PITT TOWN PUBLIC SCHOOL P&C MEETING
7.30 pm Tuesday 20th March 2012
Pitt Town Sporting Club

Present: Louise Roeder (LR), Janine Yeates (JY) Melanie Burns (MB), Michael Miller (MM) Jennifer Moxon (JM), Gail DeRaadt (GDR), Sonya Hogan (SH), Mel Walsh (MW), Cindy Wright (CW) Cherie Hermes (CH) and Mel Chapman (MC).

1. Apologies: Tona Bietola (TB) and Buffie Tolson (BT)

Meeting opened at 7:40 pm

2. Confirmation of minutes of meeting 21/02/2012 – The minutes of the meetings were accepted as a true and accurate statement.
   Moved: LR, Seconded: MW.
   CARRIED

3. Business arising for minutes of meeting 21/02/2012
   3.1 Sale of upright Fridge/Freezer and Chest Freezer for school canteen – MM has purchased the upright freezer for $200, the upright fridge and chest freezer need to be sold, agreed to advertise these internally to school families via newsletter then via community, Upright Fridge $200, Chest Freezer $50.
   3.2 Auditing Fees – Purchase of a $100 fuel card to be issued to Rebecca Andrews.
   3.3 Uniform Report – Notice to be placed in the window of the uniform shop re opening hours and order form placed on website.
   3.4 Social Coordinators Report – All mothers day items have been purchased, some invoices tabled, awaiting stock to wrap, further discussion to take place about the preparations on the day
   3.5 CARES Road Safety Program – There is currently a lot taking place at the school and it was agreed that this program be carried over.
   Moved: CW, Seconded: LR
   CARRIED

4. Correspondence – Annexure A Lists the correspondence from 21/02/2012 – 20/03/2012.

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

6. Canteen Committee Report – The report was read on behalf of BT, it is noted that MM will purchase the old up right fridge for $200 but the up freezer and chest freezer should be sold ASAP.

   Taco day went well; but it was suggested that before the next specialty day it be discussed with the committee so we can assist with ideas, at least there was a profit, even if small!

   Food Expiry They thought it was worth all volunteers being more vigilant with supplies, and that ensuring dates are placed on items, this is sometimes hard to remember when busy but another sign in the canteen may assist!

   Salad Boxes It was suggested that a photo be taken of a made up salad box and laminated on the wall also, this way if anyone is unsure of how it looks it acts as a reminder. There were a few hands around that table that apologised as they recall forgetting the bread! It was also noted that if anyone isn’t happy they should speak with the canteen volunteers that day for a positive outcome.
   Moved: CW, Seconded: SH
   CARRIED
7. **Uniform Coordinator’s Report** – No report was available, refer to business arising, re signage.

8. **Social Coordinator’s Report** – MB advised that the first fundraiser for Term 1 has now taken place with income to date of approx. $1238, the orders will be delivered and dispatched on Friday 30th March. Dates are now in place for;

   - **Mother’s Day Stall** – Friday 11th May, gifts have been ordered, wrapping will need to take place, a number of hands volunteered.
   - **School Disco** – Friday 1st June 2012;
     Theme: Country and Western
     Cost/Inclusion: $6 per child includes entry, drink and a lolly bag. The wristband system worked well in previous years so will continue with this. CW & MB have selected GLO product to order for sale on the night. An out of session meeting to discuss further may be required.
   - **Walkathon** – Friday 27th July, Olympics theme, will take place after lunch further discussion to take place.
   - **Concert Raffle** - 1st August – MB tabled the preprinted raffle tickets for Aust Fundraising the committee noted that 150 books plus 30 free books would be enough to sell for the concert plus the Fete, with the raffle to be drawn at the conclusion of the Election Fete. MB to follow up further.
   - **Father’s Day Stall** – 31st August. To be discussed further.
   - **Election Day Fete** – 8th September 2012, A meeting to discuss only the fete will be called.
   - **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** – Annexure c including the teachers wish lists, the P&C approved the expenditure contained in the lists, noting that there were still two teachers to submit lists a maximum limit of expenditure has been set $2300.00 payment will be made from the canteen account.
   
   Moved: LR, Seconded: CH CARRIED

10. **General Business** – LR tabled a letter provided by a KC parent noting the request for the P&C to purchase new foam mats for the children to sit on at lunch time to replace the old carpet squares, it was agreed that the new foam mats be purchased.

    Moved: LR, Seconded: CH CARRIED

11. **Upcoming Meetings 2012** – 7.30 pm at the Pitt Town Sporting Club, unless out of session meetings required.

    Tuesday 15th May
    Tuesday 19th June
    Tuesday 21st August
    Tuesday 18th September
    Tuesday 16th October
    Tuesday 20th November with AGM

Meeting closed 9.05 pm
Annexure “A”

Pitt Town PS P & C Correspondence In
21/02/12 – 20/03/12

Uniform
1. Perm-a-pleat Schoolwear – re: meeting with rep
2. Drybodz - leaflet re ponchos
3. LW Reid News Volume 12 Issue 2
4. RHSports– email re SAS Academic Bags

Canteen
5. Canteen magazine Issue 62 Term 1 2012
6. Sydney Markets Limited – Info regarding their “Farm To Plate” presentations
7. That! Dairy Snack pamphlet

Social
8. Glow Products – Catalogue and pricelist
9. Adidas School Fun Run – Registration and sponsorship forms
10. Cloverfields – Mother’s Day stall info
11. Charmed – Mother’s Day stall pricelist
12. Southern Cross Colour Studios – Family portraits fundraising info

Misc
13. Pitt Town PS – Receipt for $3700
14. Federation Of Parents & Citizens – Annual conference info pack
15. The School Of St Jude – Info and DVD
16. NSW Govt. – School funding info
17. Senator Doug Cameron – Letter re review into school funding
ANNEXURE “B”

Treasurers Report

PITT TOWN PUBLIC SCHOOL
CANTEEN TREASURERS REPORT
1 February to 29 February, 2012

<table>
<thead>
<tr>
<th>Income &amp; Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance 01.02.12</td>
<td>$12,038.11</td>
</tr>
<tr>
<td>Plus: Income</td>
<td>$2,010.95</td>
</tr>
<tr>
<td>Less: Expenses</td>
<td>$242.44</td>
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<tr>
<td>Closing Balance as at 29.02.12</td>
<td>$13,806.62</td>
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</table>

<table>
<thead>
<tr>
<th>Income Summary</th>
<th></th>
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<tbody>
<tr>
<td>Sale of Stock less IGA &amp; Bakery receipts</td>
<td>$1,993.95</td>
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<tr>
<td>Interest Received</td>
<td>$17.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,010.95</td>
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</table>

<table>
<thead>
<tr>
<th>Expenses Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffie Tolson - Reimb Exps pd Personally</td>
<td>$242.44</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$242.44</td>
</tr>
</tbody>
</table>

CHERIE HERMES
CANTEEN TREASURER
# PITT TOWN PUBLIC SCHOOL
## P&C TREASURERS REPORT
### 1 February to 29 February, 2012

## Income & Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance 01.02.12</td>
<td>$14,888.36</td>
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<tr>
<td><strong>Plus: Income</strong></td>
<td>1,171.94</td>
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<td><strong>Less: Expenses</strong></td>
<td>10,867.82</td>
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<td>Closing Balance as at 28.02.12</td>
<td>$5,192.48</td>
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<td><strong>Surplus / Deficit</strong></td>
<td>-$9,695.88</td>
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## Income Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Uniform Sales</td>
<td>1,200.50</td>
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<tr>
<td>Credit Interest</td>
<td>18.94</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,219.44</td>
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## Expenses Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Mel Walsh - Reimb Signage Inv (House Flags)</td>
<td>887.70</td>
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<tr>
<td>PSW - Sept, Nov &amp; Dec Inv's</td>
<td>5,167.80</td>
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<tr>
<td>Sport Shirts Aust - Dec Inv</td>
<td>1,112.32</td>
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<tr>
<td>Bunnings - Yellow Paint (Handball Courts)</td>
<td>47.50</td>
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<tr>
<td>Pitt Town PS - Reimb Concrete Painting</td>
<td>3,700.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$10,915.32</td>
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**NOTE:** Income & Expenses Summary do not agree with Bank Rec as the purchase of yellow paint ($47.50) was paid in cash direct from the Uniforms Petty Cash tin. The 'cash' sale & expense is shown in the 'UNIFORMS' columns only in the Cashbook.
Monday, 14 May 2012

- Wish lists from classes
  - KC
    - CD player $75
    - Infrared Headphones $390
    - Headphones x 5 $49.95
    - 2 colour counters $24.90
  - 2B
    - Headphones x 5 $49.95
    - 2 colour counters $24.90
    - Electric Sharpener $180.90
  - 1GO
    - Headphones x 6 $59.94
    - 2 colour counters $24.90
  - 4/5C
    - Class set of scissors
    - Class set rulers
  - K/1G
    - Construction Set $149.90
    - Stacrobats $29.90
    - Headphones x 5 $49.95
    - Infrared headphones
  - School
    - Bee bots $729

- School enrolments
  - Stable
- Playground Games
  - Done
- Ditch
  - Barricade fencing erected due to water in drainage ditch is being damaged
  - Pumping of water is not feasible
  - Fence may be erected
- Harmony Day
  - Going ahead – should be great
- LSLD
  - www.schools.nsw.edu.au/lsld
- Worlds Greatest Shave
  - Thanks for support of everyone

Michael Miller
Principal – Pitt Town PS