



# FRESHWATER BAY PRIMARY SCHOOL

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P&C ASSOCIATION INC.

EXECUTIVE MEETING AGENDA

Wednesday 13 May 2020 at 7.00pm to 8.30pm

Staff Room

Attendees: Graham Carmichael (GC), Sanjif Ratneser (SRA); Noel Mckay (NM), Matt Sikirich (MS); Simon Reid (SR), Campbell Airey (CA), Janine Feurstein (JF), Faye Styles (FS), , , Jenella Downing (JD); Mark Davies (MD) - Executive Meeting (EM), General Meeting (GM)

By phone: Brooke McAullife (BM); Ainslie Cornelius (ACo)

Apologies: None

#	Topic	Who
1	<p><b><u>President's Report and Welcome</u></b></p> <ul style="list-style-type: none"> <li>The meeting was opened at 7.15pm</li> <li>GC welcomed the new Executive Committee and noted the role of the P&amp;C being to support the school and the educators.</li> <li>Each of the EC provided a personal introduction.</li> </ul>	GC
2	<p><b><u>Ratification:</u></b></p> <ul style="list-style-type: none"> <li>Minutes from EM on 12 November 2019. <b>CA proposed that the minutes be adopted, Seconded by FS, unanimously APPROVED.</b></li> <li>Comments on Draft Minutes from AGM 26 Feb 2020. Noted that the cash balance at the GM was lower than the current balance and the balance at the EM Nov 19. This was due to the balance being reduced for approved expenditure which has not yet been paid for. <b>JD proposed that the minutes be adopted, Seconded by FS, unanimously APPROVED.</b></li> </ul>	GC
3	<p><b><u>Matters Arising from Previous Meetings:</u></b></p> <ul style="list-style-type: none"> <li>Solar- A recent proposal from Solargain was tabled to provide approx. 39kw of solar for approx. \$32k plus GST. This has been sent to Kalina to forward to Programmed who need to approve the installation. When a way forward with Programmed has been confirmed then the proposal can be put to the GM.</li> </ul>	GC

	<ul style="list-style-type: none"> <li>• Bike shed security – GC noted the issue with the bike shed security. A quote for approx. \$950 was tabled to install a cladding solution. <b>GC proposed that up to \$1,000 be spent to install the Larson cladding, SRA seconded, unanimously APPROVED.</b></li> <li>• Farmers Market – SR and MD provided an update. Trademark and Logo has been registered and a website developed. A sponsor will be sought for the markets. FS will circulate the details of the sponsors funding pack for the 125<sup>th</sup> celebration. It is planned to have the markets operational by Sept/Oct 2020. The markets will be a separate organization form the P&amp;C with its own board and mandate.</li> <li>• Lunches online survey. Deferred until the school has become fully operational.</li> <li>• Audit Report (NM) – the audit has commenced for the year ended 31 December 2019.</li> </ul>	
4	<p><b><u>Matters to Consider – Feedback from the School Community to the P&amp;C</u></b></p> <ul style="list-style-type: none"> <li>• SR presented the Schools Matters to Consider. See attached list. GC asked this to be forwarded to the EM for consideration at the next meeting.</li> <li>• GC noted that Kalina has sent a quote for 2 new carpet extractors (steam cleaners). The total cost is approx. \$7,800 plus GST. <b>ACTION</b> GC will circulate the quote for the EM to vote on.</li> <li>• SRA Matters to Consider – <ul style="list-style-type: none"> <li>▪ Lost property – can we have someone return lost property to the children as the parents cannot attend school. <b>ACTION</b> SR said that he will raise it with the student executive.</li> </ul> </li> <li>• Facebook/Word of Mouth matters – nothing to report.</li> </ul>	SR
5	<p><b><u>Update on Events</u></b></p> <ul style="list-style-type: none"> <li>• Term 1 Sundowner – GC noted it had been well attended. All supplies have been paid. Feedback was that we should have more face painters for a shorter time. <b>ACTION</b> NM to follow up vendors billings.</li> <li>• Next Sundowner – on hold pending COVID.</li> <li>• Tuesday treats – on hold pending COVID.</li> <li>• Other events - Colour run scheduled for 23 Oct.</li> </ul>	EC
6	<p><b><u>Committee Updates</u></b></p> <ul style="list-style-type: none"> <li>• Fundraising – (FS) Wendy Carmichael, Faye Styles, Ashe Mackinnon <ul style="list-style-type: none"> <li>▪ GC provided a report from WC. There was a discussion about selling branded umbrellas and car stickers.</li> </ul> </li> <li>• School Board - FS noted a meeting was planned but has been postponed.</li> <li>• Tuesday Treats - Teleah Bolt, Pippa Tilbrook (NM Exec Rep) <ul style="list-style-type: none"> <li>▪ Deferred pending COVID.</li> </ul> </li> <li>• Secondhand Uniforms - Ashe Mackinnon, Amelia Chaney (FS Exec Rep). <ul style="list-style-type: none"> <li>▪ There was a discussion about online, it was agreed it was worth considering.</li> </ul> </li> <li>• Tennis Courts - Christy Kemp (NM Exec Rep).</li> </ul>	EC

	<ul style="list-style-type: none"> <li>▪ <b>ACTION</b> NM to follow up CK to determine how to bill for the new year and the padlock changeover.</li> <li>• Grants – Maggie Westbrook (Exec Rep TBC) <ul style="list-style-type: none"> <li>▪ <b>ACTION</b> MS to invite MW to EM's</li> </ul> </li> <li>• Scholastic Books Coordinator - Gilly Frette, Christy Kemp (BM Exec Rep) – Nothing to report.</li> <li>• Class Rep Co-ordinator (JD) – <ul style="list-style-type: none"> <li>▪ Discussed the role as being to co-ordinate feedback from class reps to the P&amp;C. Communication form P&amp;C will be through "Schoolbag". <b>ACTION</b> MS to send class rep contact list to JD to introduce herself to the reps.</li> </ul> </li> </ul>	
7	<p><b><u>Financial Report/update</u></b></p> <ul style="list-style-type: none"> <li>• Cash position – Tabled cash position. After not yet paid and intended commitments the balance is \$45k. This does not include this years parent contribution which is being billed at the moment or Royal Show parking. It was noted that "not yet paid" have been approved previously and will be paid asap.</li> <li>• Noted Expenditure Approved by Executive Circular Resolution. \$400 for swimmers breakfast. Only one breakfast was held and an expense form is pending for approx. \$100.</li> </ul>	NM
8	<p><b><u>P &amp; C Rules and Proposed Resolutions</u></b></p> <ul style="list-style-type: none"> <li>• It is <b>RESOLVED</b> to approve the expenditure of \$1,000 plus incidental costs to secure the bike shed on the bowling club side in response to a recent break in and theft. <b>Unanimously APPROVED.</b></li> <li>• It is <b>RESOLVED</b> that expenditure on normal P&amp;C business can be approved by email to the Executive Committee (EC) allowing the EC 48 hours to consider the proposal and vote with the proposal being passed when more than 50% of the Executive Committee has voted in favour or rejected if more than 50% vote against. All expenditure approved in this manner is to be brought to the next Exec Meeting and General Meeting for notification. <b>Unanimously APPROVED.</b></li> <li>• It is <b>RESOLVED</b> that a majority of Office Bearers can approve the spending of up to \$500 per month on normal P&amp;C activities. All expenditure approved in this manner is to be brought to the next Exec Meeting for approval and General Meeting for notification. <b>Unanimously APPROVED.</b></li> </ul>	MS
9	<p><b><u>Other items:</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 – nothing to report.</li> <li>• ACNC Information – nothing to report.</li> <li>• Becoming a tax deductible charity – nothing to report.</li> <li>• The P&amp;C would like to formally acknowledge the wonderful efforts of the Freshwater Bay Primary School staff in dealing with the challenges of educating our children during COVID19.</li> </ul>	GC

	<p><b><u>Next Meeting:</u></b>  General Meeting – Planned for 27 May subject to a suitable medium given COVID restrictions.</p>	
	<p><b><u>Meeting Closed: 9.30pm</u></b></p>	

**Action Items:**

- **ACTION** GC will circulate the carpet extraction quote for the EM to vote on. DONE
- **ACTION** SR to raise lost property with the student executive.
- **ACTION** NM to follow up on vendors who pay to attend the Sundowner.
- **ACTION** NM to follow up CK to determine how to bill for the new year and the padlock changeover.
- **ACTION** MS to invite MW to EM's
- **ACTION** MS to send class rep contact list to JD to introduce herself to the reps. DONE
- **ACTION** MS to see if there is a letter to the Royal show re parking. DONE not on file