

## Mullumbimby Public School P&C Association Inc

### **MINUTES - General Meeting - 11 May 2022 (Ex-Services Club)**

*Opened 6.44 pm*

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#### **1. Meeting Procedures**

**1.1 Welcome Address – Jingi Walla - Incoming President**

**1.2 Attendance:** Danielle, Edwina, Leah, Keishia, Carla, Holly, Janette, Sarah, Janneke, Evie, Charity and David.

**Apologies –** Lhasa, Bria, Anna and Angie

**1.3 Confirmation of previous minutes and business arising.**

**Motion** to accept the previous minutes previously circulated via email - Dani

*Second –* Janette.

**1.4 Correspondence –**

*Emails to affiliate email:*

- Email from Daniel Tiffin 10/5 offering Fire Station BBQ Sat 14/5 - forwarded to wider friends of P&C group but no-one available so far.  
**Let him know to offer it to another school/cause in need if noone can run it?**  
YES, Leah to let him know we are unavailable, however greatly appreciated opportunity. Suggestion we refer him to ask Mullum High, perhaps Year 12 could utilise funds for something.
- Grants Hub emails as per usual - ignored as per last meeting
- P&C Federation bulletin - forwarded
- P&C Webinars for Office Bearers - P&C Overview - forwarded & attended by Dani & Leah
- P&C Webinars for Office Bearers - Volunteering - forwarded 11/5

**School pigeon hole:** Not a lot to report. Quite the shemozzle with direction of mail given temporary move to BHPS. By time it was sorted to go there we had moved back to MPS so had to redirect again. Think it is sorted out now. Only 1 letter from company re: outsourcing uniforms.

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## **2. Reports**

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

#### **Feb 2022**

Opening balance - \$11,253.46

Income - \$4,659.81

Expenditure - \$541.63

Add Bonus Saver account balance - \$29,656.65

Add Visa Debit card - \$266.87

Total balance - \$41,176.98

#### **March 2022**

Opening balance - \$11,253.46

Income - \$1,022.53

Expenditure - \$0.00

Add Bonus Saver account balance - \$29,859.49

Add Visa Debit card - \$266.87

Total balance - \$42,402.35

#### **April 2022**

Opening balance - \$12,275.99

Income - \$12,107.76

Expenditure - \$826.15

Add Bonus Saver account balance - \$30,061.96

Add Visa Debit card - \$400.40

Total balance - \$54,019.96

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

*Second* - Carla

## 2.2 Canteen Treasurer's reports - Sharon McGrath via email.

February 2022 – operating, Carlo working, cash flowing. 28 February things changed!!

Opening balance - \$2,237.90

Income - \$3,459.33

Expenditure - \$2,289.26

Total balance - \$2,237.90

31 March 2022 - \$3,192.02 (every month \$200 to Bonus Saver Acc)

30 April 2022 - \$1,686.92 (expenses from Feb coming out)

**Motion** to accept the Canteen Treasurer report - Dani

*Second* – Charity

## 2.3 Canteen Coordinator's report - Sarah Christian

### CANTEEN CO-ORDINATOR REPORT MAY 2022

- Fridges and freezer were checked last week. All in working order, just waiting for them to be tagged.
- Getting positive feedback from Parents and Students about the possibility of running the moderate Canteen on Friday.
- I messaged the Northern NSW Canteen facebook page and got advice about how best to run/serve the temporary menu. My original thought of purchasing the bio containers to serve and stack in class baskets ahead of the lunch bell seems to be on the right track. Other canteens use the foil containers but I feel the bio containers are more appropriate for our school, more sustainable and better for environment.
- I'm trying to get together a Canteen sub-committee for volunteering and menu ideas/feedback and advertising in the Newsletter and on the Facebook page.
- Things we will need to run a moderate Canteen: Containers, Paper bags, 10x class baskets, 2x stainless steel electric frypans, portable hot plate, large pot with lid, 2x sandwich press, 1x trestle table or bench option for under serving window. A bbq

might needed to be purchased too, I plan on doing bbq superbowl dogs (hotdogs are banned in NSW schools as frankfurts have a low health rating) possibly Aussie style burgers. A bbq will come in handy for anymore events/fund-raisers we plan on holding, and won't require arranging to borrow, pickup/drop off. I would love feedback on this. I'm excited about offering the kids and staff warm hearty meals, especially as the weather is cooling off.

- Carlo has expressed interest in finding other employment. 1 day a week is not enough, cant guarantee when we can even get started – Centrelink runs out at end of this month. Understand but cant be helped our end. Maybe he would be interested in coming back once back up and running.
- Tag and Test company attending the school on 3 June. We will be able to have items ie; fridge/freezer, laptop done as there is allowance for 20 or so extra items.
- Mark (IT) can be asked to assist with set up of canteen laptop.
- \$2000 budget agreed for Sarah to start buying equipment required, use VISA card. Will go to Bi Rite in Mullum to see if can get good price and support there.
- Sub Committee formed – Keishia, Dani and Leah
- Track down VISA cards – Carlo/Sharon?

**Motion** to allow Sarah budget of \$2,000 to buy what is needed to begin the moderate menu operation out of hall kitchen – Dani

*Second - Carla*

**Motion** to accept Canteen Coordinator's report - Dani

*Second - Charity*

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

Uniform Shop Report May 2022 - email

- Hemp uniforms have finally arrived at the school. They are currently tucked away in the hall. I will move them next week.
- Shaz and Richard have secured the school a space in the upstairs section of one of their units in the industrial estate to house the remaining uniforms. Thanks team! • I had to place an order for replacement hats, jumpers and a few other items after the floods. The order totalled \$2075.89

- Do we want to replace the house colour tops? o Number ordered last year through Flexischools was 8 total o I placed an order through LW Reid last year for approx. 6 of the green tops. o Other than that non have been purchased or sold in the past 17 months
- Parents seem to be happily ordering off Flexischools. This will need to continue for the foreseeable future. Nothing else to report. Sorry that I couldn't be there to enjoy the night with you guys.

Pause on ordering house shirts. There is a meeting scheduled next week re: house name change so hoping there is progress in this regard and as a result may affect the names and colours of shirts as they are being negotiated.

**Motion** to accept the Uniform Coordinator's report - David

*Second - Leah*

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

Thank you to all who have been so supportive of our school as the flood recovery continues. Many families and staff were directly and significantly impacted. In addition to the P&C fundraiser drive we have also gratefully received donations from other schools across Australia.

- It is a 'long road ahead' with the restoration of our school. A wide range of personnel are involved with this process, one likely to take many months. We are as settled and stable as possible in new surroundings in the interim. We will keep the school community as up to date as possible with the recovery and restoration process and timeframes.
- As a result of the massive additional administrative workload as a result of the flood event, we successfully requested for received additional staffing for the remainder of this year. This includes a 1.0 teacher (Richard Boyle and Michelle Boyle, with AP Ryan Eastham off class) and 1.0 SAO (Clarissa Taylor).
- Staffing: Welcome to Clarissa (above establishment SAO) and Kelly Turner-Mann (SLSO) who will fill the 1.0 temporary SLSO role as a result of Rachel Oliver leaving. The recruitment of the AP, C&I role is in process, with the substantive occupant (if one is appointed) to commence on duty at the start of Term 3. This is a great DoE initiative to support our core business of strengthening literacy and numeracy outcomes for students K-6.
- We continue to remain operating under specific DoE COVID-19 guidelines but operations are much more 'normal' now then over the past two years. As per information in the newsletter, we still have ample supplies of RAT tests. The newsletter remains the primary source of communication between school and home for updates to these operating guidelines as well as all other events, announcements, achievements and opportunities for students and the school community.

- Many thanks to the P&C for coordinating the bbq lunch for our school community which was run in conjunction with our Cross Country Carnival earlier this term. It was fantastic to be able to welcome our parents / carers back on site.
- Parent / teacher meetings were held last week and concluded on Monday 9 May. Parents / carers I spoke to and all teachers found these highly beneficial. A reminder to parents that they can request to talk to teachers at any time which is mutually convenient to both parties. Semester One student reports are currently scheduled to be sent home at the end of this term.
- NAPLAN was conducted via pencil and paper this year. We requested this as a result of losing some technology infrastructure due to the flood and also having very problematic internet service in recent weeks. This is for students in Years 3, 5, 7 and 9 and provides a snapshot of learning assessment in reading, writing, language conventions and numeracy.
- Like the vast majority of NSW DoE schools, we are also experiencing significant staffing shortages. This has impacted on some of our programs such as COVID ILSP and LaST. Thankfully at this stage we have avoided having to collapse classes.
- Headlands PSSA sport has recommenced. HPSSA Cross Country is scheduled for this Friday 13 May and our boys and girls k/o Touch teams are scheduled to play next week. Best wishes to all participating students from MPS across all sports.
- NRC program has resumed. Thank you again to P&C for their ongoing support of this program. It is great to be able to have our music tutors allowed back on site, especially given the fact that the NRC building itself in Lismore was severely flood impacted.
- House Names – next meeting scheduled for next week. Whilst the process is still ongoing, we cannot elaborate just yet, but will be in a position to share further information soon.
- We have been asked to be one of 328 ‘Accelerated Adopter Schools’ in 2022. As a school with “consistently above literacy and numeracy results” and a “proven willingness to innovate and self improve” we were identified as a candidate and accepted. This provides us with earlier access to Literacy and Numeracy Units of Work supporting the new K-2 literacy and numeracy curriculum, with special focus on Year 1 units of work. We have been asked to implement (which will be mandatory for all schools from 2023) and provide feedback to the DoE on the work. We are provided with a plethora of resources and specialist support. Our K-2 team, led by our AP, C&I are engaged in this work.
- The ongoing wet weather (and therefore wet grounds) has delayed the development of our Yarning Circle and Bush Tucker Garden adjacent to F Block. This is still on the agenda and we are keen to start once we have a dry run of weather and we are able to get the necessary machinery on the ground

**Motion** to accept the Principal’s report - David

*Second* - Edwina

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### 3. Agenda Items

- 3.1. **Mothers Day Stall wrap up.** Much higher return. Big thanks to Evie for idea and so many gifts. Downside is mums do work but kids loved it and creativity abilities out there were amazing. Do again next year, make a new tradition however more notice next time would be good! Tally sheets required moving forward for ease of banking money.

\$1100 made + \$29 of the amount owing in IOUs has come in. No pressure, every kid had opportunity to buy something and that was the main thing.

Edwina away for 4 months and Evie to take over fundraising coordinator during this time.

Fathers Day - replicate idea – photo booth done in past and was fantastic, maybe again.

- 3.2. *Community Grant for Canteen (Sharon / David).* Evie lining this up while Sharon is away.

- 3.3. *Grants Hub Subscription. Cancellation.*

Costs more than it makes. Is there another way of finding potential grants to apply for?

Leah to arrange/look into cancellation of subscription.

- 3.4. *P&C Federation Rules update – motion/votes (Charity).*

Charity further investigated procedural matters as to whether motions should be approved by show of hands, also whether President is able to move motions.

Discussed changing current process re: way motions are dealt with on expenditure as informed that motions were not required to carry expenditure only required to carry reports.

It was agreed that we will continue way we have been going until new members can see and make comment. That is to say; all expenditure to have 3 x exec approval.

We need to start “voting” opposed to “seconding”.

For example: “Motion to accept .....” THEN “all in favour” THEN show of hands “carried or lost”.

- 3.5. *House names update referred to in uniform coordinator report.*

- 3.6. *Uniforms – Council uniform recycling update – rollover to next meeting. House sports shirts addressed in uniform coordinator report.*

- 3.7. *Fundraising priorities: wellbeing and psychologist forum.*

David to make enquiries re: cost and implementation. Michael Carcregg a possibility.

3.8 **Motion** to appoint new 2022 Office Bearers.

*Danielle Ross (President),*

*Leah Molenaar (Secretary),*

*Carla Boyle (Vice President/Canteen Treasurer),*

*Lhasa Morgan (Vice President),*

*Charity Nicholls (Treasurer),*

as signatories on all of Mullumbimby Public School P&C Inc's accounts with Southern Cross Credit Union, namely accounts 100115375, 100115482, 100127010 & 100130209 – Evie.

*All in favour and carried.*

**4. General business**

- WhatsApp to be implemented for ease of correspondence. Leah/Carla
- Playgroup Account - \$2,000.00 – need to roll over to P & C Account and close. Remove playgroup equipment from shed. Fencing can stay where it is.
- Uniforms stored in the hall to be discussed with Bria – Janette.
- Janette will be P&C rep on the panel for recruitment of the Assistant Principal, Curriculum and Instruction (AP, C&I) position through the DoE Merit Selection process. Abelia was unable to due to work.
- Edwina away in 6 weeks – requested a meeting before going for some planning. Interested members: Holly, Sarah, Keishia, Janette, Charity, Evie, Dani and Carla.

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5. Agenda items for next meeting

- Community Building Partnership Grant – applications must be submitted by 10 June 2022.
- Did we re-group Visa Cards?
- House names update
- David – any progress with wellbeing and psychologist forums cost and implementation
- Council uniform recycling update

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6. Next meeting date

**W8, Term 2:                      Wednesday, 15 June 2022.**

**Meeting closed:              8.38 pm**