Why a separate P&C newsletter?
Throughout the course of last year, we received feedback that parents were not reading much of the school newsletter, rarely getting beyond the first page. As a result, the P&C updates were being read by only a few families within our school community.

In an attempt to increase awareness of P&C happenings, this year we will be issuing a separate P&C newsletter, via email each fortnight, that will be used to:

- highlight canteen specials
- offer uniform shop reminders and second hand sales
- promote upcoming P&C events and include the relevant order forms
- be the key communication vehicle for Spring Fair (on Spring Fair years)
- support our paid advertisers and honour our agreement with them by allowing increased awareness and recognition of their advertisements in our newsletter

This new approach also supports the school’s aim of “going paperless” with even term accounts and all permission slips being emailed to parents this year.

Our focus for 2015
You will recall that last year we undertook a survey to gain your opinion on the future direction of fundraising at Glenhaven. Using the results of this survey as a starting point, there was a great deal of discussion about the future of fundraising at the last couple of P&C meetings held in 2014.

At the P&C meeting held last November, as a group we agreed that in 2015:

- A voluntary, annual P&C contribution will be introduced (no greater than $100 per child capped at 3 children per family currently attending the school) instead of a series of fundraising activities throughout the year. This annual contribution will not apply on the year that Spring Fair is held
- Spring Fair to be held every second year, with the next Spring Fair being held in 2016
- We will continue to invite local businesses to advertise within the school newsletter
- We will implement a theme/mufti day once a term, requesting only a gold coin donation
- We will continue to hold a Mother’s Day and Father’s Day stall each year
- The P&C will continue to host and fund community events such as the Welcome BBQ
- We will adopt a consistent policy on the Recognition of Achievement and Financial Contribution towards expenses by the P&C Association, effective Term 1, 2015. More details will be outlined in the next P&C update
- The canteen will continue to operate 5 days a week, for both recess and lunch, during school term
- A voluntary, canteen specific levy will be introduced to allow families to explicitly demonstrate their support for the canteen and strive to cover the current financial loss in the canteen
- A canteen subcommittee has already been established to undertake a review of the operations within the canteen to increase revenue and lower expenses

**Canteen Capers**

We have had some price rises in the canteen this year mainly treats such as chips, ice creams etc. Please check Flexischools and the website for changes.

Sushi is up and running again this week, so don’t forget to place your order on Wednesday for your “Special of the Day”. Our other delicious specials will start over the coming weeks as orders increase. Make sure you check your Flexischools for what’s available.

**Our first treat day is coming for Valentine’s Day which will be available on Friday 13th February for recess only.** Check out the details below and use Flexischools to place your order. **All orders must be in by Tuesday, 10th February.**

We are starting a new system this year with lunches that have been left at home or not ordered. If your child doesn’t have any lunch we do try to contact you if time permits. We will supply lunch and give your child a written invoice and also email you for payment. You can pay the canteen direct.

Some days we are just not feeling the love and we need more of you to come and help out. If you can help, please contact me on 9899 1146 or 0404 433 157 or send an email to glenhavencanteen@gmail.com

Loving to be here over the next couple of weeks are:

- **Tuesday 3rd February** - Kath Dalla Fontana, Skye Tesoriero
- **Wednesday 4th February** – Ann Andrew, Linda Edwards
- **Thursday 5th February** – Anita Rose, Milly Fragale
- **Friday 6th February** – Sandra Blake, Kim Caie, Gail Cobb
- **Monday 9th February** – Liz Richardson
- **Tuesday 10th February** – Denise Maistry, Cindy Edwards
- **Wednesday 11th February** – Lisa Broome, Breda O’Sullivan
- **Thursday 12th February** – Fran Etherington, Keli Roberts-Frost, Jaz Dowdeswell
- **Friday 13th February** – Donna Lowe, Rachel Hanigan, Simone Ridley, Nicole Matalavea
- **Monday 16th February** – Angela Bevan, Carmel McConkey
- **Tuesday 17th February** – Jodie Wells, Anita Stepniewski

Loving it,
Big Red xx
Valentines Treat Day

“Love Is In The Air”

“Love is in the air, everywhere you look around”. So why not do a bit more loving at Glenhaven Public School “The Only Place to Be” on our Valentine’s Treat Day, Friday 13th February.

You can order your loved one a delicious Sweetheart Vanilla Cupcake and drink of choice for only $5.00. Gluten Free is also available. This is for recess only.

The way to their heart is through their stomach!

Orders can now be made through Flexischools. The cut off is Tuesday, 10th February at 9.30am.

If you haven’t registered with Flexischools yet, you can place your order in Big Red’s mail box by Monday, 9th February.

Our canteen is proudly supported by Guardian Realty

Annual General Meeting (AGM)

The Annual General Meeting for the P&C Association is normally held in February of each year. Now that we are an incorporated P&C Association, as part of the Annual General Meeting we are required to table the independently audited financial accounts of the P&C Association for the previous year. An audit of our financial accounts is currently being undertaken. A date for the 2015 AGM will be set shortly.

In the meantime, we are gathering nominations for each of the key positions for the P&C in 2015. The positions are:

- **President** – is responsible for the successful functioning of the P&C Association. This person will chair the monthly meetings and is expected to provide a forum for parents to openly discuss issues whilst impartially guiding discussions towards productive conclusions. In this role, you will work closely with the Principal and staff to enable the P&C to assist with school needs and activities. You will also be required to communicate to the school community regularly through updates and may also be asked to represent the P&C at some school events such as Kindergarten orientation and Presentation Day. In this role, you will also be a signatory to the bank account.

- **Vice President: Sponsorship** – is responsible for sending out requests for sponsorship and coordinating advertising within our P&C newsletter. In this role, you will liaise closely with sponsors and advertisers to secure their contribution/donation/payment. A database of sponsors has already been established. You will work closely with the President to ensure that all of our commitments to our sponsors/advertisers have been honoured. Most of the work involved in this role can be undertaken at home with access to a computer and a phone. There is no obligation to attend every meeting or be involved in every activity.

- **Vice President: Event Co-ordination** – is responsible for coordinating the running of events such as Welcome BBQ, Movie Night etc. In this role, you will coordinate the support of volunteers within the school community and work closely with the President to ensure all compliance requirements are met for each event. In the absence of the President, you will be asked to chair the P&C monthly meeting.
- **Treasurer** – This person is required to have some skills in book keeping or have an accounting background. The Treasurer attends each meeting and provides a monthly reconciliation of the P&C accounts. In this role, you will be responsible for the financial planning, budgeting and cash flow of the P&C Association. You will be responsible for preparing a full statement of the financial position of the P&C Association and ensuring that the accounts are independently audited each year. You will be a signatory to the bank account and be responsible for banking money/ drawing cheques as required.

- **Secretary** – This person attends every meeting and documents all business discussed. A typed set of minutes is required for each meeting. These will be tabled at the following meeting.

- **Uniform Shop Coordinators (2 required)** – are responsible to the management of stock and the day to day running of the uniform shop. This role is supported by a Uniform Shop Treasurer.

- **Uniform Shop Treasurer** – This person is required to have some skills in book keeping or have an accounting background. In this role, you will attended each meeting and provide a monthly reconciliation of the Uniform Shop account and ensure that the financial position for the uniform shop is submitted to the Treasurer for the audit at the end of each year. You will be a signatory to the Uniform Shop bank account and be responsible for banking money/ drawing cheques as required.

- **Canteen Treasurer** - This person is required to have some skills in book keeping or have an accounting background. In this role, you will required to attend each meeting and provide a monthly reconciliation of the canteen account and ensure that the financial position for the canteen is submitted to the Treasurer for the audit at the end of each year. You will be a signatory to the canteen bank account and be responsible for banking money/ drawing cheques as required.

- **Newsletter Coordinator** – is responsible for coordinating the content and formatting the P&C Update newsletter each fortnight during school term

- **Mufti/ Theme Day Coordinator** – involves preparing the note to parents and securing volunteer support from parents to collect donations at each gate on the morning of each mufti/theme day.

- **Mother’s Day Stall Co-ordinator** – involves sourcing, ordering and wrapping gifts, collating the orders from the children and coordinating the running of the stall on the day.

- **Father’s Day Stall Co-ordinator** - involves sourcing, ordering and wrapping gifts, collating the orders from the children and coordinating the running of the stall on the day.

- **A class representative for each class** – who are vital in helping us create a sense of community within the school. The role of a Class Representative involves:
  - Being the invaluable link for your class, by presenting the ideas and/or issues of parents in your class to the P&C
  - Proactively advising parents of your class on the ideas and/or issues that have been discussed at P&C
  - Attend P&C meetings whenever possible
  - Be the point of contact for your class for school wide activities including:
    - Co-ordinating volunteer support for Spring Fair
    - Co-ordinating the preparation and collection of props and costumes for each child in your class for the annual dance concert
- Collecting contact details from the parents of each child in your class and collating a contact list that is distributed amongst parents in your class
- Organise social events at either the class or grade level (ideally once per term)
- **Optional:** Co-ordinator of a class gift for your teacher at the end of the year

*Please consider becoming involved so that we can continue to make our school “the only place to be” for our children. Please send nominations to glenhavenpublicschoolpandc@gmail.com*

**Next P&C meeting**

Our first P&C meeting for the year will be held next **Tuesday, 10 February 2015 at 7pm** in the staffroom.

Come along and be an active part of deciding how our funds raised in 2015 will be used within our school. Everyone is welcome to attend. It would be great to see new, smiling faces!

Kath Dalla Fontana  
President  
P&C Association