

Mullumbimby Public School P&C Association Inc

MINUTES - General Meeting – 14 February 2024 (Mullumbimby Public School)

Opened 6.34pm

Meeting Procedures

1.1 Acknowledgement of Country – Jingi Walla

We pay our respects to traditional owners of these lands, past, present and emerging. We recognize their ancestral, cultural and spiritual connections to Country and acknowledge their sovereignty was never ceded.

- 1.2 Attendance:** Danielle, Louise Stirling, Keishia, Leah, Tandi, Holly, Carla, Eleni, Cara, Charity, Sarah, Elle, Edwina (7.30pm)

Apologies: Charlotte, Pinky, David Lees

- 1.3 Business arising from previous minutes:** No meeting held at the end of Term 4. Most things on Agenda or wrapped up.

1.4 Confirmation of previous minutes

Motion to accept the previous minutes dated 25 October 2023 previously circulated via email.

Motioned by Carla Seconded by Keishia

All in favour? Carried all in favour

1.5 Correspondence

Emails to affiliate email:

- Grants Hub emails – all forwarded to Tandi.
- P&C Federation bulletin and webinars - forwarded to members.
- Email correspondence received **School pigeon hole: None known.**
- BSC - change of contact details, request to complete form.
- Apologies from Charlotte included being happy to be class parent again if people are needed and happy to help update web pages if given access.

2. Reports

2.1 Treasurer's reports –Charity Nichols

Motion to accept Treasurer's Report for October, November, December, January.

ALL RECEIPTS ETC MUST BE SENT TO CHARITY ASAP FOR AGM.

Motioned by Carla Seconded by Sarah

All in favour? Carried all in favour

2.2 Canteen Treasurer's reports – Carla Boyle

Motion to accept Canteen Treasurer's Report for November and December.

Motioned by Carla Seconded by Keishia

All in favour? Carried all in favour

2.3 Canteen Coordinator's report – Eleni Pappas

Motion to accept Canteen Coordinator's Report.

Motioned by Carla Seconded by Keishia

All in favour? Carried all in favour

- Create new email for invoice management and parent contacts? Carla to look into
- Require school WIFI log-in access for laptop. At the moment we are hot spotting and not always reliable. Lou to chat to Mark Collinson in that regard.
- Cash handling process (float, petty cash payments and banking) - Charity to look into
- Visa card for Lenny to assist with purchases of ingredients for canteen.
- As circulated last year volunteers are required to complete a Working with Children Stat Dec, the office can assist and you will need to present ID - very straightforward.
- All parent visitors or volunteers are required to sign in as required by the Department of Education for safety protocols. For ease of access QR codes can be found in canteen and at the office.
- Volunteers are required to complete Food Safety Training - deadline extended to Dec 2024
- Feedback on menu, lunch order process, volunteer roster etc. All positive.
- Special Nachos lunch day before Easter - perhaps coinciding with Easter Hat Parade.
- Sharon McGrath acknowledgement - tie in with Easter Canteen Day.
Keish to order plaque.

Motion to spend upwards to \$100.00 on snacks for the AGM:

Motioned by Leah Seconded by Carla

All in favour? Carried all in favour

Further, a Motion that Executives can approve spending on a coffee machine for canteen.

Motioned by Carla Seconded by Leah

All in favour? Carried all in favour

2.4 Uniform Coordinator's report – Danielle Ross.

Motion to accept Uniform Coordinator's report - *Uniform Shop Report T1W3.*

Motioned by Carla Seconded by Eleni

All in favour? Carried all in favour

- Uniform Shop fit-out - discussed purchasing storage containers and hanging racks as per Dani's investigations and as follows:

99 plastic tubs (from Kmart) @ \$12 each = \$1188

- Agreed to putting the purchase on hold, Dani to do some more research into other options and get back to us for further discussion and approval.
- Storage Shed fit-out - shelves etc Lou to chase up the desk and hanging rack in the uniform shop together with shelving for the storage shed.

2.5 Fundraiser Coordinator's report – Edwina Hart

Discussion on this year's objectives. **Tabled** Fundraising Report 14.02.2024

Motioned by Edwina Seconded by Carla

All in favour? Carried all in favour

2.6 Principal's report – Louise Stirling

Welcome back to a new school year and a welcome to our new families and all our Kindergarten students. It has been a positive and smooth start to the school year, and feels great to start the year off 'normally' with building works completed and no COVID Restrictions.

Classes and staffing for 2024 has been outlined in the newsletter.

Many thanks to the P&C for their work and support at the end of last year and starting this year including:

- The Art Show
- Year 6 Farewell, particularly the Year 6 parent team
- Uniform shop opening in the holidays – thanks to everyone involved for your time and work
- Canteen fully operational and very popular

Year 6 Ministers speeches and voting were held on Monday 12/2 and the Captains/Ministers induction assembly will held over the next few weeks.

Class information sessions Wed 21st Feb. These are a great opportunity to see hear from classroom teachers about the year of learning ahead. Thanks to P&C for supporting this event by running a BBQ.

Parent / teacher meetings will be offered in Week 5, beginning Monday 26 th Feb. Further information and how to book will be communicated in upcoming newsletters. These were extremely well attended last year, with approximately 97% of our parents / carers participating.

School Photos Mon 26 Feb. Any issues should go directly to The School Photographer.

Our first official carnival with our new Sports Houses was a great success, new tents and flags looked great, as did hearing the students share their house chants. Many thanks to everyone who helped out and made the day a success. The participation and sportsmanship shown on the day was wonderful to see. Today (14 th February) we had over 30 students representing the school at HPSSA carnival, with great success. Special mention to the jnr boys relay coming first and jnr boys age champion Monty and 11 yrs age champion Molly.

PSSA sport has commenced, with Tennis and cricket trials already taking place. AMU consulted about new playground to be installed near existing playground northern side of the school.

Extension Dance Group working hard and will attempt to qualify for Far North Coast Dance Festival.

NRC program will be recommencing shortly, and we are working hard to secure more tutors.

OoSH (BASC) – Run by Rainbow Region Kids, this has begun operating out of the school hall 7.00am –9.00am and 3.00pm – 6.00pm.

Motion to accept Principal's report.

Motioned by Carla Seconded by Keishia

All in favour? Carried all in favour

3. Agenda Items

3.1 Upcoming Events:

- Meet the teacher night BBQ on Weds 21/2 - bbq requirements. School will pay, P & C to provide the service. Leah & Sarah to coordinate. Bakery for bread and Devines for butcher. Cater 200 + 2x packs vegie sausages. Onions. Condiments etc
- Easter Hat Parade to do a special Nachoes lunch - Thursday 28 March

3.2 Grants update

- *Stronger Communities Grant* – Tandi submitted an Acquittal Report on 30 January and confirmed all has completed. Sign not working though. Electrical work done over break and it has impacted a few things but being looked into.
- Keeping an eye out for grants for the playground. Tandi is keen to have some more helpful information to direct her research which the school is also working towards.
- Discussed anything else the school needs. Lou suggested classroom furniture would benefit from an upgrade as all mismatched. Put more in line with the downstairs Kindy Classroom. This idea was positively received.
- *CBP Grant Acquittal Report. email from Shaz. Requires action. Tandi to look into this and correspond with Carla.*
- Discussed sending out a survey to parents and teachers in the coming weeks, to see what the school community considers the priorities for our school. This idea has been put on back burner until works are completed at school and it is agreed that now feels like a good time.

3.4 AGM Preparation

- Charity will begin preparing document packages and correspond with those others that are required to submit documents.
- Treasurer recruitment - Charity will need to handover to someone new this year, to be prepared for next year's audit. Elle has indicated interest in learning ropes!
- Fundraiser Coordinator recruitment. Edwina really needs to step back this year. Sarah has indicated she will take on the Fundraising Coordinator role.
- Catering Coordinator recruitment. This role has been overlapping with Fundraising role for past 2 years. Really keen to separate it and make this role look more attractive. One idea we are exploring is to utilise our employed Canteen Manager to assist in catering management for big events. This would then call for more of an "Events Coordinator" - managing calendar of events, advertising, volunteers, menu/pricing/equipment, rather than catering focused. If this sounds more up your alley, please consider nominating for the role at the next meeting.
- We want to formally introduce a Communications / Marketing Coordinator role - Holly to take on more "formally".

3.5 Class Parents

Edwina to manage nominations and information sheets and to be presented at Teacher/class parent BBQ.

There is a need for a process for new students to know about joining class chats. Solution is for a QR code to be developed (Cara has volunteered to do this) and then given to office so when they are enrolling a child they can include in the information pack.

Class parents really need to be a P & C Member as all information is shared via the P & C

Member group chat. Class parents were assigned amongst members at the meeting.

4. **General Business**

5. **Agenda items for next meeting**

Canteen - coffee machine, Lenny Visa card, WiFi, new canteen email

Uniform Shop and storage room fit out

School survey for P & C Priorities - school furniture upgrade positively received by members.

6. Next meeting date

***Term 1, W8: 6.00PM - AGM followed by General Meeting
- Wednesday, 20 March 2024 @ school
Meeting closed: 8.35pm***