

Mullumbimby Public School P&C Association Inc

AGENDA - General Meeting 1 - 9 February 2022 (T1, W3) 6.30pm via ZOOM

1. Meeting Procedures	
<i>Attendance</i> - Charity Nicholls, Lhasa Morgan, Sarah Christian, Evie Graham, Sharon McGrath, Janette Tilgner, David Lees, Danielle Ross, Mel Franz, Holly Ceglinski	
<i>1.1 Welcome Address - Janette Tilgner</i> Welcome to Country	
<i>1.2 Apologies</i> - Bria Sydney, Abelia Hissink.	
<i>1.3 Confirmation of previous minutes and business arising</i> Motion to accept previous minutes - Charity Nicholls Second - David Lees	
<i>1.4 Correspondence</i> Many usual emails from Grants Hub, Square (including a fee increase). P&C Federation Bulletin - forwarded on. Several emails from new parents to be added to the P&C Friends list	
2. Reports	

2.1 Treasurer's Reports

- Oct, Nov & Dec 2021, January 2022 - Charity Nicholls

October 2021

Opening balance - \$17,469.20
Income - \$2,642.80
Expenditure - \$13,016.00
Add Bonus Saver account balance - \$33,848.69
Add Visa Debit card - \$331.52
Total balance - \$41,276.21

Nov 2021

Opening balance - \$7,096.00
Income - \$944.20
Expenditure - \$5,776.15
Add Bonus Saver account balance - \$34,051.48
Add Visa Debit card - \$211.81
Total balance - \$36,527.34

December 2021

Opening balance - \$2,264.05
Income - \$823.92
Expenditure - \$0.00
Add Bonus Saver account balance - \$34,254.38
Add Visa Debit card - \$400.40
Total balance - \$37,742.75

January 2022

Opening balance - \$3,087.97
Income - \$7,417.01
Expenditure - \$3,369.70
Add Bonus Saver account balance - \$29,454.38
Add Visa Debit card - \$400.40
Total balance - \$36,990.06

Charity spoke to the P&C Federation - confirmed that listing expenses in monthly report suffices and they don't need to be motioned individually.

Action - Charity to further investigate procedural matters as to whether motions should be approved by show of hands, also whether President is able to move motions.

\$10,000 transferred from Bonus Saver Account back to the access account

Motion to accept Treasurer's report - Charity Nicholls
Second - Sharon McGrath

2.2 Canteen Treasurer's Reports

- Oct, Nov & Dec 2021, January 2022 - Sharon McGrath

October 2021

Opening balance - \$191.18

Income - \$4,562.07

Expenditure - \$2,236.10

Total balance - \$2,517.15

Nov 2021

Opening balance - \$2,517.15

Income - \$7,601.30

Expenditure - \$5,186.59

Total balance - \$4,931.86

December 2021

Opening balance - \$4,931.86

Income - \$3,963.11

Expenditure - \$6,385.96

Total balance - \$2,509.01

January 2022

Opening balance - \$2,509.0

Income - \$0.00

Expenditure - \$1,441.18

Total balance - \$1,067.83

- Canteen account low, may need to transfer over funds.

- A wrap up of price increases circulated, discussed and approved by execs.

Profit was \$1350 only, doesn't include items such as the fridge purchase. Concern that canteen is running on a fine line. Playing catch up with increasing wages, super, supplier costs creep up, especially bakery. Slight increase in pricing should boost bottom line \$4000 over coming year, to give a buffer going forward. Incremental increases are still affordable, accessible and cost effective for families. Significant increase was the Moozie, wholesaling for 98c, so put up to \$1.50.

- Confirmed that price increases have been widely communicated in the Newsletter & Facebook.

- Discussion as to where items sourced from - previously mostly shopped local, so purchased from IGA Mullum. However, with increase in prices and running costs, a move to Woolworths was suggested. Comparison and sample shop showed we are paying a premium of 17% or more for shopping at IGA. Figures were put to the P&C exec. Increase prices + move to major supermarket were approved. This was a difficult decision as we've always supported local - still source locally from butcher, bakery etc.

- Bear in mind that main P&C account has always funded major purchases for canteen. Need to make canteen self sufficient - no fundraisers plus volunteerism is on decline (COVID plus work etc). Need to make canteen more efficient. Items such as pie warmer need to be upgraded re functionality of canteen as people order more and more. Due diligence has been done.

- Thanks to Sharon for her hard work and expertise.

Motion to accept Canteen Treasurer's report - Janette Tilgner

Second - Charity Nicholls

2.3 Canteen Coordinator's report - Sarah Christian

- We were back into action on Friday. Surprisingly it was a very quiet Friday but a nice way for Carlo to ease back into routine.
- Classes have been updated on Flexischools, hopefully most Parents have changed their child's class ready for Friday Canteen.

Roster and Volunteers

- Another slow start, with the roster not filling up too fast but advertising on Flexischools and via printed Flyer to the new Kindy Parents seems to be working. I'm now receiving interest from a few newbies.
- Would love to introduce an incentive for our Volunteers and to reach more people –perhaps I can credit an amount to their Flexischool account or other schools offer points to their Child's house. Price Increases
- It was necessary to raise the prices of our menu items this year due to cost price rises from the Bakery and wage increases. Most items were raised only 20c-50c, the most noticeable being the Moosies (whoops haha) but we were only making 2c profit each sale, raising them to \$1.50 was a must.
- Carlo and I have a wishlist on the whiteboard in the Canteen. Our top priority is a larger pie warmer and larger class baskets - the current ones are easily overflowed with orders and are from the 90s. Time for new ones.

Council Inspector Visit

- The Council Inspector visited the Canteen on Monday 7th February. Before the holidays, I had rostered a deep-clean shift but due to people being unwell and end of year plans, it didn't go to plan. I spent a day scrubbing the Canteen walls and floors, emptying and cleaning out the cupboards. I returned again last Tuesday to deep clean after the break, focusing on the pantry, top of rangehood, window and scrubbing the roller doors. Very happy I did –The Inspectors only concerns were a little mould found on the door seal of the freezer and Carlo didn't have his Food Safety Certificate on display. I'll be printing and laminating this for use on Friday and Carlo has cleaned the freezer.

Motion to approve financing nine canteen baskets at \$20 each - Janette Tilgner
Second - Lhasa Morgan

Also good to have dishwasher in Canteen. Dishes always left if busy. Reflection of increased orders on Fridays. Perhaps could be covered if 3 volunteers were possible. Recess bigger. Most canteens have dishwashers.

Action - Sarah to look into microwave, pie warmer and dishwasher and installation. Put it to canteen committee then it can be motioned next meeting.
Inversion microwave makes things difficult, takes a long time to defrost. Better microwave needed.

Last year first day had 37 orders, this year 105 - massive increase.

Future consideration for the school is purchasing a new air con, as current one very old. Still working but needs updating in a year or so for functionality and to make job as easy as possible.

Discussion of introducing an incentive to attract volunteers. Perhaps a dollar amount credited to Flexischool accounts, eg. \$7 for a meal. Or points to houses as other schools do. Monetary incentive would equal \$35 per week x 40 weeks. \$1400. Perhaps ask what will incentivise the community via a survey.

Thanks to Sarah for all her hard work and dedication.

Motion to accept - Janette Tilgner
Second - Sharon McGrath

2.4 Uniform Coordinator's report - Bria Sydney (via email)

Quick update on the uniform shop:

- *I am happy to continue as coordinator for the year if you'll have me.*
- *I increased the prices at the start of this year. I increased everything but the hats by \$2. I have had no negative comments from parents, in fact some from Melbourne and Sydney newcomers are pleasantly surprised.*
- *Unfortunately I under ordered for the start of the year, sorry!!! However, I am through the bulk of the orders now and there are only a small group of people who are happily waiting for stock to arrive. Most are hemp orders.*
- *I spoke with Chris about the ETA for the hemp order and he has indicated that the order should not be too much longer, hopefully 4 - 5 weeks. He is going to find out more and email me this arvo.*
- *Flexischools is working well and parents seem to be using it more and more. Tracey and Karen are aware that they can give my number out to any parents who want to access 2nd hand stock or have any other uniform related questions.*
- *I had my 1st open shop in about 6 months this morning. All went well. The shop will continue to open every other Wednesday from today onward.*
- *I have volunteers I can call on but for term 1 at least, maybe term 2, I am going to fly solo. I will sing out if I need help.*
- *Toward the middle of the year I will start recruiting a successor for 2023 as Ollie moves to high school. If I do not find someone I will continue the role in 2023 or until I find someone.*

Thanks to Bria for her hard work and flexibility especially with new enrolments.

Motion to accept - Sharon McGrath
Second - Lhasa Morgan

2.5 Principal's report

- *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.*
- *We continue to remain operating under specific DoE guidelines but remain hopeful and positive that we will soon return to 'some sort of normal'. Thank you to parents / carers for their patience and respect shown, including most people who were able to collect their RAT tests before school returning.*
- *Whilst we cannot have face to face class meetings at this time, we are formulating a plan to still deliver key class information via a virtual platform. This will be for every class. Details are currently being finalised and will let you know soon how and when this will take place.*
- *Staffing changes notified at end of last year and beginning of this year. Significantly in the DoE is the appointment of AP, C&I's to school. A great initiative to support our core business of strengthening literacy and numeracy outcomes for students K-6.*
- *All DoE schools have received additional funding – COVID Intensive Learning Support program to support identified students needing additional literacy and numeracy support. Whilst we didn't receive as much as last year (schools who were in lockdown for longer received more funding), it is welcome support for students. We should be in a position to commence in Week 6.*
- *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.*
 - *Mullum's Got Talent – whilst in a very different format last year was very well received and still enabled all students a wonderful opportunity to shine. Huge thanks to all staff for their hard work, patience and skill, with special mention to Richard Boyle, Michelle Boyle and Lorraine Marshall who put in countless hours behind the scenes. A brilliant job by so many highly creative students and families who got involved via their video submission.*
 - *Uniform Shop / Open Days in holidays – Bria, Ben, Janette for all of their work in being available and setting up. Well done!*
- *Headlands PSSA sport starts next week with cricket, tennis and HPSSA Swimming Carnival all early on the calendar. Best wishes to all participating students from MPS.*
- *NRC program to resume week. Thank you again to P&C for their ongoing support of this program. It is great to be able to have our music tutors allowed back on site.*
- *Kindergarten have commenced extremely smoothly. Hopefully soon enough DoE guidelines will allow us to have a proper welcome function for Kindergarten parents/carers.*

Motion to accept - Janette Tilgner

Second - Charity Nicholls

3. Agenda Items

3.1 Canteen - pricing, fridge, overhaul, Manager

Discussed above.

3.2 Succession planning - attracting new members, outgoing execs, future roles etc.

Class meetings - Section for P&C promo. Hard copy letter to be handed out. Video clip featuring Janette to be included.

New parents indicated they were keen to meet other parents and be more involved with the school and help where possible.

Mentoring and practical guidelines for the roles could be very helpful. Key milestones of what needs to be looked at such as Canteen Treasurer folder.

Action - Lhasa to look at Janette's flyer and circulate via email.

3.3 Grants Coordination going forward

Sharon has been looking at grants as forwarded from Grants Hub emails in absence of a Grants Coordinator. Grants Hub can be difficult to find value in - next to nothing relevant and lacks value for money. P&C Bulletin highlights relevant grants. Homework needs to have been already done on grants that are highlighted.

Community Building Partnerships grant - already advertised. Reported on the Forum last year. Submission date April/May. Better to look at that rather than pay for Grants Hub. David and Sharon to meet up in this respect.

Mel may take over overseeing this grant from Sharon, who will wait until the AGM. Also Lands Grant has come up again. Indigenous gardens an easy one. David to communicate with Mel on this one including discussions with Hope Woods.

3.4 Community Building Partnership grant - Sharon McGrath

See above

3.5 Fundraising goals and SIP - Janette Tilgner

2021-2024

Advertise where P&C funds go.

Yarning circle.

Electronic sign raised again.

Fairly good consensus last time around supporting mental wellbeing & anxiety, such as supporting an eminent child psychologist speaker in partnership with other schools. Current school psychologist Erin has great contacts. Practical ideas for parent forums. Resilience focus.

3.6 Council uniform recycling

To be discussed at next meeting

3.7 House names update

See above Principal's report - process ongoing, soon there will be news to announce.

4. GENERAL BUSINESS

Charity Nicholls - P&C agreed to help with 2021 Year 6 farewell, where did that end up? Sharon - on email of 12/12, balance of \$54.40. Charity to look if payment of \$300 made.

Shaz -

Motion that P&C put forward a payment of \$10 per student from Year 6 Farewells from 2021 onwards - Sharon McGrath

Second - Charity Nicholls

Note also that the hall kitchen was looking in need of cleaning out. David to check it out and let us know.

Mel Franz - Garden grant - all money wasn't spent from the kitchen and garden grant. So perhaps P&C can contribute more in this respect.

Lhasa Morgan - A reminder that membership for 2021 is now due for anyone wanting to vote at or take on a role at the upcoming AGM. Please send in to the office an envelope with \$1 contribution, your name and email.

5. Agenda items for next general meeting

- Federation rules re motions/votes & President motioning - Charity Nicholls
- Canteen items - microwave, pie warmer, dishwasher
- Succession - video and flyer
- Grant Hub subscription
- Wellbeing, psychologist forum and fundraising priorities
- Community grant
- Council uniform recycling
- House names updates

6. Next meeting date

AGM followed by general meeting - W8 Wednesday 16 March 6pm