

**NEUTRAL BAY PUBLIC SCHOOL  
P & C ASSOCIATION**

**Agenda of P&C Meeting 1/17**

**To be held on Wednesday 22 February 2016 at 7.30pm**

Agenda item	Document/speaker
<b>1. WELCOME AND APOLOGIES</b> - New P&C executive members	Sharmila Soorian
<b>2. MINUTES FROM PREVIOUS MEETING</b>	As circulated
<b>3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING</b>	Sharmila Soorian
<b>4. CORRESPONDENCE</b>	Michelle Jackson
<b>5. OTHER BUSINESS</b> - Presentation by Cassie Matheson from Neighbourhood7 on after school care home based program	Guest presenter
<b>6. PRINCIPAL'S REPORT</b> - Update on voluntary contribution - Air conditioning in classrooms - School captain selection process - P&C Code of Conduct	David Shuster
<b>7. TREASURER'S REPORT</b> Motion: That the P&C attend to payment of the insurance renewal costs	Jenny Spillane
<b>8. SCHOOL COUNCIL REPORT</b>	David Jackson
<b>9. SUB COMMITTEE REPORTS</b> a. Uniform Shop Motion: That the P&C purchase a new computer for the uniform shop b. Events and Functions  c. Band d. Canteen	Kate Jegat  Vanessa Baumer-Rowley Band Committee Bridget Douglas
<b>10. OTHER BUSINESS</b>	
<b>2017 MEETING DATES</b> <i>Wednesday 15 March</i> <i>Wednesday 3 May</i> <i>Wednesday 7 June</i>	

<i>Wednesday 9 August</i> <i>Wednesday 6 September</i> <i>Wednesday 25 October</i> <i>Wednesday 22 November</i> <i>Wednesday 6 December (reserve)</i>	
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## **Attachments**

### **9d) Canteen Report**

Term 1 2017 has had a busy start. The change of lunch times has caused changes in organization and timing of the canteen work. The fact that the canteen now has service windows open at the same time that work needs to be done at the benches has enhanced the need for volunteers. The three lunches has also placed more pressure on the fridge/freezer with more opening and closing leading to inability to keep temperature, especially on overly hot days.

Staffing remains a challenge with Maree not fully fit. A new canteen assistant has started, Nicole Nery, after three weeks on the job, she is learning the routine and doing well.

The class roster has started this week but with class email lists not yet full there is a limit to what class coordinators can achieve in emailing their class parents. I suggest the continuation of pupil post as an adjunct until the email lists are up and running fully. Even on low-order days (Monday and Tuesday) there is now a minimum requirement of two volunteers (4 people in total), and on Fridays there are 4 volunteers needed.

There have been questions about the lack of Monday-Thursday specials. Under the current three-lunch system, there is a lack of bench space, time and volunteer help. Any specials considered would need to be of the heat and bag variety – rather than a meal that requires any assembly or bench space. Lasagne and Sausage rolls are proving very popular on Fridays – with 350 lunch orders on Friday in Week 4.

I am stepping down as canteen coordinator at the end of this term. The role is a busy one (in terms of availability rather than hours) and would suit someone who is organized, likes emailing, enjoys efficiency of processes and is happy to work in a fast-paced environment (when required). The constant challenge of encouraging volunteers is probably the trickiest part. I am happy to talk to anyone interested in the role and will ensure the handover is as smooth as possible.