

**DATE:** 20th March 2018  
**LOCATION:** Robertson Public School Library  
**PRESENT:** Susan Mathews (SM), Jodi Hidasi (JH), Kim Haylen (KH), Alice Richards (AR), Natasha Blenkinsopp (NB), Kathleen Betts(KB), Renee Moore (RM), Michelle Oswald (MO), Lindsey Coffee (LC), David Missingham (DM), Lee-Anne Daxner (LD)  
**APOLOGIES:** Cathy Roodenrys (CR) Jo Souter (JS), Karen Guymmer (KG), Kellyanne Hinchcliffe (KAH),  
**DISTRIBUTION:** Above listed people, P&C financial members and Robertson School Administration

The meeting opened at 7.09pm

**Minutes of 13/02/2018 Meeting**

Motion: Minutes of 13/02/2018 be accepted.

Moved:MO 2<sup>nd</sup> SM

**Correspondence In:**

- Invitation for President and Secretary to attend Robertson School of the Arts Hall amenities block on Saturday 17th March 2018. Kym (KH) attended the event on behalf of the P&C.

**Correspondence Out:**

- NIL

**Principals Report:**Susan Mathews presented a report. See Attachment.

**Treasurers Report:** Kathleen presented a report. See Attachment.

**Uniform Report:** Kym Haylen (KH) presented a verbal report.

- Stock levels are high and we shouldn't need to purchase much more in 2018.
- There has been great income raised this year already so we are hopeful that this year will have a greater profit than last.
- The third 2nd hand sale of the year went well and only a small number of items remain in stock. We could consider raising prices slightly for the next one.
- The new rack has been purchased and has made a big difference to the stockroom
- Letters are going to go out to the parents with outstanding invoices. We are hopeful some of the \$1600 owing will be retrieved once this is done although some money from families who have left the school may have to be written off.

**Music Report:** Jodi Hidasi (JH) presented a verbal report.

- Jodi will chat with Kirilly from the music staff about our idea to promote music lessons and instrument hire

If you disagree with any information contained herein, please advise immediately.

**Fundraising Report:** Renee Moore (RM) presented a verbal report.

- Mothers Day stall items are ready to and a date has been locked in.
- The Easter Raffle is progressing well with donations and raffle ticket sales coming in to the office.
- To reflect our intention to focus more on fundraising this year we will be introducing a Fundraising Business section to the running order of each meeting prior to General Business.

**Fundraising Business:**

- Wood splitting update. We are going ahead with the decision to pay to split the wood in the playground and hope to arrange a sale of the wood within a month. The aim is to charge \$90 per trailer load and we will arrange this as soon as we can once the splitting is done.
- The loss of P&C hot dog days due to Healthy Food rules and initiatives meant a large reduction in fundraising efforts in 2017. A discussion was had around how we could look at reintroducing food days that might fit into the guidelines such as baked potato days.

**General Business**

- BYOD. Lee-Anne (LD) raised a concern over the new BYOD program in the school regarding how devices are stored and supervised in the time period between students arriving at school and classes starting. She confirms many parents are hesitant to allow their children to bring a device to school due to concerns about risks such as damage or theft from 8.30-9am. Susan (SM) with talk to staff about implementing a school procedure to solve this.
- Lee-Anne (LD) advised Pizzas In the Mist had asked her what we purchased with the donation they made at the end of last year from the running of their Christmas raffle. Susan (SM) confirmed the new "engine room" table have arrived and she is in the process of putting together a thank you with photos and quotes from the children to update them on this. The small amount of money owing will be combined with kind donations from Robertson Farm Machinery's upcoming Easter guessing competition to invest in new numeracy resources.
- Lee-Anne (LD) raised the recent NSW State Government donations received by Moss Vale Primary School and Moss Vale High School and suggested we look into to more funding opportunities this year. It was noted that these recent donations were project specific 50/50 funding initiatives that we should keep in mind for the future.
- Kym (KH) raised the upcoming District Cross Country Carnival and the running of the canteen. As it is a major fundraiser for us we could consider ways to make it more effective. Kym will speak to Kellyanne (KAH) about her availability to manage it and some ideas to make it easier than last year such as positioning the BBQs differently and pre-making lunchboxes for the staff volunteers. Suggestions of different foods were made and it was agreed that we would try to arrange a coffee cart as we did last year. Natasha (NB) will arrange this. Kym (KH) will follow this up with email communication once she has spoken to Kellyanne.
- Our Cross Country carnival is on Wednesday the 3rd May and is also an opportunity for us to run an extra canteen. A few suggestions were made as to whether we should do lunch orders or not and as to whether we should run the canteen as school or over at Hampden park. Kym (KH) to follow up with Kellyanne (KAH). Kym (KH) and Jo (JS) are going to arrange a wishing well donation box for the chess set pieces we are hoping to purchase this year to be sitting at the canteen in case anyone would like to make a donation.
- Kym (KH) has looked in running a Colour Run fundraiser at the end of the year. It is a no cost fundraiser with two different packages available on a 35% or 40% payment after the event. We feel the 40% payment option provides a more appealing participant pack and are keen to go ahead with this. If we book early we should also receive incentives for doing

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- so. We will aim to run the event at the end of the year with a focus on community participation and having fun as well as fundraising. Kym (KH) to follow up the booking.
- Jodi (JH) would like to explore the option of working with the KKKK charity on an application for a sensory playground with a special needs focus. Everyone is very supportive of this idea and Jodi (JH), Kym (KH) and Lee-Anne (LD) will begin the process of applying.
  - Veolia Mulwaree Trust Update - Kym (KH) will be putting our send attempt at a grant submission in next week in the hope that our undercover pathway project might receive funding.
  - Susan (SM) asked if we would be in a position to host a morning tea this term for new parents to the school. No-one feels in a position to commit the time at this point so we suggested looking into an event at the end of the year for 2019 parents instead. Susan (SM) will run an event for this years new parents on behalf of the school.
  - Banking changes will need to be made now that we have new executive members. Please see attached document.
  - Kym (KH) suggested we consider putting together an executive roles and responsibilities document to assist handover processes in the future.

Time constraints meant that the following agenda items will be carried over the the next meeting

- David Ricketts donation
- Major fundraising idea
- P&C funding for music coordinator
- Ethics volunteers
- Travel mug update
- School Playground chess set update

**Meeting Closed at 8.56pm**

***Next meeting to be held Week 3 term 2 Tuesday 15th May 2018 commencing at 6.30pm in the School Library***

If you disagree with any information contained herein, please advise immediately.

**Robertson Public School P&C Association Monthly Financial Report**

**Report for Meeting 20th March 2018**

**For period 13/2/18 to 19/3/2018**

**General Account**

Income	Expenditure	Available Funds	Comments
<b>\$1,972.40</b>	<b>\$3,202.97</b>	Bank Statement	<b>Expenditure</b>
		<b>\$12,796.30</b>	\$2,329.47 Canteen supplies
		General Ledger	\$638.50 Mothers' Day Fundraising gifts
		<b>\$10,930.41</b>	\$150.00 Senior Music Scholarship
			\$85.00 Stage 2 Recorders x 10
		O/S cheques	<b>Income</b>
		<b>\$1,838.89</b>	\$18.00 P&C Membership Fees
		Difference	\$1,485.70 Canteen takings
		<b>Nil</b>	

**Breakfast Club Account**

Income	Expenditure	Available Funds	Comments
<b>\$360.20</b>	<b>\$23.70</b>	<b>\$888.70</b>	<b>Expenditure</b>
			Breakfast Club supplies
		O/S cheque	<b>Income</b>
		<b>\$23.70</b>	Cash deposits only

**Instrument Account**

Income	Expenditure	Available Funds	Comments
			Jodi Hidasi will present an updated verbal Instrument Account report. Available
<b>\$</b>	<b>\$</b>	<b>\$4,443.30</b>	funds reported here are representative of CBA Netank Account as of 19/03/18

**Uniform Account**

Income	Expenditure	Available Funds	Comments
			Kym Haylen will present an updated verbal Uniform Account report. Available
<b>\$</b>	<b>\$</b>	<b>\$5,913.90</b>	funds reported here, are representative of CBA Netbank Account as of 19/03/18