Eleebana Public School P&C Meeting.
Monday 15th June 2015.

Meeting opened at 6.45pm
Chair: Maria Grew

Present: Sandra Elsworthy, Maria Grew, Marie Norris, Jo Hall, Leah Morgan, Jamie Pajtl, Carolyne Deal, Alex McCoy, Amber Thoroughgood, Josie Bailey, Rodney James

Apologies: Robyn Tooze, Michelle Standret, Max Broadbent

Previous minutes read onto the record
Marie Norris moved they be accepted
Maria Grew Seconded

MATTERS ARISING

- Canteen Money Weigh Scales
  Still being looked into. Need to find a machine that is sturdy enough, has a warranty and after sales service.
  Matter: OPEN

- Canteen volunteers
  Flyer being distributed
  Matter: OPEN

- Canteen Freezer
  Still not fixed. See canteen report
  Matter: OPEN

- Photocopier
  Approved for purchase
  Voted - Motion carried.

- Phones in classrooms
  Approved for purchase
  Voted - Motion carried.

- iPads
  Further quotes to be obtained. See general business. School to contribute $6,000
  Matter: OPEN

REPORTS

President – Robyn Tooze
See annex A - report tabled
Moved - Sandra Elsworthy
Seconded - Jamie Pajtl

**Treasurer’s Report – Sandra Elsworthy**
See Annex B – report tabled  
See Annex C - Profit and Loss  
See Annex D - End of month report  
Moved - Jamie Pajtl  
Seconded - Marie Norris

**Canteen – Leah Morgan**
See Annex E – report tabled  
Moved - Sandra Elsworthy  
Seconded - Maria Grew

**Band** - no band report

**School watch** – no report. All ok  
Maria Grew – moved  
Jamie Pajtl – seconded

**Fundraising Co-ordinator – (Janelle )**  
Janelle is wanting to step-back due to illness and commitments. Jo Hall and Alex McCoy are going to work together for upcoming events such as Naidoc week, Father’s Day and Spring Fair.

**Principal – Josie Bailey**
See Annex F – report tabled  
Moved: Maria Grew  
Seconded: Jamie Pajtl

**Grounds report – Marie Norris**
Working bee on last weekend. GA Peter was impressed with the works performed. Lomandra to be removed and skip bin to be ordered. Request for sleepers for a poppy garden. Josie agreed the school will provide these for the garden.  
Moved: Maria Grew  
Seconded – Jamie Pajtl

**GENERAL BUSINESS**

**Library:** quotes are required to be reviewed and advertising in newsletter to be done. Quotes circa $20,000

**Ipads:** 3 quotes to be obtained. One already received from Harvey Normal. Jamie Pajtl is obtaining one from Samsung/Vodafone, Jo Hall obtaining one from Domayne
Canteen: quotes and funding application to be considered for the expansion and improvement works. Will require engineers reports.

Soccer nets: WILL be purchased. School to pay

Spring Fair: Volunteers are being collated. 14 to ‘potential’ fair and stall holders and rides need to be booked. Jamie contacting all who nominated to be co-ordinators. Determination on viability by next meeting.

Meeting Closed: 9.40pm
President’s Report – Robyn Tooze

Good evening all. My apologies, as I’m unable to attend this evening’s meeting due to illness.

It’s been another eventful month in the P&C with Father’s Day preparations beginning and consideration being given to the feasibility of holding the Spring Fair with the volunteers we have available. This saw us put out a request across the school population for volunteers to come forward and supervise an area of the Fair. The responses received are being reviewed by Jamie who will have more on this later.

Our canteen is still requiring additional volunteers to enable it to keep running. Again, more on this is tabled for later in the meeting.

Last month we were given a presentation by Robyn Forbes on a library upgrade. Tonight, we will also be looking at the validity of adding this to our ‘wish list’ of future funding projects.

And again, like every month so far, I say a big thankyou to those volunteer who keep turning up and putting in the hard yards – you know who you are – and you’re invaluable.

Robyn Tooze
P&C President.
ANNEX B

Treasurer's Report

All accounts for the P & C general account have been balanced and reconciled to MYOB.
Income for the month of May totalled $11630-95 and expenses totalled $2969-43 resulting in a net profit of $8661-52.
This was largely attributed to the profit from the Mother's Day stall of gross Amount $6090-50, and a net amount of $4662-75.
Current funds available at bank total $97399-93.
Canteen accounts have not been received as yet and will be tabled at the next meeting in July.

S Elsworth
Treasurer
## Eleebana P&C

### Profit & Loss [Cash]

2/05/2015 through 1/06/2015

<table>
<thead>
<tr>
<th>Income</th>
<th>$</th>
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<tbody>
<tr>
<td>Interest Received</td>
<td>$50.45</td>
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<tr>
<td>- Uniform Shop</td>
<td>$5,359.50</td>
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<tr>
<td>- Mothers Day Stall</td>
<td>$6,090.50</td>
</tr>
<tr>
<td>- Misc</td>
<td>$130.50</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$11,630.95</td>
</tr>
</tbody>
</table>

| Cost Of Sales           | $0.00    |
| **Total Cost Of Sales** | $0.00    |

| Gross Profit | $11,630.95 |

<table>
<thead>
<tr>
<th>Expenses</th>
<th>$</th>
</tr>
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<tbody>
<tr>
<td>Bank Charges</td>
<td>$0.68</td>
</tr>
<tr>
<td>- Uniform Shop</td>
<td>$1,230.00</td>
</tr>
<tr>
<td>- Mothers Day Stall</td>
<td>$1,427.75</td>
</tr>
<tr>
<td>- Misc</td>
<td>$311.00</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$2,969.43</td>
</tr>
</tbody>
</table>

| Operating Profit   | $8,661.52 |

| Abnormal Expenses  | $8,661.52 |

| Net Profit (Loss)  | $8,661.52 |
ANNEX D
ANNEX E
Canteen Report

UPDATE – this freezer is still broken and Annie has not heard from Frank. If we cannot get this fixed in-house then we need to get someone in to look at this or buy a new freezer.
18/5/2015 - 1 x freezer not working. Francke O’Connor has a quote in relation to this matter.
Volunteering - Flyer tabled.
Email from Larissa Street – good suggestion that you don’t need to give up a whole day. I think this is a good idea and may help.
Kelly Mayberry – volunteer at the Fair? Annie has details.
Fairy Floss Order – needs to be in now or we will not have any for the Fair.
Fruit & Vege Week – need to decide on a week.
Canteen Phone: - still no STD or mobile calls and a lot of texts, may need to look at a mobile or a phone allowance.

Online Canteen Research
Further information on Our Online Canteen
The infrastructure needed for this service is:
Computer or Laptop – estimate for a small Notebook is about $300, or someone may be able to donate one they no longer use.
Printer – price range $70-250 depending on brand and functions.
Internet connectivity - WIFI

Ongoing costs:
Labels: Price quote from Online Canteen is $54.50 for 2400 labels or about $23 per 1000. I checked the Avery Label J8166 equivalent and they charge $39 for 300 labels. We need an estimate of orders per week to see how much this cost will be weekly/monthly etc
Printer consumables
Commission: approx. 3% of sales

Online Canteen will provide email remittance detailing the dollar amount ordered and commission and the banked amount. Like all systems you get out what you put in and if we want to we can input more information and then be able to run reports on best sellers and margins etc.
Parents are not charged any fees and they can pay with PayPal, Credit Card (both have small surcharges) or by topping up via Direct Debit at no cost.
Online Canteens upload the Menu and then we are able to change it as we need to by a login. The changes are instant and can be made for Special Days and events.

Parents will fill in allergy alerts
This needs to be double checked but Online Canteen said it is possible to email parents through the system if the canteen needs to communicate with them about an order. There is customer support for the Canteen Manager.

Flyer – Call to arms!!
Discussion on canteen times / volunteers / online
ANNEX F

Principals' Report

Key Points:

- **Many thanks to P&C reps for conducting the Spring Fair meeting during the disco**- hopefully a success and you now have enough volunteers to move forward.

- **NAIDOC request**- BBQ July 24 (week 2 Friday) following our celebration assembly

- **Quotes as requested:**
  - iPad quotes
  - Library upgrade

- **Technology update:**
  - Professional learning ongoing each week- lots of sharing and lots happening. Hopefully you are seeing greater usage and benefits- we certainly are. I have been working with different grades each week and have seen outstanding use.

- **Assets upgrade has been approved and work will commence during the holidays:**
  - Upgrade of cleaner's room to make space for counselor to make space for SAM.
  - Window into the sick bay (for monitoring)
  - Painting of foyer and new lighting
  - Painting computer lab and skylights
  - Whirly gigs in the library
  - Fix dangerous brick work around the school
  - **Painting of the library**

- **Thank you a million times over from staff for the new photocopier**- report printing next week will be a breeze!

- **Buddy Bench**- lovely concept for the playground for children needing time out or a friend.

- **Tea and Tissues**- Idea for P&C to welcome new kinder parents at commencement of the year.

Josie Bailey
Principal