**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

**Agenda of P&C Meeting 4/16**

**To be held on Wednesday 8 June 2016 at 7.30pm**

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| **Agenda item** | **Document/speaker** |
| 1. **WELCOME AND APOLOGIES** | Ben Keen |
| 1. **MINUTES FROM PREVIOUS MEETING** | As circulated |
| 1. **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING** | Ben Keen |
| 1. **CORRESPONDENCE** | Michelle Jackson |
| 1. **PRINCIPAL’S REPORT** | David Shuster |
| 1. **TREASURER’S REPORT**  * **Motion (1)** That the P&C authorise the transfer of an amount of $60,000 from the P&C to the School | Alex Fransen |
| 1. **SCHOOL COUNCIL’S REPORT** | David Jackson |
| 1. **SUB COMMITTEE REPORTS** 2. **Uniform Shop** 3. **Events and Functions** 4. **Band** 5. **Canteen** | Elizabeth Gurr  Belle Jackson  Band Committee  Bridget Douglas |
| 1. **OTHER BUSINESS** |  |
| **2016 MEETING DATES**  *Wednesday 10 August*  *Wednesday 7 September*  *Wednesday 26 October*  *Wednesday 23 November*  *Wednesday 7 December* |  |

**Attachments**

**8b) Events**

The school parent community has hosted **7 events** since the last meeting. Big thankyous to our Year Coordinators for their time and organisation, and pro-activeness in making these events happen.

**YEAR COORDINATORS**

Kindy: Amanda Petrides [Amanda\_petrides@gmail.com](mailto:Amanda_petrides@gmail.com)

Year 1: Elizabeth Henry [Elizabeth.henry72@gmail.com](mailto:Elizabeth.henry72@gmail.com)

Year 2: Jess Keen [jessicakeen@tpg.com.au](mailto:jessicakeen@tpg.com.au)

Year 3: MaryAnn Beregi [mberegi@bigpond.com](mailto:mberegi@bigpond.com)

Year 4: Jacqui Donohoe jacqui.donohoe@gmail.com

Year 5: Sharmila Soorian sharmila.soorian@ihug.com.au

Year 6: Ariane Kiel [ari@tecware.com.au](mailto:ari@tecware.com.au)

Grey symbolises completed function.

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| **P&C EVENT** | **DATE** | **Venue** | **Time** | **Update to school App Y/N** | **Event Owner/ Year Helpers** |
| P&C Welcome Drinks | 12/2/2016 | School Hall | 6-9pm |  | Ariane Kiel/Year 6 |
| Class/Year Coordinators’ Meeting | 25/2/2016 | School Library | 7.30pm-8.30pm |  | Belle J/David Shuster |
| P&C Family Welcome Picnic at School | 26/2/2016 | School Grounds | 5-8pm |  | Jess Keen/Year 2 |
| Grand Friend’s Day | 31/3/2016 | School Hall | 10am-Noon |  | Liz Henry/Year 1 |
| Year 3 Disco | 29/4/2016 | Neutral Bay Club, | 6pm-8pm | N | MaryAnn Beregi/Year 3 |
| Mother’s Day Stall | 6/5/2016 | School Grounds | 9.20am-11.30am |  | Sharmilla Soorian/Year 5 |
| Year 6 Picnic | 15/5/2016 | Clifton Gardens, Mosman | 1pm-4pm | Y | Ariane Kiel/Year 6 |
| Band Camp Weekend | 20-22/5/2016 |  |  | N | Band Coordinators for Junior, Senior and Concert Bands |
| P&C Kindy Picnic | 29/5/2016 | School Grounds | 10am-Noon |  | Amanda Petrides/Kindergarten |
| Year 2 Disco | 3/6/2016 | Neutral Bay Club, | 6pm-8pm | Y | Jess Keen/Year 2 |
| Year 3 Trivia night | 4/6/2016 | Neutral Bay Club, | From 6.30pm | Y | MaryAnn Beregi/  Year 3 |
| Year 1 Disco | 17/6/2016 | Neutral Bay Club, | 6pm-8pm | Y | Liz Henry/Year 1 |
| Year 5 & 6 Cocktail Party | 18/6/2016 | Private Address | 7.30pm-12am | Y | Sharmila Soorian & Ariane Kiel |
| Year 4 Trivia Night | 25/6/2016 | Neutral Bay Club | From 6.30pm | Y | Jacqui Donohoe/  Year 4 |
| Federal Election  P&C Fundraising BBQ | 2/7/2016  Saturday | School Grounds | 7am-7pm | Y | Belle Jackson/All Years |
| Father’s Day Breakfast | 2/9/2016 | School Grounds | TBC | Y | Maryann Beregi/  Year 3 |
| School Carnival | 11/9/2016  Sunday | School Grounds; Bydown Street | 11am-4pm | Y | Belle Jackson/All Years |
| Year 6 Farewell | 12/12/16 | Norths Club |  | Y | Ariane Kiel/Year 6 |
| 2017 Kindy Welcome & Morning Tea | 8/11/2016  Tuesday | School Hall |  | Y | Amanda Petrides/Kindergarten |
| P&C Family Farewell Picnic & School Disco | 9/12/2016 |  | 5pm-8pm | Y | Jacqui Donohoe/Year 4 |

Next Event -  **Federal Election Fundraising Stall and BBQ**

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| **Event Name** | Federal Election Polling Booth |
| **Date** | Saturday 2nd July 2016 |
| **Location/venue** | School Grounds |
| **Year/Class responsible** | Event Team/all year- class groups |
| **Description** | Catering, setup, manning of stand, money taking, clean up of event |
| **Purpose/theme** | To provide a food & beverage choice to voters who attend the polling booth |
| **Time** | 6am till 3.30pm (includes setup and cleanup) |
| **Number guests/audience** | 8000 people vote in our booth historically |
| **VIP’s** | Political local members in attendance and government polling booth employees |
| **Community/Fundraising** | Fundraising |
| **$ Target for fundraising** | $5000 target |
| **Goal of Event/where is the money going** | P& C fundraising target for NBPS wish list 2016 |

**Points to note on this event:**

* We will be requiring parent volunteers from all classes to cover the span of hours.
* We will be asking parents to volunteer or bake slices, full cakes or sweet treats
* We have the following contributions being made to our event to assist our fundraising efforts:
  + Lord of The Beans Coffee Cart - %sales to school
  + Castlecrag Meats (bacon, eggs, sausages and onions) – sponsor ‘Bound Round’
  + Bread - Woolworths
  + Katie’s cakes and cupcakes - cost only outlay – cupcakes only
  + Bottles water and volunteer hours – sponsor McGrath

Please note, if you have a business or product you would like to contribute or use on this event or other event as shown – please contact [nbpspandcevents@gmail.com](mailto:nbpspandcevents@gmail.com) at any time.

**School Fair 2016**

Launch of the Carnival Naming Competition has kicked off this week 2/6/16. All children are encouraged to participate in this initiative. (Poster attached). Many thanks to Tina Fox for her creative direction.

**School Fair Carnival Committee –**The event team would like to introduced the Carnival Committee – and their areas of responsibility.

**Carnival Committee:**

Internal Parent Run Stalls Lisa Connor-Brent, Jen Harris

External Market Stalls Maryanne Beregi , Kellie Clarke

School Executive delegate David Shuster Principal

P&C Treasurers Alex Fransen , Kate Juniper

Café Bydown Gervaise Samuels

Firs Aid/Lost/000 Kirsten Abeywickrima

The Neutral Bay Show Bag Elizabeth Henry

The Entertainment Quarter Clare Ellis

Creative Direction Tina Fox

The Kindy Campus Carnival Rachel Partis

The Chocolate Wheel & Treasure Trove Jenni Dejager& Karen Martin

Rides and Wristbands Rob McKay

Carnival Map & Program Petra Ahacic

Carnival Rules/Regs/Roads Mons Martyn Smith  
P&C Events and fundraising coordinator Belle Jackson

P&C Communications Anna Gibson

**Thanks to our walker team, Binnie, Karen and Jen**

**Communication – Anna Gibson**

The team are striving to capture all of the parent body with the promotion and use of various comms channels

* Face to face meetings between Year Coordinators and their class coordinator teams to discuss social events etc.
* Adherence to pupil post mechanisms Tuesday and Thursday each week
* School newsletter inserts by COB Mondays for a Wednesday publishing
* Newsletter content to Year coordinators weekly to allow personalized email comms to class coordinators for distribution
* Use of the School App for all events and push notification for any changes

Want to get involved, please contact [nbpspandcevents@gmail.com](mailto:nbpspandcevents@gmail.com)

**8c) Band Report**

**Junior Band**

Junior band greatly appreciates the contributions made by all that went towards the success of the recently held band camp. We thank the bandmasters, music tutors, band coordinators, and the ray of wonderful parental help. A very special thank you to all the amazing teachers from NBPS who visited and assisted throughout the weekend. The constant rotation of principles and teachers from the school giving up their weekend to be present at the band camp was truly outstanding.  
The children’s display of hard work was commendable, with progress of the junior band after a weekend of intensive training becoming apparent at the concert. Mr. Tan will be scheduling a meeting with the Band committee to discuss the band camp and any suggested improvements for next year.

**Concert Band**

Concert band worked hard alongside Junior band and Senior band at band camp, resulting in a marked improvement in their cohesion as a group. The concert at the end of band camp was a great success with a number of the junior band parents commenting on what a great inspiration it was to see the concert band perform and how amazing the improvement is in just 2-3 years between Junior band and Concert band. Concert band had their first competitive performance for 2016 at the Sydney Eisteddfod on Wednesday 31st May, performing *Sunrise Song, When Summer Takes Flight* and *Sideshow Alley*. The band performed well and the students were all wonderfully behaved. Concert Band were rewarded for all their hard work with a Highly Commended.

**8d) Canteen Report**

The canteen generally is running well. Maree was away for two days last week and this served as a timely reminder that the canteen really needs more staff. Too much currently rests with one person. Without anyone else able to start work at 7am (baking muffins and preparing the special) the lunch special was blocked on Flexischools. With Naoko, Bridget and lots of volunteer staff,the canteen was able to produce 179 lunch orders, including wraps/sandwiches and sushi. This incident was also a heads up for Bridget to work out SOPs for the many things that only employed staff know how to do – banking, working the rice cooker, using the oven/dishwasher etc.

To avoid the quite large costs of Seek advertising for canteen staff, an ad has been placed on Gumtree instead. This has attracted one suitable applicant so far. Bridget will follow this up with the Canteen Sub-Committee. The class by week canteen roster is still going well with new people signing up to volunteer. The class coordinators seem amenable to reminding their class parents when their rostered week is due. The roster isn’t full, but it is definitely an improvement on previous terms and so far all feedback to Bridget and canteen staff has been positive. Regular volunteers are also filling in the gaps where they can. Bridget will start to look at replacing the large fridge and freezer. Although not urgent yet, the research will take some time. The problem with the shutters sticking seems to have resolved itself for the moment with drier weather. Bridget will get a couple more quotes to fix this.