

Mullumbimby Public School P&C Association Inc

MINUTES- General Meeting

9 September 2020 6.30pm - Via ZOOM

1. Meeting Procedures

1.1 Welcome Address – Janette Tilgner. Opened 6.33pm.

1.2 Attendance – Lhasa Morgan, Janette Tilgner, Sharon McGrath, Charity Nichols, Jessica Gluyas, Cindy Alice, David Lees.

Apologies – Kate Walsh, Evie Graham, Sasha King, Melanie Franz, Karen Roberts, Anneke de Graaf.

1.3 Confirmation of previous minutes and business arising

Read and accepted.

Motion to accept previous minutes – Jessica. Second – Sharon.

1.4 Correspondence – ATO letter as forwarded by Sharon.

2. Reports

2.1 Treasurer's reports – Charity Nichols

August 2020

Opening balance 1/8/20 - \$21,415.68

Income - \$15,923.31

Expenditure - \$30,282.45

Add Bonus Saver Account - \$15,973.33

Add Visa Debit card - \$326.60

Total balance - **\$23,356.47**

Motion to accept the Treasurer's report – Cindy. Second – Jessica.

July 2020 – as amended

Opening balance 1/7/20 - \$16,853.17

Income - \$5,714.51

Expenditure - \$1,152.00

Add Bonus Saver Account - \$28,773.33

Add Visa Debit card - \$338.65

Total balance - **\$50,189.01**

Motion to accept the Treasurer's report – Jessica. Second – Sharon.

Major school support payment for completion of air conditioning & new smart boards now made, which required funds to be transferred from the bonus saver account to the transaction account.

2.2 Canteen Treasurer's report – Sharon McGrath

August 2020

| | |
|--------------------------|--------------------------|
| Balance 31/07/20 | \$6,213.37 |
| Income | \$7,719.69 |
| Expenditure | \$5,420.24 |
| Closing Balance | <u>\$8,512.82</u> |
| Cumulative yearly profit | \$6,565.61 |

- Continuing to monitor the effect of the Cashless Canteen on sales, there is a 18% drop in sales compared to pre-COVID sales in March;
- While we are continuing to show a significant drop in turnover compared to earlier in the year, at the end of September the continuing JobKeeper support requires registered charities and not-for-profits to demonstrate a 15% drop in YEAR-ON-YEAR turnover which is unlikely to be shown by the canteen. Comparing the Aug 2019 and Aug 2020 figures, they are almost on par, with just a 1% decrease. When the time comes, I will do the figures for the September quarters and see where we stand on that. I have attached the ATO document regarding the JobKeeper Extension for anyone who would like to read the details;
- For discussion at the meeting: is there a safe way to reintroduce cash purchases for treats (frozen items, chips, drinks) at lunch and recess which will maintain a safe environment and satisfy David and DoE regulations? The continuation of all other lunch and recess items through Flexischools would be continued.

Motion to accept Canteen Treasurer's report – Cindy. Second David.

2.3 Canteen Coordinator's report

In absence of Edwina, Sharon -

Canteen running very low on usual stalwarts & core P&C people to volunteer in the COVID context. Caroline Hogan's mother in law may step in, has relevant experience and availability. She may pop in this term, likely to be a regular from next term. Rest of term roster now appears covered.

Reduction of sausage & spinach rolls pricing re reduction in size – has now been rectified, as Bakery were still charging us for larger rolls.

Janette – Covid safe plan now complete, as instigated by Jodie. Laminated copy in canteen, also now registered. Jodie to do quick course also. Jodie already doing all that is required, but good to be covered.

2.4 Uniform Coordinator's report – Cindy Alice

Cindy - Going smoothly, just via Flexischools or as the school requires. Sharon and Cindy met to tweak stock. Not restocking plain house shirts, sales very slow. Sharon – Worked on inventory list with Cindy, so more tracking for Jess when she takes on the role next year and also to reduce stock as recommended/required by insurance.

Motion to accept Uniform Coordinator's report – Jessica. Second – Charity.

2.5 Principal's report – David Lees

- Obviously there are a number of DoE restrictions still valid and in place due to the COVID-19 pandemic. Health and hygiene at school remain a priority. We have enough soap and sanitiser. Thank you to parents / carers for adhering to the current guidelines. Good news with the pending easing of some restrictions, including NRC music tutors now back at school and our canteen operational again. I will keep our community posted as changes are announced and are implemented. Who knows where we will be in a week, a month, 6 months or this time next year.
- Our PBL assemblies continue via zoom held on Monday afternoons with this model of assembly to continue until we are able to hold a whole school face-to-face assembly again.
- Enhanced cleaning procedures happening at school presently with Sharon on site for her normal morning shift 4:30am to 8:30am and then returning 12:00pm to 4:00pm ensuring many 'touch' surfaces can be wiped down.
- Thank you to the ongoing hard work, support and innovation of our P&C who have been able to continue our canteen and to Cindy who has kept new uniforms rolling out to the many new families who continue to join our school. Huge thank you also to Jess for her coordination of the terrific Father's Day art initiative.
- Remaining four SMART MX panels have now been installed, bringing it to 13 in total. This is a fantastic, state of the art teaching and learning resource.
- Social Media issues. Email sent to our families yesterday. Please note age restrictions etc. etc. etc. and be fully aware of what children are allowed to access.
- Water tanks and plumbing – has been nominated for our next round of Planned Maintenance Works.
- House names – survey closing this Friday with Yrs 3-6 students given opportunity to complete survey if they haven't already done so. Contextual information has been provided in newsletter, website, local print media and ABC radio.
- DoE School Excellence in Action (School Improvement Plan) new four-year cycle will commence 2021. All schools currently completing Situational Analysis before wider community consultation to take place in Term 4.
- *Sporting Schools* has resumed – thank you to Kim – successful submissions for tennis, basketball and golf.
- 'Check-in Assessment' – Yrs 3 and 5 as option for schools due to no NAPLAN in 2020. We are participating. Data will help inform future teaching and learning practice.
- Kindergarten 2021 – all info on school website under dedicated tab, including DoE Enrolment policy and procedures and school specific information – Information session won't be face to face and regular Transition program cannot happen at current time due to DoE guidelines. Student enrolment information due back by Fri 25 Sep. Parents / carers to be contacted early in Term 4 about Information sessions and next steps.

- Parent / teacher 'check in' phone meetings in Week 10. Every teacher allocated a day. Details in newsletter next week. Bookings via 'school interviews' app previously used. Aiming for 100% parent participation.
- Last day 'Fun Day' – Cross Country / casual dress. Teacher team currently organising.

Motion to accept Principal's report – David. Second – Sharon.

Janette – P&C happy to help with last day of term as needed. David to let us know if required.

3. Agenda Items

3.1 Fundraising – Father's Day frames follow up, Christmas recipe book etc

Jessica – Raised \$1686 minus frame cost, with profit of \$1480. Positive feedback received from parents and staff, hopefully can continue this next year in some form. Nine frames left over. Will return them to storeroom/greenroom when possible.

Christmas fundraising idea – class recipe book discussed with Fundraising Subcommittee via email. Different options discussed, with Sharon having experience creating recipe books. Jess found a company that creates the books online, \$7-\$14 cost, 10 day turn around. Kate has emailed today offering to help coordinate the creation of the recipe book as she has background in recipe book writing. Sharon, Kate & Jess to coordinate and meeting next week.

Other ways to fundraise given Mother's Day, Easter, biennial fair missed this year - Halloween dress up idea, gold coin donation, to be checked with SRC. Sausage sizzle run through the canteen on Jodie's day off. Readathon possibility, but not sure if that possible. Jess to take to Fundraising Subcommittee.

3.2 Canteen – options for Jodie's leave

To be taken to the Canteen/Catering Subcommittee. Date Monday 9th November. Approval granted to do something out of the canteen on that day, with the Subcommittee to discuss and decide details.

3.3 Grants

Grant Hub now resubscribed. Anneke has sent an email to David and execs listing a few good opportunities gleaned from Grants Hub.

David – Climate Clever Grant is of particular interest, to be passed over to the student Ministers/Environmental team for ideas upon which to base grant submission. Financial Literacy from ASIC grant, to be looked into by David. Deadline of October.

Further discussion will be via email between Anneke, David and execs.

3.4 Gardening – taps for tanks

David has nominated this as part of scope of upcoming planned works funded by the DoE. Will find out early Term 4. If not part of this scope, taps will be installed from school budget.

3.5 Bus shelter/Shaded garden quotes

David – work started. Simon and David checked where shade sits at 3pm: perfect positioning. Simon now clearing old tyres and overgrowth. Will be leveled in a couple of weeks. Pavers likely to go down, and unlikely to cost much. Cost of seating likely to constitute most of the cost, or potentially a concrete slab if paving not possible. \$5k likely. P&C to help where not covered by budget.

3.6 House names survey follow up

Covered by David in his Principal's report, above.

3.7 Working with Children Check follow up

All clarified now – only Declaration required, not actual WWCC, for parent volunteers who attend school as parents are exempt from getting WWCC. Email sent by David and Tracey to P&C execs clarifying position earlier in the month.

4. GENERAL BUSINESS

4.1 Lhasa – *New P&C Federation affiliate email* address now set up, which will pass to new people filling executive positions without loss of information as previously experienced.

4.2 Sharon – *Canteen debit card* – Options of subsidiary card or completely new account with separate card discussed. Another executive would need to be named on the card, as Janette currently is on the general account card. Ongoing admin issue with that to be balanced against difficulties in accounting between general and canteen account. Agreed that a subsidiary card should be taken out rather than a new account, on the basis that it has to be in an individual's name not that of the P&C.

Motion to obtain subsidiary card for canteen use – Sharon. Second – Charity.

4.3 Sharon – Canteen – Discussion of *reintroduction of cash transactions for snacks*, sweets, chips and drinks, due to demand. Jodie happy to handle cash with appropriate sanitizing, gloves etc. Up to David, who has no issue with cash handling for snacks provided appropriate procedures in place. Canteen usually runs on first Monday Term 4, and everyone happy for cash to return that day. Remainder of ordering to remain on Flexischools, easier for Jodie in terms of time. Taking cash adds significantly to her paid hours. Sharon offered to do banking for Jodie to reduce her hours. Cindy also happy to help with banking or also handling cash if needed. Jodie is also happy to keep banking if needed. Cindy still banking cash for uniforms.

4.4 Janette – *Newsletter* – need more content for parents as we're unable to be in school. Jenga as Technology Minister or someone could take some snaps. David – this was discussed at the relevant staff meeting and will be happening from next week.

5. Agenda Items for next general meeting

- Fundraising priorities
- Catering fundraiser for Monday 9 November canteen fundraiser, when Jodie absent
- Fundraising – recipe book, Halloween etc.
- House Names
- Grants follow up
- Canteen – visa card, cash for snacks follow up

6. Next Meeting date

Wednesday 28 October – Term 4, week 3

Meeting ended 7.36 pm