1. Welcome and attendance:
Adrian Molloy (AM) welcomed all to the meeting and apologies were given from Sally Jacobs, Meaghan Croll, Chris Munro, Lauren Hill.
Attendees: Owen Taylor (OT), Belinda Norrie, Monique Tompson (MT), Adrian Molloy, Deb Barr-Dix (DBD), Yolanda Johnstone (YJ), Dave McDermott, Andrea Piper, Michelle Wood, Cath McMillan, Anne-Marie Pickard, Ingrid Gray, Sylvia Hodey, Nick Kuys, Nicole Margetts. Matthew Power, Nick Abbott, Alastair Berpatrick, Kelly Fitzpatrick, Marie Slocombe, Klara Henderson, Alison Kelly, Peter Small

2. Previous minutes:
   a. Issue raised re hat design. Owen requested the student leaders conduct a survey and found the hats to be “stylish and comfortable while protecting necks and ears well”. Some issues were raised re the black sweatband tending to fall out, lack of room for ponytails and the elastic strap not surviving much wear and tear.

   MT accepted previous minutes seconded by AM.

3. General P&C business update
   a. Landscaping masterplan – AM outlined scope for a school landscaping masterplan being managed by Chris Munro (P&C Grounds and Environment) which is to include new sensory playground at Bardoo St entry, improvements to the bush classroom behind tennis court, main school entry at Manning St, COLA, returfing soccer oval, installing vegetable gardens, improvements to drainage on ovals, Kulkuna landscaping and soil sample testing for asbestos in mound behind senior toilets. Masterplan will include cost estimates for works over 2,3 and/or 5-year period.

   b. Playground shade and COLA – AM informed meeting that shade structures for senior and junior playgrounds have finally been approved by The Department of Ed. OT indicated that the P&C letter sent to Mike Baird kick-started the delayed process and since then he has had full attention from the Department. P&C and BNPS monies to cover the project have been transferred to the Department trust account as required and it is anticipated that building will commence in 6-7 weeks. OT informed the meeting that he has commenced the approval process for the COLA in the hope that construction will commence in approx. 12mnths time.
c. **Working bee** – AM thanked parents for their outstanding efforts at the working bee and passed on the sincere gratitude of all the school staff for the fantastic improvements made. 150 native plants were planted, 2 cubic metres of mulch was distributed and hedges and trees trimmed, litter removed and leaves raked. It is the aim of the P&C that a working bee will be held each term so that our incredible school grounds can be nurtured and maintained.

d. **Parent business directory** – MT presented and update on the parent business directory on behalf of Lauren Hill.

All businesses were asked for their feedback on the directory which was set up in 2015. The general feeling was that they loved the concept, appreciated the initiative and that it was free but the distribution needed some work. Lauren proposed the following improvements to the distribution with the key focus being multiple and continuous touch points. Any updating of the document by a designer would be a small cost as much as the initial set up but there will be a cost there

- Attaching the PDF to the school app under the P & C tab
- Adding the PDF to the 'Files' tab on the FB community group so it is accessible online
- Creating a series of businesses posts to be shared weekly on the community group page
- Securing a spot in the weekly school newsletter to profile one business per week and reminder of the PDF on the app (I'm thinking a direct copy and paste from the PDF so it is no extra work)
- Printing a copy and keeping it at the school reception
- Printing a copy and putting it on the notice board at school

MT acknowledged incredible effort of Lauren, donating her time getting this initiative up and running. There was general agreement among those present that the P&C should pay reasonable costs for the suggested improvements. A cost estimate for the amended version was requested to present to the P&C.

4. **Teaching maths presentation – Belinda Norrie**  
    See link on school website for presentation notes  

Belinda recommended parents refer to the following websites as usual tools for understanding classroom maths


Parents raised questions about the setting of Mathletics and the connection with the strategies discussed. Belinda encouraged all to talk to teachers about the skill levels of children and the homework requirements.

AM thanked Belinda for taking the time to present to the meeting and noted the importance and benefit to all parents of understanding the strategies used in the classrooms.

5. **Fundraising Subcommittee**

YJ informed the meeting that she and Meaghan Croll have some on board the P&C responsible for fundraising and that they will work closely with the year 2 parent committee
formed each year to coordinate the events. YJ thanked Nicole Margetts and the wonderful band of parent volunteers from year 2 who have come on board this year.

Nicole presented fundraising update. Overall the target for the year is $80K, which is half the cost of a COLA. The committee aims to get some info on this in next week’s newsletter.

Mother’s day & Father’s day stalls
- $10 to go on school fees – will be transferred to COLA/2016 fund later in the term
- The team on this event will take a box of gifts through the classrooms on set days to limit time away from classes for the students
- Project managed by the class mums, there will be a box provided in each class room for collection of a $10 gift per student. 95% compliance - $6000/ event
- $12,000 target

Outdoor Cinema Event
- 13th May - TBC
- the movie Oddball was chosen – its family friendly, about a dog trained to protect a penguin colony from foxes.
- We will combine this with a chance to raise awareness about the little penguin colony in manly, by showing a video of a local ecologist before the movie
- Target $8,000
- Current major sponsors include Stone Seaforth, GJ Gardiner Home. Minor sponsors include FDC construction, Thorpe electrical. We are looking at local businesses and will show short videos on these sponsors prior to the movie.

Trivia Nights
- To be held over two nights 3rd and 4th June
- Similar format to previous years
- Sponsored by Cunningham’s
- Target $12,000

Parent Social Event
- Unique idea this year - A day at the races
- and in keeping with the theme, it will be held in the pm of 17th September
- External company to provide bookies, funny money, and 6 horse races – feedback from other schools that have tried this, is that is a fantastic event, very fun.
- Target $10,000

Christmas Carnival
- Following on success of 2014 carnival, it was decided to hold a carnival this year, though combine it with the idea of a Christmas market, so we came up with a Christmas carnival...
- 3rd December
- target $45K
- sponsored by Wayne - $5000, $3000 1st July and $2000 sept 30. Need a sponsor for entertainment stage

Entertainment book
- target $600
- prizes for carnival

Total approx. $87000

6. Kulkuna Subcommittee – See appendix A for term report and financial summary
MT thanked Dave McDermott and Leah for all the efforts they have put into establishing a new committee for 2016. The new committee of 5 will meet next week for nomination
to the P&C subcommittee, MT to attend to brief new members on subcommittee roles and responsibilities.

7. **Band Subcommittee** – Marie Slocombe (Band Subcommittee Secretary) presented the Band Committee update for 2016. 50 new members for the Junior Band. 116 members for the Senior and Ensemble bands. Band camp to be held in Term 2, week 1 and the performance schedule for 2016 is currently being finalised to ensure the maximum opportunities for the bands to perform. Marie informed the meeting that the inclusion of band fees in the school fees each term has been a huge improvement to the general operation of the band committee, making an incredible improvement to the admin workload. The band currently has $11,500 on deposits, the majority of which is allocated to conductor fees, band camp and equipment. The main fundraising event for the band is the school disco which is to be held June 16th.

MT thanked the committee for an incredible job and the amazing efforts required by all the volunteer parents to coordinate such a successful program which truly enriches the school.

8. **Principal’s Report**

OT thanked the parents for their amazing efforts at the working bee, the work done would have taken Howard months to complete on his own and all the staff were so pleased and grateful when they arrived at school on Monday morning. OT also thanked Monique and Andrew Tompson for hosting the Kindergarten parents welcome drinks and noted the success in making connections with and amongst new parents. OT thanked Belinda Norrie for giving up her time to present tonight.

OT outlined a new focus for the Department and schools – communication with community. OT will be conducting a random parent focus group to look at the ways in which the school communicated, what parents want to know, what they need to know and how best to achieve this. The combination of redesigned newsletters, website and social media will all be considered.

OT distributed a draft of the new BNPS enrolment policy for parent review and feedback. The policy is required to be updated every few years. OT indicated the main changes were as followed and invited parents to review and provide feedback as soon as possible.

- ineligibility of non-local families
- that the school is currently over capacity (current ceiling is 360 students and is based on number of permanent buildings) therefore there is no waiting list
- updated special needs enrolment requirements to reflect current Department policies
OT detailed the increase in numbers of complaints he has received from school neighbours and the surrounding community about parents not driving or parking safely, concerns an accidents are inevitable if allowed to continue and increased traffic congestion. There was general agreement amongst those in attendance that action needs to be taken by school and the parent community to improve driver behaviour and council management of parking. It was agreed that OT should contact council and police to request closer scrutiny around drop off and pick up times. The P&C agreed to look into the following options to improve safety and traffic congestion around the school:

- walking bus
- changes to the no stopping zone on Mons Rd to perhaps include a kiss and drop
- installation of a footpath along Mons Rd

OT explained issues with school alarms going off in recent days due to a suburb wide blackout and apologised to neighbours. Unfortunately, the problem was unavoidable and due only to the blackout.

OT reminded parents that Grandfriends day was not for parents due to room restrictions and that there will be numerous opportunities for parents at other events.

OT showed meeting images of proposed COLA design options and location. Images to be displayed around the school and in newsletter over coming weeks.

9. **Treasurer Report** - See Appendix B

DBD informed the meeting that BNPS P&C has been granted DGR status – i.e. approval by the ATO to have any donations or gifts made to the BNPS P&C School Building Fund tax deductible.

This is great news for future gifts / donations into this Fund, especially in view of the significant cost and hence fundraising / gift / donations required to cover the costs of the COLA. A summary of the DGR and what it means is in the attached treasurer’s report (appendix B)

Meeting ended and MT thanked all for attending.

*Next meeting is Monday 9 May 2016 @ 9.15am after lines.*
Appendix A

Kulkuna’s Sub-committee report - period ending 16/03/2016
(Term 1, 2016).

Kulkuna provider approval

Monique Tompson and Dave McDermott in role of P&C President and Kulkuna Subcommittee Convenor, have jointly agreed to sign off on Kulkuna’s provider approval forms. Forms are required by the D.E.T. (P&C will remain as Kulkuna’s approved provider/operator).

Sub-committee members

Happy to report that we have recruited more sub-committee members.

We are holding a second sub-committee meeting this term next Wednesday night at 6:30pm as a result of having a lot to discuss and update new members on. Note: - new members are still required to be officially voted/nominated in as per P&C constitutional requirements.

Members and positions

Dave McDermott - Convenor

Peter Small – Treasurer

Hannah Oakhill – Secretary

Fiona Hayes (Communications)

James Hosking

David Lillyman Kennon

Incidents - Term 4-Date

None to report
* **Average attendance figures**

**Term 1 2016**

BSC (48-66 Monday-Thursday) (30 Friday)

ASC (95-120 Monday-Thursday) (46 Friday)

**Average weekly attendance figures by groups**

<table>
<thead>
<tr>
<th>Roll</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC Juniors</td>
<td>34</td>
<td>52</td>
<td>45</td>
<td>40</td>
<td>23</td>
</tr>
<tr>
<td>ASC Middles</td>
<td>34</td>
<td>40</td>
<td>37</td>
<td>30</td>
<td>14</td>
</tr>
<tr>
<td>ASC Seniors</td>
<td>31</td>
<td>25</td>
<td>30</td>
<td>29</td>
<td>10</td>
</tr>
<tr>
<td>BSC Juniors</td>
<td>18</td>
<td>25</td>
<td>26</td>
<td>21</td>
<td>10</td>
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<tr>
<td>BSC Middles</td>
<td>24</td>
<td>26</td>
<td>24</td>
<td>16</td>
<td>11</td>
</tr>
<tr>
<td>BSC Seniors</td>
<td>12</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>9</td>
</tr>
</tbody>
</table>

* **Comparison to this time last year (have remained stable)**

**Average figures for Term 1 2015**

BSC (48-60 Mon-Thursday pm) (30 Friday am)

ASC (91-115 Mon-Thursday pm) (42 Fri)

* **ASC Mon –Thurs**

  Kindi- Yr 2’s  52-74 children

  Yr 3-6 38-50 children

* Number of Kindy enrolments this year compared to last is significantly less (both at Kulkuna and school)

**Splitting of 3 age groups.**

Executive staffing decision was made to further divide age groups from 2 groups ie Juniors and Seniors to 3 groups ie Juniors K-1, Middles 2-3 and Seniors 4-6 at the end of last year to further allow for more age appropriate programing, attentive supervision, manageable group sizing etc. So far this change is working really well. We are receiving positive feedback from staff, parents and children.

**Staffing Update**

*Newly appointed group leaders are settling well into their roles and we are satisfied with their performance to date.*
*Two of our long standing casuals were recently offered and have accepted P.P.T. positions. (children and parents have made positive comments in regards to how great it is to have ongoing staff continuity and stability etc.)

*Leah going on maternity leave from week commencing 9th May (ie week 3 Term 2). She is currently planning on returning to her PPT position at the start of the 2017 school year. Kelly Fitzpatrick will be filling in as Director of Kulkuna in Leah’s absence.

* With growing staff numbers we are contemplating employing the services of an independent workplace relations advisory company (Employsure) to assist us in ensuring we continue to professionally manage all staffing related matters, including drafting contracts, reviewing our staffing policies and procedures etc. In brief Employsure offers 24/7 advice in relation to how to handle staffing disciplinary and grievance issues, how to ensure we are compliant in meeting any workplace related and fair work obligations and laws etc as well as offering us legal representation and insurance should we require as a result of staff dismissal etc.

**HR**

* Day to day liaison continues with all staff. Daily staff meeting/briefing occurring from 2:40-3:00pm

- We continue to conduct regular/ as necessary - staff appraisals and staff performance management reviews/ evaluations

**Staff training**

- As our educational leader Kelly has been focusing on training and educating our team leaders and staff on programming requirements and meeting OOSH quality area related matters this term.

- In house Child protection training being held on SDD at start of next term.

- Looking into food handling for next term.

**Upgrading our CCMS software from Hubworks to Qikkids**

So far very happy with new software however the overall transition/ set up taking a bit longer than expected.

- Kulkuna Staff continue to set up Qikkids Kiosk for parents online account viewing & sign in/out and ezi-debit. Term 2 activation of this is our goal.

**Termly parent survey has recently been distributed**

Results etc to be published at end of term

**Fundraising**

Have been liaising with various members of school’s fundraising committee to discuss how Kulkuna can assist, support and participate in upcoming fundraising events

**Future expansion/building plans**
We have been liaising with Monique and Owen about what we can/ can't achieve in the short and long term in terms of future expansion and building works taking into consideration DET procedures on applying for building approvals etc.

Preliminary concept plans and our wish list have been briefly discussed and we are in the process of obtaining quotes from builders and landscapers. Monique is assisting us with the process.

**CAPEX ITEMS**

- Covered deck and ramp on southern side of centre
- Landscaping on southern boundary
- Extension of landscaping on western boundary (slide etc. near 1S classroom)
- Improved and extended fencing across western boundary
- Dedicated storage (skateboard, bikes etc.)
- Paint inside and out
- Carpet
- Doors to office

**Financial reports**

Presented by Kulkuna treasurer Peter Small
2016 Financial Summary

Financial Position at 15 March 2016

Cashflow Income & expenditure for period 15.2.16 – 15.3.16

This represents P&C Main account only.
Kulkuna subcommittee accounts tabled separately.

### Income Actual:

<table>
<thead>
<tr>
<th>Actual Income</th>
<th>Amount Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>$12</td>
</tr>
<tr>
<td>Membership Income</td>
<td>$14</td>
</tr>
<tr>
<td>Clothing Pool</td>
<td>$503</td>
</tr>
<tr>
<td>Fundraising</td>
<td>-</td>
</tr>
<tr>
<td>P&amp;C GST Refund</td>
<td>$265</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$794</strong></td>
</tr>
</tbody>
</table>

### Expenditure Actual:

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenditure Item</th>
<th>Amount Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.2.16</td>
<td>P&amp;C Meeting Canteen Coffee</td>
<td>$42.00</td>
</tr>
<tr>
<td>24.2.16</td>
<td>Fundraising Deposit Vegas Nights</td>
<td>$555.00</td>
</tr>
<tr>
<td>28.2.16</td>
<td>XERO Subscription Monthly Fee</td>
<td>$41.80</td>
</tr>
<tr>
<td>8.3.16</td>
<td>Kindergarten Welcome Drinks</td>
<td>$685.64</td>
</tr>
<tr>
<td>9.3.16</td>
<td>Cheque to BNPS for Sun Shade</td>
<td>$21,550.50</td>
</tr>
<tr>
<td>13.3.16</td>
<td>Supplies for working bee including garden mix, goods from Bunnings</td>
<td>$375.89</td>
</tr>
<tr>
<td>13.3.16</td>
<td>Supplies for working bee Breakfast BBQ</td>
<td>$251.11</td>
</tr>
<tr>
<td><strong>TOTAL Expenditure</strong></td>
<td></td>
<td><strong>$23,501.94</strong></td>
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</table>

POSITION OF NET ASSETS at 16.3.16
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Net Assets Main P&amp;C Account at 15.2.16</td>
<td>$76,498</td>
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<tr>
<td>Plus Total Income</td>
<td>$794</td>
</tr>
<tr>
<td>Less Total Expenses</td>
<td>$23,502</td>
</tr>
<tr>
<td><strong>NET POSITION * at 15.3.16</strong></td>
<td><strong>$53,790</strong></td>
</tr>
</tbody>
</table>

* Note timing of cashflow into account may result in differences.
**Expected Income 2016:**

<table>
<thead>
<tr>
<th>Fundraising Committee:</th>
<th>Amount Estimate</th>
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<tbody>
<tr>
<td>GJ Gardner Homes</td>
<td>$2,000</td>
</tr>
<tr>
<td>Stone Realty</td>
<td>$2,000</td>
</tr>
<tr>
<td>Cunningham’s</td>
<td>$2,000</td>
</tr>
<tr>
<td>Fundraising Committee to confirm amount estimated in 2016</td>
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</tr>
<tr>
<td><strong>Total Expected Income</strong></td>
<td><strong>$6,000</strong></td>
</tr>
</tbody>
</table>

**Expected Expenditure 2016:**

<table>
<thead>
<tr>
<th>Expenditure Item</th>
<th>Amount Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Comp Insurance</td>
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</tr>
<tr>
<td>P&amp;C Federation Membership and Insurances</td>
<td>$2,400</td>
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<tr>
<td>Audit Fees</td>
<td>$2,400</td>
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<tr>
<td>Legal Fees</td>
<td>$1,000</td>
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<td>Xero subscription ($41.80 per month)</td>
<td>$500</td>
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<tr>
<td>Teacher Cost 50% contribution</td>
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<tr>
<td>Teacher Resources</td>
<td>$5,000</td>
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<tr>
<td>Toilet Plumbing</td>
<td>$6,000</td>
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<tr>
<td>General landscaping and maintenance costs</td>
<td>$5,000</td>
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<tr>
<td>COLA</td>
<td>TBC</td>
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<tr>
<td><strong>TOTAL Expected + COLA</strong></td>
<td><strong>$43,300</strong></td>
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</tbody>
</table>

**Audit 2015**

The preparation for FY 2015 annual audit will commence this quarter.

**2016 P&C Membership**

Any interested parties wishing to be added as 2016 P&C members to contribute $2 membership payment.

**Expenditure to be approved this month:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenditure Item</th>
<th>Amount Actual</th>
</tr>
</thead>
<tbody>
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<tr>
<td>13.3.16</td>
<td>Supplies for working bee including garden mix,</td>
<td>$627</td>
</tr>
</tbody>
</table>
What is a DGR?

A deductible gift recipient (DGR) is an organisation entitled to receive income tax deductible gifts and deductible contributions.

DGR endorsement applies to organisations that want to receive income tax deductible gifts. If an organisation falls within a general DGR category and is endorsed as a DGR, donors can claim income tax deductions for their gifts to the organisation.

There are two types of DGR endorsement:

1. where an organisation as a whole falls within a DGR category
2. where a fund, authority or institution that is operated by an organisation falls within a DGR category.

Which applies to us?

Type 2 DGR endorsement applies to BNPS P+C Association.

BNPS P+C Association is the organisation

DGR is endorsed for the **BNPS P+C School Building Fund**

Only gifts to the **BNPS P+C School Building Fund** are deductible. (ie not gifts to the P+C organisation).

Definition from ATO of School Building Fund

A school building fund is solely for providing money to acquire, construct or maintain the school buildings for the purposes of using that building as a school. It cannot be used for any other purpose.

To determine the purpose of the fund, objective circumstances are taken into account, including the constituent documents of the fund and what the money is actually provided for. Expenditure on capital improvements and maintenance, as well as installing and maintaining fixtures, are accepted outlays of a school building fund.

A detailed listing of items of purpose is available.