MINUTES OF THE MURWILLUMBAH PRIMARY SCHOOL P&C COMMITTEE
held on Wednesday 28th March 2012

Meeting Opened 6:35pm

Acknowledgement
By Natalie Hall of the original custodians of the land being the Bundjalung nation and their Elders.

Attendance

Appologies
Jacquie Everson, Kay Shoobridge, Megan Lindsay, Viv Johnston.

Current Membership Count 19

Natalie Hall asked to suspend further business in favor of our guest speaker Marilyn Butters. Marilyn is the canteen coordinator for the Murwillumbah High School canteen. Robyn Daley has asked Marilyn to come along tonight to speak to the P&C on running a canteen.
Marilyn stated that running our primary school canteen is different from running the high school canteen as she is a fully paid staff member who is in charge of what happens in the canteen.
Marilyn acknowledges that volunteers are scarce and that we must work together in order to get the help.
Marilyn also suggested that the P&C become members of Canteen N.S.W. This organization is a good source of information with a great magazine that has a variety of ideas for managing a canteen.
Marilyn also listed a number of valuable tips including:

- Have a list of available suppliers and phone numbers in order to compare products and prices.
- Check stock expiry date when supplies come in. Some suppliers try to get rid of some of their stock this way. If it is not right send it back and demand a credit.
- Monthly meetings of canteen committee to share ideas and sort out any needs or problems.
- Equipment register and keys register. Know what equipment is in the canteen and have a book for people to sign in and out items that are leaving the canteen. Same for keys. Know how many keys there is to the canteen and who has them.
- Cleaning register. This is handy to know what has been done on the day and what is needed to be done.
- Check the all fridge seals and temperatures once a month as per standard operation.
- Support your canteen members and appreciate them.
- Evacuation sight, have a clear map on wall and inform new workers of procedures.
- Know your volunteers talents. Know who can cook, who is good at cleaning, who is crafty so you know who to call on when needed.
- Watch your quantities of food prep. For example you may have priced a chicken sandwich using ½ a cup of chicken meat and other people make the sandwich using 1 cup of chicken meat. This causes problems with pricing and stocktaking.
- Have clear directions listed for all workers. A training day is recommended for first timers to orientate them with what to do in the canteen. With this a list of instructions should be clearly visible on the wall with instructions for the days work agenda.
- Outline the rules set out by the committee and state regulations. For example no children are allowed in the canteen including preschoolers, no credit etc.
- Offer incentives to worker but be realistic on what is fair. Example tea or coffee free with sandwich but not to feed themselves their children and friends.
- Attendance book should be signed on and off each day for every volunteer. This is a legal requirement for insurance purposes in case of a fire etc.
- Personal hygiene requirements. Marilyn suggested a letter to be given to every volunteer to read and then sign that they have read it. Maybe include canteen policy as well.
- Have a menu that is comfortable for everyone to work with. It is no use having items on the menu that only one person knows how to make if they only volunteer once a month.
- Procedure of what to do with left over food, money handling, cleaning of kitchen should be written down and easily accessed.
- Keep a close eye on stock. Don’t over order.
- Suggested a voucher system that workers write down what are buying and add it up at the end of the day and pay for it then.
- Manners and respect go both ways. Marilyn has a sign up that says NO PLEASE NO SERVICE.

Marilyn stated that she did have a few recipes for food ideas for younger kids that she will hand over to Robyn along with a copy of her canteens menu. Marilyn also stated that primary children don’t have the capability to understand moderation and right choices, and it is up to us to reduce the wrong choices in the canteen.

The floor was opened for questions.

Robyn asked if the canteen made money. Marilyn responded that it does however the majority is taken up in wages now but they still manage to make money.

What product best sells. The daily specials do well and also variety in the menu.

Mainly it is the way the product looks and is displayed that helps them sell. Example the fruit salad sells better in a domed lid.

How does she know the right amount of food each day? I estimate each day however if you order you don’t miss out.

Red food day you are not allowed to cook things at home. She does how ever cater for special functions outside of the canteen which allows her to do so.
Marilyn suggested lollies, drinks hot chips however limit yourself to one or two items to make life easier on yourself and your workers.
As there were no more questions Natalie thanked Marilyn for her time and very helpful advice.
Marilyn and Vikki both excuse themselves from the meeting at 7:07pm.

Minutes of Previous Meeting
Moved as being true and accurate by Amanda DeLyon and seconded by Sonya Taylor.

Business Arising From Minutes
Kerri inquires about the outstanding music accounts. Donna is yet to get back to Vikki concerning this matter. Kerri asked about the P&C insurance, Natalie suggested that we discuss this in general business. Les tells us that Thomas George met with him concerning the parking issues. He pointed out the parking sign at the top of the school is wrong and a crossing up there is not feasible as it is on a hill slope. He will contact the RTA about these issues. Amanda asked Les about the bottom bus bay that is not being used. Les will look into the feasibility of using this area. Cathie Heffernan’s glasses presentation will be discussed in general business.

President’s Report
Natalie attended the Upper North Coast Regional Council. She is totally hooked and would like to be nominated as a delegate to vote at further meetings. You can have up to 3 people as delegate. Sonya nominated Stacey and seconded by Kerri Motion carried. Stacey nominated Sonya and seconded by Rodney motion carried. Natalie said how important that it was for us to represent our area otherwise our best interests may not be met. Natalie asked Bec for a cheque for $25.00 for her affiliation fee in the Tweed District council P&C. Natalie had to give a report (thanks Les for the heads up). She welcomed Les as our new principal and stated that he was working out quite well. She asked for suggestions and ideas on the canteen and was inundated with offers to help. A representative will be available next term to offer help in the canteen issue.
There may be a problem with the Local Schools Local Decisions (LSLD) as the principal may have the right to do away with the P&C in their school.
Natalie also sent a letter to Clair in response to her parking ticket. Natalie said the PSP breakfast was a great success and thanked the volunteers. Natalie thanked everyone involved with the working bee and said that they got thousands of worms for the worm farm on the day. Natalie moved as being true and accurate seconded by Rodney. Motion carried.

Correspondence
As tabled.
Kerri indicated that she was keen on doing the outdoor family movie night. Les said that the one they had at his last school was great fun.
Rhonda Niland sent a thank you card. Neil said that Rhonda was very touched by the thought. Sandra said that at the last meeting flowers were agreed upon at the last meeting however due to the late hour everyone was in such a rush and a value was not given to
spend. When talking to both Natalie and Stacey about this issue Sandra brought up the fact that a number of months had gone passed and maybe flowers may not be the best choice to give. Sandra suggested a massage and Natalie agreed. Sandra organized the massage to the value of $75.00 and said that she would be happy to cover any of the cost if the committee didn’t agree to this price. Bec said that the cost of flowers delivered would have been around that price and it would be o.k.

**Treasures Report**
As tabled.
Neil suggested the building fund go towards working bee projects and the sandpit as there was not much we could do with this money. Les stated at the last meeting that he would like to get pin boards in the classrooms and would like to make this the priority. Robyn said that internet banking may not be a feasible idea as they are limited to only withdrawing $1500 over the 6 accounts per day. She has applied for tokens to override this system and is still waiting on confirmation of this. Robyn also wants to contact Murray Stone to find out the opening balance for the year.

Robyn moves a motion to remove past signatories off the bank accounts including Neil Baker, Robyn Edwards and Jacquie Everson. Seconded by Amanda DeLyon motion carried.
Robyn moves a motion that the following people are added as signatories, Vikki Armour, Natalie Hall, Jodi Anderson, Les Daley, Robyn Daley and Rebecca Inglis. Seconded by Neil Baker motion carried.
Robyn also motioned that Rebecca Inglis and Robyn Daley are to be administrators of all accounts. Seconded by Sonya, motion carried.

**Instrumental Report**
As tabled.
Natalie moved on behalf of Vikki that it is a true and accurate report.

**Canteen Report**
The canteen is doing well. The menu prices are not correct. Sonya has done a spread sheet on all prices. A new menu with new prices will be done out for next term. Bianca said a routine is needed to make the canteen fore uniformed. Bianca suggested we open up an extra day as they have the volunteers to do so. Monday is the suggested day. A note is needed to go home to organize roster. The canteen will be removing moose from the menu as it is too expensive to produce will replace with yogurt. Called for a meeting next week to organize new menu and discuss adding a winter line including nachos, fried rice and spaghetti bolognaise. Bianca said that she and Rod where using their own money to purchase small things like wraps that they have run out of and then waiting to be repaid. Sandra suggested a Coles card that they had used in the past. Bec said this became to messy for book keeping. She suggested that they use the money from the till and replace it with the receipt. Bianca wanted to know if she could get access (a password) to the school computers to do the canteen business. In the past she had to rely on staff members to log her on. Les said to see him next week and he will arrange one for her. Bianca thanked the volunteers and explained how she was either text them or ring them the day
before their roster day as a friendly reminder. Bianca said that the canteen was in need of a few items however the most urgent were to have the fridge door repaired, new knives, a rubbish bin, a first aid kit and a mop. Bianca has a spare mop and will kindly donate it. Sonya moves that $300 be allocated to purchase these items. Seconded by Amanda, motion carried.

Natalie thanks Rodney and Bianca for all of their hard work. She will organize a meeting with them next week to discuss the canteen menu and purchase of needed equipment. Natalie suggests that waiting until a family’s last child finishes year 6 to give them a thank you gift is too long a wait, she suggested drink coasters printed with the school emblem could be away to thank people on a regular basis. At the end of each term hand one out to the regular volunteers so they could build up a set. Bec said that Debbie use to have a monthly raffle and when you worked you got a ticket, at the end of the month the winner would get a box of chocolates. Natalie said the committee can work this out at their meeting. Natalie will also organize the sign in book at this meeting.

Principal’s Report

As tabled by Les.

Les thanked Bianca, Rodney and other volunteers for the job they are doing in the canteen. He stated that the committee gave them this role and it was now our job to support them.

Working Bee. I would like to give a huge “Thank You” to the parents who turned up to the school working bee on Sunday. I can assure you that the support was greatly appreciated. We were able to finish the sand pit next to Lyn’s room, paint all the posts opposite the K & Year 1 room as well as the posts running down the path behind A block. A number of plants were also placed into the garden.

Senior Citizens Concert. Congratulations to our children for their terrific performance at the Senior Citizens Concert last week. A really strong turnout attended the morning with close to 200 people in attendance. We have since received an invitation for our children to perform at one of the local nursing homes who were unable to attend on the day but heard about the wonderful morning and as a result, have requested a visit. Congratulations to Mrs Armour for her outstanding work in organizing the concert.

PSSA. A number of children have been attending PSSA knockouts and trials during the last few weeks. I would like to again thank parents who have helped with transport and attended these events supporting our children. Our Rugby League team took part in the Group 18 Gala day on Tuesday at South Tweed. Winter trials and a hockey gala day to take place tomorrow.

School WEBSITE. Mr Daley used the school website to highlight a number of improvements that have been recently made to the Murwillumbah site. Information is updated on a regular basis. Parents were invited to trial one of the latest technology sections that are available to parents and students.

LSLD. Mr Daley used the internet to show the meeting information relating to “Local Schools, Local Decisions”. Les outlined the 5 areas-Managing Resources, Staffing Our Schools, Working Locally, Reducing Red Tape and Making Decisions. Comparisons of how areas currently operate in schools, how things could look in the future and a
proposed time line were also part of the discussion. A paper by the department ‘Commonly asked questions’ were also raised. Les would be attending a meeting the following week in Tweed Heads by the NSW Teachers Federation where they would be raising discussion about the topic. Neil asks Les about the 4 levels of teaching payments and why it couldn’t stay to avoid the performance payment problems. Les indicated that it has been rushed through and they don’t have all the answers yet.

**Naplan.** Year 3 & 5 children will be taking part in the National Assessment for literacy & Numeracy in week 4 of next term-15th, 16th, 17th May. This is a one off test and parents must remember there are lots of other ways of collecting information.

**Easter Raffle and Hat Parade.** Our annual Easter Raffle and Hat Parade will be held on Wednesday 4th April. Thank you to those families who have donated to the raffle. Items can be sent to the office any day until Tuesday #rd April. The P&C will make baskets from the donated items and these can be won during the parade. The parade will take place at 12 noon on Wednesday 4th April.

**Canteen Red Day.** The canteen is proposing to hold a RED DAY on Thursday 5th April. A special note and menu will be sent home this week. This is a special day that will allow the children to have only one day of special foods that are not necessarily on the green foods list.

**School Cross Country.** Our Cross Country will be run this Friday 30th March commencing at 12.00. All children K-6 will be attending with the 5,6,7 year old children running a short “Fun Run”. They will be returning to school shortly after their event. Parents and community members are most welcome to attend.

Bianca leaves the meeting at 8:15pm. Sonya motions that we extend the meeting for another 30 minutes so as we can get all further business done.

Les said the District Athletics Carnival is coming up next term and Mr Johnston wanted to know if we were interested in running the canteen on the day. As this is a big money raiser Rodney agrees to organize it with the help of a lot of volunteers.

**Fundraising**

Natalie suggests that we form a fundraising sub committee to meet outside of the P&C meetings. Then they could present a report for up to a maximum of 15 minutes at our meetings. Natalie said the committee could be made up of 3 people for one year than another three people would head it up the next year. Sonya inquired as whether you need to be a member of the P&C to be on the sub committee as she knew someone who may be interested in being on the committee. Les says we should put out a proposal of interest and ratify this idea at the next meeting. Further discussions occurred about what role the committee would take, then Robyn, Amanda and Kerrie said they would be interested in being on the committee.

Neil informed us the Good Guys Fundraiser would be on the 26th July from 6 to 8pm. He has asked Rory if he could donate a raffle prize. Neil says we get 2% of the proceeds on the night and as it is a joint adventure with the Murwillumbah High School this would be shared between us. Neil said we need to advertise this event to get more people to it. Could we put it on the website? He also said it would be good to know what the fundraising is for to let Rory know. Rebecca Coates asked about computers as last year there were only a few that were working. Les said that the school received ten new lap
tops recently and the computer room is up and running with enough computers for each classroom to use. There also are approximately 3 to 4 computers in each classroom as well. Kerri said the gymnastic teacher Michelle would like a beam for the children to work on. Robyn suggests picnic tables and shade in the kinder area. Les states the year 5, 6 area needs new seats as that area is still a concern. Neil will tell Rory it is for the playground seating.

The Murwillumbah Theatre Company has offered us tickets for their production on the 25th May. They will let us have tickets for $10.00 and we can sell them for $15.00 and we keep the profit. This needed someone to organize and Robyn offered her services. Kerrie nominated Robyn. Rebecca Coates seconded. Motion carried.

**General Business**

Easter Raffle needs volunteers to make up the prizes on Tuesday between 2 and 3pm. Amanda, Natalie and Rebecca Coates offered their services. Sandra said she would ask a few more parents to help as well. The school Injury Policy Insurance was discussed and thought it could be offered at the start of the year in a kit with books etc.

The Chaplain programme has been applied for however we just need to wait for the outcome of our application.

PSP forms the school got back 92% of the forms. We need approximately 90% we just need to wait on the outcome of this.

Wollumbin High School wanted to borrow our schools marquees.

Natalie wants to go to Sydney for the P&C conference on the 27th to 29th July. If she attends 3 or more of the sessions the P&C will be reimbursed all money.

Rhonda Niland from the school office is retiring at the end of this term. Rhonda has been a wonderful help to the P&C over the years and will be sadly missed. Bec will arrange to purchase a present for her on behalf of the P&C. Stacey suggests up to the value of $100.00 for a vase with flowers.

Stacey inquired what functions we invite patrons to. Les will discuss this with her next week.

Robyn wants to email invoices to the music instrumental programme. She will send a letter out to give them this option.

**Agenda**

Homework
Fundraising sub committee
Science enrichment day (postponed from this meeting)
Assistant treasure

**Next Meeting**
There being no further business, **meeting closed** at 9:10pm.

Signed: President……………………