



P&C

Date: 23/05/2024

Start Time :18:00

📅 Finish Time: 20:00

MEETING AGENDA

Attendees: Erin H, Vanessa L, Shanna A, Nive C, Christina H, Giacomo V, Kylie R, Tracey B, Shannon B, Principal -Kim Witt

Apologies: Jess S

Acknowledgement of Country: Vice President – Shanna

Acknowledgement of Previous Minutes: Shanna, and Vanessa Second.

Introductions were made for new members present.

AGM Elections completed and attached separately – Found under 2024 AGM Minutes

General Business

Principal Report:

To be added

President Report: Vanessa L

Thank you all for being here tonight, and being part of the TPS P & C. As we all know, P & C plays an integral part of any school, and although it's always the same handful of people making it work, it's always being done with the school's best interests at the forefront.

The staff of TPS always goes above and beyond for our little people, therefore another big thanks to all the staff at Toronto Public School for another great year of teaching. Not everyone can see how challenging the role of being a teacher can be, and the obstacles and barricades that are often faced by teachers, yet they continue to show up each and every day because it's the kids that they are here for.

To those extra volunteers that have helped at various times throughout the year, another big thanks to them. Any amount of time that our school and community members can contribute is greatly appreciated. From events like Mothers & Father's Day stalls, school concerts, selling raffle tickets,



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wrapping gifts, food prep, canteen helpers - it's all hugely appreciated.

As we all know, we are all super busy people who take time out to try and support our little school as best we know how. The P & C paid for the swimming lessons bus late in 2023 which was a huge success and will be happening again in 2024. Unfortunately, costs are forever increasing which makes fundraising often tricky to get us where we would ideally like to be. P & C ran the Easter Egg raffle along with 100 club raffles at a number of school events which are always a success.

Movie ticket drive, online pie drive, the secondhand clothing pool, food boxes at the end of year concert, the raffles at other events which have been hugely successful, thanks to those who have gone out of their way to organize vouchers and donations from the local businesses which are always happy to support our school. And a very exciting accomplishment was getting someone in to run our little canteen 2 days a week!! Such a relief!! None of these things can happen if there is no P&C.

Being on the P&C you really do get a better understanding of how much hard work and dedication is put in from the principal and staff, to make a school operate smoothly. And lastly, to all of you, thank you. The time and effort that you all put into supporting this P & C is phenomenal and should be commended.

Each and every one of you put in so much of your own time and effort and are a bunch of ideas people!!! The P & C wouldn't be as successful if it wasn't for you. The fundraising, uniforms, the finances, the fancy social media posts and reminders, the ideas for raffles and chasing up donations and vouchers, it is amazing and so appreciated - a huge thank you to all of you. And lastly, as you are all aware, I will be stepping down from the executive roles within the P & C.

On a personal level, the last 12mths have been pretty tricky for me with some ongoing health and family challenges, and I feel that I am no longer present at the school to do the role justice and be able to support the school & the P&C the way it should be. Good luck for the 2024/2025 year, and may the force be with you all, Thanks.

Treasurer Report: Shannon B

Current Bank Accounts:

Canteen: \$8,980.30

Canteen Renovations: \$31,518.67

P&C: \$23,971.24

Uniform Shop: \$2,152.13



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Proposed Changes to banking for P&C

Where possible payments to be made via funds transfer and moving away from cheques.

- Cheques are becoming obsolete, and we need to investigate payment alternatives.
- Getting a second signature on a cheque is hard due to work commitments.
- All accounts are 2 to sign so second point of verification is needed for any funds to leave accounts
- Descriptions can be put down for what transfers are for making payments easier to identify compared to cheque numbers only being listed on statements
- If transfers are approved, first time payments will include a receipt showing the account details of payee to confirm details of payee.

Proposed Changes of paying funds via bank transfer motioned and agreed by all members.

Canteen petty cash

- Proposition to bank transfer to be sent to canteen manager or treasurer to withdraw cash for canteen purchases. All petty cash purchases are documented and tracked.

P&C Members discussed and proposed that Yasmin (Canteen Supervisor) to be provided with a bank card to use for Canteen Petty Cash. All Members agreed and motion was passed to open an additional account with bank card attached for Canteen Supervisor to use.

Discussions had regarding situations where volunteers would need to use the card and discussed that the card can only be used by Yasmin and Volunteers to be reimbursed with petty cash.

Bank Accounts to be Changed to the Newcastle Permanent

Due to the closure of current Bank Services in our local area and the difficulties with using current Banking Provider due to same. Motion raised to change all Bank Accounts from Westpac to Newcastle Permanent. Motion passed by all members.



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Business Arising

Oosh Presentation - Kylie R

Kylie raised and presented findings collected regarding current need in the community for a Before and After school provider to be run out of the TPS school. Discussions raised and presented to members outlining the current statistics and problems faced by our local communities and families requiring and needing this service.

Requests made to provide surveys to parents and carers who would benefit from a TPS OOSH serviced to determine the need currently, Kim Witt to investigate further.

Next Meeting Schedule: Tuesday 25th June