



Meeting:	
Meeting title:	Ulmarra Public School P&C 2021 AGM and General Meeting
Date/Time:	11 th May 2021 at 6:00pm
Location:	Ulmarra Public School – 2476 Big River Way, Ulmarra NSW 2462 School Library
Attendees:	Reece Scown, Kyle Summers, Melissa Summers, Kate Jones, Demi Brotherson, Sarah McGrath, Bridgett Woods, Kate Cootes, Ken Cowan, Katie Sullivan, Tom Granleese, Bianca Rhodes, Amy Farrell, Shelley Crapp
Apologies:	Kobie Harris, Harmony Gray
Formal Positions: (as of previous meeting)	President – Mr Kyle Summers Vice President – Mr Ken Cowan Treasurer – Mrs Bridgett Woods Secretary – Mrs Kate Jones & Mrs Sarah McGrath Canteen Committee – Melissa Summers, Kate Jones, Bridgett Woods, Sarah McGrath

Agenda/Minutes:			
Item	Item Details	Moved (M) Seconded (S)	Resolution/Notes/ Actions
1.0	<p>AGM:</p> <ul style="list-style-type: none"> The AGM was held and new position holders are as follows – President – Mr Kyle Summers Vice President – Mr Ken Cowan Secretary – Mrs Kate Jones & Mrs Sarah McGrath Treasurer – Mrs Bridgett Woods <p>Congratulations to all new position holders and many thanks to those that handed positions in.</p>	<p>(M) Kyle Summers</p> <p>(S) Bridgett Woods</p>	<ul style="list-style-type: none"> Kyle Summers & Kate Jones to be added to bank account/netbanking and Melissa Summers taken off.
2.0	<p>Previous Minutes: Presented by Bianca. Moved to approve previous meeting minutes.</p> <p>Date of last meeting: 16/3/21</p>	<p>(M) Demi Brotherson</p> <p>(S) Kyle Summers</p>	
2.1	<p>Business arriving from previous minutes:</p> <ul style="list-style-type: none"> Online banking 		Items to discuss next meeting:



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	<ul style="list-style-type: none"> • New accountant – Bridgett was successful in getting the 2020 books audited. • P&C email address – We do have a designated email address from the P&C association. Need to follow up on getting the details of this address. • Online messenger chat group – decision to change the existing fundraising chat group to a general P&C chat for financial members. • Canteen test and tag – completed at school today. • New canteen freezer status • Uniforms status 	<p>(M) Bridgett Woods</p> <p>(S) Shelley Crapp</p>	<ul style="list-style-type: none"> • Canteen Freezer – Kyle to present quotes. • Uniforms – Bianca to take our uniform to Hip Pocket and enquire. • P&C email address – chase up with P&C association. • Messenger chat group
3.0	<p>P&C President's Report:</p> <ul style="list-style-type: none"> • President's report presented by Mr Cowan. Please see attached document. • Thanks to Ulmarra Pool Committee for their donation to our P&C. • Canteen going well, thank you to volunteers. • Pub raffles have started and going well. • Grant for storage shed is in the bank and construction for this and flag poles will be starting soon. • Mother's day stall, morning tea and Easter raffle all successful. Thank you to volunteers and families who donated Easter eggs. 	<p>(M) Kyle Summers</p> <p>(S) Amy Farrell</p>	
4.0	<p>Treasurer's Report:</p> <ul style="list-style-type: none"> • Audit report – Bridgett provided a summary of the audit report from 2020. See attached document. • MARCH INCOME <u>\$ 3117.85</u> • MARCH EXPENSES <u>\$337.12</u> 	<p>(M) Tom Granleese</p> <p>(S) Kyle Summers</p>	



	<p>MARCH CLOSING BANK BALANCE <u>\$7460.81</u></p> <ul style="list-style-type: none"> APRIL INCOME <u>\$18117.70</u> APRIL EXPENSES <u>\$562.02</u> APRIL CLOSING BANK BALANCE <u>\$25016.49</u> <ul style="list-style-type: none"> Bridgett and Melissa have had several trips to the bank to get everything up and running with new signatories. Trying to avoid using cheques now and switching over to online Netbanking. 2 signatories need to be together to complete these transactions. Now working well. Canteen is going really well. Into a good routine now of transferring /reimbursing canteen money each week to Bridgett who does the grocery shopping. Still waiting on a COLES card. The old Pool Committee's donated money has been deposited into our bank account. We are very thankful for this donation of <u>\$2242.90</u>. Freezer – \$88 fee for service. Mother's day gifts were purchased online for the stall. A profit was made at the stall. Wholesalers account reimbursement to Kyle in April (Account was set up as pay cash on arrival. Have now switched to a monthly invoice). \$15000 shed Grant money is now in the bank account. 		
5.0	<p>Ulmarra Public School Principal Report:</p> <ul style="list-style-type: none"> Principal's report presented by Mrs Rhodes. Please see attached documents. Bianca to forward any Emails on Grants to the P&C. 	<p>(M) Amy Farrell (S) Kate Jones</p>	<ul style="list-style-type: none"> Confirm P&C Email address with P&C Association and forward to Bianca and school office.



	<ul style="list-style-type: none"> • The community Anzac Parade was wonderful in Ulmarra. Our school was well represented by the students that attended. • Naplan for Years 3 & 5 this week. • Mother's Day Breakfast and stall was a great success – thank you P&C. • Parent app – Bianca encouraged Parents to download and start using the Parent App. A great tool to keep track of what is happening at school. Miss Cowan is uploading all special events on the app. • Kindergarten Transition class – will begin in Term 4 every Tuesday. Bianca will start to put out information for families on how to enrol their child. • Report cards – Will go home at the end of Week 9. Parent teacher interviews in Week 10. • Class Dojo – opportunity coming up for staff learning as well as parent learning in using class dojo more effectively. • Parent workshops – feedback on topics of interest. Strategies to assist children in learning literacy and numeracy. Behaviour management and positive behaviour strategies used at UPS and how to transfer this to the home. • Athletics carnival coming up (3/6/21) – P&C to run canteen/sausage sizzle/stall. Menu to be confirmed (meal deal option). 		<ul style="list-style-type: none"> • Confirm plans for Athletics Carnival catering.
6.0	<p>Fundraising:</p> <ul style="list-style-type: none"> • Looked at the fundraising plan for 2021. • Upcoming fundraisers – Picnic in the park, Crazy hair and sock day (Fri next week) and Athletics carnival. • Picnic in the park – Shelley, Demi and Kate Jones to organise. Baking and lolly bags as well as 100 club. 	<p>(M) Demi Brotherson (S) Kate Jones</p>	<ul style="list-style-type: none"> • Complete and submit application form for return and earn. • Organise Bunnings BBQ 1 – 13/6/21 • Footsteps day and disco night. How can we help/fundraise? • Pie drive



	<ul style="list-style-type: none"> • Crazy hair and sock day – gold coin donation. Bianca to put out note this Friday. • Athletics carnival – meal deal option? • Winter disco idea taken off due to same time as “Footsteps” visit school and also have a disco. • Ulmarra camp draft is cancelled. • Pie drive is a good idea. Need to discuss further and look into either using Sundown Bakery or Kyle to cook the pies. • Art Festival– major fundraiser. 		<ul style="list-style-type: none"> • Art night – enquire with availability of Tucabia hall, proposed date for TERM 3 - 6/8/21. Amy to check with David if available to auctioneer. Make enquiries with local artists, order canvases for students. Discuss further at next meeting.
7.0	<p>Canteen Update:</p> <ul style="list-style-type: none"> • The canteen is going very well. Families are getting used to the new weekly ordering system of orders in by Tuesday morning. Parents agreed that while it can be difficult getting organised by Tuesday, it is a blessing come Friday having the ordering already done. • A request to ask for Parents to oversee children if they are completing the ordering form. It can be difficult for the volunteers collecting the forms and working on canteen if children have completed order forms incorrectly and don't have enough money for certain items. • New freezer – Discussion around appropriate size to look for. Agreement made on getting a 750L size and selling the smaller chest freezer. • We now have 15 volunteers on our roster which is fantastic. 	<p>(M) Sarah McGrath (S) Amy Farrell</p>	<ul style="list-style-type: none"> • Kyle to seek out quotes for new freezer and bring to next meeting.
8.0	<p>General Business:</p> <ul style="list-style-type: none"> • Kate Cootes enquired about having the option of online banking/direct deposit as a way of paying for things such as uniforms. 	<p>(M) Kate Jones</p>	<ul style="list-style-type: none"> • Discuss direct bank transfers/online banking further.



	<ul style="list-style-type: none"> • A suggestion of looking at getting a Square Reader / EFTPOS system for the P&C. General consensus that this would be very handy to have for things such as uniform purchasing, Bunnings BBQs and other fundraising stalls. Can get a cheap tablet to use with it. • Uniforms –We have to make a decision on our next uniform order as some sizes in our uniform stock are out or close to being out. 3 month wait (or more) for ordering off-shore uniforms. Amy put forward ordering uniforms locally. Bianca is going to take our uniform into Hip Pocket in Grafton to speak to them about it. <p>The idea put forward if we get the Square reader that uniforms can be purchased on a Friday during canteen time. The idea also put forward that uniforms are no longer purchased through the school, but just at the designated local uniform shop.</p> <p>HATS – the S/M size is out of stock at school (Still plenty S/S size). Melissa enquired at Hip Pocket who are able to order more at the price of \$12. P&C agreed that we will continue to purchase and on-sell at \$12 as our goal isn't to make money on these.</p> <ul style="list-style-type: none"> • Soccer training – If soccer training will continue to happen at UPS prior to P&C meetings than parents to ensure they have completed a change of routine note for the school office. 	(S) Shelley Crapp	<ul style="list-style-type: none"> • Bridgett to do some research and get quotes for next meeting. • Discuss uniforms further. • Melissa to order 25 S/M hats from Hip Pocket.
10.0	Meeting closed: Next Meeting:		At 7:30pm On 8/6/21 Week 8, Term 2

Temporary P&C Secretary:	Melissa Summers	
DATE:	11/5/2021	
Forwarded to:	Email: Karen (ulmarra-p.school@det.nsw.edu.au) Bianca (bianca.rhodes1@det.nsw.edu.au)	DATE: 25/5/21



Ulmarra Public School P&C Meeting Minutes

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	Ken (ken.cowan@hotmail.com) Bridgett (b_rennes@hotmail.com) Kyle (kylescoffeevan@gmail.com) Kate (k-chard@hotmail.com)	
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Additional Notes –

- Bank account details – BSB: 062 569
Account: 10127798
Account Name: Ulmarra Public School P & C
- Names of signatories to remove from bank account – Mrs Melissa Summers
- Names of signatories to add to the bank account – New Secretary Mrs Kate Jones and new President Mr Kyle Summers
- Method of operation – two signatories to sign
- Netbank access

P&C Committee of Ulmarra Public School

2476 Big River Way, Ulmarra NSW 2462

02 6644 5266

School Email: ulmarra-p.school@det.nsw.edu.au

P&C Email :