



P&C General Meeting Minutes

31 July 2017 7.30pm

dudleyschoolpandc@gmail.com

Summary

Resolutions:

Motion	Forwarded	Seconded
Minutes of last meeting accepted with amendment	KM	RM
Principal's Report accepted	MK	HH
Treasurer's Report accepted	DI	RM
Invoice payments of \$2,623.00 for 125 th anniversary merchandise approved	HH	KM
\$8,140.00 cheque to DPS for bell system repair expenses and purchases of computer science Robots approved	BG	RC
Transfer of \$1,000.00 from Uniform account and \$2,000.00 from Canteen account to general P+C account approved	KM	DI
Canteen Subcommittee Minutes noted and canteen updates in future to be communicated to wider school community via P+C page	KB	MK
Uniform Shop Report accepted and wall hooks to be purchased with RM re-imbursed from P+C funds	DI	BG

Carried Over:

Motion	Carried over until	Responsibility
Coles/Woolworths business account set up.	Finalization of new canteen menu	RC
Investigate options for stickers/plaques in recognition of P+C fundraising efforts	Term 4 2017	HH
Seek to host a Bunnings BBQ when opportunities for 2018 open	August 2017	HH

Meeting open **7.40pm**

Present:

John Costolo, Scott Croal, Felicity Cole, Ruth Clipperton, Belinda Gillard, Helen Hamilton, Kate Brumfield (Newman), Rejane Monterio, Kellie McLean, Damien Isaacs, Mel Khay, Jason Horadam, Nell Skinner.

Apologies:

Jo Shearer, Sally Newton, Madeleine Kelman Snow

1. Minutes from last meeting

- Amendment (s) - there are only 2-3 “home” debates for which DPS will have to provide adjudicators, not 4-5. Funds requested from P+C in support therefore amount to \$100-150 only.

MOTION: THAT THE MINUTES FROM THE LAST MEETING ARE ACCEPTED, SUBJECT TO THE ABOVE AMENDMENT.

FORWARDED: KM

SECONDED: RM

2. Business arising from last meeting

- JC and FC both contacted LMCC regarding the C2C shared pathway concept presented by Phil and Karen Buckner during 5/6/17 meeting. Council is working on this.

3. Correspondence and Communication

- Kahibah Bowling Club (free function room available)
- Bank statements
- LMCC C2C reply to FC

4. Principal's Report

ATTACHED

Summary

- DoE Nutrition in Schools Policy provided. This is driving changes to canteen menu.
- Oceanview Hotel raffle. Discussed and approved by Director of Public Schools, East Lake Mac. Proceeds being put to works around school grounds that were suggested via the KidsMatter survey from last year.
- DPS will participate in trial of NAPLAN online.
- Request for P+C funding support. Funding support priorities as suggested in Principals report of 13/3/17 meeting (motion for report acceptance: LR, seconded RM) and re-submitted this report (attached). Re-imburement sought since bell system had to be repaired urgently, and robots have been purchased. School and P+C to equally share cost of 2 smart boards.

MOTION: THAT THE PRINCIPALS REPORT IS ACCEPTED

FORWARDED: MK

SECONDED: HH

5. P&C Treasurer's Report

ATTACHED

Summary

- | | | |
|---------------------|----------------------|---|
| - Income: | \$827.00 | Second hand clothes stall profit |
| - Expenditure: | \$330.00 | Book week vouchers |
| | \$300.00 | Marketing 125 th anniversary |
| | \$440.00 | Class Artworks materials |
| | \$1,000.00 | Insurance renewal |
| - Account Balances: | | |
| | General | |
| | Available funds | \$9882.97 |
| | Uniform | |
| | Available funds | \$4360.90 |
| | Canteen | |
| | Main \$6,133.00 | |
| | Card \$211.56 | |
| | Available funds | \$6344.58 |
| | TOT P+C Funds | \$20,588.45 |
- Woolworths or Coles business account. \$500 minimum spend in each case. What happens if minimum not spent? Which supplier preferred?

MOTION: THAT THE TREASURERS REPORT IS ACCEPTED

FORWARDED: DI

SECONDED: RM

MOTION: THAT \$1,000 FROM THE UNIFORM ACCOUNT AND \$2,000 FROM THE CANTEEN ACCOUNT BE TRANSFERRED TO THE GENERAL ACCOUNT

FORWARDED: KM

SECONDED: DI

MOTION: THAT EXPENDITURE OF \$2,623.00 BE APPROVED FOR PAYMENT OF INVOICES FOR 125TH ANNIVERSARY MERCHANDISE

FORWARDED: HH

SECONDED: KM

MOTION: THAT A CHEQUE FOR \$8,140.00 BE DRAWN TO DUDLEY PUBLIC SCHOOL FOR EXPENSES ASSOCIATED WITH REPAIR OF THE SCHOOL BELL SYSTEM AND PURCHASING COMPUTER SCIENCE ROBOTS.

FORWARDED: BG

SECONDED: RC

MOTION CARRIED OVER: THAT CANTEEN MENU CHANGES ARE FINALISED PRIOR TO A DECISION REGARDING THE BEST SUPPLIER TO SET UP A BUSINESS ACCOUNT WITH.

6. Canteen Report

- Canteen Subcommittee minutes
 - DoE Buyers guide too limiting.
 - New menu will maximize everyday foods, and items that can be delivered.
 - Crumb free chicken for burgers being trialled. In future the canteen subcommittee must prior approve any changes.
 - Survey responses regarding menu changes. Only 25 respondents in total. 6 respondents willing to cook.
 - Small sub-sub-committee working on the menu (Marcelle Pappas, Sally Newton, Leanne Clarke and Kate Sullivan).
 - Compliance with DoE financial guidelines being looked into by Scott Croal.
 - More volunteers needed on Fridays, esp on meeting day.

- Did all of school community receive the survey notification? KB does not recall seeing it, and would have responded if had. Subcommittee re-visit this?
- Is there a role/benefit in contacting University of Newcastle to work with Nutrition and Dietetics students in some way?

MOTION: THAT THE CANTEEN SUBCOMMITTEE MINUTES ARE NOTED AND THAT CANTEEN NEWS IS COMMUNICATED TO THE SCHOOL COMMUNITY THROUGH THE P+C PAGE

FORWARDED: KB

SECONDED: MK

7. Uniform Shop Report

- 17th August meeting and commencement of Shop online trial.
- Are there online options with compatibility to skoolbag app available?
- Pre-ordered 20 backpacks for 2018.
- Hooks for walls needed in Uniform shop.

MOTION: THAT THE UNIFORM SHOP REPORT BE ACCEPTED AND RM PURCHASE NECESSARY HOOKS AND BE RE-IMBURSED BY P+C

FORWARDED: DI

SECONDED: BG

8. Fundraising Report

- Improving awareness in school community and recognition of fundraising efforts of P+C by use of stickers on small objects including dates when purchased eg. Chrome books or plaques on big ones (eg. New fixed equipment and Fairleigh hall kitchen).

MOTION CARRIED OVER: HH TO INVESTIGATE POSSIBLE OPTIONS FOR IMPROVING AWARENESS AND RECOGNITION OF P+C CONTRIBUTED ITEMS

- *Earn and Learn*
 - Skoolbag notification went out that we are again participating.
 - sticker sheets can be taken by families direct to Woolworths, or left for collection at school office (HH).
- *Entertainment Books*
 - Fewer books than last year sold. Online sales about the same as last year.
 - Still have not been paid for last year's books, but continuing to follow this up (MK).
- *Father's Day*
 - Holding the fun night again this year. Subcommittee of dads organising. Recommend to subcommittee via Danny Nugus to consider \$10/family for BBQ, drink and marshmallows.
- *125th Anniversary of Dudley*
 - Fundraising efforts for this event will be targeted towards the remaining school priorities listed in the Principal's report (attached). That is, the replacement of one smart board (\$5,000.00), and contribution to Chrome books and charger (total cost \$11,000.00).
 - Merchandise has arrived and is ready for sale. Notification to go out in Newsletter and on skoolbag app shortly (RC).
 - Music being organized (MK)
 - Cake to be organized (HH to speak to Amy Croal)
 - Nibbles provided on the night (MK, BG and Jo Shearer?)
 - Decorating and set up on the day (KB, KM, RM)
 - Madeleine Kelman-Snow is working with Ardel Prout from Historical society regarding memorabilia
 - Going to photograph the class artworks to have them as an option for the Crazy Camel fundraiser later in the year.

- Photographer on hand for an hour or so in case families with generations of DPS students want photos. KB to speak to Julie Wilkins. Offer price of a ticket for her time.
- *Bunnings Sausage Sizzle*
 - A very successful fundraiser for surf life-saving club and other schools. Targets wider community so not just asking parents. Bookings for 2018 BBQs open in August. Aim to book a spot.

MOTION CARRIED OVER: THAT WE AIM TO BOOK A BUNNINGS BBQ FUNDRAISER IN 2018 WHEN BOOKINGS OPEN IN AUGUST.

9. General Business (30 min)

- *Camp Toukley parent email enquiry*
 - Raised and discussed earlier in the year (13/2/17 meeting). KB checked out Camp Toukley webpage, spoke to them direct and subsequently prepared a one page draft communication regarding WHS, child protection and content as per advice. They have a recreation and tourism accreditation that requires them to meet WHS and child protection criteria. There is a discussion session for which the content is developed jointly by them and DPS staff. This has not gone out accompanying any Camp Toukley notes, as yet.
 - JC advised no religious instruction or content. Encourages the parent to come and discuss the issue with him.
- *New financial member(s)*
 - Nell Skinner
- *Kids coding and VR offer*
 - VR shop on Pacific Highway at Charlestown are offering opportunities to local schools for increasing exposure to coding and VR technologies. Trial/promo sessions. Kids use code to create games at school, then take to shop to play using the VR technology.
- *Class Dojo as class communication tool for parents/carers*
 - Different teachers use different tools.
 - Class dojo not really developed for that purpose. Has some limitations eg. parent notifications for minor actions requested of students by teacher, removal of earned points. JH uses See Saw. Mr Sargeant uses parent check sheet.

- Issue of improved communication of class room activities, encompassing whole of school. It seems at present some teachers doing it well, but others not at all. The actual tool is perhaps less of the issue.

Meeting closed 9.30pm

Kate Brumfield (Newman)



1. Choice Theory –is what I’m doing helping me or hurting me?
Difference between Controlling Habits and Connecting Habits.

What's My Choice?	
Controlling Habits	Connecting Habits
Blaming	Listening
Criticising	Supporting
Complaining	Encouraging
Nagging	Negotiating
Rewarding to Control	Respecting
Threatening	Accepting
Punishing	Trusting

*Will what I say or do bring us closer together? (connecting) or
Will it push us further apart? (controlling)*
Dr William Glasser

2. Nutrition Policy Handed out –NSW Department of Education Policy 1.1 –*Healthy eating and good nutrition should be promoted in all school activities and programs which involve food and drinks.*
3. Oceanview Hotel approached the school about running a raffle for the school each week. Director approved at in March 2017 and approved again after item was discussed at the Term 2 week 3 P & C Meeting. That money is being used to fix, maintain or enhance the school grounds in accordance with the surveys done last year with our Kids Matter program. The walls that are being painted, signage around the school etc....
4. Naplan Online Trial Week 8
5. Dudley P & C are the key to many of the school’s achievements and have raised considerable amounts of money which have been used

to help purchase student resources and equipment such as computers, iPads, interactive whiteboards, playground equipment, Portable PA, stage curtains, stage lights

Tabled at the 13/2/17 P & C Meeting Ideas for funding

*School Bell System \$3,140

*Smart Board Replacement 2 \$10,000

*Computer Science Resources –Robots 5,000

*28 Chrome Book computers & Charger \$11,000

NSW Department of Education Nutrition in Schools

Why we need a strategy for providing healthy food and drink in NSW schools?

Health surveys show most Australian children need to make changes to their diet for their wellbeing, and to establish healthy eating practices in later years.

Their diets are low in nutritious food such as vegetables and dairy, so to maximise their health they need to eat less unhealthy food and drinks and replace these with healthy food and drinks from the five food groups.

In NSW, 22% of children aged 5–16 years were overweight or obese in 2015.

Healthy habits for life are set up in childhood – overweight children are more likely to go on to become overweight or obese adults, with an increased risk of serious chronic health problems.

It is a **Premier's Priority to reduce childhood overweight and obesity by 5% by 2025.**

With around half of all school students buying their lunch at school at least once a week, school canteens can contribute by supporting healthy eating through a revised **Healthy School Canteen Strategy** focused on increasing the availability and promotion of healthy food and drinks in schools.

The strategy is one of the Healthy Children Initiatives under the **NSW Healthy Eating and Active Living Strategy 2013–2018.**

Food and drink criteria

At least $\frac{3}{4}$ of the menu.

No more than $\frac{1}{4}$ of the menu.

No Health Star Rating (HSR) cut-off.

Health Star Rating (HSR) of 3.5 stars and above.

Portion limits for flavoured milk, juice and ready-to-eat meals.

Portion limits for all Occasional food and drinks.

Display, favourably price, promote and advertise Everyday choices.

Occasional food and drinks not promoted at point of sale.

*Sugary drinks are not to be sold in NSW public schools.

Schools will be supported and encouraged to achieve higher benchmarks for healthy food and drink options in their canteens.

What's changed?

- Two categories (Everyday and Occasional food and drinks) will replace the three traffic-light categories.
- There will no longer be two 'Red' food days per term. However, at the discretion of the principal a school may choose to invite the canteen to cater for a special event, such as a school fair, or school celebration. On such occasions, menu items can align with the school's plans enabling the school canteen to be fully integrated as part of the school celebration or special event.

NSW Department of Education

Nutrition in Schools Policy

All schools should promote healthy eating and good nutrition. School canteens are required to implement the NSW Healthy School Canteen Strategy that includes food and drink criteria.

1. Objectives - Policy statement

1.1

Healthy eating and good nutrition should be promoted in all school activities and programs which involve food and drinks.

1.2

The teaching of nutrition education is part of the Personal Development, Health and Physical Education (PDHPE) key learning area and is mandatory for all students from Kindergarten to Year 10. Teaching and learning and class activities in other key learning areas should reinforce healthy eating and good nutrition wherever possible.

1.3

School canteens are required to implement the Healthy School Canteen Strategy. This requires school canteen menus to comprise at least three-quarters 'Everyday' foods and no more than one-quarter 'Occasional' foods. Packaged occasional foods are required to have a Health Star Rating of 3.5 or above.

1.4

Schools transition to the revised Healthy School Canteen Strategy over a three year period, 2017-2019. A school's transition will be responsive to varying canteen operating arrangements, product availability, rural and remote locations and community and cultural expectations.

1.5

All sugar sweetened drinks as outlined in the Sugary Drinks Fact Sheet of the Healthy School Canteen Strategy are not to be sold to students.

1.6

Where school activities involve the provision of food and drink to the wider school community, consideration should be given to promoting healthy eating.

1.7

All canteen operators are required to notify the local council of their food activity details. All canteens will provide a safe and hygienic food service and comply with the Australia New Zealand Food Standards Code, Food Act 2003 (NSW) and Food Regulation 2010 (NSW).

1.8

Schools with preschools are required to follow the protocols of the Education and Care Services National Regulations (Regulations 77-80) ensuring healthy eating practices are promoted.

1.9

School activities that involve the provision of food will address the requirements of the **Anaphylaxis Procedures for Schools**.

2. Audience and applicability

2.1

All NSW government schools and preschools, parents/caregivers, the wider school community.

3. Context

3.1

The health and wellbeing of students is relevant to their learning and is important to schools. The present and future health of students can be enhanced by quality learning and positive experiences at school.

3.2

This policy contributes to the Premier's Priority (2015) to reduce overweight and obesity rates of children by five percent over 10 years to 2025.

3.3

The **Australian Dietary Guidelines (2013)** give advice on eating for health and wellbeing.

3.4 Legislation

- **Australia New Zealand Food Standards Code.**
- **Food Act 2003 (NSW) and Food Regulation 2010 (NSW).**
- **Education and Care Services National Regulations 2011.**

3.5

This policy should be read in conjunction with:

- **The Australian Dietary Guidelines 2013**
- **Student Health in NSW Public Schools: A summary and consolidation of policy**
- **Infection Control Guidelines**
- **Sponsorship Policy and Guidelines**
- **Student Welfare Policy**
- **The Wellbeing Framework for Schools 2015**

4. Responsibilities and delegations

4.1

Principals:

- oversee the implementation of school practices that are consistent with this policy and are responsive to local needs, including cultural diversity
- include their canteen operations in the school planning process
- enable canteen managers and canteen staff (including volunteers) to attend training opportunities relevant to implementation of the NSW Healthy School Canteen Strategy.

4.2

Directors, Public Schools NSW monitor the local implementation of this policy and report outcomes of local implementation to their Executive Directors, Public Schools NSW.

5. Monitoring, evaluation and reporting requirements

5.1

The Executive Director, Learning and Wellbeing is responsible for monitoring the implementation of this policy and reviewing its effectiveness every three years.

6. Contact

Leader, Health and Wellbeing (02) 9244 5321.

Dudley Public School P&C Treasurers Report 31st July 2017

Account Balances:

General

Available Funds **\$9882.97**

Uniform

Available funds **\$4360.90**

Canteen

Account Balance – Main \$6133.02

Card \$211.56

Available Balance **\$6344.58**

Total P&C Funds **\$20588.45**

- Second-hand clothes stall takings on the day \$1354.40 after costs of \$527.41 making a profit of around \$827 – this also includes covering cost of meat to be used for the Father's Day evening.
- Other expenditure since last meeting \$330 on vouchers for book week, \$300 for marketing of 125 anniversary, \$440 for materials for class artworks, \$1000 on insurance renewal.
- Woolworths / Coles business account. This should be relatively simple to set up at either store. They would issue a monthly statement and 30 day payment period. But minimum spend of \$500. It's unlikely that the canteen would spend that much per month but not exactly sure what they would do if we didn't spend that much?
- Merchandise for 125th Anniversary has been ordered – tea towel sample. Seeking approval to pay 2 invoices totally \$2623. All going well we should clear a profit on these of between \$1500-\$2000. More if we sell all the stock.
- As per auditors recommendations we should transfer some of the excess funds from both uniform & canteen accounts into general account.
\$1000 from uniform & \$2000 from canteen should leave them with enough for running costs.