

Mullumbimby Public School P&C Association Inc

General Meeting

17 June 2020 6pm - via zoom

MINUTES

1. Meeting Procedures *Opened 6.51pm*

1.1 Welcome Address - Janette Tilgner President

Welcome to all new and returning members, and congratulations to newly elected office bearers and coordinators.

1.2 Attendance & apologies

Attendance - David Lees, Janette Tilgner, Lhasa Morgan, Evie Graham, Cindy Alice, Charity Nicholls, Melanie Franz, Clare Salisbury, Jessica Gluyas, Sasha King, Angie Wilton, Robbie McCracken, Mariana Petra Surina

Apologies - Zeb Kinnear, Anja Kinnear, Anna Coelho, Karen Roberts, Symon Roberts, Sharon McGrath, Richard Kowalski, Georgina Gold, Holli Austin

1.3 Confirmation of previous minutes & business arising

Motion to accept minutes of 12 February 2020 meeting circulated by email 13 February & 17 June 2020 - Janette Tilgner
Second - Jessica Gluyas

1.4 Correspondence

- Email 17/6 from P&C Federation offering discounted zoom annual fee
- Email 28/5 forwarded from Edwina Hart re low income NBN COVID-19 education supplement - also sent directly to school
- Email 11/5 from Fathering Project re their in school program - also sent directly to school
- P&C Affiliate email set up in March - will allow emails to survive change of officers, once we swap over
- Email from Anna Coelho 11/3 re catering the Chippy Charge

2. Reports

2.1 Treasurer's reports February-May

February 2020

Opening balance 1/2/20 - \$10,172.60
Income - \$2,576.73
Expenditure - \$2,313.25
Add Bonus Saver Account - \$27,634.35
Add Visa Debit card - \$187.00
Total balance - \$38,070.43

May 2020

Opening balance 1/5/20 - \$4,142.18
Income - \$12,502.85
Expenditure - \$1,561.16
Add Bonus Saver Account - \$28,323.37
Add Visa Debit card - \$387.00
Total balance - \$43,407.24

Motion to accept the Treasurer's reports – Janette Tilgner

Second - Lhasa Morgan

Motions:

- to pay Hemp Clothing deposit as per exec approval for \$1240.25
- to pay Richard & Carley Boyle for reimbursement of keyboard adaptor as per exec approval \$49
- to transfer to Visa Account and pay for keyboard adaptors as per exec approval \$624
- to pay Cindy Alice reimbursement for Bain Maries purchased as per exec approval \$400
- to pay LW Reid Monthly Statement \$1561.16 - Lhasa Morgan

Second - Janette Tilgner

2.2 Canteen Treasurer's reports February-May

February 2020

Opening balance 28/1/20 - \$1,747.21

Income - \$4,389.78

Expenditure - \$1,523.61

Total balance - \$4,613.38

April 2020

Opening balance 31/3/20 - \$3,330.43

Income - \$5,450.32

Expenditure - \$5,824.68

Total balance - \$2,956.07

May 2020

Opening balance 30/4/20 - \$2,956.07

Income - \$3000.00

Expenditure - \$2,816.00

Total balance - \$3,140.07

Motion to accept Canteen Treasurer's monthly reports - Janette Tilgner

Second - Lhasa Morgan

2.3 Canteen Coordinator's report - Anja Kinnear

Thank you to everyone who has supported me throughout my role as canteen coordinator and how much I have appreciated this opportunity over the last 3 years. I am not going to re-run for this position this year as I feel I have a very full cup with my own tasks, however I am happy to support the new coordinator and if no one is elected I will continue, if satisfactory to everyone, in the role until someone else can be found. Jodie should be confident in the fact that the P&C will support her especially during this strange period of Covid19 and I don't wish to add any pressure to her role. I look forward to supporting the P&C in all our future events in a helper role.

In regards to the canteen Jodie has reported that the cashless system has been overall incredibly successful and that it has definitely made her job easier in relation to hygiene standards and working with limited volunteer number.

Scout from the bakery has advised Jodie he will no longer be making the mini version of our savoury rolls and will be providing them in the standard size but cut in half as this is the way he supplies the high school, which makes it much more functional for him and cost effective for us.

The changes mean that

Sausage rolls will be \$1.35(cost) for 2 serves

Cheese/Spinach will be \$1.45(cost) for 2 serves

Previously sausage was \$1.00 and Cheese/spinach was \$1.10.

I advised Jodie just to continue with the current pricing for the remainder of this term until the executive has had a chance to discuss.

Motion to accept the Canteen Coordinator's report - Janette Tilgner

Second - Cindy Alice

2.4 Uniform Coordinator's report - Cindy Alice

- Uniform shop has been going well with everyone able to get uniforms as needed, including many new enrolments
- Confident that the Uniform Shop is in good shape & ready to hand over to new Uniforms Coordinator next year when Cindy will be leaving the P&C for High School
- Check in with Cindy this year if you're interested to take over the smooth Uniform Shop next year

Big thanks to Cindy from the School and P&C for always being available outside of normal hours to help new students get their uniforms

Motion to accept Uniform Coordinator's report - Janette Tilgner
Second - Sasha King

2.5 Principal's report - *David Lees*

- Welcome back! Welcome to the many new families who have joined our rapidly growing school in recent months.
- What a time we have had – unprecedented in the history of the DoE. Many thanks to everyone for their patience, understanding and support during the 'learning from home' phase. Thank you to staff who turned themselves inside out to convert to the on-line learning model so quickly and then with little notice, back to full time face-to-face teaching and learning on-site at school. Thank you to parents for working alongside us with regular communication and support. It wasn't easy, but we got there and hopefully would be well equipped should the situation once again arise for the learning from home model.
- Obviously there are a number of DoE restrictions in place. Health and hygiene at school remain a priority. Thank you to parents / carers for adhering to the current guidelines. Good news with the pending easing of some restrictions, including NRC music tutors soon to be back face to face 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.
- Many positives from the recent learning from home phase including IT skill acquisition through SeeSaw and Google Classroom. Many examples of innovative practice which we will see continue in the 'normal' face-to-face mode of delivery. It was a time when we were all learning!
- Our first ever PBL assembly via zoom held on Monday 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 11:00am to 3:00pm 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.
- Merit Selection was completed at the start of the year and we welcome new classroom teachers Miss Lauren Birney and Mr Nick Taylor to our school who have both made a wonderful start to their time here.
- Significant infrastructure improvements in recent times which were all outlined in the newsletter this week.
- We have recently purchased 13 new SMART MX interactive panels. Nine have been installed, four more to follow early in Term 3. These are the best we can get and are the type being rolled out in the new school builds across NSW. PL has started today, with Nick providing a session for us.
- Teacher / parent phone meetings held last week. Many thanks to everyone who availed themselves of this opportunity. Semester One student reports are scheduled to be sent home in Week 10.
- 'Walking to school' train this Fri 19 June – meet at pool at 7:45am to support our Premiers Sporting Challenge.

- School vegetable gardens are being utilised again. Thank you to Mrs Haywood for her work in coordinating this with Stages 2-3 in their gardens. ES1 / S1 will be getting to work in the front gardens before the end of this term.
- Simon Martin (Relieving GA) has been working hard re-vamping our chicken yard. New fencing and a wider enclosure are in place. New chooks have arrived.

Motion to accept the Principal's report - David Lees
Second - Lhasa Morgan

Thanks from the P&C to David, teachers and the whole MPS staff for their amazing support of parents and children over COVID19

3. Agenda Items

3.1 Grants - coordinator and hub

As no-one is yet to fill the Grant Coordinator's role, Anna is removing her credit card details for the Grants Hub annual subscription, due now. Discussion whether Grant Hub worth resigning with no-one to actively monitor it. Mel, previously Grants Coordinator who utilised the Hub, recommends not taking it up, given we can still find grants without it & it really needs a dedicated person to justify its use.

Action - Janette to contact Grants Hub to pause subscription until Grants Coordinator found

3.2 Country Fair 2020?

After discussion, it was agreed that the Country Fair is not practicable in 2020 given the highly limited planning time until August, the ongoing COVID19 situation and associated financial risk especially re rides, and the inappropriateness of relying on local businesses given the financial situation.

Possibilities discussed include having the biennial Fair next year and looking at other avenues that don't hit up local business such as picture plates. Discussion of a kid-centred fundraiser that the kids enjoy, as opposed to another trivia night as successful as it was, ie. colour run or similar.

Motion to form a Fundraising Subcommittee, lead by Jess, of Cindy, Angie, Edwina, Lhasa and Janette - Janette Tilgner
Second - Lhasa Morgan

3.3 Canteen suppliers - comparison of pricing

Discussion stood over to next meeting, when Sharon present.

Huge thanks to Sharon for all her efforts for the canteen and beyond over the lock down.

3.4 Canteen supplies - new debit card

Discussion stood over to next meeting, when Sharon present.

Motion to form a Canteen Subcommittee of Edwina, Sharon, Evie, Lhasa & Janette - Janette Tilgner
Second - Lhasa Morgan

3.5 Fundraising goals, priorities & calendar

Brief discussion of P&C Fundraising Priorities & Initiatives (emailed) prepared by Janette from the 2018-2020 Strategic Plan in line with school's Strategic Plan.

Suggestion by Mel to put in newsletter what P&C has achieved over the last 3 years, for new parents. Outline of P&C roles, plus an overview of the P&C, also suggested. A possible survey of parents also discussed.

Detailed discussion to be held over until Term 4 Week 3 meeting, when we'll have some idea of what's possible & given P&C in good financial position at present.

3.6 Kitchen grant follow up, incl teachers needs and possible use of Bain Marie

Bain Maries purchased for a good price, to enable easier catering from the hall kitchen, given it is likely to remain ovenless.

SCCU kitchen grant proceeds discussed. Mel to do Kids in the Kitchen kit inventory. David recounted that installing an oven, with changes required by DoE Assets, would cost close to \$50K. Also issues with food certificates etc. As it is not officially a "kitchen", we are able to use for charitable catering.

3.7 Air conditioning follow up

David - Air conditioning has been replaced in Amy Austin's Kindy room. Only remaining room in school without air con is the OOSH spare room. Given School now at 263 enrolments, makes sense to air con this room for all parties. Approximately \$8K cost to install per room, but dependant on circumstances.

P&C happy to assist with funding to get the remaining OOSH classroom air con.

Action - David to follow up costs of air con in extra classroom

3.8 Bus shelter and flashing lights follow up

Janette - Looked at getting funding from Council, but they will not fund it.

Cindy - When considering whether to add it to P&C fundraising priorities, we need to consider that High School cost closer to \$100K and it was funded predominantly by a grant. Not feasible for P&C to fund solely.

David - Given where the sun falls in the afternoon, the shade under trees with seating may be more effective.

Action - David to provide ballpark figures on these options.

3.9 House names change follow up

David - He & Abelia have now put together a finalised letter. Now at the point where we are ready to consult the community - present school members as well as past students and the wider community.

Letter read aloud - discussion over its contents & whether the rationale for changing the names should be included. Abelia and David have carefully drafted the wording.

Next step forward is distribution as widely as possible, including survey monkey and local papers. Unlike in prior years when this has been raised, the community may now be ready for this change. Consultation must take place.

Jess to reach out to Abelia to see if she needs assistance in moving this forward. Strong support in the P&C for this initiative.

3.10 Chinny Charge BBQ

Anna emailed us before lockdown as Jenelle at Newsagency keen for us to do a BBQ again. Jess happy to help Janette organise this if no Catering Coordinator comes forward.

Action - Lhasa to respond to Anna and Jenelle that we'll cater the event.

3.11 Update of By-laws - timing of meetings & office bearers

Motion -

1. That Rule 6 of the By-Laws - "general meeting of the association shall be held on the third Wednesday of each month at 6:30pm" - be repealed and replaced with new Rule 6 that "A general meeting for the Association shall be held on every Wednesday of both Week 3 and Week 8 of each School term at 6.30pm", to reflect current practice.
2. That new Rule 18 of the By-Laws be enacted as follows, pursuant to section 5(a) of the Constitution: The membership of the Executive Committee of the Association shall be the five (5) Officers in addition

to both the Canteen Treasurer and Uniforms Coordinator of the Association.
- Lhasa Morgan
Second - Janette Tilgner

3.12 Motion for new signatories to P&C accounts following AGM

Motion that newly elected office bearers Janette Tilgner (President), Yvette Graham (Vice President), Jessica Gluyas (Vice President), Lhasa Morgan (Secretary), Charity Nicholls (Treasurer), Sharon McGrath (Canteen Treasurer) & Cindy Alice (Uniforms Coordinator) be added as authorized signatories on all the Mullumbimby Public School P&C Asscn Inc accounts held with Southern Cross Credit Union Mullumbimby being account numbers 100115482, 100115375, 100127010 & 100 – Lhasa Morgan
Second - Jessica Gluyas

4. General Business

- Edwina - Status of the defunct Playgroup needs to be addressed. Shed full of toys and craft that could be used or donated. Shed itself and steel gates installed and paid for by Playgroup. SCCU bank account with over \$2K in it. It's in Lhasa's name as she was treasurer of the playgroup many years ago, and she's unable to be removed from the account until it's transferred elsewhere.

Discussion of the toys being given away in 2018 so the shed could be used for sports.

Action - David to check whether it is possible to run the playgroup now given change in DoE regulations and current usage of the hall, and then we can address whether we want to run it via P&C.

- Lhasa - reminder that P&C has previously had babysitting in the library so kids could be minded while the meeting took place. It was eventually discontinued as it wasn't being used, other than by the people who were organising it and who could leave their kids at home. It also cost a lot to run, paying preschool teachers. We're always open to running it again if the need arises though, to allow full access for new parents with little people.

5. Agenda items for next general meeting

- Canteen pricing comparison
- Canteen debit card
- (Fundraising priorities to be held over til Term 4 Week 3 meeting)
- Kitchen grant - Mel to do inventory
- Air con for extra classroom
- Bush shelter/shade seating ballpark quotes
- House names letter dissemination and follow up
- Playgroup

6. Next meeting date

Week 3 Term 4 - 10 August 6.30pm

Meeting concluded 8.38pm