

## Mullumbimby Public School P&C Association Inc

### **MINUTES - General Meeting – 14 June 2023 (Mullumbimby Public School – Admin block)**

*Opened 6.32pm*

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#### **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: David, Leah, Carla, Keishia, Charity, Charlotte, Danielle, Edwina, Janeka, Sarah, Eleni**

**Apologies:** Tandi, Pinky, Cara, Cindy Clarke, Evie, Angie, Holly

##### **1.2 Business arising from previous minutes:**

**Membership & Insurance** – Leah diarised as not due till 1 August 2023.

**ACNC and P & C Federation** both now up to date for 2023.

##### **Bank account/Visa signatories update.**

Keishia went to finalise her ID and sign form and was told by the SCCU they will not issue Visa cards to new signatories as it was not motioned in Minutes. This has been a very disjointed process and despite thinking was sorted out is still not. Leah will update the AGM template and the Change of Signatories Process document that was created for future ease of reference.

So for the sake of correct process and for delivery to the Bank:

##### **Motion** to appoint the new 2023 Office Bearers:

Carla Boyle (President), Leah Molenaar (Secretary), Charity Nichols (Treasurer);

Keishia Thompson (Vice President/Canteen Treasurer), Edwina Hart (Vice President),

as signatories on all of Mullumbimby Public School P&C Inc's accounts with Southern Cross Credit Union, namely accounts 100115375, 100115482, 100127010 & 100130209, in conjunction with each of the referred new 2023 Office Bearer named above being issued with the respective VISA account card.

**Motioned by Leah    Seconded by Carla**

***All in favour?***

***Carried all in favour***

**Playgroup money:** approximately \$2,900.00 hit account - David has asked the Stage 1 teaching team for suggestions of outdoor play equipment / toys, they are working in it.

#### **1.4 Confirmation of previous minutes**

**Motion** to accept the previous minutes dated 10 May 2023 previously circulated via email.

**Motioned by Carla Seconded by Leah**

*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 from Albert Moses of Out Of the Box Mullumbimby. Agreed, something we should have in mind for when school restoration work is finished. Keep until then and forward to David for further consideration.
- P & C Federation - There is still time to purchase a discounted Zoom licence for your P&C Association (conditions apply). Get over 50% discount on Zoom licences. It was \$125 in 2021. Don't believe we renewed last year, decided to leave for now.

**School pigeon hole: None known.**

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## **2. Reports**

### **2.1 Treasurer's reports –Charity Nichols**

**Motion** to accept Treasurer's Report.

**Motioned by Carla      Seconded by Keishia**

*All in favour?                      Carried all in favour*

### **2.2 Canteen Treasurer's reports – Reports not required.**

### **2.3 Canteen Coordinator's report – Report not applicable.**

**Canteen update and recap:**

Leah attended the below Webinar:



A recording of the webinar will be made available and can be shared on receipt for those who could not get online. Was a very useful webinar and inspiring to see what other schools/canteens are doing. We would like to take the opportunity to acknowledge and credit those before us have been so conscious in this regard already, we are already doing little things. We will take offline to subcommittee but some key points taken away were:

- Persistence required, just one step at a time, chip away at it and do not get overwhelmed. You need to work out what you can manage with the resources you have
- Waste Warriors could play important role with process, procedures and education.
- A lot of reference to grants being available to assist
- Helped by recommending some Australian made and healthy products.

Keishia, Edwina and Leah met with Maxine, the Health Promotion Officer for the Healthy Eating Active Living Team from NSW Department of Health. It was helpful, gained useful information, she gave us a package of sample menus, trays, posters etc. Maxine is a fantastic resource to have moving forward and menu planning, loads of experience and willing to help.

Regarding the Canteen Manager role, Carla to speak to P & C Federation about Contracted position vs P & C employee.

Regarding the Canteen Coordinator, Eleni has expressed serious interest in this role.

Need for Canteen subcommittee to meet before end of term and put in place a plan. Acknowledged this is a very big process starting from scratch, there is a lot to consider.

#### **2.4 Uniform Coordinator's report – Danielle Ross.**

Uniform Shop Report T2W8 **tabled**.

**Motion** to accept Uniform Coordinator's report.

**Motioned by Carla Seconded by Charity**

**All in favour? Carried all in favour**

## 2.5 Fundraiser Coordinator's report

- **Bangalow market stall (Leah)**. – Opportunity to bank the parking fees at approx. \$1,500.00 and set up a stall of your choice. Leah has emailed the manager of market and awaiting reply.

Fathers Day fundraiser. Discussed some ideas. No one is willing to take on. So instead of a gift fundraiser it was proposed to have a Term 3 social night incorporating an acknowledgement of Fathers Day. One Friday night in September, discussed having at Wandana. Danielle will touch base with Chrissie (owner of Wandana) to discuss idea.

Recipe book targeted at healthy lunch boxes ideas and kid friendly. Edwina will investigate further over school holidays.

## 2.6 Principal's report –David Lees

NAPLAN: Results should be back in schools late Term 2, to parents early Term 3.

- Extension Dance Group: a wonderful routine at FNC Dance Festival at Twin Towns, Tweed Heads on Wednesday 7 June. Huge thanks Michelle, Harriet, parents who supported. Our students were amazing!
- Yrs K-2 Open Morning / P&C morning tea. 52 parents in attendance. A great success. Thank you to P&C for hosting the morning tea.
- PSSA sport: a huge term for PSSA teams and individual students. Soccer, netball, Touch, basketball, Cross Country. Some fantastic results from our students.
- Disability workshop with our Stage 3 students yesterday – former basketball Paralympian David Johnson (wheelchair basketball) working with our Stage 3 students.
- Another Paralympian coming to work with all students Yrs K-6 later in Term 3.
- Samantha Wortelhock has returned to complete some more wonderful murals around the school. (including the lost mural on A Block due to the flood).
- Yr 6 to Yr 7 MHS Transition continues.
- OoSH (BASC) – As previously advised, the initial winning tender declined. DoE / AMU process has been undertaken to find a new service provider. This has been successful and now awaiting service approval. Pending approvals being granted, initial meeting to be held between MPS / DoE / AMU and the provider early in Term 3.
- Flood Restoration works update:
  - A Block: Open. A few items to close out
  - B Block: KB have moved in to their classroom. New Yrs K-2 toilet block still on track to be opened start of Term 3 -C Block: Pre-handover mtg. completed.
  - Furniture being moved into library Wk 10. Library scheduled to be open as a teaching and learning space early Term 3.
  - D Block: New Yrs 3-6 toilet block open. All students currently using these until B Block toilets are open.

- E Block: 'P&C hub' (Canteen, Uniform shop, storage shed) still on track to be open sometime In Term 3.
- J Block (hall): Floor to be treated and restored next week. New curtains coming.
- K Block: (new) Existing shed has been relocated for BASC use. News shed behind hall still on track for installation sometime in Term 3.
- Grounds: Significant stormwater / underground drainage work ongoing and still on track For completion sometime in Term 3. Astro Turf in quadrangle still on track to be open early in Term 3. New synthetic cricket pitch on back oval scheduled for completion early Term 3.
- BOB to receive new under sheeting (like the COLA), new roof. Work scheduled to Commence at the end of this term or upcoming school holidays.
- New paths between E and F Block completed.

Upcoming:

- Muggi Culture Day and Yarn Up for ATSI students – Wednesday 21 June (Wk 9) • Athletics Carnival – Friday 23 June (Wk 9) at Stan Thompson Oval, Brunswick Heads.
- Robo Kids (STEM workshop) (Wk 10)
- Semester One student reports home via SENTRAL Parent Portal – Friday 30 June (Wk 10)
- NAIDOC Celebrations Tuesday 25 July (T3,W2)
- Nathan Verinder (Online Guardians) – Thursday 27 July (T3, W2). S2/S3 student sessions during the day. Parent / carer Information session 6:30pm.
- Education Week – (T3, W3) Details tbc depending on where flood restoration work is up to.
- Interrelate – Child Protection lessons mid Term 3

**Motion** to accept Principal's report.

**Motioned by David    Seconded by Leah**

***All in favour?                      Carried all in favour***

### **3. Agenda Items**

3.1 **Cindy Clarke – SSO – apologies received, will attend next meeting.**

3.2 **Hardship Fund - end date & planning:** Currently expenditure from the hardship fund expires at the end of this year. Discussed ways we could ensure the funds are spent at the school and not void. Only so many uniforms one can purchase. Excursions are limited to older children. David will touch base with Tracey to see how things look in terms of average amounts spent and what is there. We will also put in newsletter a reminder it can be used.

### **3.3 Grants update**

- *Service NSW Grant* – Carla followed up our unsuccessful application with Service NSW and was informed it was declared “Ineligible because losses funded by insurance company.” Despite the details provided being different to that of the items claimed it was declined. Once an application is declined it is closed and there is no further avenue for appeal. We could submit a new claim and through that process inquire what further information we might be able to provide to get a different outcome however the Executives agreed we move on and not waste time.
- *Stronger Communities Grant* – lodged and submitted on 8 May. (\$20,000 for Digital Signage) - final decision pending. We should hear within the next two weeks.
- *Community Initiatives Program* run by Council, Tandi submitted grant on 12 June 2023. *Submission Receipt- CommunityInitiativesProgram **tabled***. \$4,786 for the P&C Hub. We should hear after the 24 August Council meeting.
- A lot of time and effort went into this submission and we are very grateful to Carla and Tandi for their involvement, thank you.
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- Upcoming grant opportunities:
- Australia Post (\$10,000 for a connection/wellbeing initiative) - building on Carla and Leah's application last year, we could look at a wellbeing focus for some upcoming P&C events. It's due 2 July.
- Splendour in the Grass – music equipment discussed, suggested by David a good drum kit.
- FRR Small and Vital (\$10,000 available for a community initiative) - we could look at the PA upgrades in Bob for this. Do not think it would be enough for the LED screen in the hall. It's due 31 August.

### **3.4 Upcoming Events:**

Special Lunch Days: Someone to put hand up if wants to do it. Would be great for kids.

Athletics carnival – 23 June 2023 – catering event. Food and drinks ordered, price list to printed up and going in newsletter etc. Cash only. Dani to bring Square.

Chinny Charge – 16 September. Janelle approached Keishia and generously offered to us to provide food/drinks during and after race. Agreed we will do it again this year.

**3.5 Car Parking and school access safety**

Suggested we get some sample videos of front pick up area to send to Tamara Smith. Carla to also follow up reply to letter previously sent.

**3.6 Funding for Sport uniforms / gear – MPS Sports Uniform Proposal *tabled*.** Fantastic effort Carla, thank you for the work involved getting this together.

Holly and Carla will consult with David on design.

***Motion to spend \$8,000.00 on uniform quote obtained from Struddys:***

***Motioned by Carla Secoded by Leah***

***All in favour? Carried all in favour***

**3.7 Square Reader vs FlexiSchool investigations.** Dani still working through that.

AND **SquareReader User Update.** It is a mess and we will need to work through sorting that and updating. Dani and Leah to take offline and work it out.

Dani to enquire how other schools print labels if not via Flexischools.

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**4 General Business**

Gift for Michelle Boyle. We value all her time and effort and have such big appreciation for what she does in our school.

***Motion to spend \$100.00 on gift of recognition and appreciation:***

***Motioned by Edwina Secoded by Carla***

***All in favour? Carried all in favour***

Seventh Day Adventist not opening post flood. Suggestion to use their electronic sign and gain exposure on main road. Discussed obstacles in updating and functionality.

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**5. Agenda items for next meeting**

- Environmental Impact Statement
- CBP Grant

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**6. Next meeting date**

***Term 3, W3: 6.30PM - General Meeting***

***- Wednesday, 2 August 2023 @ school – Carla’s birthday!!***

***Meeting closed: 8.21pm***