

**COFFS HARBOUR PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION**

**MINUTES OF THE MEETING OF 12JUN06**

1. **Opening** Meeting opened 7.00pm with President Alex in chair.
  2. **Acknowledgement of Country** Alex acknowledged the Gumbayngirr people as traditional owners of the land.
  3. **Attendance** Ian Muldoon, Yarob Haddad, Alex Guise, Raymond Spies, Robyn Spies, Deborah Polack, Elaine Norman
  4. **Apologies** Amanda Langfield
  5. **Minutes** Robyn Moved Raymond Seconded *That the minutes of the meeting of 9May06 be accepted as a true and accurate record of that meeting.* **Passed**
  6. **Matters Arising** Ian acknowledged that he erred in the dates for the meeting. Meetings are on the second Tuesday of each month during Term and should have read Next Meeting 12Jun06.
  7. **President's Report** Alex advised that all ribbons for the School Carnival on 15Aug06 had been donated to the school.
  8. **Treasurer's Report** Robyn reported that the Mothers' Day Stall had made \$456.75. Account balance is \$7479.71.
  9. **Canteen Report** In April the expenditure of \$2925.38 exceeded income of \$1717.90 as there was trading for only 9 days.
  10. **Principal's Report** (see attached)
  11. **General Business** a. Deb suggested she send letter of thanks to Homeshop Warehouse as one had not been sent. b. Elaine noted concerns of Mrs Guilford regarding soap in children's toilets and Ian agreed to investigate subject of soap dispensers and mirrors for Primary schools. C. Ian tabled memo from Federation of P&C reminding associations of obligations to audit P&C accounts every year. Meeting agreed that this will be done for AGM of 2007. Secretary and Treasurer to liaise regarding signatories, bank statements, monthly reports etc.
  12. **Next Meeting** 8Aug06 7.00pm
  13. Meeting Closed 7.50pm
- Ian Muldoon Secretary, 0423974270

## **Principal's Report**

### **Staff News**

Our school is very close to being allocated an additional teacher. Since the beginning of the year our school has grown by an additional ten Y1 students, three Y2 students, nine Y4 students and one Year 5 students. The total school population stands at 316. Classes sitting above currently recommended size by DET standards are the Year ½ classes. An additional teacher would support these classes.

**Maintenance** – we have received quotes for the demolition of the bike shed – all are outside the budget of \$1600.

We are still seeking quotes for construction of entry paths to the school. One alongside the OOSH building where the “kiss and drop” parking will be and another near the bike shed that will be wheelchair and pram accessible.

**Website** – The website is looking magnificent and is very close to being ‘open to the public’. Our school community has an extreme appreciation of the work undertaken by Ms Libby Feez in the construction of this website.

This week, I and two other staff were trained in the DET Secure Internet Browsing and Email. This will all be happening in the next few weeks. Children will all be given an email account. They will be able to email other students and teachers within the school. Children will need to be educated to understand they should not give their email address to anyone they do not know and to alert an adult if they receive inappropriate emails. At school they will be able to use the internet through a very secure program. They may use this same account through the home but the internet will not have the same protection. Parents will need to remain vigilant in their children’s use of the internet. Parents will have the opportunity to exclude their children from having an email account.

**Anaphylaxis** – All Principals in our district were recently trained in supporting students in our schools with severe, life threatening allergies. All school staff will be trained prior to Term 3.

**Traffic management in Coffs harbour Public School Zone:** The Coffs Harbour City Council has responded with a report on the meetings held on the 14<sup>th</sup> and 20<sup>th</sup> March this year. I will table this report for open discussion.

**Security** – The Police Crime Management Unit has offered the school some advice on making our school safer place for our students. One recommendation is that all visitors to the school must report initially to the office and obtain a visitors pass/badge before proceeding anywhere else in the school.

Elaine Norman  
Principal  
13Jun06