

- DATE:** 9th May 2017
LOCATION: Robertson Public School Library
- PRESENT:** Susan Mathews (SW), Mary Creagan (MC), Michelle Oehm (MO), Melissa Beville (MB), Kim Haylen (KH), Alice Richards (AR), Renee Moore (RM), Kathleen Betts (KB) Ellie Di Bella (ED)
- APOLOGIES:** Michelle Little (ML), Cathy Roodenrys (CR), Jodi Hidasi (JH), Natasha Blenkinsopp (NB), Kathryn Murray (KM), Jo Souter (JS), Karen Guymer (KG)
- DISTRIBUTION:** Above listed people, P&C financial members and Robertson School Administration

The meeting opened at 6.34pm

Minutes of 14/03/2017 Meeting

Motion: Minutes of 14/05/2017 be accepted.
Moved: MB 2nd MO

Business Arising from Previous Minutes:

- Bank signature authorities are in the process of being updated
- P&C Collection box is up and running in the office

Correspondence In:

1. Fundraising materials
2. Uniform Catalogues
3. Canteen information

Correspondence Out:

- NIL

Treasurers Report: Kathleen presented a report. See Attachment.

- Signatory changeover for bank accounts is being completed by new committee
- There was some confusion over district swimming caps being sold and borrowed at the recent carnival. Request to put cap sales information on the note for next years event to clarify.
- Ellie requested a monthly online banking statement to keep up with uniform accounts. Kathleen will speak to the bank and arrange.
- Kathleen will speak to the bank about the possibility of committee members (Kathleen, Kym and Ellie) having online access but not transaction authorisation.

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

Uniform Report: Ellie presented a verbal report.

- New price list with slight increase on some uniform items has been updated and sent out with school newsletter
- Sales are going well but the new turn-around times on some Crystal Bears items (12 weeks) and the limited order opportunities (now only 2 order times per year) means Ellie might need to consider changing suppliers. This could mean better quality but also design changes. Ellie will investigate options and report back at the next meeting.
- Hat: decision has been made to re-order the current design rather than look at reversible options in order to keep uniformity and community.

Motion: Uniform Report be accepted.

Moved MB 2nd MO

Music Report:

Jodi was an apology so there was no music report.

Canteen & Fundraising Report:

Michelle Oehm presented a verbal report.

- The District Cross Country Canteen was a big success
- Natasha has recruited a pool of new canteen volunteers
- Recent donation of "Papples" by the Robertson Fruit Shop organised by the year 6 Ministry for Food was very well received.
- Canteen Manager position update - someone may be interested and will get back to Michelle when they have checked their roster/availability
- Mother's Day Stall update - no financial information as yet but most products sold out.

Motion: Canteen & Fundraising Report be accepted.

Moved MB 2nd MO

Principals Report:

Susan Matthews presented a report. See Attachment.

Motion: Principals Report be accepted.

Moved MO 2nd MB

General Business

- Thanks to outgoing committee members for their help in the changeover
- Noise at assembly was raised after small children played with toy cars during presentations and singing items. Possible options discussed include a note in the newsletter or filling the empty space at the back of the hall with chairs.
- Date nominated for a second hand uniform stall on Tuesday the 6th of June outside the canteen from 8am-9.30am and 2.30pm-4pm. Items can be donated in a box outside the blue room and will be sold for \$5 and \$2 depending on the item. Kym to put a notice in the newsletter.
- Kathleen will look into options for the purchasing of canteen supermarket items. Michelle currently uses her own funds and this might prevent people offering to take over the role. Kathleen will ask the bank about the possibility of a debit card or pre-paid visa card etc

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- Further to the principals report on the new school website Kym and Tash will discuss options for committee access and involvement. We will continue the P&C/school Facebook page also.
- Susan will look into following up the tree stump and uneven footpath raised as safety concerns.
- Kym will takeover the follow up of the grant application for the new undercover concrete walkway on Caalong Street
- The P&C postbox in the office is up and running but has caused some confusion. Kym, Kathleen and Michelle all hold keys to the box. Printouts will be arranged to highlight key events such as hot dog days and raffles to clearly re-direct donations.
- Boys toilets smell discussed. Issue identified but no clear solution. The smell is in the grout and the cleaners are limited in the chemicals they can use.

Meeting Closed at 8.04pm

Next meeting to be held Week 8 term 13th June commencing at 6.30pm in the School Library.

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Treasurers Report May 2017
Robertson Public School P&C Association Monthly Financial Report
Report for May 2017 Meeting
08/02/2017 – 09/05/2017

General Account

Income	Expenditure	Available Funds	Comments
\$5,513.20	\$10,610.98	\$7,766.32	<p>Expenditure</p> <ul style="list-style-type: none"> • \$5000 Robertson Public School, contribution for 12 laptops • \$2261 Canteen supplies • \$1500 Library contribution • \$661 Mothers' Day stall supplies • \$500 Robertson School of Arts contribution <p>Income</p> <ul style="list-style-type: none"> • \$1154 District Cross Country Canteen • \$663 Easter raffle • \$90 Swimming cap sales • \$12 Memberships 2017 • Remainder canteen takings

Breakfast Club Account

Income	Expenditure	Available Funds	Comments
\$1,046	\$92.59	\$1,942.31	<p>Expenditure</p> <ul style="list-style-type: none"> • Breakfast Club supplies <p>Income</p> <ul style="list-style-type: none"> • Cash deposits only

Instrument Account

Income	Expenditure	Available Funds	Comments
\$	\$	\$3,868.30	<ul style="list-style-type: none"> • Jodi Hidasi will present an updated verbal instrument account report.

Uniform Account

Income	Expenditure	Available Funds	Comments
\$	\$	\$8,231.14	<ul style="list-style-type: none"> • Eleanor Di Bella or Kym Haylen will present an updated verbal uniform account report

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

Principal's Report May 2017

School Website

Catherine Doyle and I have been working closely to commence the “new look” school website. I am looking forward to this project being completing and in doing so, addressing the concerns that arose as a result of our 2015 survey regarding how we communicate with our school community.

Excellence in School Customer Service 360 Reflection Tool

Survey responses allow us to review our practices in order to keep improving. They will respond to communication, commitment to service, collaboration and consistency. Recently a survey was emailed to all parents in regard to customer service. Please take the time to complete this survey to provide us with valuable information on how we can continually improve this.

NAPLAN

Students are sitting NAPLAN this week. The process is going smoothly so far.

Peer Support

Year 6 are attending a two day leadership training course this week to prepare them in their role as peers support leaders. On Thursday they will work in the School of Arts Hall and on Friday they are heading out to the McGee's farm.

Peer Support for all students will commence on Wednesday 24th May and continue each Wednesday of this term and for two weeks of next term.

Students K-5 will be distributed into peer support groups under the direction of a Year 6 leader where they will be learning about “Making Friends-Keeping Friends.”

New Carpet and Ventilation

Due to the many days of rain last term, the Block C classrooms were showing signs of mould. Ms Matthews followed this up with assets management who responded by calling out to do a site visit. It was determined there was not enough cross ventilation. Vents have been put in to doors and walls. Also it was decided the carpet needed replacing and this was done in the last holidays. These actions have made a significant difference to the air quality in these two classrooms.

Athletics Carnival 15th June

Save the date. Students are starting to prepare for the field events through their weekly class sport lessons.

Multicultural Public Speaking Competition

Notes have gone home this week in regard to this competition which we hold each year. The students in Stage 2 and 3 have a choice of choosing a topic from the list and preparing a speech OR they can choose to speak on a class related History topic chosen by the Stage teachers. A school final for the children entering the Multicultural speaking competition will be held on 7th June. 11:45-1:00pm for Stage 3 and 2:00pm-3:00pm for Stage 2. Parents are welcome to attend. The local final will be held at Nowra Public School on Friday 23rd June. Two students from each stage will be selected to represent our school.

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