

Mullumbimby Public School P&C Association Inc

MINUTES - General Meeting

10 February 2021 (T1, W3) 6.30pm SCHOOL HALL

1. Meeting Procedures

1.1 Welcome Address - Janette

Opened 6.40pm (in Staffroom due to low numbers attending)

Attendance - Janette Tilgner, Sasha King, Lhasa Morgan, Sharon McGrath, Sarah Christian, Cindy Alice, Edwina Hart, David Lees

1.2 Apologies

Bria Sydney, Charity Nicholls, Evie Graham, Anna Coelho, Abelia Hissink

1.3 Confirmation of previous minutes and business arising

Motion to accept previous minutes of 28 October 2020 - Lhasa

Second - Janette

1.4 Correspondence

- Marketing brochures, including product catalogue for steel products.
- Emails from P&C Federation - P&C Bulletin 2 Feb & Federation election enrolment (forwarded to financial members)
- Janette has received second P&C Visa card over the Xmas break

2. Reports

2.1 Treasurer's report

Reports tabled by Sharon (for Charity while unwell)

October 2020

Opening balance 1/10/20 - \$5,314.88

Income - \$5,716.51

Expenditure - \$1,383.50

Add Bonus Saver account balance - \$16,396.30

Add Visa Debit card - \$395.15

Total balance - \$26,439.34

November 2020

Opening balance 1/11/20 - \$9,647.89

Income - \$10,338.76

Expenditure - \$2,238.91

Add Bonus Saver account balance - \$16,605.79

Add Visa Debit card - \$400.40

Total balance - \$34,753.93

December 2020

Opening balance 1/12/20 - \$17,747.74

Income - \$2,604.73

Expenditure - \$0.00

Add Bonus Saver account balance - \$16,808.63

Add Visa Debit card - \$377.20

Total balance - \$37,538.30

January 2021

Opening balance 1/1/21 - \$20,352.47

Income - \$3,992.75

Expenditure - \$20.00

Add Bonus Saver account balance - \$17,011.51

Add Visa Debit card - \$400.40

Total balance - \$41,737.13

- All reimbursements now processed, will appear in the February accounts.
- All folders submitted to Nathan Robinson for auditing.
- Big thanks to Sharon for all she has done.

Motion to accept Treasurer's reports - Janette

Second - Edwina

2.2 Canteen Treasurer's report - Sharon

October 2020

Opening balance 30/9/20 - \$12,855.87

Income - \$5,901.09

Expenditure - \$3,472.02

Total balance - \$15,284.94

November 2020

Opening balance 31/10/20 - \$15,284.94

Income - \$7,195.40

Expenditure - \$9,430.35

Total balance - \$13,049.99

December 2020

Opening balance 30/11/20 - \$13,049.99

Income - \$3,646.95

Expenditure - \$5,537.73

Total balance - \$11,159.21

January 2021

Opening balance 1/1/21 - \$11,159.21

Income - \$20.00

Expenditure - \$1,606.86

Total balance - \$9,572.35

CANTEEN TREASURER'S REPORT to accompany October and November 2020 reports:

The \$5100 which was loaned from the main P&C account to the canteen account in April as a COVID buffer until JobKeeper kicked in was reversed back to the main account on 23/11/20.

Due to the closure of SCCU for renovations, the cash taken on the Special Canteen Day (\$112.40) was not banked until December so will appear on next month's cash record and report.

At 31/12/20, I will finalise the end-of-year accounts and prepare all accounts for Robinson's accounting to undertake the audit. Charity, could we please coordinate a time to drop those to Robinson's in January.

Canteen Treasurer's Report to accompany the end of year accounts 2020:

At the end of December 2020, with contributions to the main P&C account added back in and the JobKeeper "profit" being deducted (see below), the Canteen account showed a profit of \$9116. This compares to an overall loss in 2019 of \$359.23 (with P&C contributions added in).

The 2020 totals show a \$2496 profit in the JobKeeper column. This is the amount of withholding tax applicable to Jodie Gray's JobKeeper payments, however the PAYG amount payable was deducted from a Cashflow Bonus payment provided by the ATO (and paid into the main P&C account) and is therefore showing as a credit. To provide a more balanced indication of P&L, this amount has been deducted from the overall profit.

Due to COVID-19 impacts, it is difficult to draw comparisons between 2019 and 2020. Canteen income was significantly reduced towards the end of March and the canteen was entirely non-operational from April until mid-June. During this time, the P&C was able to continue paying Jodie Gray's wages with JobKeeper payments, however after 28 September, the P&C no longer met the year-on-year eligibility criteria for this assistance.

As per recommendations put to the P&C committee at the end of 2019, price increases were implemented to account for rises in wage and stock costs. This appears to have had a positive effect on cashflow and profits, however due to "actual" wage expenditure (ie: non-JobKeeper payments) being only approximately half of what was incurred in 2019 and income being affected by COVID, it is difficult to be conclusive in this regard.

Additionally, when the canteen resumed in June, it was on an entirely "cashless" basis in line with DoE and MPS COVID guidelines. All orders were required to be made via Flexischools, including purchases of drinks and treats, which had a negative effect on income – up to 18% less when compared to pre-COVID income in March 2020. Since cash purchases of drinks and treats were reintroduced at the commencement of Term 4, profitability has increased and the figures for the

last quarter are looking healthier. A considerable increase in enrolments throughout 2020 is also expected to aid the canteen's profitability.

Xero continues to be used for all timesheets, pay runs, payslips and electronic ATO lodgements. The year's quarterly PAYG statements have been lodged with the ATO and all superannuation payments have been recorded and paid.

All accounts have been finalised and will be submitted for the audit, and Nathan has been provided with access to Xero (as an Advisor) to verify that the STP process is in order.

Motion to accept the Canteen Treasurer's reports - Janette
Second - Cindy

2.3 Canteen Coordinator's report - Sharon

All spaces now filled on roster, after the School sent out the request via email.
Roster now on google.drive to avoid duplication of emails etc.

Large fridge in canteen wasn't working well at the end of last year. Assessed by refrigeration technician end of term to ensure working over xmas holidays. Craig came back in on Monday - fridge now running as usual, but if ongoing problem will need to purchase a new one.

Agreed that the fridge will need to be serviced at least annually to ensure functioning correctly, as it is relatively new fridge. August insurance renewal period suggested as optimum time given Xmas demand for such services.

Old chest freezer was apparently not freezing all moosies late 2020, but now working again perfectly. Freezer belongs to Streets but they no longer sell the moosies. All unfrozen moosies were discarded for food safety, no risks ever taken.

2.4 Uniform Coordinator's report - Cindy

Open days went smoothly. Well stocked, just a little top up of polos was needed. Square reader now taking a 1.5%.

Bria Sydney, whose family is new to the school, has now taken over the uniform shop coordination - hand over from Cindy complete.

Huge thank you to Cindy for all her years of hard work & to Bria for taking on this role.

Motion to accept the uniform report - Janette
Second - Sharon

2.5 Principal's report

Welcome back to the new school year! Welcome to the many new families and all of our Kindergarten students. Our student enrolment numbers remain strong and despite losing our biggest cohort of students (Yr 6-44) we have maintained 10 classes. Classes were outlined in the newsletter, as well as staffing.

Our growing enrolment numbers since last year has meant the establishment of a third Assistant Principal position. Congratulations to Ryan Eastham who was appointed to this position late last year through the DoE Merit Selection process.

All DoE schools have received additional funding – COVID Intensive Learning Support program to support identified students needing additional literacy and numeracy support. Program to commence by Week 6

Many thanks to a number of people for activities at the end of last year and start of this year including:

Year 6 Farewell to all parents involved with special mention to our Year 6 parent team for their leadership.

Art Expo – whilst in a very different format last year was very well received and still enabled all students a wonderful opportunity to shine. Huge thanks to all staff for their hard work, patience and skill.

Uniform Shop / Open Days in holidays – Cindy, Lhasa, Janette and May for all of their work in being available and setting up. Well done!

Headlands PSSA sport starts this week with cricket and HPSSA Swimming Carnival on Wed 17 Feb. Best wishes to all participating students from MPS.

NRC program has resumed this week. Thank you again to P&C for their ongoing support of this program.

Kindergarten have commenced extremely smoothly. Hopefully soon enough DoE guidelines will allow us to have a proper welcome function for Kindergarten parents/carers.

House Names – committee to be formed and meeting to be held hopefully next week. Results of responses to be analysed and further meeting may be required adding additional community representation depending on committees findings. P&C rep required. *(Agreed that P&C happy for Abelia to be that rep.)*

Bus shade area – groundwork completed in holidays. Seating being made up now and to be installed upon completion.

School Improvement Plan (SiP) – community information / feedback. Thank you to parents / carers who responded to the Tell Them From Me survey last year. Another questionnaire seeking community input in next week's newsletter.

Parent / teacher sessions coming. Details to be established and conducted within the DoE COVID-19 guidelines.

Motion to accept Principal's report - Janette
Second - Sasha

- Discussion of a welcome BBQ for kindy kids, possibly the week prior to the AGM, given kindy parents especially last year's did not have this opportunity to connect with each other, the school and P&C.

3. Agenda Items

3.1 Fundraiser follow up - Canteen 9/11/20 and Cookbook

- Sharon

SPECIAL CANTEEN DAY REPORT

As our Canteen Manager, Jodie Gray, had requested Monday 9 November 2020 off to celebrate a significant birthday, the P&C voted to hold a Special Canteen Day in place of the usual menu.

Throughout Term 4, COVID regulations required that only three people could be in the canteen at any one time, so a limited menu was devised to allow the canteen to remain operational on this date without undue stress on our volunteers. The main lunchtime menu choices were Hot Dogs(sauce/no sauce; a GF roll option) and Vegetarian Nachos (with a topping choice of cheese,

sour cream and avocado). The recess offerings were limited to Banana and Berry Muffins, Watermelon Cups, Pikelets and Popcorn. Drinks and Ice Blocks were the same as the usual availability. As per the Term 4 COVID protocol, we accepted cash for lunch and recess “treats” (chips, drinks, ice blocks), all other orders had to be placed through Flexischools and a Special Canteen Day event was set up on the system.

The P&C maintained their high standard of quality with the main menu items being provided by our usual suppliers (Mullum Bakery and Devine’s Meats for the hot dogs) or made lovingly by Janette (moreish and nutritional vege nachos).

For future catering reference, the lunch orders consisted of:

Hot Dogs: 95 (only 1x gluten free)

Vege Nachos: 40 (the majority of which were with all three toppings)

Although \$944.70 was banked for the day (Flexischools and cash), the profitability is difficult to quantify as many of the items purchased are already against Jodie’s orders (drinks, ice blocks, cheese, milk, chips, pikelets, milk, etc), but we can take a rough stab at the profit for the lunch items:

CREDIT

\$600 Lunch orders (hot dogs and nachos, no other sales)

LESS

\$94 Expenses nachos

\$132 Expenses hot dogs (approx, Devine’s invoice not yet received)

\$0 Expenses buns, donated, with thanks to Mullum Bakery

PROFIT (approx.)

\$374.

A huge thanks to Lhasa and Anneke for their help on the day and to Janette for the delicious nachos, and of course to Jodie for her ongoing excellence in the canteen.

COOKBOOK AND APRON REPORT

The design and photography within the cookbook reflect the spirit of learning, engagement, community and a sense of belonging which is inherent at Mullumbimby Public School. For each student, it will hopefully provide a physical reflection of their time at MPS and a lasting reminder of the legacy it provides.

As detailed in previous minutes, Sharon offered to design the cookbook and coordinate the project with support from Jess and Kate, later joined by the photographic support of Tamara and Nick, the artistic input of our students, recipe contributions from the entire school community and the invaluable editing skills of our exec team.

Orders were made via Flexischools and also by hard copy/cash for both aprons and cookbooks. Sponsorship support from many Mullumbimby businesses in the form of advertising and donations provided a significant boost to the profitability.

Aprons were not a particularly popular purchase, with only 10 being sold (3x adult, 7x child), however the P&C has purchased a full set of child-sized aprons for class cooking and 20 adult aprons for use in the canteen, at P&C events and for gifts.

Whilst transactions for the fundraiser aren’t complete, see below for details of the projected profit, being: \$4,517.39.

Massive thanks to everyone whose input and support made this project possible

3.2 New Strategic Plan and surveys - Janette

Four years of Strategic Plans have been created so far, being updated as we go along with parent surveys of priorities.

New school strategic plan upcoming by end of this term, so P&C will generate a complementary new plan also. School seeking feedback via surveys.

Decision to revisit P&C Strategic Plan also at end of term/Term 2.

3.3 Grants follow up

Anneke & family away for unknown period of time, so held over to the next meeting.

3.4 House names follow up

See Principal's Report above

Motion that the P&C nominate Abelia to represent the P&C on the Committee - Lhasa
Second - Janette

3.5 P&C use of Federation OneDrive cloud for important documents - Lhasa

Discussion of the importance of using the P&C Federation's OneDrive for important P&C documents, especially treasurer and canteen treasurer monthly and yearly reports and Excel cashbooks.

This will ensure that if information is lost, technology fails or handovers happen, all the P&C info will survive on this cloud.

OneDrive is accessible by executives via our affiliate email account. Currently Lhasa accesses it, and will save all P&C documents to that OneDrive.

For a similar reason, it is important all P&C emails are CC'd to the affiliate email address.

3.6 Canteen menu - Kate Walsh

No word from Kate and has been on agenda for four meetings, so will be removed til requested to be on agenda again.

4. GENERAL BUSINESS

Lhasa for Anna Coelho via email - Can the office please again stock the wide brimmed hats (as opposed to the bucket hat)?

Discussion of the previous stocking of these extra brand brimmed hats, given to kindies up to 2016. Unfortunately they were discontinued because they did not wear well and were not being sold sufficiently. At that time, a slightly wider brimmed bucket hat was brought in (current bucket hat), that would sell well like the previous bucket hats but also provide improved sun protection.

Action - Cindy to follow up with Anna, offering her a slightly broader brim hats we have in stock in the green room and take it from there.

5. Agenda Items for next general meeting

- Strategic plan
- Grants
- House names follow up

6. Next Meeting date

Week 8 Wednesday 17 March - AGM 6pm followed by GM

Closed 8.31pm