

**Warragamba Public School
P&C Meeting 4 August 2008**

Present

Steve Bloem	Ben Matthews
Barbara Laria	Lauren Ranger
Kelly Callaghan	Glen Ranger
Catherine Davies	Carolyn Lambeth
Jenny Cooper	Lynette McMullen

Apologies

Michelle McKechnie

Meeting opened 7.05pm

Previous minute's amendment to include apology received from Lynette McMullen.

Accepted: Carolyn Lambeth Seconded: Steve Bloom

President's report - Nil.

Treasurer's report – Attached. Barbara Financial position for P&C is for June Building Fund balance \$1,807.56 and General Account balance \$22,381.46. No statement received for end of July as yet. Total balance to date in bank \$23,294.98. Voluntary contributions from parents to date are 70 envelopes total received \$3700.00. Ben offered to put another mention in newsletter.

Secretary's report –P&C Journal distributed. RTA drop off and pick up DVD received. Discussed possibility of RTA drop off and pick up. Ben to discuss with teachers. Woman's Weekly reward volunteer nomination form received. P&C Affiliation and insurance discussed at this time but recorded in new business below.

Principal's report – Attached. Barbara asked about high school. Ben unable to discuss at this time. Catherine discussed issues raised by parents.

Business arising

Wish list – Green reading box purchased. Waiting quotes for blinds.

School Crossing- no further information about crossing at this time. Council has undertaken work, installing concrete bike path and island on road crossing over to pool. Lynette suggested a letter of thanks be written to council as had requested this work previously. Catherine will

write letter and suggested also include request crossing to be introduced to ensure safety of students. Lynette to provide contact details for council.

Infants seating – Discussed Ben's report. Carolyn suggested seating at big tree area. Move seating that is in unused areas to under tree. Agreed that top playground area preferred to picnic blankets being used on quad.

Sunglasses – Barbara advised that 27 orders have been received to date. 48 orders are needed for the delivery to be freight free. Discussed late orders. Ben will put an article in newsletter making it very clear that this is the last opportunity to order. Cut off is 11 August. Barbara advised that can do further order later. Discussed restricting glasses to only school glasses but difficult to enforce so Ben to consider this issue.

Fathers Day Stall – Catherine advised that final wrapping will be held tomorrow. Request for volunteers at the stall will be sent out in the newsletter. Stall will be held on 4 September.

New Business

P&C Stall on 60th Birthday Celebration – Kelly suggested that cake and coffee be sold at 60th birthday celebration on 7 September and guessing competition of the number of jelly beans in jar with prizes. P&C Banner and brochures can be displayed. Discussed option of sausage sizzle but meeting decided on coffee and cake at stall from 10am – 1pm. Barbara and Lynette will be on the staff and others to assist if available. Catherine to purchase 3 slab cakes (not mud), tea, coffee, napkins and sugar. Steve will provide cups and stirrers.

P&C Cash book review- Barbara raised the need to review the cash books of the P&C. Last years review cost \$600. Catherine suggested review every second year. Steve advised protects committee if it is done every year. Discussed that if someone had banking / accounting background would be able to independently review books for a small fee such as \$100. Catherine to ask parents she knows has this background and if not available will put article in newsletter.

P&C Affiliation and Insurance: Catherine advised correspondence received from P&C for affiliation and insurance. As part of affiliation P&C would have 10 million public liability insurance. Barbara and Catherine have both contacted Association to clarify insurance requirements. Need to continue to cover voluntary workers as this would include the uniform shop. Previously have not insured cash or property but now as have ownership of uniform shop the stock and cash would not be covered by DET and should be insured. Agreed that insurance should be obtained for property for the sum of \$5000.

Discussed that at any P&C event volunteers are not covered by insurance unless they are a financial member of the P&C. Agreed that sign-on form needs to be maintained for each event and this is to explain to participants that unless financial member (cost \$1) that not covered by insurance. Catherine will develop form.

Other business

Dam Fest – Lynette raised idea of haunted house. Steve advised Fest now in soccer oval so no suitable room.

Sports Photos – Lauren asked if sports photos will include choir. Ben advised that they will include choir and dance groups.

Meeting closed 8.45pm
Next meeting 15 September 2008