

Beverley District High School P&C

Meeting Minutes

Tuesday, 27th November, 2018
7.00pm – 8.30pm

Type of Meeting: General Meeting

Meeting Chair: Bruce Kilpatrick

Attendees: Bruce Kilpatrick, Carissa Shaw, Tim Elsegood, Jodie Bell, Kristy Parker, Mari Tita, John Hawke, Kylie Raftice, Wendy Moore

Apologies: Aliesha Murray, Jacinta Murray

I. Opening of Meeting at 7.08pm.

II. Approval of minutes from last meeting and business arising from the minutes.

Moved: Carissa Shaw Seconded: John Hawke

Business Arising

- Jo Rose is happy to continue on with cooking for the canteen in 2019.
- Wendy, Jodie and Kylie will assist with the "Thank a Volunteer BBQ" at the Cornerstone next Wednesday- Carissa will email Zoe for further details of what is required.

III. Correspondence In

- As per Correspondence Book

IV. Correspondence Out

- Thank you letter to Beverley Real Life Church
- Meeting Reminder and Agenda
- Beverley Blarney Notes
- Canteen Helper Roster Letters

V. Treasurer's Report

- See attached.
- Tim and Kylie have worked together on the financial reporting and will use an Xcel Spreadsheet provided by Jacinta
- Some continued issues with receiving invoices from the canteen- Kylie has a plan to address and will talk to Tim about this.
- Some larger canteen expenses in the set up have now been paid- banquet frying pans and meat thermometres.
- Good result from Shrek Supper.

VI. Principal's Report

- Thank you to the P&C for there support of the Shrek Production- Set Up, Pack Up and Providing Supper
- Benches for the High School Area have arrived and have been constructed and the students are starting to use. Monkey Bars are due to arrive in Week 10 of term.
- Chris Footer finishes in his role as chaplain at the end of 2019.
- K-PP Concert is on tomorrow night
- Presentation Night on Wednesday, 12th December- requested P&C support for supper on the night.
- Aware some of the KPP wish list items that were approved have been ordered but have not yet arrived.
- Wendy thanked the P&C for their contribution to the school in 2018- Big year for fundraising and in welcoming new families to the school.

VII. Sub-Committee Reports

a) Canteen

- Kylie Raftice has stepped into the Canteen Rep role (Thankyou!) and has taken on the job of collating the orders and counting and banking the money on a Monday.
- Kylie has sorted out the petty cash system and explained how this works to Jo. All balanced in the first week of use. Petty cash box has been kept in the drawer of the desk in the canteen, but for security Wendy suggested that this be relocated to the office.
- Packaging- Don't need to be using the boxed packaging for sandwiches/wraps/rolls- these can be wrapped in the greaseproof paper. May look into multi-use containers tat can be returned and washed in 2019.
- RBV Grant Opportunity- Hold over to 2019 once the Healthy Food and Drink Policy has been updated- Wendy will address this and circulate to the P&C Committee prior to the AGM.
- Parent Helper Roster- Carissa has liaised with Aliesha and these notes have been sent out to all families. Wendy will put a reminder to return the notes in the newsletter and on Connect.
- Special Canteen Menu for Week 10- Free Recess for all students, and chicken drumsticks and wedges for lunch.
- Jo has now completed the 'traffic light' training.
- Bruce thanked Maryka for her contribution to the canteen in 2018.

b) Uniform Shop

- Jodie has liaised with Megan to have the order sheet pricing updated.
- Faction Shirt Bulk order has been completed- some issues with forms being returned after the cut off date.
- Have done the first order using Hypersport- 3 week turn around time.
- Need to move to bulk order system (rather than the uniform shop being open after assembly) and advertise this to families.

That the uniform shop will operate using bulk order system, rather than after assembly. A bulk order form will be sent out week 10 of Term, due in Week 2 of the following Term (Connect reminder in Week 1). Six of each size only will be kept in stock for new students to the school.

All in favour.

c) K-PP Committee

KPP Concert is tomorrow night. Eggers/McGaw family are providing 'sleigh' transport for Santa- thankyou very much.

Book Awards purchased at Book Fair were paid directly from the KPP Account this year rather than having to reimburse teachers.

VIII. New Business

- a) Review Progress of High School Area- See update in Principal's report
- b) Fundraising Goals 2019- Carissa has adjusted letter (See attached) for distribution to DELT Teams in 2019- copy provided to Wendy to be distributed to teams. Wishlists due Week 4 of Term 1.
- c) P&C Event Signage- Carissa presented designs that have been done up by Jo Wheat (Thankyou!). Committee liked Design 6 with some minor changes to placement of the school logo. All agreed to proceed with ordering the large sized, double sided teardrop banner from Officeworks, at a cost of \$399 to promote the P&C. Carissa will liaise with Jo re- changes and submit order. Carissa acknowledged and thanked Jo Wheat for her support in developing the banner designs.
- d) Fundraising Opportunity with CRC- Volunteers to cook BBQ on 5th December- Wendy, Jodie and Kylie will assist with the BBQ. Carissa to contact Zoe for further details of requirements.
- e) Supper for Presentation Night- To be advertised in Newsletter and on Facebook. Mari volunteered to organize the tea/coffee/milk and urn. John will speak to Monica re- Large Water Container.
- f) AGM 2019- Carissa to advertise in January Blarney. Date set for Tuesday, 9th Feb at the School Library. 5 for a 5-30 start. Nibbles and Drinks to be provided and kids welcome to attend.
- g) Bruce thanked all P&C Committee members to their contribution to the P&C in 2018, and hopes that everyone will continue to be involved in 2019.

IX. Adjournment @ 8.20pm.

Next Meeting: AGM- Tuesday, 9th February at 5pm in School Library.

Beverley District High School P&C Association
Treasurers Report
For the period ended 25 November 2018

Reconciled Bank Balances as at 25 November 2018

	Opening bal 16/10/18	Bal @ 25/11/18	Movement
Main Account	\$ 10,834.30	\$ 10,953.25	\$ 118.95
Cash on Hand	\$ -	\$ -	\$ -
Canteen Account	\$ 9,204.64	\$ 9,834.34	\$ 629.70
KPP Account	\$ 2,412.55	\$ 2,515.95	\$ 103.40
Investment Account	\$ 15,526.91	\$ 15,529.02	\$ 2.11
	<u>\$ 37,978.40</u>	<u>\$ 38,832.56</u>	<u>\$ 854.16</u>

	Main	Canteen	KPP	Invest	TOTAL
Receipts					
Donations					\$ -
Uniforms	\$ 1,618.00				\$ 1,618.00
Fundraising	\$ 923.55		\$ 103.40		\$ 1,026.95
Canteen		\$ 865.05			\$ 865.05
Memberships					\$ -
Grant Monies					\$ -
Interest				\$ 2.72	\$ 2.72
	<u>\$ 2,541.55</u>	<u>\$ 865.05</u>	<u>\$ 103.40</u>	<u>\$ 2.72</u>	<u>\$ 3,512.72</u>

Payments

Admin					\$ -
Capital					\$ -
Canteen costs		\$ 326.37			\$ 326.37
canteen Wages					\$ -
Canteen Super					\$ -
christmas					\$ -
Uniforms	\$ 1,701.60				\$ 1,701.60
Fundraising			\$ 466.00		\$ 466.00
Wishlists					\$ -
disco					\$ -
Storm Water					\$ -
Insurance	\$ 330.00				\$ 330.00
	<u>\$ 2,031.60</u>	<u>\$ 326.37</u>	<u>\$ 466.00</u>	<u>\$ -</u>	<u>\$ 2,823.97</u>

Tim Elsegood
Treasurer

Haven't been provided with invoices for most of October and November for canteen
Judging by the canteen invoices from 23/10, approx \$87 was spent on food.
So for 6 weeks, approx \$550 would have been spent
Canteen made approx \$300
Shrek musical made \$835.05
Athletics afternoon teas by KPP made \$191
Outstanding payments are: Tables \$1265.50, trampoline for \$69.99 (KPP)

Beverley DHS P&C

John Street, Beverley, 6304

27th November, 2018

Dear 2019 Beverley Developmental Learning Team Teachers,

Re: 2019 Fundraising Goals

As you are aware, recent fundraising by the P&C has focused on specific grounds projects for the school and the students, namely the Nature Playground and a High School Area. At the September 2018 P&C Meeting, future fundraising goals for the P&C were discussed. The committee are very keen to see money raised by the P&C directly benefit the Beverley DHS students in their classrooms and learning environments, and to contribute to improved educational outcomes for our students.

We are seeking suggestions directly from the classroom teachers for the 'big ticket' items that will assist our students, which may not be covered or are, beyond the scope of your existing budgets. We would love for you to submit some wish list items (\$1500 to \$2000 in value) that the committee can review and prioritise for purchase. A brief description of the requested items, approximate value and anticipated benefit to the students will assist the P&C with their prioritisation of requests. We are very keen to see students at Beverley DHS using resources that are 'cutting edge' educational technology or support evidence based educational strategies.

We ask that you submit these wish lists to the P&C, by no later than Week 4 (Friday, 1st March) of Term 1. At this point, wish list items will be reviewed by the meeting and those items approved by the committee will be prioritised for purchase. Any fundraising in 2019 will focus on purchasing these resources for our students.

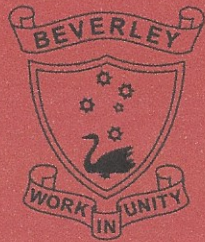
We look forward to receiving your requests, and seeing our students use some fantastic new resources in their learning areas.

Kind Regards,

Carissa Shaw

Secretary- Beverley DHS P&C

Be very supportive



BEVERLEY DHS P&C
Our community supporting our students