

## Beaconsfield P&C Meeting

21<sup>st</sup> October 2009 @7.45pm

**Present:** Jenny Hart, Nikki Bowyer, Julie Miller, Alessandra Rossi, Sarah Grant, Cath Burns, Graham Dart, Louise McInnes, Conchi Chamizo, Olivia Samec, Dani Besson, Melinda Blagaich, Angela Perkins

**Apologies:** Heather Fairhurst, Lloyd Owens

**Minutes of Previous Meetings:** confirmed

### Reports:

REPORT	DETAIL	ACTION
Principal's Report	Tabled and presented. See attached.	
Treasurer's Report	Tabled and presented. See attached.	
Canteen Report	\$7947.24 in account. Melissa settling well into Canteen Manager role. Next year may wish to reduce to 3 days per week. Has requested that pay be distributed across the year to cover holiday periods.	<ul style="list-style-type: none"><li>• Dani proceed with spreading pay across whole year.</li><li>• Dani and Melissa organise purchase of new equipment to the value of \$500.</li></ul>
Uniform Shop Report	\$3797 in account. Have just ordered summer stock.	
Early Childhood SC	Christmas card fundraiser has raised approx \$1000. Request to "borrow" \$1000 from general account to cover printing costs of recipe book, and reimburse when books are sold. Have nearly all funds in place to proceed with last purchases for this year – need \$500.	<ul style="list-style-type: none"><li>• P&amp;C general account to pay \$1000 printing costs for recipe book.</li><li>• P&amp;C general account pay \$500 to ECSC to reimburse cash losses</li><li>• ECSC proceed with final purchases</li><li>• Next year offer Christmas card fundraiser to whole school</li></ul>

### Business Arising From Previous Minutes:

ITEM	DETAIL	ACTION
Financial Position	Funds were discovered to be missing from the P&C general account, plus cash amounts from the safe. This matter has been	<ul style="list-style-type: none"><li>• JM reimburse school for piano</li><li>• School proceed with purchasing</li></ul>

	<p>reported to police, an investigation has taken place and a person has been charged. Fraudulent cheques were involved and the bank has agreed to reimburse the value of these cheques (\$12,000). The bank manager has also offered to hold a fundraiser to help cover cash losses. WACSSO have agreed to waive affiliation fees this year. Many thanks to Cath, Julie, Sarah and Nikki for building a good relationship with the bank manager and working towards this successful outcome. Thanks also to Sarah for many hours spent liaising with Police on this matter.</p> <p>A review of existing policy and procedures found that they were generally sound. The following changes have been implemented to further tighten security:</p> <ul style="list-style-type: none"> <li>• Bank will only pay cash cheques to a maximum of \$200 at home branch</li> <li>• President has online viewing of P&amp;C accounts</li> <li>• Financial reports and bank statements to be presented at every meeting</li> <li>• Future treasurers will need to have a police clearance</li> <li>• Have cash book in safe to record cash amounts in and out</li> <li>• Consider purchasing separate safe for P&amp;C monies</li> </ul> <p>The most effective security measure is ongoing vigilance and scrutiny of financial affairs.</p>	<p>items on teacher's wish list – JM to reimburse school</p> <ul style="list-style-type: none"> <li>• JM implement cash book system</li> <li>• Cath and Julie explore options and obtain quotes for safe purchase and installation</li> </ul>
Sue Cahill gift	Jo Wicks has indicated that Sue would like a pair of shoes.	Cath arrange shoes – cheque given to value of \$150
Letter re: lead levels on railway at South Beach	Conchi sent letter. Received response saying that the levels on the track are higher than normal, but still acceptable for a commercial zoning which applies in that area.	Conchi send response requesting that adjacent playground be checked and querying effect of pedestrian traffic crossing railway.
Tea towel fundraiser	Cath would like to organise again.	Go ahead and organise before Christmas
Air conditioning	Cath presented report summarising research she has done so far (attached). One quote received for refrigerative a/c – approx \$93000.	Obtain an additional 2 quotes including for evaporative a/c. Revisit at next meeting.

**New Business:**

<b>ITEM</b>	<b>DETAIL</b>	<b>ACTION</b>
Chaplaincy	Next year there will be a shortfall in the funding for the Chaplaincy program (\$4000). Youth Care, the agency that is managing the program, has asked the school to pay this, and the school have refused. Youth Care has now asked the P&C to consider paying this. The chaplaincy program will continue to be provided next year despite the shortfall, but in future schools or P&Cs may be asked to contribute funds to the program.	P&C will not pay the shortfall next year.
Community Night 2009	Date set for 11 <sup>th</sup> December. Melinda, Conchi, Julie, Dani and Olivia are the organising committee.	Proceed with organising
Disco Term 4	Disco date 19 <sup>th</sup> November.	
P&C newsletter	Nikki proposing to put out a newsletter after each meeting to go out to school community.	Nikki go ahead with first edition
PP/Kindy playground area	Graham mentioned that there is no grass growing in this area and it is looking very shabby. Suggest some landscaping to make this space more durable, attractive and useable.	GD appeal to school community and particularly EC parents for people who can contribute skills, equipment, labour etc. P&C willing to offer financial support.
EFTPOS/click-clack	Cath suggested that P&C could set up EFTPOS for book pick up day at the start of the school year. Cost is low, and this would allow parents to pay for books, uniform and P&C levy in one transaction. Another option is to purchase a manual credit card machine (click-clack).	Cath check costs and present to next mtg.

Meeting closed @ 9.50pm

*NEXT MEETING 25<sup>TH</sup> NOVEMBER @7.45PM*