GENERAL MEETING
MINUTES
MT BEAUTY PRIMARY SCHOOL’S PARENT CLUB
THURSDAY 27 NOVEMBER
7.30PM AT THE SETTLERS TAVERN

Present: Heather Rookes, Angela Toniolo, Carol Johnstone, Leanne Bower, Corrie Flattum

Apologies: Lisa Drew, Tony Keeble

Minutes from previous meeting
The minutes from the previous meeting held on Tuesday 21 October 2008 were read.
Accept: H Rookes  Second: A Toniolo

Business arising from previous meeting
1. Chocolate Drive – Leanne has taken over this from Kath. As Kath is currently away, Leanne will catch up with her in the next week to follow this up.

2. Canteen policy – the policy sub committee has met and ratified the canteen and healthy foods policies.

3. Miessence order form – the committee approved of Lisa’s form, which will go out to the school community early next week.

4. Working Bee – this was held on Sat 22 November. Due to bad weather, not many showed up, but Tony and his crew got some much needed pruning and cleaning done.

5. Geoff Lacey’s offer – Leanne is still working on this, and will provide an update at the next meeting.

6. Healthy Bones School Canteen Award – Heather has purchased a package from the VSCA, which includes a program, recipes, and tuck shop ideas. She also wants to make some purchases from Nutrition Australia, and acquire the sex education book for parents to borrow.

7. P&C Awards – we did not win the state category, so that can only mean we’re in with a good chance to win the national award! We did however get a magnificent hamper valued at $150 for being one of the first 100 entries, so this will be our Christmas hamper for this year.

8. Swimming bag fundraiser – 35 bags were ordered, and will arrive in term one 2009. We will promote purchasing the remaining stock in the first newsletter for the year.

Reports
President’s Report
Heather is off to the VSCA Conference and Award Night on December 1 and 2. A full report of events will be given at the next meeting. She also asked about the availability of school council minutes. Angela to follow up. For 2009, Heather would like to encourage parents to pass on their ideas about the school to Parent Club. We need to make it clear that we are approachable about suggestions and recommendations, and greatly welcome input. Leanne recommended a “suggestion box” to make it less daunting for parents who may not want to participate in Parent Club but have good ideas to share.
Accept: C Johnstone  Second: L Bower

Treasurer’s Report
Compiled by Sue Roman and tabled at meeting. As of Thursday 27 November, 2008, the balance is $14178.41
Accept: A Toniolo  Second: H Rookes
Canteen
Heather would like to offer Year 6 their “Favourite Meal Deal” on Friday 12 December. She will discuss this with Julie Ryan. Before the year is up, she would also like to complete the canteen food safety plan and procedure sheets, and re-organise the canteen. The old freezer must be emptied and removed to allow for more shelving. For 2009, she will concentrate on: acquiring her certificate of recognised learning to enable her to train up others, properly adopt the canteen monitor program, train secondary school students in food safety, continue her pursuit of a kitchen garden, and introduce the “Class Adopt a Day” program for snack times. Heather also wonders what ever happened to the “Kids in the Kitchen” program that was run in conjunction with the NHC, Barb Kiek and the primary school?

Accept: L Bower  
Second: A Toniolo

Uniform
The swimming bag order has been placed. When the pool opens for business, we will push our rash tops again.

Accept: H Rookes  
Second: L Bower

Fundraising
Leanne would like to introduce the Ginger Bread House fundraiser next year for parents. Heather would also like to see a fundraiser involving the children, like a fun run.

Accept: C Johnstone  
Second: A Toniolo

Correspondence
Incoming – invitation to VSCA 2008 Canteen Awards, fundraising information, VSCA package
Outgoing –

General Business
1. End of year report – Heather would like to put together an end of year report, highlighting our achievements and struggles. Angela will go through the minutes to pull out items. A report, or round up of the year that was, will be compiled and sent home to families in the hope of keeping them better informed and educated about what Parent Club actually does at the school and for the school.

2. Snack time – the canteen is now open every Monday and Wednesday between 11am and 11.20 am for students to purchase snacks directly across the counter. This is in response to the lack of helpers for Wednesday lunch orders, and in an attempt to keep stock moving, keep money coming in, and keep trying to get more canteen helpers! There is the perception out there that the canteen may not open next year – TOTALLY UNTRUE!

3. Christmas Hamper – tickets will go on sale for $2 each or 6 for $10. Tickets will be sent home with newsletters next week. Corrie and Heather will also sell tickets outside FoodWorks for a couple of days to boost sales, and we will seek an ok for a table to be set up at the concerts on the 10 and 11 December at the community centre to sell tickets. The raffle will be drawn at school assembly on Friday 12 December. Stubs and money will be due back Wed 10 December. Angela will take a photo of the hamper for the newsletter.

4. The Canteen Break-up Party – if there is nothing else on (eg Volunteer Morning Tea, class activities), we will have the break–up on Tuesday 9 December, 10am in the canteen, RSVP to Sue at the school by Thursday 4 December. Angela to organise invites (remind parents to BYO food for attending toddlers).

5. Reduce the Waste – Heather would like to formulate a proposal (for school council/Tony and staff?) regarding the reduction of promotional material sent home with our students. Our students are told to bring “rubbish free” lunches to school, but then bring home countless sheets of promotional material after special events and performances. The concern is the mixed message our school is giving – one rule for the students, another for the school. Heather suggested that perhaps a notice board could display the promotional flyers and brochures from the performers and guest speakers to our school which the parents can then view and request copies of what they actually want to take home. Tony and Sue will now vet all incoming material. Carol suggested erecting a “Parent Noticeboard” down at the tennis court end of the school. This could be very handy for posting lots of parent related news items.
6. Ordering Lunch Online – see article below. To be looked at in more detail in 2009. We need to keep an eye out for a suitable program.

7. Parent Club Online – putting Parent Club on the school website so parents can readily access menus, the uniform shop, canteen rosters, fundraising calendar, etc. Angela to follow up with Tony.

8. The 2009 Fundraising Calendar – see suggestions below.

Other General Business
1. Food additives – Lisa Drew provided an article she would like to put in the school newsletter about food additives and children’s behaviour.
2. Girls’ summer dresses – some parents are getting summer dresses made up for their children to wear to school. Parent Club would like to establish what the school policy is on dresses, ensure this information appears in the school’s uniform policy and handbook, and have a reminder in the newsletter at the end of this year and at the beginning of next year so parents know what is deemed appropriate or preferred, and for what reasons, and to continue to encourage purchases from our uniform stock. Angela to follow up with Tony.

Next meeting
Tuesday 16 December. To be confirmed.

Meeting closed
10.10pm

Canteen Policy

Rationale:
- Offering students a fun and healthy menu will allow them to actively make good food choices and lead to establishing good eating habits for life.

Aims:
- To provide healthy food at a reasonable price, whilst still maintaining a profit as our canteen substantially contributes to our fundraising budget.
- To promote a healthy balanced diet by offering a choice from all the food groups. Meal deals offered every fortnight reflect this (a healthy main, fruit and juice are balanced by a sweet treat).
- To work with teaching staff, when needed, to support curriculum activities involving health, nutrition and food preparation.
- To support other fundraising activities, sports days and special occasions with the supply of theme food and meal deals.
- To work with other groups using canteen facilities and equipment ie sharing equipment and resources and helping with food preparation with out of hours school care and active after-school programs.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

Proposed PC Fundraising Schedule for 2009

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Organizer(s)</th>
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<tbody>
<tr>
<td>Jan/Feb</td>
<td>Mtn Bike Ride BBQ ? Fun Run</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Chocolate Drive ? Easter Raffle</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Music Festival</td>
<td>Heather &amp; Angela</td>
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<tr>
<td>May</td>
<td>Mother’s Day Stall</td>
<td></td>
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<tr>
<td>June</td>
<td>Ski Sale incl BBQ and Cake Stall</td>
<td>Kim Walters ?</td>
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<tr>
<td>July</td>
<td>Trivia Night</td>
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Online lunch orders a snack
Finding enough volunteers to keep the canteen running is a challenge for schools of all sizes. In devising a solution for Killarney Heights Public School, two enterprising parents have also paved the way for canteens to become more profitable and for lunch orders to be healthier, cash-free and parent friendly.

Canteen coordinator Janet Miller and commercial web developer Abder Bloul created the online School Canteen Menu Processing System, aptly shortened to SCaMPS.

A pre-pay system, it allows parents to order school lunches through the internet, view the current menu, check their account balance and make direct payments at any time.

“A healthy menu requires more hands on deck,” Mrs Miller said.

“There were some days last year when the shortage of volunteers meant the canteen would have closed if not for SCaMPS.” The system has been designed to help canteens work faster and more efficiently, reducing the number of volunteers required to produce healthy, fresh menu options.

“We used to spend the first hour or so of each day sorting lunch orders and counting money. Now we walk straight in and start preparing the food,” Mrs Miller said.

The school implemented some “SCaMPS orders only” days last year, in response to a lack of volunteers.

“On a day when only one volunteer was available, we were still able to prepare 50 lunches before 12.15pm,” Mrs Miller said.

Killarney Heights Public principal Jessica Wiltshire said that ordering and paying for lunches online has made life easier for the school.

“It has eliminated our administration of lunch orders. We no longer have children coming to the office in tears because something’s gone wrong and they’ve missed out on lunch,” Mrs Wiltshire said.

After two terms of operation, more than half the families at Killarney Heights Public School are ordering online, with this year’s goal set at 90 per cent.

A five-week, 50-family pilot at the school found the greater convenience of the online system resulted in increased orders.

Even Year 1 students considered the technology easy to use and children were more likely to order foods such as salads when they viewed the site’s menu photos.

Mrs Miller believes increased turnover and decreased food wastage will improve canteen profitability.

“Eventually we’d like to offer it to all schools on a subscription basis, perhaps charging families 10 cents per order.

Our priority is to help canteens run smoothly and profitably, not to take money from them.” The SCaMPS developers are currently looking for other schools to participate in trialling the system, to ensure it is easily adaptable to all canteens’ needs.

The system requires that the canteen has access to a computer with internet capability and a printer.