</td>
</tr>
<tr>
<td>Aldi - TV for Office</td>
<td>349.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 3,550.70</strong></td>
</tr>
</tbody>
</table>

NOTE: Income & Expenses Summary do not agree with Bank Rec as the purchase of the Aldi TV ($349) was paid in cash direct from the School Disco funds. The 'cash' sale is shown in the 'FUNDRAISING' column & the 'cash' expense is shown in the ‘SUNDRY’ columns in the Cashbook.

CHERIE HERMES
P&C TREASURER
## Income & Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance 01.05.12</td>
<td>$14,371.89</td>
</tr>
<tr>
<td>Plus: Income</td>
<td>2,739.24</td>
</tr>
<tr>
<td>Less: Expenses</td>
<td>8,845.56</td>
</tr>
<tr>
<td>Closing Balance as at 31.05.12</td>
<td>$8,265.57</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>-$6,106.32</td>
</tr>
</tbody>
</table>

## Income Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Stock less IGA &amp; Bakery receipts</td>
<td>2,719.10</td>
</tr>
<tr>
<td>Interest Received</td>
<td>20.14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,739.24</strong></td>
</tr>
</tbody>
</table>

## Expenses Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parmalat - Apr S'ment</td>
<td>133.21</td>
</tr>
<tr>
<td>Cafos - Apr Inv's</td>
<td>1,149.30</td>
</tr>
<tr>
<td>Mel Walsh - Reimb exps pd personally</td>
<td>35.05</td>
</tr>
<tr>
<td>Pitt Town PS - iPads x 20</td>
<td>7,091.00</td>
</tr>
<tr>
<td>J. Yeates - Reimb Urn $77; iPad covers x 30 $360</td>
<td>437.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,845.56</strong></td>
</tr>
</tbody>
</table>

CHERIE HERMES  
CANTEEN TREASURER
Spaghetti Day was a great success. Profit was over $300 less cost of drinks. Soup Day is next Monday the 25th of June. We’ll see how it goes.

On the positive side of things, I have really enjoyed getting to know a lot of the school community better. I have had some very enjoyable days. On the downside, a fair amount of people have been calling off this term due to lots of sickness and being called to work. We have managed to cover most days but I would like to remind volunteers that they need to ring around for substitutions before they ring me. Most people contact me first expecting me to do it. I am happy to cover but everyone needs to try to find their own substitute first. As always, a big “thank you” to everyone who comes in and also to those who cover.

Sandy Buckland is now working more days in her paid employment so is cutting down to one day a term plus covering days people need to swap. I want to give a big thank you to her for all the days she has done as she usually does at least 4 days each term. Much appreciated Sandy!

Cindy Wright will be finishing up in Term 3 as the baby will be arriving soon so a big gracious thank you to her as well.

Which brings me to filling the Term 3 roster. I am going to stick with three days a week for the moment and fill in the term as best I can but if the current level of volunteering continues, we may have to go to 2 days per week. I will do all I can to keep that from happening, but more and more people are working etc. I will put out another volunteer letter. Presently, there are 7 full days with no volunteers (effectively 14 people needed).

I would like to trial a “try before you buy” scheme in which we ask reluctant Mums & Dads to perhaps just come in for the first 1½ hours to help process orders, set up the day & make sandwiches etc. I would like to try them on the days that are empty on the roster in the hope we may pick up a couple for full days. How does everyone feel about this?

In relation to roster, I am taking a three week fulltime teaching block in the first 3 weeks of Term 3 so we need to make sure whoever is rostered can positively be there on the days. The ladies in the office have offered to order the milk, etc. for those three weeks so I will put a sign on the fridge asking everyone to note how much milk and cheese is left in the fridge at the end of each day and hand it to the office ladies as they leave. I do not expect any dramas by taking this amount of work and I could not turn it down as my school had graciously given me this term off to complete my Master’s and now they’re wishing for me to return the favour. I hope you all understand why I need to do it.

Also, we still need another person for Friday the 29th of June. If I cannot get a volunteer then we can keep the Canteen open for over-the-counter only or close it.
We had a complaint of “off” pineapple. Please be sure to check ingredients each day. I am trying to run things a bit more day-by-day so we’re not wasting as much food. Please only buy enough ham & devon etc. for the day. We’re still throwing a lot out. I know old habits are hard to change.

The year 6 worm farm is working well. The year six children come & collect Friday’s salad scraps at the end of lunch.

A worrying issue is that someone tried to break in to the Canteen over the long weekend and again last weekend. I have asked the school to put bolts into the side windows like the one on the big window to ensure no one can get in. I am also going to try to sell everything out before the holidays and what is left I would like to store in my shed at home so if they do get in, there’ll be nothing to take. I am announcing this idea publicly so everyone understands I am doing it. Everything will be returned for the first Canteen day which is Wednesday 18 July. Does everyone trust me in doing this?

Menu changes for Term 3 – Large Pies have been sold out and will no longer be a part of the menu—we just did not sell enough to keep them. Also, garlic bread will only be sold full size as it’s fiddly to cut in 1/4 and again no one was really ordering it that way. Garlic Bread & Hot Chocolate have been very successful as have the Hot Pastas. How does everyone feel about making Beef Burgers available every day? Is it too fussy with all the other items or not?

I am available for most of the Fete day in September but will have to leave between 3 & 4 pm as I have a 50th Birthday Celebration that evening. I will set a special menu with prices just for that day.

Finally, I am very much enjoying running the Canteen this year and hope you all are finding my efforts satisfactory. I like being useful.

Sincere Regards,

Buffie

Annexure “D”
Principals Report

- Graffiti
- iPad thanks
- Strike
- Eses
- Ram
- Report meetings. Future topics
- Athletics
- Jump rope
- Naidoc
- Sdd
- Music lessons
- Ditch