

Mullumbimby Public School P&C Association Inc

MINUTES - General Meeting – 7 September 2022 (Mullumbimby Public School – stage 3 classroom)

Opened 6.35 pm

1. Meeting Procedures

1.1 Welcome Address – Jingi Walla - Danielle

We pay our respects to traditional owners of these lands, past, present and emerging.

1.2 Attendance: Danielle, Holly, Tshala, Evie, Lhasa, David, Keishia, Carla, Leah, Charity, Helen/Pinky

Apologies: Bria, Janette

1.3 Business arising from previous minutes:

- Playgroup Account - \$2,000.00 – need to roll over to P & C Account and close. Lhasa still to investigate - will see bank.
- \$1,258 CBA deposit – Deposited with no reference. Lhasa will investigate when at Bank.
- Big thank you to all involved in the Kindy 2022 morning tea and Kindy 2023 intro night. Both events looked beautiful and it was a really nice vibe.
- Kindy hats and updated P & C Flyer in the works and to be prepared for orientation in Term 4. Danielle to put names on hats and Leah and Holly to update flyer.
- Assembly on Monday, 19th – P & C to present Sponsorship Vouchers to the NSW level students. Thank you to Evie for creating Vouchers – they look great! Leah will present vouchers on behalf of P & C.

1.4 Confirmation of previous minutes

Motion to accept the previous minutes previously circulated via email.

Motioned by Danielle Seconded by Lhasa

All in favour? Carried all in favour

1.5 Correspondence –

Emails to affiliate email:

- Grants Hub emails as per usual – ignored.
- P&C Federation bulletin and webinars - forwarded
- Catering replies, Bunting correspondence and Chippy Charge correspondence
- Email from Our Inner Wheel district 7 September 2022.
They have been allocated money to assist communities impacted by the floods. They feel that assisting schools is a natural fit. Probably to the value of \$2,000. Leah to

respond and request consideration toward a contribution to P & C equipment, like the Heatlie BBQ.

Lord's Taverners has also offered the School financial assistance with replacing sporting equipment. There is potentially \$4,000 on offer with them. They have emailed but had no reply. Leah to email contact details to Dave as he has not received emails, will check if it has gone to junk email and respond directly.

- Kylie Grainey has offered some assistance with grants. She said she is happy to help out if she can. Leah to reply to Kylie that we are looking at grants directly related replacement / re-fit out of spaces and equipment. We are not able to pursue grants related to playgrounds/structural things until the school is finished post flood building works.

School pigeon hole: Nil known.

2. Reports

2.1 Treasurer's report - Charity Nichols

August 2022

Opening balance - \$7,868.24

Income - \$1,829.96

Expenditure - \$4,141.11

Add Bonus Saver account balance - \$45,876.41

Add Visa Debit card - \$319.42

Total balance - \$53,227.17

Charity to start an Asset Register tab to Treasury spreadsheet – Canteen, Uniforms, Fundraising – to include date/item/cost purchased. Evie will review and send canteen asset list for future building starting point.

Discussed elaborating on Visa Account expenditure more in the spreadsheet.

Motion to accept Treasurer's Report.

Motioned by Leah

Seconded by Lhasa

All in favour?

Carried all in favour

2.2 Canteen Treasurer's reports – Carla Boyle - Report to be submitted annually.

2.3 Canteen Coordinator's report – No report applicable.

2.4 Uniform Coordinator's report – Bria by email:

"Hi All, apologies for not attending tonight's meeting.

No much to report really:

- parents are continuing to use flexischools. I assume there are no issues with this, non have been reported.

- we have had a bigger up-take in purchasing in the past month due to the \$500 government grants. Tracey and I have found a system that works for this. I will bill the school for these uniforms at the end of every month. I will be billing the school for August's uniforms in the coming days.

- hemp top-up order has been placed. Hopefully we will have it by Jan 2023 however, if we do not there is enough stock to get us through the initial intake of new students.

- larger polo tops, M and L were purchased (in Poly/Cotton only) for some kids who are coming through the school with a need for bigger uniforms. They have been entered into Flexischools.

- Charity and I noticed that the invoices were not being emailed through to her FROM LW Reid. I have been in contact with LW Reid to alert them this this so I hope this has been fixed.

- nothing has been mentioned about us needing to vacate from the temp storage we are using so I will continue to use it until I am told otherwise.

- I am hoping to pass uniform shop coordinator job onto a new parent at the start of next year. If you guys have anyone in mind it would be good to spend some time with them in term 4 so that I can start handing over.

Thanks all, Bria"

Motion to accept Uniform Coordinator's report.

Motioned by Leah

Seconded by Carla

All in favour?

Carried all in favour

2.5 Fundraiser Coordinator's report

- Fathers Day Fundraiser – WRAP UP – document tabled and **attached**.

THANK YOU Carla for coordinating this one on such last minute circumstance.
It was so much fun!

Motion to accept Fundraising Coordinator's report.

Motioned by Leah

Seconded by Pinky

All in favour?

Carried all in favour

2.6 Principal's report - David Lees

Flood restoration work ongoing. Positive to see progress being made in the affected areas. A community information session was offered by SINSW and further updates, as we receive them will be published in the newsletter. We have been told that work is hoped to be completed in 'early 2023'.

- A huge thank you to the P&C for their work at our Kindergarten 2022 Morning Tea on 25 August. Strong attendance from parents / carers.
- Another big thank you to the P&C for their involvement at our Kindergarten 2023 Information session on 1 September. Good to see prospective parents here. As of today 22 students signed up for our K'23 Transition program in Term 4.
- Thank you P&C for Father's Day photo frames. These were very popular! • Child Protection lessons completed including Interrelate with Yrs 3-6.
- NAIDOC celebrations 11 August was a fantastic day with many rich indigenous language and cultural learning experiences for all students.
- NAPLAN results have arrived back at school. Our data was a little later arriving due to the fact that we had to revert to 'pencil and paper' this year due to flood related IT issues. Hard copies to be distributed to Yr 3 and Yr 5 students this week.
- We have made some minor changes to our PBL assembly structure, including PBL awards due by teachers on Thursdays to allow official parent notification to attend if child will be receiving an award.
- Whilst COVID-19 numbers are dropping, we still have to be vigilant and reporting processes remain the same. We still have plenty of RAT tests!
- Like the vast majority of NSW DoE schools, we are also continuing to experience 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.
- Educational hardship information announced by the NSW Minister for Education last term. Details have been in newsletters. We encourage expenditure of these, especially will be of help for Term 4 excursions for our older students.
- Well done to our many talented sporting achievements this term. It has been a very busy and successful term of PSSA sport for us.
- Sporting Schools continues with K-6 involved.
- Congratulations to our Dance Group and Miss Boyle who have successfully auditioned for FNC Dance Festival. A great achievement!
- House Names – as mentioned at the last meeting the committee have settled on an outcome. An announcement is expected at the start of Term 4 following final clarification and approval from appropriate stakeholders.
- OOSH – Tender process to commence this year.

- Request for Stage 2 decodable readers.

Upcoming:

Thur 8 Sep – Yr 6 Writing Check In assessment

Fri 9 Sep – Spelling Bee regional finals P&C Crazy Hair and socks day

Tue 13 Sep – FNC Dance Festival Twin Towns

Tue 13 Sep – ATSI PLP / Yarn Up / bbq afternoon

Mon 19 Sep – P&C Catering day

Thur 22 Sep – Book Parade Wed

12 Oct – K'23 transition starts

Fri 18 Nov – Colour Run

Motion to accept Principal's report.

Motioned by David

Seconded by Leah

All in favour?

Carried all in favour

3. Agenda Items

3.1 **House names developments:** mentioned in Principal's report.

3.2 **Insurance update:**

Evie has gathered required/available information and documents and replied to the Internal Claims Adjuster with a Contents Schedule of Loss. Loss was huge and cover was \$22,500.00. Worked at claiming what we owned. We now just wait for reply. Massive thank you again to Evie for all her time on this and for everyone who helped in finding documents.

Insurance and membership with Federation. We were successful in our application for hardship fund application and were refunded fees in the amount of \$365.00.

Benji from Son of a Drum happy to donate a pre-loved drum kit to the school to help get things going along. Evie will advise we accept offer and consult with Richard/Dave about storage. Benji at SON OF A DRUM has always been very supportive and we are very thankful for this kind donation.

3.3 **Grants update**

- *Infrastructure Grants – Sport and Recreation*

Status: Opening soon

Grant amount: From \$50,000 to \$300,000

Application opens: 10 October 2022

Application closes: 31 October 2022

This grant runs regularly. Put on hold for now. These types of goals are too up in the air at present.

3.4 **Preparation of Budget and System/Process for canteen to get back up and operational.** Too soon to decide or move on this. Would be practical and beneficial to have a canteen coordinator involved.

3.5 *David has had request from School executives for contribution to Stage 2 de-codable readers. See below request from Lena Patterson:*

“Some of our stage 2 readers and some students moving into stage 2 in 2023 would benefit greatly from access to classroom and learning support packs for decodable readers. Currently, learning support teachers need to borrow from Stage 1 class sets to assist students identified as still requiring decoding support. As APCI and with consultation with Ryan, we believe the following resources are tailored specifically to Stage 2 students and would support positive engagement and results both for classroom teachers and our learning support team. This range is endorsed by SPELD NSW. Dandelion’s popular Catch-up Readers and Workbooks are suitable for readers aged 8 – 14 and are designed to introduce the English Phonic Code in small sequential steps. The purpose of these Series is to fill in the missing gaps in phonic skills and knowledge for older students that are preventing the pupils from making progress and becoming fluent readers. Special features to engage students include:

- Age-appropriate illustrations and storyline involving quests and missions in chapter book format;
- Each Reader has reading practice and vocabulary pages to develop receptive and expressive language;
- Multi-syllable words split into syllables on each page to assist the reader.
- Comprehensive workbooks supporting each set of Readers include pre and post reading activities.

Our initial proposed investment (\$7,230). This would cover learning needs across 2- 3 classes and small learning support groups. (Note: These will not replace existing reading sets and will not be used for whole class, rather students still consolidating decoding and blending skills)

Motion for full expenditure toward additional Stage 2 De- codable readers, that is to say \$7,230.

Motioned by Leah

Seconded by Evie

All in favour?

Carried all in favour

- P & C to look at annually creating a short list of goals/contributions for the year. Will be of great benefit moving forward budgeting and fundraising.

3.5.1 David has been in consultation with builders regarding canteen plan for upgrade/extension. P & C had previously agreed to contributing \$10,000 to these works but recently builders have enquired if school and P & C Association would be willing to contribute more to get the upgrade/extension plans over the line. The

School would match the P & C Association contribution. This canteen space would be so valuable to our school. We have benefitted so greatly from Sharon McGrath's experience and expertise in preparing and consulting with professionals on these plans - it is important that we consider seriously in the amount we are willing to contribute and take advantage of the opportunity to implement the plans.

Motion for authority to David to negotiate upward to \$20,000.00 expenditure toward canteen upgrade/extension.

Motioned by Evie

Seconded by Leah

All in favour?

Carried all in favour

3.6 Upcoming events:

- Catering Lunch Day with Chinny Store on Monday, 19 September.
Leah to coordinate running of day. Need to purchase baskets. Advertise.
- A little bit of fun for the kids - Crazy Hair and Whacky Sock Day on Friday, 9 September. Big thank you to Holly for coordinating this. P & C to supply a Fruit Juice Icy Tube to each child.
- Chinny Charge Developments – 17 September 2022. Big thank you to Keishia for taking this on board and volunteers to assist so far.

4 General Business

- Need to advertise for Uniform Coordinator in Term 4
- Kindy Hats – have ready by end orientation
- Pinky requested on behalf of Year 6 and teachers, the P & C contribute to their camp some cooking utensils and cleaning equipment. Pinky will first scope out remaining equipment that is in the storage shed and get back to executives with costs for what will still be required. Camp is 1st week in November.

5. Agenda items for next meeting

- confirmed hire of slushy machine for Colour Fun Run Day
- Chinny Charge, Crazy Hair/Sock and catering day wrap up
- Kindy 2023 orientation (bags, hat and brochure)
- Canteen upgrade /extension negotiations and outcome

6. Next meeting date

W3, Term 4: Wednesday, 26 October 2022??

Meeting closed: 8.13 pm