**P&C MEETING ANGENDA**

**Wednesday 24th June 2015**

**Library 7.30pm -9.00pm**

 Chair: Cam Hay

1. Apologies and attendance
2. Adopt minutes from previous P&C meeting (27 May 2015)
3. Business arising from previous P&C meeting (27 May 2015)
* OOSH co-ordinators role discussed post meeting. To attend OOSH/School meetings.
* Building fund letter sent.
1. Correspondence
2. President's report – (5 mins)
* Traffic management for school
* Theatre tickets at discounted prices
* Update on response to building fund letter
1. Principal's report – John Quinn (20 mins)
* Department of Education current matters, key initiatives and priorities
* A new School Canteen agreement required.  Call for tender.
* Road safety at DPPS: Kiss and drop area application to go ahead
* Changes to rubbish collection system for the school (using big bins)  will also help clear school drop-off zone in Loudon Av
* Education week 2015
* John Quinn participating in 'LEAP' - an international leadership shadowing program. Marni Patterson to act as Relieving Principal for 4 weeks from September 7th 2015.
1. Treasurer's report
* Feedback on idea for banking with Bendigo Bank Haberfield
1. Uniform Store report
2. Insurance

Proposal – to approve payment of DPPS P&C Association annual insurance premium and insurance required for Bay Run event up to an amount of $2,350.00.  (See attached.)

1. Fun & Fundraising
* 2015 Trivia Night
* 2015 Bayrun
	+ Insurance
* 2015 Movie night
	+ Preliminary plans
1. Other Business
* P&C role for Westconnex

**Attachment (from ‘See attached’, point 9)**

**Dobroyd Point Public School P&C Association Insurance Update**

**(for meeting on Wednesday, 24 June 2015)**

**Purpose:**

The purpose of this paper is to:

* Update P&C on 2015/2016 insurance cover and proposed cover changes for 2015/2016 year.
* Seek P&C approval of the revised level of cover proposed for 2015/2016 year and approval to fund the 2015/2016 premium.
* Seek P&C approval of the level of cover proposed for Bay Run 2015 and approval to fund the Bay Run 2015 premium.

**Summary of cover**

Dobroyd Point Public School P&C Association Insurance policy will be due for renewal effective 1 August 2015. This policy must be renewed before we can take out Bay Run insurance. The Federation of P&C Association renewal documents are expected end June/early July. Renewal of cover for the 2015/2016 year with full premium payment made must be completed to allow sufficient time to effect the Bay Run additional cover prior to the event 2 August 2015.

The table below outlines the current cover under the 2014/2015 policy and proposed cover for 2015/2016 insurance period.

|  |  |  |
| --- | --- | --- |
| Cover | 2014/2015 premium$ | 2015/2016 proposed cover |
| Affiliation fee | $347.00 | Yes |
| Public liability extra cover of $50m | $107.00 | Yes |
| Out of school hours care (OSCH) | 0 | No |
| Before and after school activities (includes classes before/after school – excludes OSCH or vacation care) | $160.00 | Yes |
| 4-6 music tutors (not employed by School or P&C)  | $213.00 | Yes |
| Personal accident – voluntary workers | $270.00 | Yes |
| Base cover – Cash limit $500; property limit $1000; members personal property (fire and theft only, excluding cash) limit $500 | $92.00 | Yes |
| Extra property limit to cover:* $18,000 uniform stock ($252)
* increased property cover to $35,000 (extra $238 paid)
 | $252.00 + $238.00 | Yes |
| Directors and officers liability cover up to $1,000,000 | $153.00 | Yes – declaration to be confirmed |
| Fidelity insurance | 0 | No |
| **Total premium paid**  | **$1,832.00** |  |

**Bay Run cover**

The level of cover for Bay Run 2014 was comprised of

* Cash insurance to $20,000. (2014/2015 paid $180.00)
* Public liability to $50 million. (2014/2015 paid $107.00. This was paid as part of our P&C renewal. The $50 million public liability covers us at all times including the Bay Run event.)

Amount paid for 2014 Bay Run was a total of $180.00. This is just the cash insurance as the public liability amount is paid as part of our P&C renewal and also extends to the Bay Run. To cover any increase we should allow say 10%. Let's round up the Bay Run cover to approximately $200.00.

**Decisions required by P&C at meeting on 24.06.15**

1. P&C approve funding to pay the 2015/2016 Dobroyd Point Public School P&C Association to the sum of $1,832 + say 10% for any increase in premium. ($1832 + 10% = $2015.20)

Increasing last year's insurance payment by 10% - let's round this figure up to $2,100.00 for our 2015/2016 premium.

1. P&C approve required level of cover for Bay Run 2014 ($50m) and approve funding to pay the Bay Run 2015 policy premium up to the sum of $250.00 (based on 2014 premium plus 10% premium increase – is probably closer to $200 but let's just say $250.)
2. In renewing directors and officers liability, P&C is required to declare "NO" to the declaration*: Is any current officer, committee member, trustee and/or employee of the organisations, whether salaried or not, aware of any claims that may give rise to a claim under this policy?* **The P&C are to confirm the correct response to this declaration is "No".**

Samantha Clarke

Insurance Officer

Dobroyd Point Public School P&C Association

24.06.15