

Mullumbimby Public School P&C Association Inc

MINUTES - General Meeting via ZOOM - 20 October 2021 (T4, W3)

Opened 6.30 pm

1. Meeting Procedures

1.1 Welcome Address - Janette Tilgner

Welcome to country

1.2 Attendance - Bria Sydney, Lhasa Morgan, Janette Tilgner, Charity Nichols, David Lees, Evie Graham, Edwina Hart

Apologies - Sharon McGrath, Sarah Christian

1.3 Confirmation of previous minutes and business arising

Motion to accept the previous minutes previously circulated via email - Janette Tilgner

Second - Evie Graham

1.4 Correspondence

- Various emails from Grant Hub, P&C Federation & Square, sent on to members where appropriate
 - Insurance letter via email from Ella at the P&C Federation
 - P&C Newsletter hard copy
 - AMP super insurance letter
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2. Reports

2.1 Treasurer's report - Charity Nichols

September 2021

Opening balance - \$7,974.32

Income - \$10,023.28

Expenditure - \$528.40

Add Bonus Saver account balance - \$33,642.95

Add Visa Debit card - \$400.40

Total balance - \$51,703.73

Amended - August 2021

Opening balance - \$8,500.32

Income - \$579.73

Expenditure - \$1,105.73

Add Bonus Saver account balance - \$443,442.95

Add Visa Debit card - \$310.80

Total balance - \$53,810.15

- Amended report for August due to payment on 31st not showing up in bank statement
- *Insurance* -
Background - Insurance had system failures where property aspect was delayed. Last year paid \$1060 total using stock value of \$20K. This year we used \$15K to include uniforms plus canteen stock. Packages chosen were different and couldn't compare with last year. Total would be \$1402, a large increase. Charity called Ella at Insurance/Federation re difference from last year's cover - duet fidelity cover (fraud) and association liability plus premiums going up.
Evie - cash of \$5K listed, wondering why? Can we amend?
Action - Charity to inquire whether we can reduce these items and therefore total cost to more reasonable amount reflecting past premiums

Motion to accept the Treasurer's reports - Janette Tilgner

Second - Evie Graham

2.2 Canteen Treasurer's report - Sharon McGrath via email

September 2021

Opening balance - \$2,082.08

Income - \$1,189.93

Expenditure - \$3,080.83

Total balance - \$191.18

- Quarterly superannuation contribution for Jodie has been paid;
- Quarterly PAYG summary has been submitted;
- The cumulative profit for the year is in the red at the end of September (-\$1168.03), primarily due to the disruption of COVID lockdown and the school holidays. Additionally, due to the lockdown and school holiday break, both the August and

September accounts were paid at the same time. We should see this balance out by the end of November;

- There were some stock losses due to the lockdown. Some products such as flavoured milks, juice and chips being unable to be held over the lockdown and school holiday period to be sold in Term 4;
- Due to increasing costs of fixed outgoings such as wages and superannuation (increased from 9.5 to 10% as of 01/07/21), I would recommend adopting price increases for some items as of Term 1, 2022. As of the start of Term 4, there has already been a small increase in the price of small juice bottles.

Motion to accept the Canteen Treasurer report - Lhasa Morgan

Second - Evie Graham

2.3 Canteen Coordinator's report - Sarah Christian via email

Roster and Volunteers

- We seem to be short on rostered volunteers this term, however, this was anticipated with the vaccination mandates and we have a small, reliable group that should be available to help if needed.

Canteen Manager Position

- Currently processing 2 applications, Interviewing on Friday with the hopes that one will start on Monday 1st November and work alongside Jodie for her final 2 shifts.

Fridge

- Jodie is currently using the small fridge from office and has expressed it's hard to keep products and orders cold, especially on Friday. 2 weeks ago the fridge had blown a fuse cutting power to the entire block -second time this year – David had the DOE approve a contractor to attend that day. The contractor mentioned “should be repairable” but the fridge has not been repaired yet and classified as “in progress”. Hopefully, this can be sorted promptly.

Additional items

- The Mullumbimby Bakery have expressed they may no longer want to supply to the school next year. It's something they are still discussing and could present another sourcing issue in the near future due to portion sizing.

- Jodie's last shift is Friday 5th November, I think it may be nice if we organise a thank you/ farewell gift?

Discussion

David - Fridge not working and had been filling canteen with smoke, luckily noticed by delivery person. Large hall fridge moved in as temporary measure. Currently trying to find out level of damage and then it will be a P&C decision as to repair or purchase of a new fridge. David to let us know prognosis of fridge.

Motion to expend \$50 for Jodie's farewell present - Janette Tilgner

Second - Lhasa Morgan

Motion to accept Canteen Coordinator's report - Janette Tilgner

Second - Bria Sydney

2.4 Uniform Coordinator's report - Bria Sydney

- FlexiSchools is working well with parents not allowed on site. Concern re parents getting access to second hand stuff. Bria got a call today from parent wishing to purchase and was able to facilitate it. **Action** - note in Newsletter
- Amelia from Council uniform recycling program has dropped off yellow box for recycling, but not yet setup. Hasn't sent Covid stuff. Next year better idea, so parents rather than kids bring stuff in. Too complicated til next year. In meantime Bria will contact Amelia to box up and send her things. Courier will pick it up, so perhaps this is causing issues re COVID.
- Janette and Bria cleaned up lost property. Pile has diminished. Named stuff has been directed into classrooms.

Motion to accept the Canteen Coordinator's report - Janette Tilgner

Second - Charity Nichols

2.5 Principal's report - David Lees

- Great to have students back on-site learning at school. Thank you parents, teachers and students for your incredible efforts during the recent Level 4 (Learning from Home) time.
- Unfortunately, due to the ongoing COVID-19 situation, excursions for 2021 have been

cancelled. Information has been sent home and a refund process is underway. We hope to have excursions next year.

- Many thanks to the P&C for their very kind donation of \$12500 to allow us to purchase decodable readers to support our K-2 Phonics program. This has a very direct alignment to Strategic Direction 1 in our School Improvement Plan (SIP).
- Feedback from the recent Maggie Dent webinar Parenting in a Pandemic was very positive.
- Book Fair is underway this week. Many thanks to our teacher-librarian Sue Austin for the very significant time she has put into organising this. Thank you to all parents and students who have supported the Book Fair through purchases of quality books and resources.
- DoE Check In Assessment has commenced for students in Years 3-6 literacy and numeracy. This is a DoE assessment tool to provide us with a snapshot of student achievement.
- We have undertaken a review of Personalised Learning Plans (PLP's) for our indigenous students. Great feedback / dialogue between teachers and parents enabling us to have improved systems in place. Indigenous students to have portfolio of work to take through their Primary school years.
- 'Yarning Circle' and bush tucker garden to be established at school adjacent to F Block. Similar model to Mullumbimby High School. COVID regulations and weather dependent, hoping to have work completed in January prior to 2022 school year. This will become a space of cultural significance and connectedness for all of our students.
- Next House Names mtg. to occur in coming weeks.
- Kindergarten 2022 information has been disseminated for enrolment and upcoming Transition program to be held 3, 10 and 17 November 9:15am to 11:00am. This will be held under Level 3 restrictions.
- Semester Two student reports to be completed by teachers in coming weeks and provided to parents at the end of the term.
- Nathan Verinder (Online Guardians) session for students and parents to take place later this term. This was very successful at the end of last year. Google Form via newsletter to be distributed to ascertain specific parent needs. Details to follow.

- The new school communication platform School Stream has had a positive uptake so far with 117 parents who have downloaded the app. This is a crucial communication platform, especially for critical announcements.
- Year 6 farewell – information coming from DoE soon about the conditions under which we can or cannot hold this event.
- ‘Virtual’ Talent Show to take place later this term. Details to follow in the newsletter.

Motion to accept the Principal’s report - David Lees

Second - Janette Tilgner

3. Agenda Items

1. Fundraising goals and initiatives & SIP

Following on from the last meeting, teachers and their ideas for funding?

David - Readers etc, yarnning circle contribution. Wellbeing direction, including speakers on social media. Highly aligned to school’s SIP. David to look into good directions, such as Kirra Pendergast and Safe on Social. *Edwina* - gaming would be a good topic. David to send out form so parents can suggest specific topics, such as gaming etc.

Janette - at this stage, as ideas come through, match with school SIP, then we go ahead if we agree as a team. We haven’t yet reconstructed our P&C strategic plan. David & Janette to look at where P&C ideas line up with school SIP. Perhaps we could send a survey out to the school.

Evie - OSPS document shown on zoom at MHS P&C meeting set out clearly what the P&C contributes to yearly. This would be great to have, to create a drive in fundraising by making it clear to parents. Lhasa to contact Isabelle, President of OSPS P&C, for a copy.

2. Council recycling uniforms program

See above

3. House names update

See above

4. Kindy 2022 - info sessions, hats & library bags

David to get back to us after speaking to Amy Austin

Amy hasn't contacted Bria re stock of small size hats. Bria to look if any extra boxes of hats or bags. Janette to be in touch via email.

5. *Community grant*

To be addressed at next meeting by Sharon

6. *Canteen Manager position - Letter of acceptance tabled for Sharon*

All agree looks good, no amendments. Timing short but good.

4. General business

- Bria - buying more Hemp. But considering the account balance, perhaps put on hold til next year.
Put on agenda for next meeting - hemp and kindy items
- Evie - need new members. Spread the word. Send a hard letter home. Covid has put it backwards. David - hopefully have BBQs etc to get people on site and in to classrooms. Need to use those opportunities. Flyers? We revisited it in lockdown, but Janette to look at it again and tweak it. David can give kindy parents a hard copy when they come to the school.
- David - at this point I don't envisage too much disruption to staffing as a result of the 8 Nov mandate.

5. Agenda items for next meeting

- Canteen - manager, pricing, fridge, overhaul
- Fund-raising goals and sip
- Council recycling
- House names
- Community Grant with Shaz
- Succession planning

6. Next meeting date

Wednesday 24 Nov 2021 6.30 pm - dinner. Good opportunity to get everyone together.

Thursday 2 December dinner at venue yet to be decided.

Meeting closed 7.47pm