

Mullumbimby Public School P&C Association Inc

MINUTES - General Meeting

12 February 2020

1. Meeting Procedures

1.1 Welcome Address - Janette

Meeting opened 6.33pm

Address to country from the President

1.2 Attendance

Janette Tilgner, Lhasa Morgan, Evie Graham, Sharon McGrath, Cindy Alice, Sasha King, Lena Patterson, Danielle Haywood,

1.3 Apologies

David Lees, Karen Roberts, Anna Coelho, Zeb Kinnear, Anja Kinnear, Anneke de Graaf, Jessica Gluyas, Jamie Gluyas, Richard Kowalski, Georgina Gold

1.4 Confirmation of previous minutes and business arising

Minutes of 30 October 2019 meeting circulated by email 4 November 2019

Motion to accept previous minutes - Janette
Second - Lhasa

1.5 Correspondence

* Email 15/1/20 from Flexischools notifying increased charges to users:
Visa Debit and Prepaid – \$0.05 + 0.7% of the payment amount
Visa Credit (and other Visa card types) – \$0.05 + 0.7% of the payment amount

Mastercard Debit and Prepaid – \$0.05 + 1.25% of the payment amount
Mastercard Credit (and other Mastercard card types) – \$0.05 + 1% of the payment amount

PayPal – \$0.07 + 0.9% of the payment amount

They recommend users who are using these payment methods to top up their account and/or setting up automatic top-ups rather than paying separately for individual transactions

Action - To be put in next Newsletter

* Email 17/1/20 from Signal events selling lapel pins for fundraising

* Email 20/1/20 from Mat from Comedy for a Cause - they set up mini comedy festivals with Sydney/Melb based comedians and take a cut of ticket prices we sell

2. Reports

2.1 Treasurer's reports -
October 2019 to January
2020 & yearly reports
- Evie

October 2019

Opening balance 1/10/19 - \$25,845.06
Income - \$924.12
Expenditure - \$4,021.41
Add Bonus Saver Account - \$26,712.82
Total balance - \$49,460.59

November 2019

Opening balance 1/11/19 - \$22,747.77
Income - \$415.63
Expenditure - \$11,141.55
Add Bonus Saver Account - \$26,942.61
Add Visa Debit card - \$200.00
Total balance - \$39,164.46

December 2019

Opening balance 1/12/19 - \$12,021.85
Income - \$5,398.34
Expenditure - \$8,774.90
Add Bonus Saver Account - \$27,173.66
Add Visa Debit card - \$200.00
Total balance - \$36,018.95

January 2020

Opening balance 1/1/20 - \$8,645.29
Income - \$6,520.31
Expenditure - \$4,993.00
Add Bonus Saver Account - \$27,404.89
Add Visa Debit card - \$200.00
Total balance - \$37,577.49

Motion to accept Treasurer's monthly reports - Lhasa
Second - Janette

Motion to pay Soundbay P/L \$4993 allocated from Splendour Grant of \$5420 received (pre approved by Execs on email) - Evie
Second - Lhasa

Special mention to Cindy and the Uniforms volunteer team in the holidays. Amazing effort in sales and background organisation of the shop including stock takes, Squareup EFT payments and Cindy's new Uniform Shop Daily Shop Sales Form. Looking very organised for 2020 with a fantastic operational procedure.

Treasurer's **2019 yearly reports** - Income & Expenditure and Totals - tabled

Opening balance 1/1/19 - \$14,150.51
Income - \$52,569.72
Expenditure - \$58,074.94
Closing balance 31/12/19 - \$8,645.29
Add Bonus Saver 31/12/19 - \$27,373.66
Visa account 31/12/19 - \$200.00
Book balance - \$36,018.95

Motion to accept Treasurer's yearly reports - Janette
Second - Sharon

Huge thanks to Evie for all her hard work on the P&C over the past 6 years, as our 2019 Treasurer and for converting the Treasurer's cash book and reports to a more transparent and user friendly Excel format.

2.2 Canteen Treasurer's reports - October 2019 to January 2020 & yearly reports
- Sharon

October 2019

Opening balance 30/9/19 - \$5,827.97
Income - \$2,296.57
Expenditure - \$4,165.57
Total balance - \$3,958.97

November 2019

Opening balance 31/10/19 - \$3,958.97
Income - \$5,861.02
Expenditure - \$4,141.14
Total balance - \$5,678.85

December 2019

Opening balance 30/11/19 - \$5,678.85
Income - \$2,829.06
Expenditure - \$6,560.70
Total balance - \$1,947.21

January 2020

Opening balance 31/12/19 - \$1,947.21
Income - \$0
Expenditure - \$200 (monthly transfer to Bonus Saver)
Total balance - \$1,747.21

Motion to accept Canteen Treasurer's monthly reports - Lhasa
Second - Janette

Significant expenses coming up, including gas bottle.

Motion to purchase replacement gas bottle - Sharon
Second - Lhasa

Yearly reports 2019, Profit/Loss, Reconciliation, Comparison Profit/

Loss and Totals, tabled
Income - \$43,338.35
Expenditure - \$45,497.58
Add back transfer to P&C account - \$1,800.00
Total balance - \$-359.23

Motion to accept Canteen Treasurer's yearly reports - Lhasa
Second - Cindy

2.3 Canteen Coordinator's report - Sharon

Canteen Treasurer's Report to Accompany the End of Year Accounts 2019

At the end of December 2019, the Canteen account showed a loss of \$2,159.23 or \$359.23 once the \$1800 contribution to the P&C account is added back in. This compares to an overall profit in 2018 of \$4308.14 (including P&C contributions added in).

As the comparison shows, the canteen was down by 7%, which is reflected in a stock expense reduction of 8%. The major factor in the increased expenses and reduced profit is the increase in wages of almost 45%. This increase was flagged at the April 2019 meeting and has been closely monitored by myself, the P&C Executives and the Canteen Coordinator Anja throughout the year. As noted in P&C minutes and communications, it is widely acknowledged and accepted that prior to her resignation Alisha worked many unpaid hours and also brought in family on a regular basis to assist with canteen duties, thereby offsetting wage expenses.

The number of hours worked by Jodie are unanimously accepted as bring valid and realistic and the Canteen Committee has made recommendations that price increases be implemented at the commencement of Term 1 2020 to cover the increase in wage costs as well as the gradual creep of wholesale prices from suppliers such as Samurai Sushi and Mullum Bakery. Whilst the P&C is committed to providing a healthy and affordable canteen service, they will endeavour to do it without eroding the hard-earned profits of the P&C that would otherwise be directed to beneficial programs throughout the school.

As required by the ATO, a single touch payroll system was implemented for the P&C in July 2019, and all pay runs are now recorded in Xero and submitted to the ATO electronically. The year's quarterly PAYG statements have been lodged and all superannuation payments recorded and paid.

Many thanks for the continued efforts of Anja, Jodie, the Execs, and also to Alisha for her excellent handover. Thanks also to Narelle and Nathan at John Robinson Accounting for their continued assistance and advice.

All accounts have been finalised and will be submitted for audit, and Nathan will be provided with access to Xero to verify that the STP process is in order.

With an expanded gluten-free offering and the additional menu options Jodie has been testing with the students, I'm sure 2020 will see continued support for the canteen within the school community.

2.4 Uniform Coordinator's report - Cindy

- New Uniform Sales Book has proved to be quick, easy and clear
- Our new SquareUp facility for EFT and credit card payments has been fantastic.
- The Flexischools App is still not working for uniforms, despite our requesting them to fix it. Flexischools customers advised to use the desktop version of Flexischools and avoid the clunky App.
- Hemp shirts have been very successful - 91 of 100 of blue shirts have been sold.
- Phasing out of white shirt has received a small amount of negative feedback from some parents

Motion to order more hemp shirts with a 50% deposit of \$1240 immediately payable with balance due on delivery - Cindy
Second - Janette

Motion to accept uniform coordinator's report - Janette
Second - Sharon

2.5 Principal's report - David Lees (in absentia)

- Welcome back to the new school year! Welcome to the many new families and all of our Kindergarten students. We have had significant increase to our enrolment numbers this year. Classes were outlined in the newsletter, as well as staffing.
- Merit Selection process is underway to appoint two new classroom teachers. Michael Mirana and Karyn Gaberman are currently temporarily filling these positions. Once the two new teachers are appointed the Enter on Duty date for both of them will depend on a range of factors. Thank you to Lhasa for her involvement as the Parent representative in this process.
- 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 Shaz and Jodi for their leadership.
- Art Expo and everyone who donated food. Catering team did an outstanding job!
- P&C Network dinner hosted at MPS – those who donated food and Lhasa, Cindy and Janette for setting up.
- Uniform Shop / Open Days in holidays – Cindy, Jess and Kaz for all of their work in being available and setting up. Well done!
- Thank you to all parents who assisted with a variety of jobs at our Swimming Carnival.
- Kindergarten first day morning tea – thank you Janette and helpers who organised morning tea and welcoming many parents and grandparents.
- Headlands PSSA sport starts this week with boys cricket and HPSSA Swimming Carnival on Thur 20 Feb. Best wishes to the 42 participating students from MPS.
- NRC program has resumed this week. Thank you again to P&C for their ongoing support of this program.
- *Deadly Fun Run* to be hosted by our school Sat 29 Feb. Venue will be Mullumbimby Rugby League Club. Competitors and helpers needed on the day. Please keep an eye on the newsletter next week for more details.

Motion to accept the Principal's report - Janette
Second - Lhasa

3. Agenda Items

3.1 AGM date and time - Lhasa

AGM set for Wednesday 18 March 6pm, Week 7, followed by a general meeting

3.2 Canteen suppliers *- Sharon*

Last week in canteen, the idea of shopping at Woolies instead of Dennetts IGA was brought up as it so much cheaper.

Discussion of the importance of shopping locally with businesses who support us, such as Dennetts IGA, needing to be weighed up against the reality of canteen currently running at a loss. The idea was raised of discussing this directly with IGA and seeing if they could apply a discount.

Action - Sharon to do a comparison of prices to inform a discussion with IGA of price differences

3.3 Welcome Back BBQ *- Janette*

Flagged for 4 March Week 6 - to be confirmed with David by Danielle. Welcome BBQ likely to be the same format as last year but David will confirm.

Discussion of whether class parent emails will be continued and signed up at this time. Not all classes utilised it, and effectiveness depended on the particular class parent, the age of the class and the teacher. It can be a time consuming task for the class parent. Some people have expressed that they should all be BCCd, as intended, to maintain privacy and others disliked some uses such as birthday invitations. Danielle to follow up with teachers, and Edwina given opportunity to speak to its continuance as the original coordinator.

Advertising and roster needed for Welcome Back BBQ, as well as something for Facebook. Janette to action.

3.4 Trivia Night 2019 wrap up & feed back
- Jessica

The trivia night was a very successful fundraising and community event for the MPS P&C. We raised approx \$5000 which was our target. We were able to achieve this through selling tickets/tables booked for the event and the effort involved in collecting donated items for prize rounds that ran in between each round of trivia questions. The prize round aspect of the evening is fairly involved but worth the effort.

I have been time poor of late but do plan to write up a detailed process and timeline of what will work best to organise a second trivia night. I believe it is a really great fundraising event that we can hold every second year; on the off year of the fair. I look forward to being involved in the next one in 2021.

Here are some notes reporting on the event;

- We had approximately 114 attend the 2019 trivia night. It was a really manageable number. We had 15 tables of 6-8 players. This also worked really well. I think if we held this event again we wouldn't sell more than 18-20 tables.
- **What worked well;**
- It's important to have the trivia run sheet finalised a week before the event and set out clearly so all those volunteering on the night are clear with the outlay of the event.
- The purchased trivia pack was affordable and worked well, it was easy to link up to the RSL audio and visual system and generally ran seamlessly
- The lucky door prize worked well and was a pleasant way to formally welcome guests into the event
- The (dress up) theme aspect also worked well, it brought some extra fun into the night and atmosphere
- **Suggestions for improvement/notes on important aspects;**
- Having the prizes collected perhaps 2 weeks before and sorted into prize rounds a full week before the event.
- Making sure there is two people to go over the prize rounds including the organisation and spreadsheets.
- Having someone like Sharon who is competent with PowerPoint slides and visual computer programs to edit and update the trivia PowerPoint. Also to have this completely edited and ready a week before the event.
- Making sure we have enough buckets and change for the prize rounds.

3.5 Sports house names change follow up
- David (in absentia)

Last year Abelia and I worked on a letter about our House names and proposed changes. This has now been done.

After the usual frantic happenings at the end of the school year and start of the school year I have now come back to this and I am keen to continue moving the process forward.

The next step will be wide community consultation which I will initiate soon. I will continue to work with staff and P&C and keep you all updated.

3.6 Kitchen grant 2019 follow up

Kitchen grant from Southern Cross Credit Union was \$1040, with \$329.05 remaining to be spent.

Under Mel's guidance, we've purchased the KiK kit, but progress has been halted by the need for a major safety upgrade to Hall kitchen to enable use in line with Assets/Department's requirements. As it stands, it's not a 'kitchen' as nothing is actually cooked there, but to redo the kitchen for compliance is likely to be upwards of \$50,000.

Discussion of whether the canteen is compliant as teaching space, and the difficulty of managing students in the small space, though it is of course health and safety compliant.

Further discussion of the limits of catering from both the canteen and hall. Discussion that purchase of a Bain Marie would very much assist P&C catering efforts in the Hall kitchen, as we've previously had to hire them for events when the High School canteen (privately run) couldn't loan us theirs.

Discussion of the original KiK program, where equipment & skills had to be donated from the community, much easier in metropolitan areas as opposed to a regional town with many feeder schools requesting donations.

Action - Teachers to look at and utilise the purchased KiK kit to use with students, as was the intention of the grant and purchase. Danielle to come back to us with any further needs that the remaining funds could be spent on for the benefit of the children cooking. Purchase of a Bain Marie to be further considered.

3.7 Bus shelter follow up

Janette has sent a further enquiry 5/2/20 to Andrew Pearce at Council to begin the process of applying for a bus shelter. Students exposed to the elements, posing dangers of itself, as well as the difficulty for teachers in supervising bus lines with no shelter.

Cindy to speak to Laurel, outgoing MHS P&C President, about how the High School finally received funding for bus shelters.

3.8 Council's Mullum Master Plan follow up

Lena had a brief look at the proposed submission, but we agreed with what was already covered by the community so didn't need to add anything further.

Danielle - we have previously put in a submission for additional flashing lights for Morrison Ave. Discussion of it being worth following up given the dangerous conditions currently being experienced before and after school.

3.9 Possible school assistance with new classroom(s) fit out 2020

With the B block refit, old furniture was discarded, so there is a need to replenish with up to date and future focussed furniture.
Lena to get back to us with a possible wish list.

David via email -

I briefly mentioned to Janette last year that I am looking at replacing many of the Interactive White Boards (IWB's) in our school which have come or about to come to the end of their life.

I am looking at new interactive monitors which will continue to provide our teachers with the best and state of the art resources to continue delivering the curriculum in an engaging and innovative way.

This will be a significant investment with a very approximate total 'ball park' figure of approx. \$70,000. Any support from the P&C would be greatly appreciated if this is possible.

Motion to gift the school \$20,000 towards the purchase of new IWBs - all in favour

Motion carried

Discussion of air conditioning, its ineffectiveness in infants rooms and the two remaining rooms without air conditioning.

Action - cleaning and maintenance of existing air conditioning to be followed up, along with background and possibilities of the two remaining rooms.

3.10 Biennial school Country Fair 2020 - date set for Sunday 16 August but Coordinator needed

Late last year the date of Sunday 16 August 2020 was set for the Fair, with the school calendar free on this date & Jubilee rides available and booked in.

A new coordinator for 2020 is needed asap, who will be backed by a team who have successfully run the fair on previous occasions.

Action - Needs to be advertised. Sharon to design an add for the newsletter and Facebook to be utilised.

3.11 NR Conservatorium of Music - possible financial assistance - Abelia

Added to agenda by Abelia last year so as to give lower socio-economic children the opportunity to learn an instrument with NRC, with Anna replying in email that the NRC also already provides bursaries that we could possibly support and extend.

As no-one present to speak to this agenda item and no further communication received, this can be raised again at a future time.

3.12 P&C Network Meeting 26 February OSPS - guest speakers including P&C Federation President - Lhasa

Lhasa will be co-convening this meeting, which will deal with AGM preparedness as well as questions for the Federation President and Project Officer. Invitation to be sent out shortly, as well as questions for the guest speakers.

Cindy is attending for the High School.

Sharon to attend for MPS, and David extended the invitation to attend as usual.

Possible questions include the situation around P&C installed kitchens raised re the KiK grant.

3.13 Silent disco
- Sasha

Silent disco has been successfully run at BBPS, with minimal organisational effort required and could be a great fundraiser for the P&C or be utilised by teachers for the next school disco.

Cost to run is \$4 per student, with North Coast Events doing all the set up. Students love it, and kids that normally don't dance love it.

Action - run past Jessica for P&C Fundraising possibilities and Danielle will raise with teaching staff.

3.14 Splendour in the Grass Grant update
- Anna (*in absentia*)

After back and forth towards the end of 2019 Richard decided to change the proposed equipment for purchase under the grant funding. Instead of purchasing a recording station for multiple students, we purchased multiple midi keyboards, headphones and other accessories to run with School iPads, so more students can have access to a simpler form of recording.

It is not as professional a set up as Richard initially wanted, but after conducting a music group in the school 'groups' sessions last year he realised this was a far easier way for the students to record. It is also portable so causes no restraint on space for the equipment (the original set up would have been larger and hard to house with only one music room available). It is also an easier way for Richard to teach the kids recording, so we all agreed whatever was going to flow and be easiest for a teacher and the students, was the way to go.

The equipment is ordered and as of Wednesday last week mostly received. Once it all arrives Richard will set some kids up for a photo which we can publicise in the newsletter and also give to local papers etc.

Thanks to Richard for all his thought and consideration and to Eric for all the advice and back and forth. I'm happy to say we are off and running now with a wonderful new element to the school music program! Accessible to all students in the school.

4. GENERAL BUSINESS

5. Agenda Items for next general meeting

- Country Fair 2020 - Coordinator and planning
- Canteen suppliers - comparison of pricing
- Welcome Back BBQ time, format and continuation of class parent emails
- House names change progress
- Kitchen grant funds follow up, including teachers' needs and possible purchase of a bain marie
- Bus shelter and flashing sign
- Air conditioning follow up
- Fundraising goals, priorities and calendar

6. Next Meeting date Wednesday 18 March 2020 6pm AGM followed directly by GM

Meeting concluded 8.22pm