

## Mullumbimby Public School P&C Association Inc

### **MINUTES - General Meeting – 8 February 2023 (Mullumbimby Public School – Stage 3 classroom)**

*Opened 6.34pm*

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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: Edwina, Danielle, Charity, Cara, Charlotte, David, Keishia, Cindy, Leah, Carla, Holly, Angie and Elani**

**Apologies:** Pinky, Lhasa, Evie, Sharon

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

- Is the Asset Register up to date? Asset Register and or itinerary Itinerary to be done at later date all at once.
- Playgroup Account - \$2,000.00 – Lhasa has messaged Liz Smart & Elaine Stenner to email/call Steve at SCCU, and once they've authorised it he'll transfer the Playgroup funds straight to our account. Leah to contact Lhasa and get update.
- Son of a drum – offer of drum kit was gifted elsewhere before we got back to Benji.

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

**Motion** to accept the previous minutes previously circulated via email.

**Motioned by Danielle                      Seconded by Leah**

***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 where relevant
- 29/11/2022: Letter Byron Shire Council, successful applicants of Mayoral Fund - \$500 for BBQ Box and equipment. Letter tabled. Leah still verifying and following up Council's payment process system. Have been told processed and payment should be made Thursday, 9 February.

- 06/12/2022: Email as follows from CBP Program via Sharon McGrath:

**From:** Community Building Partnership Program <[noreply@smartygrants.com.au](mailto:noreply@smartygrants.com.au)>

**Subject:** **Community Building Partnership 2022 Round - P & C Associations**

**Date:** 6 December 2022 at 4:55:39 pm AEDT

**To:** Sharon McGrath <[sharonmcgrath@me.com](mailto:sharonmcgrath@me.com)>

**Reply-To:** [cbp2022@facs.nsw.gov.au](mailto:cbp2022@facs.nsw.gov.au)

Dear Sharon McGrath ,

**Congratulations** on your successful grant application in the CBP2022 grant round:

**CBP22 - 2081 - Mullumbimby Public School Canteen Upgrade and Extension**

You should have received an email earlier this week with the *Step by Step Guide* and information on the next steps to claim your grant funding.

You have received this email because your organisation has been identified as a Parents and Citizens Association of a public school.

**According to our Program Guidelines:**

- Applications for projects on public school grounds must have completed a Department of Education Asset Management Unit (AMU) form, signed by the school principal.
- It is the responsibility of the school principal to submit the completed form to the AMU for formal project approval once the CBP application is successful.
- Funding will only be made available for a successful CBP application, once the AMU has approved the project.

As the user account holder in SmartyGrants, now that your application has been approved for funding, **you are required to attach the approval from the Department of Education's Asset Management Unit to the online Funding Deed by 31 March 2023.**

Please note: Principals or school staff are not authorised office bearers of Parents & Citizens Associations. They can witness but not sign Funding Deeds.

If you have any questions or require further assistance, please contact us at [CBP2022@facs.nsw.gov.au](mailto:CBP2022@facs.nsw.gov.au) and provide your CBP Application ID (CBP22 - 2081).

Regards,


**Community Building Partnership Program**


Department of Communities and Justice

P: 02 8753 8144

[CBP2022@facs.nsw.gov.au](mailto:CBP2022@facs.nsw.gov.au)  
[nsw.gov.au/cbp2022](http://nsw.gov.au/cbp2022)

- 22/12/2022: Email as follows from Andrews Insurance:

 Ela Comertpay <ela@andrewsinsurance.com.au> 😊 ↶ ↷ ⋮  
To: Evie Graham <evieg78@gmail.com> Thu 22/12/2022 8:03 AM  
Cc: Janette Tilgner <sales@spotlessgutters.com.au>; Lhasa Morgan <Lhasafox@icloud.com> +3 others

 GL4A - EFT Details.pdf 516 KB

**EXTERNAL EMAIL. Do not open unless you know the sender and email address**

Good Morning Evie,

The insurer have received the final assessment report.


Please see their settlement offer below and advise acceptance.

Damage to Contents \$27,084.10  
Less excess \$250.00  
Settlement offer = \$26,834.10

Please provide EFT details for settlement. Form attached.

If you have any questions, or if we can be of any further assistance to you please don't hesitate to contact us

Thank you & Kind Regards,  
Ela Comertpay

  
Andrews Insurance Services Pty Ltd  
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22/12/2022: Confirmation from Evie Graham that she has closed/expired the Just Giving Campaign. Reports have been filed in the P & C Drive. Total of \$12,230.00 so very generously donated.

**School pigeon hole: Nil known.**

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## **2. Reports**

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

Reports Tabled and attached for:

October 2022 // November 2022 // December 2022 // January 2023

Charity has included Visa expenditure and itemizing on reporting now.

**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** – No report required

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

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

Danielle has taken over this role from Bria.

Bria has done such a wonderful job as our uniform coordinator; we thank her so much. We are so appreciative of her generosity over the holiday period and time she has taken out to give a handover.

No financials to report at the moment.

Sales went really well on the uniform shop open days.

Bria and I have done a full stocktake and placed a top-up order.

Parents have been using the hardship funds and flexischools to order with little to no dramas.

The school has been invoiced for the hardship funds and will be paid tomorrow.

Back to school vouchers have been a success and easy to use – I am currently working with Tracey on the best way to use them at school when I am not there. Handover with Bria is still ongoing as we sort out logins etc.

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

**Motioned by Danielle**                      **Seconded by Edwina**

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

**2.5 Fundraiser Coordinator's report**

- Should we do a planning calendar for year? Edwina is onto it.
- Carols Wrap Up tabled. Brief run through by Keishia.
- Art Show wrap up tabled. Brief run through by Edwina.

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

**Motioned by Leah**                      **Seconded by Carla**

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

## 2.6 Principal's report –David Lees

Welcome back to the new school year! Welcome to our new families and all of our Kindergarten students. Classes were outlined in the newsletter, as well as staffing. Classes, including Kindergarten students have commenced smoothly.

Welcome to new Assistant Principal Louise Stirling, appointed via the DoE Merit Selection process at the end of last year. Louise will be our ES1/S1 team leader. •

Many thanks to a number of people for activities at the end of last year and start of this year including: - Year 6 Farewell to all parents involved with special mention to our Year 6 parent team for their leadership. - Carols By Candlelight MPS P&C invited to host the bbq. Thank you to all parents who were involved. - Temporary Uniform Shop in holidays – All parents who volunteered their time and work in being available, assisting families, setting up and packing down. - Swimming Carnival – parents who assisted in setting up, time keeping, packing down etc. • Captains / Ministers Induction Mon 13 Feb.

Class information sessions next Wed 15 Feb commencing from 4:30pm in classrooms. Timetable has been distributed in the newsletter. Many thanks to the P&C for organising a welcome bbq. Location of bbq tbc depending on construction zones at the time.

Headlands PSSA sport starts immediately, including HPSSA Swimming Carnival on Wed 15 Feb. Best wishes to all participating students from MPS.

Parent / teacher mtgs. in Wk 5 (week beginning Mon 20 Feb). Booking information in next newsletter.

School Photos Mon 20 Feb

House Names – from the last P&C mtg: as mentioned at the last meeting the committee had earlier settled on an outcome. Since the last P&C mtg. we have now received final clarification and approval from appropriate stakeholders. After a long and exhaustive process, we finally have an outcome. An announcement of what is happening (ie. if the current House names will be remaining or if there will be a change and if so, what that will be) will be announced in a staged process in Week 6 of this term. Update: It was brought to our attention that final ratification of our outcome needs to occur and be minuted through the relevant stakeholder consultation group. Myself and another selection panel member will attend this meeting on Monday 13 Feb where we anticipate receiving the final 'green light' and can then announce.

OoSH (BASC) – The tender process through AMU has concluded for Before and After School Care. (BASC) I met with relevant stakeholders during the holidays. The service will commence at MPS in the hall when the space has been vacated, deep cleaned and returned to its normal use. The hope is for a commencement at the start of Term 3, pending building restoration progress. BASC will operate school day mornings 7am to 9am and afternoons 3pm to 6pm.

Flood restoration work is ongoing. Impacted buildings are progressing at varying rates.

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

**Motioned by David    Seconded by Edwina**

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

### **3.    Agenda Items**

3.1    **House names developments:** Referred in Principal Report.

3.2    *Student Support Officer (SSO), Cindy Clarke, attended.*

Funding went into SOS flood effected schools and Cindy was placed at MPS to implement wellbeing programs and support student wellbeing. There are various programs, frameworks and workshops available to those who need it for example, Be You (Framework provided by Beyond Blue), Storm Birds a workshop to help after natural disaster events, Seasons for Growth a workshop for grief and loss, Stones of Regulation and Cool Kids Anxiety program.

Cindy would love it if the P & C would help connect our community with some of the wellbeing focuses and hold some events. It was discussed and agreed we would really like to and moving forward we will see how we can do that and keep in contact. It was highlighted that it is really important to read the entirety of the newsletter as there is a section at the bottom directed to student wellbeing.

3.3    **Insurance update:**

Settlement effected 30 January and \$26,834.10 paid to us. \$20k transferred to Bonus Saver account for reimbursement of contribution to canteen upgrade.

Really would like to extend again, a BIG thank you to Evie Graham. We appreciate her hard work in applying for this claim and it has made such a positive impact moving forward post flood. Legend!

3.4    **Grants update**

We acknowledge the incredible contribution of Sharon McGrath, who has continued to offer her experience, expertise, and considerable efforts despite her children having moved onto High School. We are so appreciative , thank you.

Sharon has provided an update and there is a lot of information to digest. Action required from us is in relation to the Service NSW Flood Recovery Grant.

Now that the insurance claim has been finalised, the P&C is able to apply for up to \$50,000 through Service NSW. The P&C would likely be able to claim costs under "equipment and material essential for immediately resuming operations", but as we have very few invoices for the canteen equipment (much of it donated over the years), we may only get up to \$15,000 as that amount only requires quotes, not past invoices. However, the P&C could apply for the higher amount if it was to outlay the money on replacement items in the coming weeks, then put the claim in with the

applicable invoices. There's a chance we may get knocked back, but the items I'm thinking we'd be claiming for would be necessary regardless of funding.

Need a volunteer to compile list of items to be claimed with associated invoices and/or quotes, and to liaise with Shaz to get the application submitted by the end of March 2023.

We will take this off meeting, digest and discuss further in order to move forward, however note deadline is the end of March, so we need to act promptly.

### 3.5 Upcoming Events:

Trivia Night – 1 April. Edwina. Going to be fun. Going to be big. Need donations confirmed by end of February.

Carla working on FS on ticketing system. Holly working on physical sales tickets.

Big thank you

Class Meetings BBQ – 15 February. Free. Keep simple. Stretched as most members have more than 1 meeting to attend. Keish will source food. Keish/Cara will do roster as people have offered to do some shifts.

P & C Day (Teachers are kindly providing a morning tea for P & C

Kindy Welcome – leave till later in the term. Flag thinking about connecting the wellbeing program into and coffee van.

Potential lunch days for term 1. Take offline and try work something out.

Mothers day stall ideas and coordination. Danielle will investigate some further ideas via P & C social media communities.

### 3.6 Scheduling of AGM, tentative confirmation of any positions of interest. Location to be at school. David will be the returning officer. Lhasa stepping down from VP, Dani now Uniform Coordinator and stepping down from President.

6pm AGM START, general meeting to follow.

### 3.7 Class parents. Edwina is doing a fantastic job at re-implementing and coordinating this into our school again.

*“Purpose:*

- *Sense of community for parents and contact with other parents, especially for parents who work full-time.*
- *Way for teachers to communicate with the whole class for reminders or requests - take time off teachers hands (e.g. asking for class helpers, notifications when the class is running assembly, reminders about class or school events).*
- *Photograph & post any class or school notes that have gone home.*
- *Platform for parents to communicate with each other, ask questions or clarify things (whilst always promoting the newsletter as the first point of communication).*
- *Enable parents to organise social events/ end of year teacher gift etc*
- *A platform to introduce new kids and parents to the school/class community*
- *An avenue to promote the P&C & school events.”*

### 3.8 P & C Environmental Impact Statement.

Edwina put forward a suggestion for our P&C to have an Environmental or Sustainability Impact Statement.

*“The purpose would be to create a guiding sustainability framework to work within when we’re making decisions for P&C events.*

- *It would fit in alignment with Mullum PS PBL to respect the environment.*
- *It would serve to document decisions we’ve made in the past about sustainable practices the P&C wishes to adopt in one central place. This will enable future members to have access to these decisions and streamline handovers of roles.*
- *We could work with the schools Ministry for Environment, get the kids’ input into our practices and to make signs to improve our recycling efforts.*
- *I believe it's crucial that the environment takes precedence over convenience, and if we have this in place it will help to guide the decisions we make.*
- *It would also serve to officially document our stance on sustainability, the ways in which we consider our environment and sustainable practices. It could be something we can promote that we do and the school community can be proud of.*
- *There’s alot we do well, but there are definite areas for improvement in terms of our sustainability. “*

This suggestion was warmly received by members and we look forward to progressing further with it in the near future.

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### 4 General Business

Nil.

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### 5. Agenda items for next meeting

- Kindy Welcome in conjunction with wellbeing program / coffee van
- Mothers Day
- Trivia night

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### 6. Next meeting date

**W8, Term 1: 6pm AGM followed by General Meeting**

**- Wednesday, 15 March 2023 @ school**

**Meeting closed: 8.32 pm**