



Meeting Minutes – 4 December 2013

Meeting Opened – 7:05pm – Chaired by Jacqui McGee (Jamberoo pub)

Present – Sue Hammond-Warne, Susan Mills, Jacqui McGee, Sharon Weir, Terry Kofod, Naomi Poole, Cathy Sauders, Sue Hammond-Warne, Jacki Hall, Warwick Shanks, Ruth Woolley, Lisa Williams, Gail Buswell, Tania and Ben McInnes

Apologies -

Item	Discussion	Action
Previous Minutes Matters arising	<ul style="list-style-type: none"> Letter to Recreation Park. JM got phone call from park to say sorry and will out in 2014. SHW plans to make curtains for hall. No need for P&C to buy. 	Moved - SW, 2 nd - TK
Treasurer's report	<ul style="list-style-type: none"> See attached. 	Moved - TK, 2 nd - SW
Uniform shop report	<ul style="list-style-type: none"> See attached. 	Moved - TK, 2 nd - SW
Principal's report	<ul style="list-style-type: none"> See attached. 	Moved - TK, 2 nd - SW
General Business		
	<ul style="list-style-type: none"> 2000 people attended fete Chocolate wheel now belongs to school Much discussion about using fete money for library books SHW suggested three areas for spending- Library, Stage 2 Books, Technology. Much discussion on best way to communicate with parents, specifically about students receiving awards. Suggested that school mail directly to the parents. Much discussion about school song being changed, SHW to discuss with teaching staff and students. Much discussion about conveying information such as newsletter to parents. Discussion about the size of the newsletter. Discussion on school awards especially Diamond Award and competitive nature of the school. 	<ul style="list-style-type: none"> JM to put up notice board next to door on hall and display newsletter. <p style="text-align: right;">Close 10:05pm</p>

Treasurer's Report

Balance B/forward from		22/10/2013	\$7,136.12
Plus			
Income			
Interest received November 2013		\$7.77	
Interest received December 2013		\$16.69	
Contribution & voting right (25)		\$15.00	
Kiama Seaside Markets - float rebanked		\$980.75	
Sale of calendars 2013 and Calico bags		\$24.00	
Sale of calendars 2014		\$30.00	
Commission from "Entertainment" books		\$110.00	
Fete Income		\$20,538.50	
Fete Sponsorship - Telstra		\$2,500.00	\$24,222.71
			\$31,358.83
Less			
Expenditure			
Direct Debit - So They Can (November)		\$50.00	
JPS -Presentation Day		\$500.00	
P & C Affiliation Fees - Insurance Cash & Property		\$933.00	
MSP Photography (150 calendars)		\$1,275.00	
Kiama Seaside float		\$1,200.00	
Illawarra Small goods		\$506.25	
Fete - expenses		9245.21	\$13,709.46
			\$17,649.37
Balance at bank			
		3/12/2013	\$17,739.37
Less unpresented cheques - J McGee - flowers (fete)			\$90.00
			\$17,649.37
Term Deposit of \$8418.61 matured on 8/10/13. Received \$109.01 in interest.			
Term Deposit of \$8527.62 was reinvested 8/10/13, for 3 months @ 2.2% due on 8/1/2014)			
Commitment of funds for 2013			
Yr 6 T-shirts 2013 (approx)			
So They Can (Total pa \$600) Commenced August 2012 (SRC \$300)			300
Presentation day			
P & C affiliation & insurance (Cash and property)			
JPS - Service Award Presentation day(Burnetts Trees)			100
			400

Uniform Shop Report

- **2014 Kinder Orientation**

Uniform Shop presented information on our school uniforms at Kinder Orientation in October and provided uniforms for new students to try on. \$1330 worth of orders was taken. All orders have been filled and are ready to be collected tomorrow (5 Dec).

We think we may have one enrolled 2014 Kinder student who was unable to order their Uniform at Orientation. Not sure how to proceed with this...

- **Year 2 sports uniforms**

Year 2 students were provided with an order form for sports uniforms and \$210 worth of orders was taken in November. All orders have been filled and will be given to Year 2 students in week 10.

As anticipated, we had enough sports shirts to cover our "large" Year 2 class although we are close to running out of some sizes of sports shirts (minimum order 50 which will = approx \$1600). We are saving hard for this.

- **Recyclable pouches**

Between the office and Uniform Shop, we only have about 8 of the small recyclable money pouches left. Still have quite a number of the larger document ones left.

1. These appear to have proved really useful, so what happens next? Should P&C buy more and give them to office and Uniform Shop to sell, or would you like Uniform Shop to take over the management of buying and selling?
2. Uniform Shop still owes P&C the money for the ones we have sold. To-date \$90.

- **Open day before school starts for students**

Uniform Shop will likely be open the day before school starts for students from 2pm-3pm (Gail and Ruth's work schedules permitting). This will allow us to fit out any new students with their uniforms.

- **Prices for 2014**

Due to price increases by suppliers, we propose having to put a few prices up as per the following list. By a very narrow margin, we have managed to keep prices the same on hats and polo shirts, but these will have to be increased next year at the latest.

Changing suppliers has helped us retain the current price for polo shirts. We have investigated changing hat suppliers, but unfortunately, can't manage to source hats that are as good/wearable as our current ones.

Summer dresses & winter tunics have had to increase. We regret these are getting quite expensive, but Uniform Shop managed to absorb an increased cost price for these throughout this year and are unable to sustain this (cost price is greater than retail price).

We have not ordered sports shirts for around 18 months, but know the price they will cost us. These are custom-made and the only way we could reduce the cost is by changing our sports shirt. Thoughts?