

Mullumbimby Public School P&C Association Inc

MINUTES- General Meeting

28 October 2020 (T4, W3) 6.30pm - Via ZOOM

1. Meeting Procedures	
<i>1.1 Welcome Address</i>	Opened 6.33 pm Janette – All welcome, \$1 per year membership entitles you to voting rights or sign up to be a friend and receive emails and minutes of meetings.
<i>1.2 Attendance and Apologies</i>	Apologies - Anneke de Graaf, Abelia Hissink, Kate Walsh, Anna Coehlo, Evie Graham, Kate Walsh. Attendance – Lhasa Morgan, Sharon McGrath, Janette Tilgner, Cindy Alice, Jessica Gluyas, Charity Nicolls, David Lees.
<i>1.3 Confirmation of previous minutes and business arising</i>	Motion to accept previous minutes - Charity Second - Sharon
<i>1.4 Correspondence</i>	<ul style="list-style-type: none">• P&C Federation bulletin 26/10• DoE's proposed behaviour management strategy feedback surveys – Isabel from OSPS P&C as well as P&C Federation• Email 25/10 from NSW Government on changes to hospitality restrictions re Canteen COVID safety plan• AMP annual statement• Various marketing• Email from Anna suggesting return of teatowel fundraiser, likely to be run next year.
2. Reports	
<i>2.1 Treasurer's report Charity</i>	September 2020 Opening balance 1/9/20 - \$7,056.54 Income - \$585.88 Expenditure - \$2,327.54 Add Bonus Saver Account - \$16,184.56 Add Visa Debit card - \$423.00 Total balance 30/9/20 - \$21,922.44 Motion to accept the Treasurer's report - Cindy Second – Jessica
<i>2.2 Canteen Treasurer's report Sharon</i>	September 2020 Opening balance 31/8/20 - \$8,512.82 Income - \$10,578.08

	<p>Expenditure - \$6,235.03 Total balance 30/9/20 - \$12,855.87</p> <ul style="list-style-type: none"> • The June-Sept superannuation payment has been made; the PAYG statement lodged, and JobKeeper reporting completed. • As of the end of September, the JobKeeper assistance for the Jodie's wages has ceased as we no longer meet the downturn criteria. Narelle from John Robinson Accounting has advised that there will be one final ATO Cashflow Bonus coming our way, from which the last quarter's PAYG instalment will be deducted. This will result in a refund amount of \$3656 to the main P&C account. • With the JobKeeper assistance covering Jodie's wages and the canteen continuing to show strong sales, the buffer in the canteen account has been restored and we are in a position to reimburse the \$5100 that the P&C transferred from the main account in April during the height of our COVID shutdown. If that is agreed at the meeting, I will make the transfer. <p>Motion to reimburse \$5100 to main account – Sharon Second - Charity</p>
<p><i>2.3 Canteen Coordinator's report Sharon</i></p>	<ul style="list-style-type: none"> • Cash sales for recess and lunchtime treats (ice blocks, drinks, chips) have recommenced as of the beginning of Term 4; no figures to report at this stage. All other lunch and recess orders remain through Flexischools only. • With the vast majority of our orders coming via Flexischools, we can now really start taking advantage of reporting which is available through their portals. Hopefully these reports can support Jodie's processes and also provide the P&C with valuable data to assist with pricing, menu options and stock allocation. To facilitate this, we'd need to link an A4 printer to Jodie's laptop. Lhasa recalled that the P&C had purchased two, along with the laptops, and I have asked both Jodie and Cindy if they've seen one in either the canteen or uniform shop. Does anyone else know where there might be one? Green room, perhaps? As a side note, these reports may also assist with inventory systems for the uniform shop, something that Cindy has been working on in recent months. • The DoE's current COVID guidelines mean that we're still limited in the number of volunteers we can call on for the roster. We are incredibly fortunate to have such a committed bunch of tireless parents who are continually juggling their professional and family responsibilities to fill the gaps as circumstances dictate. Thank you to those folks, we couldn't do it without your "make it happen" attitude, and especially grateful for the second volunteer on Fridays, an absolute necessity. <p>Action - Sharon requested that Mark Collinson set up printer for Jodie to utilise</p>

	<p>Action - More canteen helpers desperately needed, only down to Sharon, Cindy and Lhasa currently. David to put in newsletter next week. Email and FB will also be used.</p> <p>Motion to accept Canteen Treasurer and Canteen Coordinator's reports – Jessica Second – Cindy</p>
<p>2.4 Uniform Coordinator's report Cindy</p>	<p>Thanks to Charity for doing the numbers. Everything running smoothly. Nicely stocked up with polos and hats. In a couple of weeks putting in order for next year's K students. Hats for K and orientation shirts will be here by end of week. Uniform shop open days etc. will be ascertained closer to end of year.</p> <p>Action - School to pay for the hats this year. Cindy to invoice Tracey. Jessica taking care of name painting on Amy Austin's request. Library bags – Sorted by the school, but P&C offered to paint names as needed.</p> <p>Motion to accept Uniform Coordinator's report – Charity Second - David</p>
<p>2.5 Principal's report David</p>	<ul style="list-style-type: none"> • 152 parents / carers took the opportunity at the end of Term 3 phone meetings with teachers. These were very well received. • Last day of Term 3 Fun Run / dress up day was a fun way to end the term. Thank you to all who supported and contributed in some way. • <i>Interrelate</i> recently facilitated our Stage 3 Child Protection lessons. Valuing its importance and being mindful of the financial stress for many people this year, this year the school paid for students to attend. • Book Fair currently underway. Book Character parade this Friday 30 October. Many thanks to teacher-librarian Sue Austin for organising. • Thank you to parents / carers who recently engaged in the <i>Tell Them From Me</i> survey. This will give us valuable insights as we progress with our new school planning cycle. • Kindergarten '21 – Info session to be released Wed 4 Nov to parents / carers who have completed the necessary documentation and returned it to the school. Updated DoE COVID-19 operating guidelines released means we can now have K'21 Transition – this will be three sessions over consecutive Wednesdays - 11 Nov, 18 Nov and 25 Nov 9:15am – 10:45am with strict procedures in place as per DoE guidelines. • Further updated guidelines due in schools next week – should provide clarity and updates around a range of school activities including Year 6 farewells etc. etc. Final and detailed organization can then commence.

	<ul style="list-style-type: none"> • Art Expo will be a little different this year but will still proceed. Staff working very hard behind the scenes with information forthcoming. • Semester Two reports will return to the traditional DoE A-E model. Teachers are beginning to work on these and they are scheduled to go home in Wk 9. • 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. • Enhanced cleaning procedures continuing 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. Extra cleaner working Tuesdays and Fridays. • Social Media issues. Nathan Verinder booked in to discuss with Stage 3 students. Please note age restrictions etc. etc. etc. and be fully aware of what children are allowed to access. <p>GET YOUR KIDS OFF SOCIAL MEDIA!!</p> <ul style="list-style-type: none"> • Water tanks and plumbing – Assets Services officer now organising – likely to come out of our next round of Planned Maintenance Works. • House names – survey has closed. Small committee to be formed to analyse results and move forward. Details in Wk 5 newsletter. • Shade / seated area for bus students. Work has commenced with clearing of the space. Our Relieving GA Simon Martin doing a great job with this project. Aluminum seats to be installed. • 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 later in Term 4 and Term 1, 2021 as per DoE timeframes.
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	<ul style="list-style-type: none"> • <i>Sporting Schools</i> continues – thank you to Kim who has again been successful in acquiring coaches and resources for our school. • ‘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. Exec. and our ‘Maths Growth Team’ are currently analysing the data. <p>Motion to accept Principal’s report – David Second - Lhasa</p>
3. Agenda Items	
<i>3.1 Catering fundraiser for Monday 9 November: canteen fundraiser</i>	<p>Sharon - Committee has agreed hot dogs and nachos will be offered. Frozen treats, chips, treats open both lunch and recess. Recess everything other than pizza.</p> <p>Janette, Shaz, Lhasa to prep on Sunday.</p> <p>Mullum Bakery has kindly donated hotdog rolls.</p> <p>Frozen oranges left over can be sold or given out on the day.</p> <p>Rest to be organised on email, including Flexischools,</p>
<i>3.2 Fundraising – recipe book update</i>	<p>Jessica – Photoshoot with kids on Wednesday with Tamara Neemia who generously donated her skills. Recipes coming in. Going around to local businesses for advertisement/sponsorship. Thanks to Sharon and Kate for all their help.</p> <p>Sharon – Order form out. Kids to add illustrations. Deadline 4 November, with extra time. Also offering aprons. Flexischool orders slowly coming through. Sharon to forward spreadsheet to Jess weekly.</p> <p>Drone shoot tomorrow. Target of 100 recipes, perhaps 80.</p> <p>David to push recipe contribution from teachers and staff.</p>
<i>3.3 Fundraising priorities Janette</i>	<p>Key thing within Strategic Plan is fundraising initiatives – what do we want to spend our money on for the school?</p> <p>Survey previously put out to parent/carers and teachers. Culled down to 8 items on survey monkey.</p> <p>Agreed that parents need to be well canvased about funding priorities again. David suggested this could tie in with surveys that will be sent out at by school at end of the year and beginning of next year. By streamlining the survey process with school, P&C could co-author with the school. P&C to have input in the school surveys.</p>
<i>3.4 Grants</i>	<p>Anneke 21/10 via email -</p> <p>1) <u>National Science Week Grant Opportunity</u>- \$2000-\$20,000 for science project(s) to be carried out during Science week 14-22 August 2021. Applications close October 28 2020. Not sure if this applies to schools. They want the project to promote participation & education of the public.</p>

	<p>Perhaps a whole school carbon foot-print audit & school waste reduction program filmed and documented? If teachers had ideas about science projects/ equipment they want/ need, I could give it a go.</p> <p>2) <u>Before and After School Care Funding</u>- to improve infrastructure BUT not offered at the moment, something to flag for the future maybe? https://education.nsw.gov.au/public-schools/going-to-a-public-school/primary-schools/before-and-after-school-care#Resources3</p> <p>3) <u>Gifted Children's Grant</u>: Grants may be made for: special tuition fees, travel and accommodation expenses, equipment (including books, study materials, musical instruments, computers, software, etc), or for any specific purpose directly facilitating advanced studies by the child. The child must be less than 18 years old at 31st December next year. Perhaps this could apply to any special needs children that have strengths that need fostering? May need extra equipment/ resources in order to flourish? Evidence of 'intellectual giftedness' is needed. No deadline. https://www.mensa.org.au/grants/gifted-childrens-grants</p> <p>4) <u>Opus 50 Charitable Trust</u>- "A musical project to be judged by the Trustees as being worthy of support for a grants, gifts, awards or sponsorship. In forming their opinion, the Trustees may rely on a panel of persons in the music field to recommend applicants for grants, gift, awards or sponsorship." I may be a bit optimistic but the end of year music performance came to mind... perhaps we need some funding for it? Especially if we have to do it virtually... No deadline for this one. David's reply via email - Thank you for looking into these. 1) Science - we only had a week so would just need more time to prepare for a grant submission. 2) BASC - I have been in contact with the DoE about this and I am pushing to gain some permanent accommodation to support not only our current OoSH arrangements (after school and vacation care), but hopefully before school care as well. I have met with BSC and Jamie and have some data. It's a work in progress and I hope to hear more in coming weeks. 3) Climate Clever - I had a teacher lined up for this one but she is on LSL for rest of this year. We have done something similar a few years ago (audit etc.) and it was great - tied in 'nude food' days and other initiatives which led to enhancing our Waste Warriors program at the time with green bins etc. It is something which our student ministry would take on but I need to find a teacher to lead it and have staff support. Even if we don't do it for the grant itself, it's a long term activity we can do (target setting - short, mid, long term etc.) which could actually be established as core activities under our PBL banner of 'Respect the Environment'. Like I said, we have done this previously, more as a short term 'one off' but there is scope to establish more embedded practices.</p>
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	I will raise this again with staff.
3.5 Canteen – visa card, cash for snacks follow up Sharon	Visa card ordered and will be here soon - a subsidiary card on the same account.
3.6 House names survey follow up David	Survey completed. Information will be forthcoming in the newsletter next week or the week after. 203 responses to the survey, with lots of passion and interest on both sides. News to be released to everyone in the school community, including the P&C, at the same time for fairness.
4. GENERAL BUSINESS	Charity – Fundraising idea for future. Mullumbimby Glassware happy to offer their services. Jessica – Christmas raffle? Raffles tickets off the cards for this year. Cookbook only fundraiser for the remainder of the year.
5. Agenda Items for next general meeting	<ul style="list-style-type: none"> • Canteen menu – Kate Walsh • New strategic plan and surveys • Fundraiser follow up • House names follow up • Grants follow up
6. Next Meeting date	No official meeting in Week 8, just casual unofficial get together. Janette and David to discuss wording of invitation and Lhasa to send invitation for non-official get together off site. Closed 7.52 pm.