

# Mullumbimby Public School P&C Association Inc

## **MINUTES - General Meeting - 5 May 2021 (T2, W3)**

Opened 6.05 pm

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### 1. Meeting Procedures

#### 1.1 Welcome Address - Janette Tilgner

Welcome to Country

#### 1.2 Attendance

Janette Tilgner, Charity Nicols, Lhasa Morgan, David Lees, Sarah Christian, Hope Woods

*Apologies* - Evie Graham, Sharon McGrath, Anna Coelho, Paula Daniels, Bria Sydney, Sasha King

#### 1.3 Confirmation of previous minutes and business arising

**Motion** to accept the previous minutes dated 17 March 2021 - Janette Tilgner

Second - Lhasa Morgan

#### 1.4 Correspondence

- Parent & Citizen Journal, Term 2, 2021, Vol 73, No 2
  - P&C Uniforms brochere
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### 2. Reports

#### 2.1 Treasurer's report - Charity Nichols

##### March 2021

Opening balance 1/3/21 - \$22,465.67

Income - \$2,332.64

Expenditure - \$1,592.10

Add Bonus Saver account balance - \$22,417.47

Add Visa Debit card - \$260.90

Total balance - \$45,884.58

##### April 2021

Opening balance 1/4/21 - \$23,206.21

Income - \$1,709.66

Expenditure - \$0

Add Bonus Saver account balance - \$22,621.18

Add Visa Debit card - \$314.90

Total balance - \$47,851.95

**Motion** to accept the Treasurer's reports - Janette Tilgner

Second - Charity Nicols

## **2.2 Canteen Treasurer's report - Sharon McGrath**

The canteen accounts for 2021 are running in the red, approximately \$700 once the \$5800 contributed to the main P&C account is added back in. As April is a month where canteen income is down due to holidays and stock purchases spike back up for the start of term, I don't see it to be a problem at this stage but will keep an eye on it over the next two months.

I'm happy to accept the nomination for the position if no one else steps up for it. Also happy to do a handover and pick up a role elsewhere.

Sharon McGrath **nominated** for Canteen Treasurer - Lhasa Morgan

Second - David Lees

*Sharon McGrath is elected 2021 Canteen Treasurer*

### March 2021

Opening balance 1/3/21 - \$11,532.48

Income - \$6,643.22

Expenditure - \$10,818.40

Total balance - \$7,357.30

### April 2021

Opening balance 1/4/21 - \$7,357.30

Income - \$1,123.57

Expenditure - \$3,907.30

Total balance - \$4,573.57

**Motion** to accept the Canteen Treasurer's reports - Janette Tilgner

Second - Sarah Christian

## **2.3 Canteen Coordinator's report - Sarah Christian**

### *Roster and Volunteers*

- Amazing start to term 2, the roster filled up very fast – lots of new faces and eager volunteers.

### *Healthy School Canteen Strategy, menu review*

- Spoke with Maxine Molyneux, the Ballina/Byron support officer for NUPA (Nutrition and Physical Activity in primary schools) - She will now be communicating on our behalf. Our menu review is close to the deadline and the current menu will not rate positively.
- Menu is currently over the 25% allowance for Occasional menu items.
- Contains word “treats” which will be adjusted.
- Since the 2018 review, we have introduced/updated 9 menu items, 7 of those being occasional menu items - 4 Gluten free bakery options (currently seeking new supplier to meet portions), berry muffin, chicken schnitzel salad, adding salt to the popcorn on the menu.
- Meeting with Maxine on Thursday, to discuss re-phrasing, and possible changes to meet the criteria.
- We are already making muffins smaller to meet 80g guideline, and will be removing “salt” from popcorn on the menu, a few more adjustments required to get positive rating.

### *Byron Gourmet Pies*

- Unfortunately, can no longer supply our Gluten free bakery options, due to portion sizes being too large 220g pies, sausage rolls 140g. Portion criteria is 180g for pies, and 120g for sausage rolls. Unable to adjust portions.
- Currently networking with other Northern NSW canteens on a facebook group operated by Kate and Maxine from NUPA, to find best quality replacements.
- Uncle Toms, Baker and Daughter not viable options due to size/no GF.
- Woolworths Mullumbimby currently stock Bakehouse 12 pack GF mini pies and mini sausage rolls for \$10.00 -only 40g each, costing \$0.83 each, and vegetarian option Jase's Kitchen GF Spinach and Ricotta rolls 2 pack \$5.20 130g each, cut in half 65g costing \$1.30 each.

**Motion** to accept Canteen Coordinator's report - Lhasa Morgan  
Second - Janette Tilgner

## **2.4 Uniform Coordinator's report - Bria Sydney**

### *Report for uniform shop*

- All is going well.

- Online/Flexi orders have slowed down a little although last week was busy with jumpers and sports team coloured shirts.
- I did a top up order last week. This was my first order since taking over from Cindy. Please see the order attached. It looks like Cindy ordered fortnightly, approximately. From what I could see each order was approx \$300-\$400. I am planning on ordering monthly if needed. The last order was approx \$650. I hope this is ok?
- One top was ordered for a teacher through Mrs Haywood for which I will get the money directly from Mrs Haywood. Do I charge the price quoted by LW Reid or is there a price quoted to teachers for uniforms?
- I will need to do a hemp uniform order soon. However, I am conscious of ordering off them considering the cost, Cindy suggested the cost is approx \$2k each time considering we have to order in bulk, and also the issues we are having with the shrinking and discolouring when the tops are washed. I have contacted the rep and expressed my concerns but have had not feed back. Can I please get some advice on this from the board.
- Uniform roster is sorted and volunteers are all reliable and helpful. Thanks to all.

#### *Discussion by Committee*

- Hold off on hemp order until quality issue resolved. Can we negotiate a discount? Can Bria follow up with Cindy, and see if the High School having similar stretch and colour issues? Otherwise Lhasa happy to liaise with Cindy.
- Normal price applicable to teachers.
- \$650 monthly order great, thanks to Bria for all her hard work.

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

Second - Charity Nicols

## **2.5 Principal's report** - David Lees

Kindergarten Open Morning Tue 30 March – many thanks for P&C involvement, special mention to Charity and Janette. It was great to be able to formally welcome our Kindergarten parents.

Easter Hat Parade Thurs 1 April – thank you to all parents / carers who assisted in making hats. Whilst we weren't able to have parents on-site that day, the students were very excited to show off their hats.

Cross County Carnival Fri 23 April. It was great to finally have been able to invite all parents / carers back into the school. Many thanks to P&C for their involvement on the day and operating the canteen. Special mention to the team who stayed behind to clean the hall kitchen.

Danielle Haywood has been appointed as Relieving Principal at Barkers Vale PS commencing Mon 24 May (Term 2, Week 6) for the remainder of the school year, with possibility of extension. Arrangements as a result of this to be decided and advised soon.

Cyber Safety Webinar – Nathan Verinder provided a recording to those parents / carers who requested it as per information in the newsletter.

Year 6 MHS Transition sessions are proceeding well and next one is scheduled for Wed 12 May.

Planning for major excursions at the end of the year is well underway.

School Improvement Plan (SIP) now completed and available on our website.

SD 1 – Student Growth and Attainment

SD 2 – Shared educational values for student excellence

SD 3 – Quality wellbeing practices

All DoE schools have received additional funding – COVID Intensive Learning Support program to support identified students needing additional literacy and numeracy support. Program commenced Term 1, Week 6 with identified students receiving intensive support (currently Yrs K-2 phonics, Yrs 3-6 numeracy)

Check In Assessment recently completed for Yr 4 and Yr 6 students. This will provide further data in literacy and numeracy.

Congratulations to all students who have reached representation levels in a number of NSWPPA sports, including swimming, rugby league, soccer, tennis, hockey, basketball and Cross Country this Friday 7 May.

Best wishes to our extension Dance group on their selection in the FNC Dance Festival to be held in Lismore on Wed 19 May. Tickets are selling fast.

NRC program continues to gain strength – great to see some new students also involved.

House Names – Tweed / Wollumbin AECG have acknowledged our request for their involvement in the next step and we are awaiting confirmation of the next meeting date.

NAPLAN (Year 3 and Year 5) Week 4 and Week 5

**Motion** to accept the Principal's report - David Lees

Second - Janette Tilgner

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### 3. Agenda Items

#### 3.1 Hope Woods

MPS Aboriginal Education Committee are beginning to introduce teaching of broad Bundjalung language (broad area with many dialects), beginning with one word per week. To be introduced at PBL assembly each Monday, each class to have a sign with the word and start word bank, and go out in Newsletter.

P&C very happy to assist with this initiative in any way.

### **3.2 Community Building Partnerships grant and webinar**

*Sharon McGrath (absent) -*

I was going to give a report on the P&C Federation webinar on the subject of the Community Building Partnership grants, which I attended a couple of weeks back. We will have missed the opportunity to submit one this year, as applications close on Friday 14 May, but I wanted to put forward the idea of preparing for this annual grant well in advance by doing the majority of the work this year and having it ready to go by the time it rocks around again in 2022. I would be happy to devote time to this once our current building project is completed sometime in July and I may be able to seek the assistance of Bron Nicholls, a parent who has grant writing experience and who has offered to help in this regard. We have just made contact. Over the next couple of P&C meetings, it would be great to look at areas of the school which would benefit from this type of funding and which would also satisfy the criteria. To be continued...

### **3.3 Strategic Plan - Janette Tilgner**

School SIP just published, so we can now work on our synchronised P&C 2021 - 2023 Strategic Plan.

Possible that we need to do another survey.

David Lees - New phonics direction by DoE in school SIP, new decoding readers will be needed to supplement existing readers. Lena Patterson to attend next meeting. Another SIP focus is wellbeing - mindfulness programs and perhaps getting specialist child psychologist speaker.

### **3.4 House names - David Lees**

See above Principal's report

Group - David Lees, Lena Patterson, school captains, Abelia Hissink (P&C)

David - As per Principal's report, a meeting was held with Abelia (as P&C rep), Lena Patterson and school captains.

It was resolved to meet with Aboriginal Education Consultative Group (AECG) to take the name change process further.

### **3.5 Follow ups - Kindy morning tea, Easter raffle, cross country cake stall**

See Principal's report re Kindy morning tea.

Janette - Easter Raffle was an incredible fundraiser at such short notice. A lot of funds raised, and enjoyed by kids.

Cross country cake stall was successful and enjoyed by all, although didn't earn a lot. Thanks to Janette and Helen for cleaning the Hall kitchen.

### 3.6 Mother's Day

Janette - Quick turn-around by Paula and Janette. Key ring kits delivered to all class teachers. Big thanks to Paula, Janette and teachers for bringing this together.

**Motion** to reimburse Paula \$72 for Mother's Day purchases - Lhasa Morgan

Second - Janette Tilgner

### 3.7 Roles remaining vacant - grants coordinator, catering coordinator, garden coordinator, canteen treasurer

Canteen Treasurer now Sharon McGrath, thanks again.

Kate Anderson has expressed interest via email in the Garden Coordinator role. Lhasa to reply with overview of role - coordinate Busy Bees, liaise with school to develop gardens, supporting the plan at school, helping get grants & identifying what do we next. Will attempt to link Kate up with Annika de Graaf, who created this role.

Grants Coordinator - Bron Nicholls has expressed interest in this role, having grant writing experience, though her time is limited as a sole parent with a young one. Sharon and Lhasa will continue to chat with Bron.

Janette Tilgner happy to continue with Catering Coordinator role until someone else puts up their hand. Thanks to Janette.

### 3.8 Paper-saving measures at P&C meetings

Lhasa Morgan - Due to the waste of resources in supplying multiple printed copies of financial reports, minutes and agendas every meeting - most of which end up in the bin - paper copies will no longer be supplied at meetings.

All documents are emailed out, so everyone can bring their own hard copies if so needed, or contact the secretary for copies. One copy of each document will be available at each meeting, for everyone to view as needed and to be filed in the secretary's folder.

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## 4. General Business

- Evie Graham (absent) - Shall we transfer excess funds from the General account to the Bonus Saver to attract interest?

\$25,000 in the account currently. Agreed to move funds over, despite minimal interest.

**Motion** to move \$5000 from General Account to Bonus Saver - Janette Tilgner

Second - Charity Nichols

- Sarah Christian - Is there plans for another playground, recall some discussion previously about this?  
David Lees - no plans for another playground at present. Previous discussions were about (then) year 6 input into the Ocean Shores community playground.
- Lhasa Morgan - Are there any plans for a night disco, as these were very enjoyed by kids in the past?  
David Lees - Day disco planned for 24 June. No plans for night discos in the future at this point. Last night disco had security issues, possibly caused by High School students attending.
- Janette Tilgner - Will the athletics carnival for Friday 25 June be again in the School grounds?  
David Lees - Yes, carnival confirmed to be at School. P&C welcome to cater/offer canteen. Discussion - P&C to do either special canteen menu as last year or an easy-to-run BBQ possibly with donated cakes and fruit. Further discussion of canteen opening, Jodie's employment that day, drinks and ice blocks available. Janette to email the team to organise catering.

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## 5. Agenda Items for next meeting

- Lena Patterson - phonics readers
- House names
- Mothers Day follow up
- Athletics carnival catering
- Strategic plan
- Community Building partnerships forum - Sharon McGrath

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## 6. Next meeting date

Wednesday 9 June 2021 6.30 pm.

*Meeting closed 8.15 pm.*