

Wahroonga Public School P&C Association

General Meeting Agenda

Date: Wednesday 22 March 2017

Time: 7pm

Venue: Staffroom

Please ensure you have signed the attendance register.

1. Acknowledgement of country and welcome all attendees

2. Apologies

3. Previous minutes - General Meeting held 15 February 2017

4. Business arising from minutes of previous general meeting

- *Traffic situation on Burns Rd - TM & RL*
- *Letter to PSSA President regarding number of teams participating - RL*
- *Qualifications of music tutors - TM*
- *Interrelate course - TM*
- *New Sports/Grounds subcommittee for projects such as amphitheatre - TM*
- *Band Festival Coordinator - TM*

5. President's report - RL

- *Review of staff hourly rates*

6. Principal's report - TM

7. Treasurer's report - AM

8. Uniform Shop Committee report - NH

9. Events and Fundraising Committee report - KW

- *Forecast for upcoming Social and Fundraising events - seeking P&C approval for the relevant spend for each event.*

10. Environmental report - AU

11. Spring Fair Committee - RL

12. Correspondence

13. General matters

- *Student Injury Insurance through the Federation of Parents and Citizens' Associations of NSW (letter attached) - NH*

Next meeting: Wednesday 10 May 2017

Wahroonga Public School P&C Association

General Meeting

7pm, Wednesday 15th February 2017 in the Staff room

1. Acknowledgement of country, welcome all attendees and President's address

RL opened the meeting at 7:09pm and welcomed new attendees.

Present: RL, TM, AM, KC, KG, JH, NH, TS, VH, JG, SH, IV, AH, KM, CC, DJ, AY, LC. PW, MJ, LR

2. Apologies

LH, AU, GS, JH, KW

3. Previous Minutes - General Meeting held on 7 December 2016

In relation to item 8, AM advised that he did not refer to 'ACNC' compliance. It came up in discussion. Therefore, minutes need to be amended as follows:

- 'In addition, he highlighted' needs to be replaced by 'In addition, it was discussed'
- 'ANCN' needs to be replaced by 'ACNC'

Accepted as a true and accurate reflection with the above amendments.

4. Business arising from minutes of previous general meeting

(a) Update on volunteer to chair Spring Fair Committee - RL to meet with one parent who may be interested in volunteering.

(b) TM to update on traffic situation on Burns Rd - TM advised that people are still driving incorrectly even though the traffic line has been extended. Relevant people may need to be lobbied to change traffic signals on Burns Rd. TM will continue to lobby and insist.

RL advised that he will follow up on the repainting which did not get done. RL will also follow up leaf cleaning as the truck blows leaves against the fence.

(c) Motion for P&C to contribute towards installation of classroom air conditioning units - TM advised the school is up to date with funding from the government of \$450,000 to cover all expenses. The Department will not cover air conditioning for schools like ours. TM advised that he will get air conditioning this year and will ask the community for help as 20 to 30 days each year are compromised because of heat. If parents will not help, he will try and organise expenses accordingly.

Agreed to discuss item in Principal's Report about air conditioning - TM advised a local contractor to partner with cannot be found. Also, when modifying a state government educational asset, the Department's asset management unit (AMU) must manage the process for quality control. The money needs to be transferred to the Department whilst the work is being done. A proposal was submitted in July 2016 identifying rooms needing cooling, confirming power is available from the street but some blocks need updating. AMU advised that the units will cost \$90 to \$100K. In 2017, a new rule states that any school installing air conditioning must install solar panels to offset the electricity. For our school, this cost is \$55K. Government pays half so additional cost is \$27,500. The electricity bill is approx. \$30K per year.

TM stated that the next step is to advise the AMU that the funds are available. TM is seeking the P&C's input into what to do regarding funding. One option is P&C contribute \$30K, parent voluntary levy contributes \$30K and the school \$60K.

Discussion ensued about parents who choose not to contribute. Most do but some object.

RL advised that P&C has about \$150K in cash.

IV noted that previous Principal, John B was against it as he had other priorities for spending.

TM's school priorities for 2017 are:

- extra staffing, including learning and support.
- library renovations
- air conditioning

If the school pays for all of the above, TM will receive a call from the Department.

AM advised that in a typical year like last year, fundraisers raise approximately \$48K. The P&C contributed to the school last year the amounts of \$50K for ICT upgrades and \$20K for staffing but these were earmarked from the previous year. The P&C has \$152K in cash. About \$50K is needed for the Uniform Shop. Some money is needed for running the Fair, audit and accounting expenses. AM advised the most that can be contributed is about \$80K or slightly more.

Discussion ensued about point of holding cash, the fact that Catholic schools have to spend what they raise and depriving current students of the use of money raised if not spent.

TM noted that the P&C can state it provided the money for air conditioning and the school can pay for staffing and the library. RL called it the 'one project' approach.

Motion - P&C to contribute \$80,000 towards air conditioning for the school.

Proposed - JH All in favour - **Motion Passed**

AM raised revised motion as the P&C can contribute more.

Motion - P&C to contribute \$85,000 towards air conditioning for the school.

Proposed - AM All in favour - **Motion Passed**

TM thanked the P&C for the contribution to the air conditioning.

(d) Auditor to be chosen for 2017 - See Treasurer's Report

5. President's report

(a) Grant - A federal grant of \$3K to \$7K to assist non-profits running events is available. RL will look into applying.

(b) Building and Community Grant - Our local member advised RL that grants are available for \$5K to \$30K. RL applied last year but an application could be made this year, for example, for the library upgrade. VH will ask her contacts in the community about grant writing and advise RL.

6. Principal's report

TM discussed his report, including about:

(a) Swimming Carnival - TM advised this year and next year at Knox are free as a result of the cancellation.

(b) School Contributions - TM sought feedback as to contribution amount. Discussed amount of \$50 per family which can be deleted if parents do not want to contribute.

(c) Volunteer Patches - Volunteer patches are available this year for parents who log 20 hours of volunteer work.

(d) New Education Minister - Rob Stokes is the new minister and TM hopes not much changes.

(e) Lost Property Coordinator - Karen C, the new coordinator did a good job of returning lost property.

Three new issues were raised -

(e) PSSA - MJ advised that there were a lot of disappointed boys after 3/4 soccer trials. TM advised that we cannot enter multiple teams but are now entering a girls team. Discussed canvassing other schools in Zone and if other Zones can enter multiple teams then maybe we can too. TM advised that Gala Days can also increase involvement at other times even though teachers are not keen on them. Agreed a letter to PSSA President should be sent from P&C. MJ agreed to draft letter for review with RL.

(f) Qualifications of Music tutors - DJ queried the level of qualifications of tutors. Parents do not know. TM to follow up.

(g) Interrelate - IV advised that this course gets run every 2 years for Years 3 to 6. It is run in the Hall for 1.5 hours or in the classrooms (although this costs more). TM to follow up.

7. Treasurer's report

AM tabled the Treasurer's report and thanked Jane F for her work and preparing all the documentation. In addition, AM advised that:

(a) Net Operating Profit - Approximately \$48K. Previous year was about \$35K. Music program has been transferred to the school with a net loss of \$5700.

(b) Item 2 - 2017 Budgets - Set at \$21,176 which is lower due to uncertainty around fundraising.

(c) Depreciation on Assets - Band room depreciation not been done. Needs finalising.

(c) Item 4(b) - Auditor - New auditor needed. Audited and closed accounts needed before AGM. Nicole O does Willoughby Public. Agreed to ask Nicole O if she has a separate auditor.

(d) Item 4(c) - Segregation of music accounts - In 2012, there was a requirement to segregate accounts but it was not done. It was unintentional. ATO could ask us to do it in the future. It is historical data. Majority agreed to leave it. AM will prepare a planning document for execution later if the work is required to be done in the future.

(e) Approval of 2017 Budgets - AM asked if enough time has been given for review of the budgets prior to approval. All agreed.

Motion - P&C to approve 2017 Budgets as set out in the report.

Proposed - HG Seconded - IV Nobody objected - **Motion Passed**

8. Uniform Shop Committee report

NH tabled report. In addition, NH advised that Flexischools was late to set up at beginning of term which affected orders.

TM also noted that if students wish to come in shorts in winter then it is ok.

9. Events and Fundraising Committee report

VH tabled report from KW who was unable to attend.

TM advised that the Golf Day will be on Friday 19th May.

Discussed having Father's Day event, maybe breakfast, if have Mother's Day stall.

10. Environmental report

Report attached. AU sends apologies.

11. Correspondence

No significant correspondence to report.

12. General matters

(a) Fundraising - Discussed spellathon and mathathon run by St Ives North for raising money. Social committee to consider.

(b) Amphitheatre - MJ raised use of amphitheatre. Discussed improving as a community project possibly with help of C3 Church who use the hall. A grant application would help. TM to raise new Sports/Grounds subcommittee at next meeting.

(c) Band Festival Coordinator - Still needed.

Meeting closed

Date of Next Meeting - 22 March 2017

List of Events - F

Event #	Event Name	Event date
1	Swimming Carnival Canteen	1st March 2017
2	School Disco	24-March-2016
3	Barefoot Bowls	31st March 2017
4	Mothers Day Stall	01-May-2017
5	Kids Movie Night	01-August-2017
6	Fathers Day Breakfast	01-September-2017
7	Spring Fair	9th September 2017
8	Halloween Event	31-October-2017
9	Breakfast BBQ #1	Term 1
10	Breakfast BBQ #2	Term 2
11	Breakfast BBQ #3	Term 3
12	Breakfast BBQ #4	Term 4

forecasts		\$23,955
Cost	Revenue	P/L
\$ 600.00	\$ 1,700.00	\$1,100
\$ 3,000.00	\$ 5,000.00	\$2,000
\$ 500.00	\$ 500.00	\$0
\$ 1,800.00	\$ 3,000.00	\$1,200
\$ 715.45	\$ 2,270.00	\$1,555
\$ 500.00	\$ 1,000.00	\$500
\$ 10,000.00	\$ 30,000.00	\$20,000
\$ 500.00	\$ -	-\$500
\$ 400.00	\$ 200.00	-\$200
\$ 400.00	\$ 200.00	-\$200
\$ 400.00	\$ 200.00	-\$200
\$ 400.00	\$ 200.00	-\$200



December 2016

STUDENT INJURY INSURANCE – YOUR SENSIBLE INSURANCE CHOICE

Dear P&C Associations and Principals,

Is your community aware that the NSW Department of Education (DOE) does not provide, nor has it ever provided accident or medical insurance for students enrolled in government schools? Rather, the department is insured so that it can meet the financial impact of any legal liabilities arising from its activities. The NSW Treasury Managed Fund provides cover for the department's day-to-day activities. The public liability component covers breaches by the department in its duty of care to students that result in claims for compensation.

It is typical that when families are alerted to this fact that the parents of enrolled students look for an insurance product that covers their children for accident, injury or death.

A group personal accident and sickness policy is available to government schools through the Federation of Parents and Citizens' Associations of NSW. Parents are unable to insure children individually. Each school (either through the principal or the school's parents and citizens association) is able to participate on a whole-school basis with the cost calculated on a set fee per student.

The policy covers a wide range of injuries and the permanent total loss of the use or functioning of certain body parts.

This policy is not restricted to school operating hours. And the great news for Principals and School Administration is that there is no paperwork other than the purchasing forms and if required claim form. Where a claim is required to be made P&C Federation and the insurance underwriters handle the process from start to finish.

Unfortunately, a lot of our school communities have experienced accidents where students have been involved which result in injury or even worse yet death. P&C Federation regularly witness claims under the Student Injury Insurance policy which have provided medical and monetary relief to distressed and affected families.

What are the benefits of having Student Injury Insurance?

- Reasonable price
- Peace of mind in knowing those financial expenses will be lessened in the event of an accident.
- The insurance company handles the claim process from start to finish.
- Death cover for all students.

For school communities who take up this policy, cover will commence from the first day of Term 1. The premium must reach our office by **11 April 2017** for cover to be inclusive from the commencement of Term 1. Cover can be purchased after this time; however, the policy commences from the date of acceptance of the application and premium. **full premium applies pro rata**

To purchase Student Injury policy from P&C Federation all you have to do is complete the 2017-2018 Student Injury Insurance application form; [click here](#) this is an online form and can be submitted and payment can be made in a number of ways. Your P&C Association must be a P&C Federation member in order to purchase the Student Injury Policy.

Affordable cost for peace of mind

\$4.37 per student 1-499

\$3.96* per student 500-999

\$3.56* per student 1000-1499

\$3.15* per student 1500+

*Please note price per student is INCLUSIVE of GST

Period of Insurance: 1 February 2017 through to 1 February 2018.

The policy applies to all students enrolled at your school. The premium is calculated on a per student basis. This policy is not available on an individual student basis.

Frequently asked Questions?

Are school excursions covered by Student Injury Insurance?

YES, all school activities are covered.

Is ambulance cover included in Student Injury Insurance?

YES, Australia wide ambulance trips are covered.

Does Student Injury Insurance cover students whilst at home or at a family event?

YES, this Policy covers students 24 hours 7 days a week.

Is ambulance cover included whilst at home?

Yes, Ambulance trips are covered up to \$1000

Is this policy Australia-wide?

YES, the policy provides Australia wide coverage for every student.

How soon does the claim have to be made after the incident?

As soon as possible, however no longer than 18 Months after the incident occurred.

<u>Types of injuries covered:</u>	<u>Paid</u>	<u>Payment Type</u>
Child suffers an injury from playground equipment	\$658.05	Non-Medicare medical expenses, cash benefit
Knee injury and ACL (anterior cruciate ligament) reconstruction surgery	\$1,325.30	Broken bones benefit, medical expenses
A girl breaks radius and ulna in her right hand.	\$1,334.11	Broken bones benefit, medical expenses
Child is fatally injured in a car accident	\$12,500	Death benefit
Child tragically killed in a pedestrian/ accident	\$12,500	Death benefit

Dental (cover 1 only – this applies to School activities) – Around a quarter of all claims are related to dental and whilst under the policy is an at school provision it is still great protection against accidents and expensive dental bills.

A student suffers from major trauma to 2 (two) front teeth and lip, paid \$1,291.95 for dental costs and plastic surgery (dental expenses, cash benefits, plastic surgeon)

Broken front tooth, paid \$2,793.25 (dental expenses, cash benefits)

Chipped front tooth, paid \$1,059.25 (dental expenses, cash benefits)

P&C Federation's Student Injury Policy caters for all students enrolled at school. This cover is provided 24 hours a day 7 days a week.¹ The cover isn't just for these broken bones and ambulance trips, this great policy also covers dental, non-Medicare medical expenses, and small property losses. Better yet this policy provides bed cover and student tutorial benefits.

¹ See Product Disclosure Statement

Cost associated with Student Injury Policy?

As a parent and carer you don't want the unexpected expenses of unplanned out-of-pocket costs/medical costs. Student Injury Insurance may be just the peace of mind you need. A one of payment is all that is required to purchase this policy, there are no ongoing costs.

This policy is a sure way of making sure a duty of the care is provided to the school community.

Kind Regards,

Ela Comertpay
Insurance Officer

