

Mullumbimby Public School P&C Association Inc

MINUTES - General Meeting – 2 August 2023 (Mullumbimby Public School – Admin block)

Opened 6.33pm

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: Edwina, Carla, Leah, Keishia, David, Amy Austin, Holly, Cindy, Angie, Charlotte, Charity

Apologies: Eleni, Cara, Danielle,

1.2 Business arising from previous minutes:

Bank account/Visa signatories update.

Keishia and Edwina both received Visa Cards. No instructions regarding to online banking set up received with Visa cards so they will need to attend branch to sort out.

Playgroup money: approximately \$2,900.00 - David has asked the Stage 1 teaching team for suggestions of outdoor play equipment / toys, they are working in it. Mrs Stirling looking at mud kitchen – answer is coming.

Hardship Fund and End Date Planning: Feel pretty onto it, there have been prompts on excursion letters etc. David will put another reminder in newsletter.

1.4 Confirmation of previous minutes

Motion to accept the previous minutes dated 14 June 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:

- **Membership & Insurance** – 14 July 2023 we received email from Andrews Insurance Services attaching Notice of Renewal and invoices together totaling \$1,387.00. Charity will refer further in her report. Thank you Charity.
- Grants Hub emails – all forwarded to Tandi.

- P&C Federation bulletin and webinars - forwarded to members.
- Email correspondence received **School pigeon hole: None known.**

2. Reports

2.1 Treasurer's reports –Charity Nichols

Charity reviewed the membership and insurance documents and looked good. The membership and one of the insurance components have gone up a small amount since last year. Given the importance and necessity of the due date of 1 August was before the next meeting (2 August), the Executives proceeded to pay and can confirm it is up to date, thank you Charity.

Motion to accept Treasurer's Report.

Motioned by Carla Seconded by Leah

All in favour? Carried all in favour

2.2 Canteen Treasurer's reports – Reports not required.

2.3 Canteen Coordinator's report –

Canteen subcommittee met on 24 July.

Proposed draft menu: There was a query why beef burgers had come off. Decided to put back on as easy enough to have on there and they were quite popular. Slushies not on yet as Keishia doing some further investigations. Carla to circulate slushy fact sheet.

Employment of Canteen Manager: Carla contacted P & C Federation – they recommended not to contract out position – still effectively an employee. Insurance and additional things, Charity will investigate. Need to begin advertising process for employing canteen manager – will this take offline.

In order to get the canteen fitted out and importantly transparency, a ***Canteen Equipment Summary Aug 2023*** is tabled and a ***Motion to spend upwards to \$15,000.00 on the contents contained therein required:***

Motioned by Carla Seconded by Leah

All in favour? Carried all in favour

Further, a motion that Executives can approve spending on bigger equipment items listed in the document David will provide but are classified as Tier 1 and Tier 2 equipment for fit out in canteen.

Motioned by Leah Seconded by Edwina

All in favour? Carried all in favour

2.4 Uniform Coordinator's report – read by Leah on behalf of Danielle.

Uniform Shop Report August 2023

- Nothing to report, have been quite busy again with orders this term
- Have done a few LW reid orders of late

Current stock on hand

Current Stock on hand – Insurance Value \$17,628.75

Current Stock on hand – Retail Value \$24,800.00

Sales to date – 2023 - \$8,430.00

Motion to accept Uniform Coordinator's report.

Motioned by Leah Seconded by Edwina

All in favour? Carried all in favour

Discussed the proposed swap from Square to Flexischools but have agreed that we will stay with Flexischools for time being. There are some development changes coming from Flexischool particularly with ordering canteen food that will be a great improvement and changing accounts in Square is not as straightforward as need it to be at the moment. Look at putting ad in newsletter to promote FlexiSchools user registration to the school community.

2.5 Fundraiser Coordinator's report

Edwina has been doing lots of work and we thank her so much for her time and effort in creating a plan that includes some fantastic fundraising ideas! All details are outlined in Google Drive if we ever want closer reference and for ease of access to all.

Subcommittee meeting on 31 July 2023

- Fathers day fundraiser – going ahead with Jolly Socks. Projecting profit of \$1,000. \$8 a pair. Edwina and Keishia to run stall on Monday 28th August. Carla will arrange floats. Leah and Carla to be available to sell socks on Wednesday 30th in case kids forgot on the Monday. Holly will do flyer.
- Christmas fundraisers - apron & tea towels. Edwina planning to use artwork from Sam at Breakaway Art to print some merchandise for Christmas gifts and ongoing fundraising. There were obstacles using photos of murals from around the school and we discussed opportunities for fundraising if we were to invest in some commissioned artwork from Sam.

- Chippy Charge – 16 September – Keishia to coordinate – encourage year 6 kids to assist. Sausage sizzle, baked goods and drinks. Call out for baked goods again.
- Scratch Patisserie Sausage Roll Lunch Day – Angie to coordinate, Holly/Leah will assist, Friday, 8 September – orders 1 week before – done via FlexiSchool, flavours, \$5 each – take offline
- Parents Social Night – 8 September – Leah to contact Chrissy and make sure date ok. Leah to do Save the Date ad for newsletter.
- Carols – Keishia, and Leah will coordinate.

Motion for Edwina to commission up to \$1,500.00 on some artwork by Sam at Breakaway Art inspired from the new house flora names and murals around the school:

Motioned by Leah Secoded by Charity

All in favour? Carried all in favour

Motion for Edwina to spend \$990.00 in payment of the Jolly Socks fundraiser:

Motioned by Edwina seconded Leah

All in favour? Carried all in favour

David said on the school website there is a “SIP – School Improvement Plan”. In terms of fundraising goals we can try to align with that where we can. Under the reporting and planning tab.

Athletics Carnival wrap up tabled. Big thank you to Carla for coordinating this fun day. Also would like to acknowledge the hard work of teachers having something offsite. A lot of work goes on behind the scenes.

Catering Coordinator role really crosses over with Fundraising Coordinator role and makes job big. Would be great to get a catering coordinator. Agreed let’s get advertisement on the go, would be good to share the role with between two friends. Leah to do an ad to run.

2.6 Principal’s report –David Lees

Athletics Carnival this year had to be held off site at Brunswick Heads. Thank you to Caroline as carnival coordinator and P&C for catering on the day.

- Students gained a lot from our Robokids workshops at the end of Term 2. Fantastic links to most KLA’s. Students demonstrated strong skills in programming and coding.
- Samantha Wortelhock returned to complete some more wonderful murals around the school. (including the lost mural on A Block due to the flood).
- It was great to have Australian kayaker Yale Steinepreis work with our S2 and S3 students as part of the Good Village AIS program. Yale will be here for a follow up session in September.

- NAIDOC Day a great success. Thank you to our Aboriginal Education Team and special guests who gave their time and shared their knowledge and wisdom with all of our students. Our dancers were superb at all assemblies.
- Nathan Verinder from Online Guardians facilitated sessions with our S2 and S3 students about safety online. Nathan conducted a parent information session in the evening attended by 30 parents, providing data of student on-line activity and helpful tips to support families. Feedback from parents was positive.
- Our Education Week Open Morning was well attended today. Thank you to all teachers and special mention to our PMST (and K/1Y teacher) Kim who organised a parent information session. 41 parents were in attendance at the Maths information session.
- PSSA sport: Well done to all students who continue to represent. A special mention to Lily-Rose who was recently selected to participate at the NSW PSSA Cross Country Carnival in Eastern Creek. An outstanding achievement! We have 46 students who have qualified for the HPSSA Athletics Carnival this Fri 4 Aug at Ewingsdale. Best wishes to all competitors.
- OoSH (BASC) – The DoE has announced that Northern Rivers Community Gateway will be providing this service as a part of the Byron Shire Group of Schools. Once a start date is confirmed, families will be advised. In the meantime, Northern Rivers Community Gateway has applied for service approval with the Regulatory Authority and are working closely on this process. If you would like to find out more about Northern Rivers Community Gateway, you can visit their website here: https://nrcg.org.au/rainbow_region-kids/ You can also contact them directly on 02 6621 7397 or rrkassist@nrcg.org.au
- Flood Restoration works update: Term 3 has started with a number of positive developments. Last week students were able to access our 'new' library for the first time since the flood event at the beginning of 2022. This is an amazing teaching and learning space, fitted with brand new future-focused furniture. Our teacher-librarian Ms Austin has worked exceptionally hard behind the scenes to establish this fantastic facility. As most of you know, our new synthetic turf area between the library and canteen is now open. This is an incredible improvement to this area from pre-flood and has opened up a large play and outdoor teaching and learning space for the benefit of our students. It is great to see it being so widely used already. Both student toilet blocks are now open. They are completely re-furbished and brand new, including water bubblers. Both adjoining basements are also open, allowing for even more play space for our students. I know our keen handballers are very excited about this! The 'P&C Hub' (canteen, uniform shop and storage shed) is looking amazing and nearing completion. I have been advised by our site foreman that this area should be handed back over in approximately three weeks. I will keep you posted about this. BOB (our large COLA) is currently undergoing significant upgrades. This will essentially also be like a brand new facility upon completion. The site foreman has told me we should have this handed back in approximately 2-3 weeks. Our hall has re-opened complete with a fully treated floor, like new. Within the next week or so we should see new curtains installed.
- Kindergarten '24 Parent Info session Wed 31 Aug at 6:30pm.

Motion to accept Principal's report.

Motioned by David Seconded by Carla

All in favour? Carried all in favour

3. Agenda Items

3.1 **Cindy Clarke – SSO – *Be You Action Plan 2023* tabled.** Wellbeing Team and Amy completed an Action Plan. Now there is focus on implementing goals. Mentally Healthy Communities are a priority. Some actions being implemented already are: Zones of regulation and Mindful Mondays for the kids. There is now a lovely nest a space in the library. Social and antibullying program curriculum to be implemented – stage 4 to trial. Some great initiatives happening and really encouraging to see. It is great to have Cindy working at such important issues, thank you Cindy.

3.2 ***Amy Austin – Art Show and Halloween Disco.***

Art Show – Thursday 7 December (week 9). Helpers required like last year to help with set up please. P & C to also cater again.

Week 1 Term 4 – Friday 13 October – potential Halloween fundraiser. Brainstorm of: spooky games, green slushies, dinner for families. Younger and Older time slots. David and Amy will advise the teacher commitment as there is quite a bit happening and if we can go ahead.

3.3 **Grants update**

- *Stronger Communities Grant* – application has been fully approved and we have been issued a grant agreement! Hooray – Tandi across next steps and implementing them.
- *Community Initiatives Program* run by Council, \$4,786 for the P&C Hub. We should hear after the 24 August Council meeting.
- Splendour in the Grass – submitted and await reply.
- CBP Grant – no further updates just yet.

3.4 **Upcoming Events:**

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

Kindy Info Night – P & C to do quick brief overview spiel welcome, light nibbles and drinks. Held in Amy Austin's room.

Charlotte will coordinate nibbles and Carla will do little presentation on behalf of P & C.

Motion for Charlotte to spend up to \$100.00 in payment of refreshments and light nibbles for Kindy Info night:

Motioned by Carla seconded Leah

All in favour? Carried all in favour

3.5 **Sports Uniforms progress update**

Made decision on design – Holly and Carla will proceed with getting school logo included/incorporated and revert.

3.6 **P & C Branding – logo design**

Holly showed some sample designs. She will select three favourites and bring back to members for voting.

4 General Business

Certs of Appreciation from Trivia have all been delivered now, recipients were really appreciative and reiterated how happy they were to help. State Representative P & C vouchers are at printed and in folder now for future.

NRC – Instrument call to see if any instruments can be returned that were given out years ago. Edwina will touch base with Anna to see if more information available.

5. Agenda items for next meeting

- Environmental Impact Statement
- Car Parking and school access safety update
- NRC Instruments
- P & C branding/logo

6. Next meeting date

Term 3, W8: 6.30PM - General Meeting
- Wednesday, 6 September 2023 @ school

Meeting closed: 8.36