

# Mullumbimby Public School P&C Association Inc

## MINUTES - General Meeting

### 5 August 2020 6.30pm - Via ZOOM

#### 1. Meeting Procedures

1.1 *Welcome Address* 6.32pm opened.

1.2 *Apologies* Edwina Hart, Evie Graham, Karen Roberts, Kate Walsh

1.3 *Attendance* Janette Tilgner, Sharon McGrath, Charity Nichols, Cindy Alice, Lhasa Morgan, Anneke de Graaf, Jessica Gluyas, Georgina Gold, David Lees, Abelia Hissink

1.4 *Confirmation of previous minutes and business arising* Correction - David - 1/2Y now has air-conditioning, not KB - all classes are now air conditioned.

**Motion** to accept previous minutes as amended - Janette  
Second - Jessica

1.5 *Correspondence* Various marketing & promotional brochures for canteen - Janette to pass on to Edwina  
Two accounts from Devine's - statement and invoice - Janette to pass on to Sharon  
Keeping kids covered hats promotion - Janette to pass on to Cindy via Uniform Shop  
Hair accessories marketing noted

#### 2. Reports

2.1 Treasurer's report -  
Charity

**June 2020**

Opening balance 1/6/20 - \$16,853.17  
Income - \$5,714.51  
Expenditure - \$1,152.00  
Add Bonus Saver Account - \$28,773.33  
Add Visa Debit card - \$435.35  
Total balance - \$50,189.01

**July 2020**

Opening balance 1/7/20 - \$15,083.87  
Income - \$2,072.10  
Expenditure - \$302.80  
Add Bonus Saver Account - \$28,549.03  
Add Visa Debit card - \$387.00  
Total balance - \$45,402.20

**Motion** to accept the Treasurer's report - Janette  
Second - Anneke

Discussion of whether funds should be transferred to the Bonus Saver account. In view of \$20K to be paid to school for smart boards, no transfer to be made. Funds will need to be transferred from the Bonus Saver account to cover the school support & other upcoming payments such as insurance/membership & hemp uniforms.

Thanks to Charity for taking on the Treasurer's role this year.

**Motion** for payment of Icare workers comp insurance for \$302.80 as paid per exec approval via email - Charity  
Second - Janette

## 2.2 Canteen Treasurer's report - Sharon

### **June 2020**

Opening balance 31/5/20- \$3,140.07  
Income - \$5,925.06  
Expenditure - \$2,816.00  
Total balance - \$6,249.13

I've done an income comparison for the last full week of June compared with an average of the three weeks in March prior to the COVID downturn (the canteen's biggest weeks this year) and have found that with the introduction of the "Cashless Canteen" there is a 13% drop in income, which is less than expected. This may pick up a little more with the introduction of iceblocks on the Flexischools recess menu.

### **July 2020**

Opening balance 30/6/20 - \$6,249.13  
Income - \$4,860.91  
Expenditure - \$4,896.67  
Total balance - \$6,213.37

- I have continued to monitor the post-COVID turnover and, with school holidays accounted for, there is a 16% downturn in weekly sales compared to the March 2020 figures. This downturn is likely due to the Cashless Canteen and the need to order through Flexischools;
- the current JobKeeper wages for Jodie will continue through until 28 September, at which time new JobKeeper conditions will apply and we may no longer be eligible for the payment; more to come on that as the eligibility becomes clearer;
- I have completed all end-of-year reporting (including Jodie's PAYG payment summary), paid the Apr-Jun superannuation contribution and lodged the PAYG report for the same quarter;
- As tax is payable on the JobKeeper wages, there was \$1152 withholding tax to pay for the Apr-Jun quarter, however that was offset against the latest ATO Cash Flow Boost of \$5000, which resulted in a refund of \$3848, already credited to the main P&C account.

\$6,000 to be left in the canteen account rather than transferred to the general account.

Georgina - Uptake on Flexischools? Sharon - Yes.

**Motion** to accept Canteen Treasurer's reports - Janette  
Second - Georgina

## 2.3 Canteen Coordinator's report

Apologies from Edwina.

*2.4 Uniform Coordinator's report - Cindy*

- After current stocktake, \$20220 in stock to insure plus some superfluous stock. Thanks to Jessica for help with stocktake.
- Hemp order arrived today & yesterday.
- Thanks to Sharon for insight.
- Cindy to send out discussion to Uniform Subcommittee comprised of Cindy, Jess, Sharon & Janette.
- Hoping we can run stock down slowly but surely. May hold off purchasing more at the end of year to reduce stock.
- Jessica has kindly put her hand up to take over as Uniform Coordinator next year, thanks to Jessica.

**Motion** to pay 50% balance of Hemp order - \$1,240.25 - Cindy  
Second - Jess

**Action** - Cindy to send Charity the invoice & Charity to pay

## 2.5 Principal's report

- 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 re-start our canteen and to Cindy who has kept new uniforms rolling out to the many new families who have joined our school.
- Semester One student reports were sent home at the end of Term 2.
- New carpark fence and bollards completed.
- Air conditioning now installed in spare class room in D Block.
- New SMART MX Panels are outstanding. Nick has provided us with PL – remaining four to be installed soon. Thank you to P&C for their financial support to this.
- Survey approval granted for community feedback on our House names. Contextual information provided in newsletter this week – this to be repeated on website and The Echo next week along with survey.
- 'Walking to school' train at end of last term to support our Premiers Sporting Challenge. A good attendance – 20 students and 10 staff. Another one to follow.
- DoE School Excellence in Action (School Improvement Plan) new four year cycle about to commence. School conducting Situational Analysis with wider community consultation to take place in Term 4.
- Planning for Art Expo – likely to be a 'Virtual' experience if restrictions are still in place.
- Sporting Schools to resume – thank you to Kim – successful submissions for tennis, basketball and golf.
- NAIDOC Celebrations scheduled for Week 10 – thank you to organising team including Hope and Lorraine. Hope has had a yarn up with our Indigenous students and 1:1 time getting to know them.
- Kindergarten 2021 – info coming – Information session won't be face to face. Other alternatives being explored, Enrolment Policy and procedures to be distributed.

**Motion** to accept the Principal's report - David  
Second - Anneke

Jessica - Kindy 2021 transition to take place? David - Unknown at present whether transition program will take place at the end of the year due to ever-changing COVID situation.

Georgina - High School transition? David - 1 December transition to High School program still going ahead at this stage.

### 3. Agenda Items

#### 3.1 Canteen pricing comparison - Sharon

Issue brought up pre-COVID, with canteen profit struggling, to approach local businesses to price match Woolworths. Hesitant to follow up with local businesses in the current economic climate. This has been put off while we have governmental buffer.

Agreed it is not appropriate to place any pressure on local business in the circumstances. May be revisited at the end of year/next year.

#### 3.2 Canteen supplies - debit card - Sharon

Not urgent, but Sharon will follow up

#### 3.2A Canteen - Jodie's leave

Jodie's request for leave on Monday 9 November for her 50th birthday celebrations granted.

Discussion of running the canteen in Jodie's absence. Alternative option to closure could be BBQ/sausage sizzle and perhaps sushi. Could be managed via Flexischools as a fundraiser with all appropriate COVID cleaning etc. Also coincides with NAIDOC week, which could be incorporated somehow, perhaps with fresh garden produce.

#### 3.3 Kitchen grant - inventory - Mel

Stood over to next meeting.

#### 3.4 Air conditioning for extra classroom - David

Now successfully achieved - entire school is fully air-conditioned.

#### 3.5 Bus shelter/shade seating ballpark quotes - David

Utilising existing tree shade most economical, by clearing the old garden where old tyres are and perhaps installing seating. \$4500-\$5500 approximately.

Shade sails undesirable as can't be insured.

Bus structures such as those at the High School will not work with the western sun.

When it rains, the basement is used as shelter.

School funded or P&C contribution?

**Action** - David to seek quotes.

#### 3.6 House names letter dissemination and follow up

David - As addressed in the Newsletter, process now well underway. Survey and advertisement going in the Echo, twice. Context statement again in the Newsletter and on the website.

#### 3.7 Playgroup follow up - David

Not able to do anything in the current COVID situation. Can be revisited at a later date. Confirmed that all toys etc in the shed are now gone.

#### 3.8 Insurance cover - uniform stock

Discussion via email by the execs of whether to insure uniform stock in full, as it's previously been viewed as cost prohibitive.

Lhasa sought quote from Federation. St Andrews quote \$15 per \$1000 of stock insured above the \$5000 covered by the standard package. Approximately \$300+ in addition to \$355 standard package. Plus \$455 Federation membership.

Agreed stock should be insured in full. Discussion of seeking a cheaper/independent quote.

**Action** - Sharon to seek alternative quote from broker ASAP, in view of fact insurance has now lapsed as of 1 August.

### *3.9 Zoom annual account purchase*

Thanks to the High School P&C for sharing their zoom subscription. Federation offer of \$119 annual discount is still available. Usually \$21 per month. Zoom could also be utilised for subcommittee meetings, provided the affiliate email address is used (currently held by Janette and Lhasa).

**Motion** to purchase the Zoom subscription - Lhasa  
Second - Janette

**Action** - Lhasa to purchase.

### *3.10 Fundraising ideas - Jessica*

Jessica - Email sent outlining ideas for 2020 fundraising in the COVID environment. In particular, for Father's Day frames can be bulk bought and children's artwork placed in it, collated by Jessica. David indicated teachers & school would support this idea. Jessica will begin to organise this. Flexischools could possibly be used.

Other ideas include dress up days (to be run by SRC), mugs, Grandparents' Day and recipe book. Sharon offered to help compile recipe books. Abelia suggested pillow cases.

**Action** - Jessica to resend email to Fundraising Subcommittee including Abelia.

#### 4. GENERAL BUSINESS

- Sharon - clarified that Icare was already paid, just motioned formally.
- Jessica - Working with Children Check now required of P&C volunteers allowed onsite for canteen/uniforms by school office staff. David to follow up whether required as it is quite laborious. Janette read that parent volunteers are generally exempt from this requirement. This view is supported by the Federation's advice at last Network Meeting.
- Sharon - David clarified he was fine with with 2 volunteers plus Jodie in Canteen as required. Canteen only currently open at the Principal's discretion.
- Anneke - Garden issues arising given not allowed onsite:
  - Need taps attached to water tanks so they can be used and rainwater captured. David meeting with Assets, so will ask if the DoE can fund that. Agree we need to utilise the water.
  - Also note we have left over materials in the shed from the last Busy Bee: timber etc. Garden shed now has new shelving inside it made from old desks.
  - Garden is producing food that is being used.
- Anneke volunteered to be Grants Coordinator given garden is on hold & importance of grant fundraising at present. Thanks to Anneke. After discussion, Grants Hub subscription to be reactivated. David to be first point of call for Anneke.
- **Motion** to form Grants subcommittee lead by Anneke of Janette, Jessica, Lhasa and David - Lhasa  
Second - Janette
- **Motion** to resubscribe to Grants Hub - Lhasa  
Second - Jessica  
**Action** - Lhasa to subscribe
- Lhasa - P&C yearly post-AGM regulatory reporting completed following last meetings
  - Audit submitted to the P&C Federation and officers updated, as required
  - ACNC yearly financial statement submitted.

#### 5. Agenda Items for next general meeting

- Kitchen grant inventory - Mel
- Shade garden area/bus shelter quote
- House names survey
- Working with Children Check follow up
- Taps for tanks
- Fundraising follow up - Father's Day frames, Christmas recipe book etc
- Options for the canteen when Jodie on leave
- (Fundraising priorities held over until Term 4 Week 3 meeting)

#### 6. Next Meeting date

Week 8, 9 September 2020 6.30pm  
Closed 7.55pm