



**Beacon Hill Primary School  
Parents & Citizens' Association  
MEETING MINUTES  
12<sup>th</sup> March 2019**

## **APOLOGIES**

None

## **ATTENDANCE**

Jenny Harrison, Sally Bate, Peta Hanson, Mel Manning, Jonathan Sharp, Sarah Garland, Alex King, Claire Johnston, Louise Scope, Alison Watson, Hannah Creelman, Kelly Hill, Sasha Lucius, Kellie Alexandratos, Delia Harris

## **ITEM 1 – MINUTES OF PREVIOUS MEETING**

Approved by, Sarah Garland & Claire Johnston Hannah

## **ITEM 2 – STATUS OF ACTION ITEMS**

*Action items to be completed by March meeting:*

1. Inform of parents of vacant roles within the P&C Committee, ask for nominations via nomination form,
2. Sally Bate to contact Steve with regards to Working Bee 11<sup>th</sup> May. *The more kids, parents and helpers the better.*
3. Certificate of currency and risk assessment required for every vendor on site during the fair.
4. Fair: Jonathan to collate feedback Ideas and learnings as discussed in the P&C meeting to present to Parent Fair committee.
5. Fair committee to be created, call out for 1 or 2 parents per year to form part of the fair committee. Call out in the parent email 17/3/19

## **ITEM 3 – CORRESPONDENCE**

Nothing to report.

## **ITEM 4 – PRINCIPAL'S REPORT**

### **Thank you- AGM**

Firstly, I would like to take the opportunity to thank those that have held positions on the P & C over the last 12 months and for the ongoing support you have provided the staff, students and community of our school. We really would not be the wonderful school we are without your support, enthusiasm and commitment. I extend a very warm welcome to our 2019 elected office bearers. I look forward to working with you this year!

**Cake Day-** Thank you to the wonderful team of volunteers and bakers who assisted with our term 1 cake day! It was incredibly well supported by the community with many cakes baked and enjoyed.

### **Thank you K-2 Family Picnic**

Thank you for your coordination of the K-2 Family Picnic. It was a lovely afternoon with many families and teachers attending.

### **Zone Swimming success**

We had a wonderful team of students represent BHPS on Monday at the Zone carnival. Some fantastic results were achieved on the day including a number of personal bests. Thank you to Ali Shearer for her thorough organisation and supporting our participation in this event.

### **National Day of Action against bullying/ Harmony Day: SRC events**

On Friday 15 March 2019, our school will be supporting the National Day of Action against Bullying and Violence (NDA). The SRC will be supporting and promoting awareness of this day by sharing ideas for activities which can be completed in classes. 21 March is Harmony Day- a day where we celebrate Australia's cultural diversity. Harmony Day is about inclusiveness, respect and a sense of belonging for everyone. Respecting diversity is important in creating a sense of belonging. Harmony Day and the national day of action against bullying complement each other nicely. Our SRC is running this event which promises to be a wonderful day. Students will be engaged in activities in the classroom all centred around respecting difference and inclusiveness.

### **Our three strategic directions & professional learning**

Our Professional Learning for 2019 is guided by our school plan and key projects as mentioned last meeting. As members of the NBLA, our combined SDD will be held on 22 July (Term 3). This day provides us with a wonderful opportunity to strengthen our collegial networks within and across schools and the theme this year is Aboriginal Education.

Traditionally, the last 2 days of the school year are school development days as well. This year, our students finish on the 18 December and 19/20 December are allocated as school development days. As a staff, we will be undertaking some professional learning throughout the year in lieu of one of the last days. This will involve staff attending 2 twilight sessions throughout the year around Glasser's Choice Theory and Resilience. The school and office will still remain open on 19/20 December so there will remain limited supervision (as per Health and Safety policy) for students if needed.

### **K-2 Toilet Upgrade**

Final details will be completed this week with the view for it to be opened by the end of next week. We are all thrilled with the completed works!

### **AusPlay Upgrade**

ForPark will be completing the project. Due to commence Monday 27 May after the fair. This is a large project and has involved a number of years' planning.

### **Cooler Classrooms**

No update at this point.

### **Working Bee**

I have spoken with Steve and we have 2 possible dates prior to the fair- 11 or 18 May for a working bee!

### **P&C School Wishlist:**

- Supporting the purchase of flexible furniture

- IT maintenance, support (HR) and replacement/ purchase (continue to build our bank of laptops in the 3-6)
- Supporting the Grounds
- Air Conditioning for spaces not covered by Cooler Classrooms (e.g admin, canteen)
- Supporting Green Team Sustainability initiatives- Green House program/ Solar Panels
- MPC upgrades- Fans, Stage Curtains
- Shade over STEM balcony
- Electronic Sign
- Additional flag pole

## ITEM 5 – SCHOOL COUNCIL

Meeting to be held 10<sup>th</sup> April 2019

## ITEM 6 – TREASURER'S REPORT

Audited Accounts and associated report are not yet available. Unaudited 2018 accounts were presented in the February meeting. Due to AGM and Fair discussions the financials will be reported in the next meeting.

## ITEM 7 – FUNDRAISING

Wk.	Date	Event	Coordinator/s	Insurance	RMP
<b>TERM 1</b>					
1	1 Feb	Tears & tissues	Sally Bate	No	Low risk
3	12 Feb	P&C Meeting			
4	28 Feb	Cake Day	Mel Manning	Yes	Low risk
<b>Report</b>					
7 volunteers for service time. 2 for set up and 1 for clean-up. It was \$340. We had loads of wonderful donations so we let kids buy more than one if they wanted to (other than Kindergarten).					
6	1 Mar	Welcome Picnic (K-2)		Yes	Low risk
<b>Report</b>					
Mostly Kindy parents and fewer year 2 families showed up. Less people than in previous years, approximately 75 people. They had left over cakes from the cake stall as well as Zooper Doppers.					
7	12 Mar	P&C Meeting- AGM	Officer Elections & Audit Due		
8	23 Mar	Election Day Sausage Sizzle / Cake Stall	Jonathon Ripples	Yes	Yes
We need to start asking for volunteers this is less than 2 weeks away. Jenny suggested vendors for catering. Suggested the Local Kindy participate in the cake stall.					
11	9 April	P&C Meeting			
	All term	Entertainment Books	Sally Bate	No	Low risk
	All Year	Advertising on P&C Website		No	Low risk
<b>TERM 2</b>					
2	9 May	Mother's day stall	Andrea Bowers, Christie McIver	Yes	Yes

2	10 May	Mother's day breakfast	Jonathon Ripples	Yes	Yes
3	14 May	P&C Meeting			
4	26 May	Fair & Colour Run		Yes	Yes
7	11 June	P&C Meeting			
8	21 June	K-2 Disco	Claire Locke, Karlin Clements	Yes	Yes
<p>Proposed a K-2 rather than separating Kindy at a separate time. P&amp;C discussed at length the benefits and concern of 200 kids in the one venue at the same time.</p> <p><b>Next meeting a vote required to determine a K Disco and 1-2 Disco or K-2 Disco</b></p>					
<b>TERM 3</b>					
	All term	Family Dinners		No	Low risk
	Aug	Parent Evening	Possible dates: 2 August, 9 August, 16 August or 23 August	Yes	Yes
4	13 Aug	P&C Meeting			
6	29 Aug	Father's day stall	Andrea Bowers, Christie McIver	Yes	Yes
7	2 Sept	Mango Drive	Lesley Elkan	No	Low risk
7	2 Sept	Father's day breakfast	Kylie McManus, Sophie Sizeland	Yes	Yes
8	10 Sept	P&C Meeting			
10	27 Sept	Year 3 – 6 disco	Claire Locke & Karlin Clements	Yes	Yes
<b>TERM 4</b>					
2	24 Oct	Mum's Movie night (tentative date depends on movie)	Kellie Alexandratos (TBC)	Yes	Low risk
3	31 Oct	Cake Day		Yes	Yes
5	12 Nov	P&C Meeting			
5	13 Nov	National Recycling Week: Closet Clean out (Stewart Hse)	Claire Johnston	no	Low risk
8	5 Dec	Carols and Picnic	Band Committee	Yes	Yes
9	3 Dec	Farewell drinks	P&C	No	No

## Report

Above is the report of the events that have happened in term 1.

We need to advertise for next term – mother's day breakfast and Fair.

I have also had confirmation that Andrea Bowers and Christie McIver are still doing the mother's day stall and that Claire Locke & Karlin Clements are doing the K-2 disco.

Bob Til you drop has sent through their invoice, which I have sent through to the P&C for approval and payment.

Do we take advertising on the website off our list as we don't have anyone volunteering for this?

### ***Insurance and risk management***

The insurance needs to be put in for Term 2, and in order to do so, I need certificate of currency and RMP (Risk management plan) for the Fair. I have both of these documents for the K-2 disco.

**Further discussed in the P&C meeting:** Date change discussed for the Fair to be a Sunday to assist with set up the day before and minimize sport impacts

## **ITEM 8 – BAND**

## **ITEM 9 – CANTEEN**

The canteen is running smoothly through Term 1.

We have introduced slices and cakes for morning tea that the children love. They are both savoury and sweet and only 20c.

There have been issues with Flexischools and ordering (mainly through there app). Flexischools are aware and hopefully this is now resolved. Some of the issues were out of their control.

Winter menu changes will be happening and in the coming weeks. We will have a special of "Moussaka". This has been created with the eggplants and other items from the school garden that the students have grown.

## **ITEM 10 – UNIFORM SHOP**

The Uniform shop committee have reviewed our price list for 2019 and due to a reduction in some product prices from suppliers, and in line with the Uniform Shop policy, we have been able to pass these reductions on to our parents. Products reduced - Girl's winter slacks, Boy's grey trousers, Long and Short sleeve polos, Wide brimmed hats, Zipper Jackets and Grey tights. We have had to increase the prices of only two items - Spare tie for summer tunic and Morning tea bag's due to increased price of materials, everything else has stayed the same.

The Committee have been working on our new POS/Website platform and this will go live over the next two weeks as our current POS licence also runs out this week. All volunteers will be trained in the new system when they are in the shop. As Claire will no longer be the only one who will be able to accept payments we hope for a quicker and more efficient checkout process for all customers.

## ITEM 12 – GROUNDS & TUCKERBOX

### ***Tuckerbox:***

Call out for Volunteers to make meals for Tuckerbox, some deliveries to be issued in the next couple of weeks

**Grounds:** have 2 possible dates prior to the fair- 11 or 18 May for a working bee!

P&C Confirmed the 11<sup>th</sup> May

## ITEM 13 – OTHER BUSINESS

1. **First aid training.** Consider options for subsidised first aid training. Enabling more first aiders at the school
2. **Fair Discussion**
  - a. **History & Learnings :** issues with the ground (No vehicles ) Jumping castles and kindy farm acceptable. The grounds slope which limits the fairground rides options.
  - b. **Date:** Sunday vs Saturday: weekend sport and colour run on the back oval. **Motion to change the date to Sunday 26<sup>th</sup> May was passed**
  - c. **Rides:** Wrist bands unlimited, and single ticket options

### **IDEAS & FAIR DISCUSSIONS**

#### **Popular rides:**

- Laser Tag
- Climbing wall
- Sideshow alley
- Art Zone in the library
- Bucking Bull
- Tea Cups for the little ones

#### **New Ideas:**

- Coaching clinics by Famous sports people on site
- Skater HQ / Roller derby on the netball courts
- Better signage and maps and times things are on all around the school
- Band and choir performances
- Pony Rides / Camel Rides
- Fruit and veg / flower stall.
- MPC indoor markets? Foot traffic concerns, place on outside of MPC (signage a strong requirement)
- Face painters in Infants seat area
- Dunk the teacher
- Pie face
- Colour Run (with obstacle course?) stagger starts
- Ninja Course
- Fire brigade
- Robotic Wars (tinker tank – Manly)

- Mini 4wd Track - remote controls
- Bubble soccer
- Balance of little kids activities
- Inflatable rides better managed. Age group specific
- Climbing inflatables (tumble town)
- Constant vols for clean up duty and a clear distribution of duties (Vols responsible for each station). Conscious planning.

**Food: Revenue generator agreed to stay in house**

- Snow Cones
- Pulled pork rolls / Spit roasts
- Hot dogs
- Sausage sizzles (several located throughout)
- Canteen Open (canteen mini stall on the oval and ticket booth near by the canteen and or face painter to increase foot traffic)
- Corn stand

Jonathan to collate feedback Ideas and learnings as discussed in the P&C meeting to present to Parent Fair committee.

Fair committee to be created, call out for 1 or 2 parents per year to form part of the fair committee. Call out in the parent email 17/3/19

**Next Meeting: AGM and Tuesday 10<sup>th</sup> April 2019, 7.30pm**