Meeting commenced at 7.30 pm.


**Apologies:** Chriss Roberts, Gigi Beretta.

**Update on iPads:** Presented by Gary Edmonds.
- The iPads are here and they are up and running.
- Small hiccup with paid apps but this has now been sorted.
- Setting up procedures has taken a little longer than expected. Managing them as a set rather than as individual items.
- Gary Edmonds will be spending time with Julie Hall, Annie Bala and other teachers to show them how to go about purchasing and loading apps.
- Saving the kids’ work still needs to be resolved – iCloud not enough storage on one account, Skydrive would flood the wireless network. Looking at software that can send from iPad to school server.
- Currently using for research and once off activities.
- Should be fully functional in the Classroom by the end of this week.
- Coming along rather well.
- We have been advised that we have more iPads here than any other school north of the Harbour (105 versus next biggest school has 24). We are an early adopter.
- All iPads are recorded on the Asset Register and this is updated and confirmed every year.
- Department have not fully adopted iPads but are moving towards it. We are supplying feedback to them. We are ground-breaking.
- Thanks to Gary for attending the meeting to update us.

**Acceptance of Previous Minutes:**
Minutes of the Annual General Meeting held on 10 February 2014 were presented as a true and accurate record of the meeting.
Accepted: Sharon Schweisfurth
Seconded: Kerryn Binham
Minutes of the General Meeting held on 10 February 2014 were presented as a true and accurate record of the meeting.
Accepted: Leanne Franks
Seconded: Tracey Watson

Business arising from the previous meeting Minutes:

- School requesting funding from P&C for an additional 10 iPads.

Proposal: That we purchase 10 new iPads now from the 2014 Budget of $25,000. Proposed by: Christine Ashton. Seconded by: Katharine Milner. Accepted by meeting.

- Maree Sumpton to request staff to utilize Munch Monitor for Canteen ordering.
  - Have requested and this appears to have been successful. Most of the “serial orderers” have registered.
- Next Munch Monitor note - directions on how to collect key cards. (Leanne Franks)
  - Most kids have now collected. Vicki has been advertising in the school newsletter Canteen section. Lots of positive feedback re Munch Monitor. 
  
  **Action:** Leanne Franks to reinforce adding a photo to your Munch Monitor account. Perhaps offer for school to provide last year’s school photo for that.

- Kim Urbaniak to research lanyards for use with Munch Monitor key cards.
  - **Action:** As staff not keen on the potential dangers of lanyards, Kim Urbaniak to look into safety options.

- Next Canteen Committee meeting to discuss product alternatives (Leanne Franks).
  - Covered in report.

- Notice/display of new sports uniforms. Old uniform to be sold at cost. (Kim Urbaniak)
  - Covered in report.

- Maree Sumpton to bring in Property to review relocation of Uniform Shop.
  - Maree has contacted them. Property have looked and they think it is possible.
  
  **Action:** Maree Sumpton to follow up again with Property regarding location for Uniform Shop.

- Synthetic grass in front of dance storage to be put on hold. (Maree Sumpton)
  - Maree would like section outside Mrs McGill’s classroom to still be done. Thinks there is a quote for about $1,800 to do this. Will leave until answer from Property. 
  
  **Action:** Discuss synthetic grass options for outside Mrs McGill’s classroom and the Dance Storage room next term following outcome of Property advice re Uniform Shop.

- Newsletter to state PSSA policy - one team for each each school. (Maree Sumpton)
  - Still to do. **Action:** An upcoming newsletter to state that it is PSSA policy that each school is only entitled to enter one team in each competition.

- P&C Committee to review P&C Video and comment.
  - It was amazing and Alexi and Hamish did a great job. Cheers all round. Has been a request for it to be loaded on School Website so it is available for others to see. 
  
  **Action:** Maree Sumpton to check that P&C Video has been loaded on to school website. Any other suggestions please email to Alexi.

- Alexi Boyd to liaise with Sharon Gates re Kindy Information evenings.
Done. Second Week for Kindy morning tea worked really well. Proposed that this be done in the second full week every year. Good for teachers not to be there so it is more of a P&C thing. Kindy parent gave feedback that it did.

- Various Autumn Fair actions required.
  - Done.
- Christine Ashton to email Bev Edmonds the Minutes from P&C Meetings and advise Alexi Boyd once available for a Facebook link.
  - Done.

**Treasurer’s Report:** Presented by Tracey Watson.
- Updated us on the Profit & Loss.
- $34,777 in black.
- Band fees seem to be coming in slowly.
- Canteen wants to compare to last year to see if Munch Monitor has had an impact.

**Action:** Year on year comparison of Canteen Profit & Loss to be prepared.
- Top line of Autumn Fair – looking at making around $29,000. $3,200 from dunking machine. International Food contributed in excess of $12,000. Set out of Junior Area really good this year. Much discussion ensued about various aspects of the fete.
- Supporting report attached – finalised as at 31 March 2014 – more meaningful numbers than available for meeting.
- Profit & Loss and Balance Sheet to 31 March 2014 attached.

**Band Report:** Presented by Sharon Schweisfurth.
- Senior Band played at Lisgar Gardens – invited back again next year. Organiser said “anyone who sends their kids to private schools is crazy given what you can achieve at HNPS”.
- Workshop Day has taken place.
- Issue with trumpet tutor – another mum at meeting has someone to suggest and five other leads have been passed on to Rob di Marzo.
- Two kids learning The Last Post for Anzac Day.
- New stands have been received. They are so much easier. Pack really well. Doubled number of stands. Don’t need to hire stands anymore.
- Drum kits have been serviced (we have three!).
- Junior Band was great on Saturday – even with 65 of them, which is proving challenging to manage.

**Canteen Report:** Tabled via email by Leanne Franks.
- See attached report.
- Noodles - current supplier doesn’t provide alternative packaging to polystyrene cup. Still investigating options.
- Using up stocks of slushie flavouring – moving to four flavours with no artificial colours or flavours.
Sourcing alternative jelly from Aldi that has no artificial colours or flavours and doing a trial (Aldi comply with European standards rather than Australian standards).

3 x Type One Diabetics in school. Very difficult to order from Canteen without knowing serving size or nutritional panel – need to know carbohydrates. Would be very useful to have this information available. **Action: Leanne Franks to investigate if there is an option on Munch Monitor. Action: Katharine Milner has offered to get involved in the Canteen Committee to help with this.**

Want to introduce freshly baked goods to recess menu. Easy things to make. Advertise daily specials on notice board. Support from P&C for this.

Also hoping to introduce Greek Salad and some soups.

Looking at alternative iced teas – smaller packaging, no artificial flavours/colours. Support from P&C.

No objection to half wraps coming off the menu.

Lolly Day (Term 2) – Thursday, June 5, 2014.

**Fundraising Report:** Presented by Alexandra Boyd.

- Discussion was all based on Autumn Fair.
- It was great! Alexi is burnt out. One more newsletter to write – wrap up and thank yous, particularly to make it worthwhile for those that make donations.
- Any marketing suggestions welcome.
- Getting on to Sponsorship earlier next year has been identified as a way to increase funds.
- Holi Festival was fantastic.
- Didn’t run out of drinks except water.
- International Food sold out. Cake stall sold out. Pretty much sold out of all food.
- Finesse mufti day better – collected around $300. Way too much icing sugar.
- Cupcake - Icing Bee – only half a dozen people came this year. Has probably run its course for now.
- Alternative suggestions for new activities were discussed – kids getting dirty – kids like interacting with their teachers.
- Other raffle ideas were discussed including tick a box, chance to win a wristband.
- Time for a new logo – looking for graphic designers to contribute – maybe make it a competition for the kids to do the logo itself.
- Is there a need for Autumn Fair/Fundraising Committee meeting? A bit of need for communicating to stallholders what is expected of them. Need to know where stalls are earlier.
- Doodle was great! Would be good to have contact phone number for each volunteer.
- Feedback to Jubilee that we need more info on who can go on rides.
- Only two injuries. Same child lost twice.
- Request for suggestions to be emailed.

**Grounds Report:** Tabled via email by Alexandra Boyd.

- See attached report.
- 320 people turned out to last working bee.
- Having a committee member to supervise each area worked well.

**School Banking Report:**
- No report this meeting.

**Uniform Shop Report:** Presented by Kim Urbaniak.
- See attached report.
- Monday 12 May is official changeover to winter uniform.
- Discontinued sports uniform:
  - refund from Stubbies for excess skorts and slammers.
  - Found a school to buy excess shorts.
  - Tracksuit pants returned.
  - Selling slightly under wholesale price remaining items.
- New sports uniform coming June/July/August.

**Principal’s Report:** Presented by Maree Sumpton.
- See attached report.
- Special thanks to SASS staff.
- Assets Department have been out to school and are going to replace the cricket nets and put synthetic grass between MDR and Year 2 demountables.
- Financial Report and cheque provided to Treasurer.
- To date $40,606 P&C contributions collected. $5,384.00 claimed against Budget.

**Proposal:** The P&C make a donation to the school of $1,700 towards the cost of automatic flush and deep cleanse for Kindy boy toilets. Proposed by Emma Gluskie. Seconded by: Lynne Slevin. Accepted by meeting.

**Correspondence:**
- 3 x copies of Parent & Citizen magazine from Federation of P&C Associations NSW.

**General Business:**
- Emma Gluskie spoke from Before & After School Care.
  - Significant loss from January Vacation Care mainly due to fixed cost excursion days – went down by around $40k in last quarter.
  - Easter Holiday Vacation Care is currently being advertised to users of After School Care. Suggested a flyer should go out to whole school to try and promote numbers.
  - Have to raise fees in general from beginning of Term 2 – not charging close to what other centres do but have a high staffing ratio due to layout of school.
  - Meeting next Thursday night, 27 March 2014.
  - Application for formal lease for Centre has been lodged and waiting for response from Department.
- Emma Gluskie raised the question that has been discussed before regarding basketball – do we want Hornsby Spiders to support us in development this year? **Action: Maree Sumpton to follow up with Chad Lawrence and get back to Emma.**
- Lynne put out a summary of what happened in the last P&C Meeting – received very good feedback from the School Community so will be doing that again – not this week so as not to detract from Fair note. **Action: Alexi Boyd to arrange Autumn Fair feedback to be sought from children and parents – all positive questions.**
- **Action: Lynne Slevin to bring camera to next meeting to take photos of Executive and Sub-Committee leaders for posting on school website.**
- **Action: Lynne/Alexi/Christine to investigate options for email addresses for committee positions to be posted with listing on website.**

Next meeting: Monday 12 May 2014 at 7.30 pm.

Meeting closed at 9.45 pm.

.................................................................................................................................

Signed by: Lynne Slevin (President)  
as a true and correct record of the meeting.
SUMMARY

At this early stage of the year, preparation for the Fete has dominated proceedings.

PROFIT & LOSS (to 30/3/2014)

**Interest**  
$215.12 received, which is modest, but we did transfer $35,000 in December 2013.

**Parent Contributions:**  
$42.5k recorded in comparison to $38.5k for the same period last year.

**Band**  
Currently sits with revenue of $35k, and expenses of $16k. This result is approximately $6-$7 lower than 2013, which is attributable to the purchase of instruments approved in last year’s budget. Net result is $19k at this point.

**Canteen**  
Canteen revenue currently sits at $23k compared to expenditure of $23k, net result ($16). This will need to be reviewed to assess the impact of Munch Monitor. Figures for last year are not comparable as no salaries and wages or full income was recorded for the same period the previous year.

**Uniform Shop**  
$21.5k current revenue recorded, excluding credit cards receipts. Net result $5.5k in the black. Sales are down on last year, which has been attributed to the upcoming change in sports uniforms.

**Fundraising**  
The Fete raised $27.8k in revenue (including some expenditure yet to be processed).

The Balance Sheet shows a cash balance of $87,724 in the Saver account, with $33k in the operational account. Creditors are sitting at $26k, but this may not be accurate as I have not obtained full information on amounts committed by all functions at this time. $42.7k is currently being held by the school on the P&C’s account, less $7k of expenses.

I would like to flag that a budget review needs to be conducted with additional items being proposed and authorised - such as the flushable toilet. Other increases such as conductor fees also need to be added to the budget forecasts.

Tracey Watson  
Treasurer
## Balance Sheet

**As of March 2104**

<table>
<thead>
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<th>Assets</th>
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</thead>
<tbody>
<tr>
<td>General Cheque Account</td>
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<td>Online Saver (2640 31978)</td>
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<td>Canteen Bank Account</td>
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<td>Petty Cash - Canteen</td>
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<td>Total Petty Cash</td>
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<td>Monies Held by Office</td>
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<td>Purchases - Next Year</td>
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<td>Equipment Purchased</td>
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<td>Canteen Oven</td>
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<td>Total Assets</td>
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<td>Accrued Expenses</td>
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<td>Net Assets</td>
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<td>Retained Earnings</td>
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<td>Current Earnings</td>
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## Profit & Loss Statement
### January 2014 To April 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>Income</strong></td>
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<tr>
<td>Contributions</td>
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<td>Contributions - First Half</td>
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<td>Member Contributions</td>
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<td>Band - Fees Received</td>
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<td><strong>Total Band Income</strong></td>
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<td>Canteen Income</td>
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<tr>
<td>Canteen - Food/Drinks Sales</td>
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<td><strong>Total Canteen Income</strong></td>
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<td>Fundraising</td>
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<td>Fundraising - Fete Income</td>
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<td>Fundraising - Wine &amp; Cheese</td>
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<td>Fundraising - Misc</td>
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<td>Uniforms Shop - Sales</td>
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<td><strong>Total Income</strong></td>
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<td>Band - Instrument Purchases</td>
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<td>Band - Music, Printed/Books</td>
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<td>Band - Outings/Entry Fees</td>
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<td>Band - Postage &amp; Stationery</td>
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<td>Band - Teaching Fees</td>
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<td>Canteen</td>
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<td>Canteen Food &amp; Drink Purchases</td>
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<td>Canteen- MunchMonitorFee</td>
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## Profit & Loss Statement
### Hornsby North P&C
**PO Box 516**
**HORNSBY NSW 1630**

### Profit & Loss Statement
January 2014 To April 2014

<table>
<thead>
<tr>
<th>Category</th>
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<td>Fundraising - Fete Expenditure</td>
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<td>Net Profit/(Loss)</td>
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BAND REPORT
P&C MEETING 17th MARCH 2014

We have signed up 146 students to our band program for 2014. Junior Band is the largest its been for a few years at 65 students. We decided to have Junior band rehearse two days a week, Friday morning and Monday lunchtimes. We are splitting the band in two for the Monday lunchtimes due to its size. We are aiming to set up Stage band to begin rehearsals in Term 2 this year, rather than term 3.

We did have to rise the costs of our conductors, but due to the increase in numbers in band we are hoping to still break even this year.

We have begun to spend some of the $15k that the P&C gifted to the band, we have upgraded our drums and bought new stands.

Our band workshop day ran successfully as it normally does, a huge relief with so many more students.

Senior band played the Teddy’s Bear Picnic again at Lisgar Gardens with the Friends of Lisgar giving us rave reviews and requesting we come back again next year.

All bands played at the school fete, Junior Band are sounding fantastic! Being able to play two songs together as a band.

We are finding it harder to obtain tutors to come to the school due to the price we want to charge, which is minimal. We are still looking for a trumpet tutor.

Thanks
Sharon Schweisfurth
Band Committee
The canteen committee had our first meeting for 2014 on Monday 10 March. Vicki Stubbings, Gaye Heap, Linda Lazenby, Rachel Macintosh, Maree Sumpton and myself were present.

We discussed a number of topics as follows:

1. Vicki gave positive feedback regarding Munch Monitor. Maree will remind the school community in her section of the newsletter after the Fair.

2. Following a complaint about 2 minute noodles in polystyrene cups, alternative packaging is being sought.

3. Following discussion in previous P&C meeting regarding artificial colours and flavours, slushy flavours will be restricted to raspberry, sour grape, orange smash and fruitola which have no artificial colours or flavours.

4. Introductions to menu:
   - Freshly baked goods (muffins, Anzac biscuits, hot cross buns (Coles), pikelets) as daily recess specials
   - Greek salad, minestrone, chicken & sweet corn soup (weekly lunch specials)
   - Veggie nugget back on daily lunch menu
   - Ice tea (new brand, healthier option)

5. Remove from menu:
   - Half wrap (rarely used, messy)

6. Lolly day - set a date for term 2.

Leanne Franks
Grounds Committee Report

For P&C Monday 17th March 2014

Working Bee Term 1 - 9th March
What an incredible turnout – our biggest ever! There were 320 people at the Working Bee and we actually managed to get everything completed in just under 2 hours!
The targetted areas were:

• Re-turfing the lower playground next to the oval with special turf already delivered by Dept of Education
• Re-mulching all the gardens
• Re-weed the side of the oval
• Clean the entire school by picking up rubbish
• Mulching the side of the oval to combat weeds
• General weeding of the gardens

A special thanks to Claire Bajelis, Richard Seccombe, Richard Smith, Gigi Beretta, Clive Binham, Anna Broady, Moira Swords, John Gilmore who brought with them Working Bee and Industry experience to make it all run smoothly.

We also tried a “competition” of weeding to try and get the students learning about specific types of weeds. This ran ok but needs a bit of logistical work.

Implementations (TBC with Mrs Sumpton)
I hope to have another site inspection with the Hornsby Council’s Bush Regeneration after the Fair to help with further direction of our site plan. At the next working Bee the following will be implemented:

• Planting of new baby plants down the hillside of the oval (must use the white protective cartons so children do not destroy them)
• Replanting the tyres outside Kindergarten areas
• Re-painting chess & kindi areas
• More islands of plants in back garden next to Rofe Park Fence

Class Kits Update
I still have to follow up with Bunnings to see if we can get sponsorship for the Class Gardening Kits – this will all be worked on after the Fair. I am hoping they will sponsor us so the cost of the kits in each classroom is reduced. I will report back on this.

Signed,
Claire Bajelis Alexi Boyd Minnett Vogrig
1. Request update from Mrs Sumpton regarding the Proposal for the site of the new uniform shop

A half six demountable the size of Mrs Reeves dance room to be bought by the P&C and placed in front or to the side of Mrs Reeves dance room (See diagrams below). This would not hinder any play area within the school and would only use space that is currently not being used for anything. The school bought the half demountable (dance storage) through the Department of Education for $9000. Inquiries can be made regarding the same. If we were to buy retail through a company it would be approximately $12000. This proposal appears to be the most viable at this point in time.

Diagram One:

2. Confirm date of changeover to winter uniform next term.

3. Update regarding the discontinued sports uniform

   • All girls skorts and slammers have been returned to Stubbies – Brandsnet
     Total amount to be refunded:  
     Skorts - $695.48
     Active Pant- $749.71
     Total Refunded | Amount: $1445.19

   • Wakehurst Parkway Primary School will buy 41 pairs of the sports shorts at $7.50 each. 
     Total amount to be received is $307.50

   • All Navy tracksuit pants will be returned to Midford for a refund.

   • Items left to be sold are 34 pairs of sports shorts and Polo’s. These items are currently being sold at a cost slightly under wholesale price. Shorts $10, Polo’s $15.

4. School Jackets will be delivered this week to the school and orders will be filled.

Kim Urbaniak
Uniform Shop
1. Thanks to the entire school community for a most successful Fair. We were extremely fortunate with the weather. All reports from the many different areas of the school Community state that is was the best one yet. So Congratulations to the organisers and thanks to the many supportive parents, teachers and SASS staff (in particular the office ladies).

2. Harmony Day is scheduled for all schools on Friday March 21. In the interests of community harmony we have decided to hold Harmony Day on April 4, the Disco Day. We will ask the students to wear orange but there will not be a request for a gold coin.

3. Honour Assembly and the Bronze Medal Morning Tea for Term 1 will be held in Week 9.

4. Life Education classes for students in K-4 began last Friday and will continue until March 26.

5. The iPads are in use in many classes. We have purchases over $500 worth of APPS for the entire school.

6. A Screening for Speech problems has been offered to all Kindergarten students. These screenings will be conducted by All Communication Matters at a cost of $40 per student, instead of $75.

7. A number of student successes and representation include -
   • Senior Band at the Teddy Bears Picnic.
   • Zone Swimming Carnival success. Representatives in all but one Age Group in the Freestyle Finals. Two swimmers will proceed to Area level. Boys (Junior and Senior) Relay teams gained 3rd place and the School came 5th overall.
   • Cricket and Football trials have resulted in selection at Zone levels.
   • Large number of children at the Working Bee!!

8. High School Open Days are almost over and High School Application Forms are due this Friday.

9. Upcoming events as the term draws to a close include Easter Scripture Service, the Easter Hat Parade, the Cross Country Carnival and the Anzac Day Commemorative Service.

10. Financial matters....