

LCPS P&C - AGM – 9 November 2021 (7 – 9pm)		
Minutes of Meeting		
Attendees (Via Zoom) <ol style="list-style-type: none"> 1. Darshini Heaney - LCPS P&C President 2. David Roberts - LCPS P&C Treasurer (via Zoom) 3. Em Patterson - LCPS P&C School Community 4. Renae Buckley 5. Victoria La Fontaine - LCPS P&C Secretary 6. Ursula Phillips – LCPS Strategy & Management (via Zoom) 7. Talia Morgan, LCPS Principal 		<ol style="list-style-type: none"> 8. Brendan Hood 9. Tiffany Dwyer (via Zoom) 10. Christine Waterman (via Zoom) 11. Lara Wehby 12. Myles Davis 13. Brenton Smith 14. Roman 15. Michelle Garrington 16. Michelle Tabrett 17. Lorna Baker 18. Alice Groocoe (via Zoom) 19. Hajar T
No.	Agenda Item/Topic	Discussion and Next Steps
1.	Acknowledgement of Country/Welcome	<ul style="list-style-type: none"> • Darshini Heaney – welcome • AGM Attendees had tour of the new astroturf and canteen area.
2.	Principal's Report	<p><u>Talia Morgan</u></p> <ul style="list-style-type: none"> • Thank you for coming. • Great you could have a tour of the new astroturf and canteen area. Due to Covid, unfortunately we are limited in terms of use of the area. Designated year groups are permitted in areas, no mixing of cohorts. Need approval prior to moving groups into different areas. • Thank you to P&C. Always a pillar of strength, but a strength to me personally coming in part way through the year, and not knowing how some things work. • Thank you from all the staff for everything that you have given to the school this year. K-1 reading resources are being excitedly used. At beginning of next year we will buy texts and decodable readers for Year 2. After that Years K- 2 will be stocked up with readers for the year. Thank you also for the tech gear – headphones ordered and interactive whiteboards. Lots of resources have been spent, some are in progress. Very gladly received. • Building update – canteen and turf area soon to be finished. A few little tweak left to go, such as the railing. Regarding the Hall, a company has been picked to perform the works, but has not been signed off by School Infrastructure. Once it is signed off we will have a site visit and then they can start. Hopeful some works can happen this year, the booster pump is the first thing to be done, but can't be done until kids are away, during school holidays. School hall construction is due to be 9-10 months, but is subject to normal delays. Looking at completion sometime in Term 4 next year. • School Plan – Every school had to do a new 4 year school plan. School that had external validation then has to do a new plan. What we have done over last couple of terms, we have got evidence and worked on

		<p>three main areas, and have some new targets. We are having a big push on numeracy. We have two teachers training this year to be numeracy experts – look at data, training teachers etc next year (PMSI). Also a push for student wellbeing – adapt/refine student reward system at the school, to trial in term 1. Data and collaboration is a key focus. There is also a new K-2 draft syllabus. We also have a team looking at maths and English Scope and Sequences across the school to ensure seamless progression between years. All of this information will go into new strategic plan. It becomes more focused on teachers and students.</p> <ul style="list-style-type: none"> Activities/brainstorming session – Looking at understanding strengths and weaknesses of programs - Summer (great, no need to change), Winter (happy to go/stop), Spring (good, but some small tweaks), Autumn (not great, needs major tweaks). [AGM attendees provided input to brainstorming session]
3.	President's Report	<p><u>Darshini Heaney</u></p> <ul style="list-style-type: none"> The last two years have provided unexpected challenges. 2020 – hall fire, and 2021 has been challenging for different reasons. At the start of the year we held Fairway Flicks, Mother's Day Stall and the book swap – all were successes. There were a series of events at the Allcott – Trivia night, class drinks, Winter Solstice Gala. Unfortunately within days Covid struck. Covid had a profound impact on children, learning from home for 13 weeks, supported by skeleton staff. Uniform shop and music stopped (online only). Construction works shutdown lead to delay to canteen works. A result of delay, canteen was completed just as school was reopening. Grateful for Talia's advocacy in relation to building works, including frequent contact with School Infrastructure. The remaining hall building works have also been delayed by Covid. The kindy playground has been delayed due to booster pump as part of the hall works needs to be first replaced. \$12K raised specifically for the kindy playground. \$30K been awarded by NSW Government as a grant, and thank you to Anthony Roberts. The P&C have paid for \$70K towards Kindy playground for coming year. The school and P&C has done all it can, it will now have to wait School Infrastructure progress these works further. During lockdown we were able to hold virtual booksale, with the help of Burns Bay Bookery. Small puzzle fundraiser featuring Steve, our crossing assistant. At the end of the year we are aiming to sell Christmas Trees and puddings. Renae Buckley re-imagined e-trader – Lane Cove Quarterly, replacing the Trader. P&C continues to support the school through various avenues. Some funds committed 0- \$10K whiteboard, \$7K new K-2 readers, \$2,200 clickview subscriptions, \$1K purchase team sports uniforms, \$1K replacement headphones, \$2K year six farewell, \$20K extended Covid Learning support, \$30K teacher support, \$33K astroturf installed in new playground (via funding grant), \$70K to kindy playground (including \$30K from grant).

		<ul style="list-style-type: none"> • Uniform shop, managed by Michelle. During this year the team implemented Hike system. A great many challenges, including integration on Xero with Hike. • Canteen – Unable to have volunteers – Karen, Becky, Charlene and Erica, worked tirelessly this year. Kaylee McDonald canteen convenor, thank you for your efforts. Becky Vlock stepping in next year. Tiffany Davis – thank you for support. • Music – Michelle Garrington, and volunteers worked hard to support a stellar music program. Well done to everyone dealing with Covid and lack of Hall. Thank you for Sally Robinson for her assistance. • Challenges – no one has put up hand for fun run. Due to Covid, we haven't been able to. Hopefully can do so next year. [Lara Wehby volunteered to be the Fun Run Coordinator] • Community Events – Some events were held offsite this year, but welcome BBQ, farewell BBQ and father's day events were not able to be held on site due to Covid. • Community Partners – Thank you for their support. Gold Supporters Rebecca Mitchell, The Alcott, The Foot Group, Apple Dental. Silver member – Masala Kitchen • Thank you to Executive Committee. Thank you to David Roberts who has been a great support through challenges. Thank you to Talia for her advocacy with DoE and leadership since the start of Term 2. • Thank you to Lane Cove Council – for their use of the Golf Course for Fairway Flicks and music facilities. • Thank you to Ursula and Kim Philips for IT and grounds support. • Thank you to Karen Gottcent, who has retired form Uniform Shop convenor role.
4.	Treasurer's Report	<p><u>David Roberts</u></p> <ul style="list-style-type: none"> • Present annual reports for 2021 Financial Year. Thank you to the Executive, Michelle Garrington, Michelle Tannous and Karen Solway. Thank you to Santhi King, and Alison Masey for their Finance support. Thank you to Kingston Financial who has donated their time for preparing statements. • FY 21 – broadly flat on FY 20. Well down on historical trading. Reflects difficulty in charity operations and fundraising during Covid. Trend into operating activities – material increase of 14% in FY20 to FY 21. This was due to Kindy playground, and impact of P&C contributions. Offset decline in revenue for canteen (10%) due to shutdown in 2021. Only 10% down is a recognition of services to the community. Music and uniform were flat from a revenue perspective. This is a tribute to Michelle and her encouragement of participation. • There was a material reduction in operating expenses – due to wages, on account of shutdown. There was no job keeper coming through, so not the same support as previously. • Contributions to the school – leaving aside the astroturf, contributions up materially (\$71K). If add in astrtoruf, add \$104K. • Money flowing through – Fire Insurance payout of \$72K, astroturf payment. • Net surplus \$80K, increase of 52%, however adjusting for one off items and job – loss of \$20K in FY21, compared to equivalent in FY20.

		<p>Despite the challenges, cash reserves strong, and up slightly. FY21, challenging, but can use reserves for things like kindy playground.</p> <ul style="list-style-type: none"> • Moving to 2022 important to increase fundraising efforts to be able to continue support to the school.
5.	Subcommittee Reports	<p>(a) <u>Music – Michelle Garrington</u></p> <ul style="list-style-type: none"> • Challenges this year due to Covid, and because there is no school hall. We have kept the program running. Music was face to face in Term 1 and 2, and Term 3 – 4 we went online. Teachers have been creative and been fantastic, eg Police band, virtual performances, video challenges. Overall we kept things running again and proud to do so. • In response to Covid we can move online/face to face easily. Have continue to document and coordinate Covid guidelines for the program. We have been adhering and following all guidelines. Regular updates to parents. Updated fees/terms and conditions to include Covid. • Thank you to P&C for support. • Fire update – still are dealing with impact. Bands still rehearsing offsite when can do so face to face. Pleased to report entire insurance claim was paid out – over \$90K. We have spent \$30K. Another \$60K managed by P&C, implemented approvals for purchasing etc. Thanks to Kate Blue, Vivian Chan for assistance. Kate Blue prepared to assist with insurance going forward. • Enrolments – 2021 – did not run all programs from 2020, however there has been strong interest in other groups, including the recorder response. • Fee increase by \$10 in 2021, increase of \$40 for strings and bands – to bring more in line. Other fees have been the same. • Pay review for teachers underway – want to ensure we are in line. Private lesson fees will remain the same in 2021 and 2022. Re-writing group and private contracts. • Tutors and conductors have done an amazing job. • Thank you also for Sally Robinson's assistance. • Data base, share drive etc been successful, Michelle intends to continue with the role. • We have also introduced credit card process, and extended invoice due date to assist. Intend to do the same for 2022. • Worked to maintain asset register, and thank you to David with insurance assistance. • Instrument officers have done a great job managing instruments and hire. Some will be continuing, some won't be. Some replacements, but some vacant. • Vivian Chan managing scores this year. She will continue to assist next year. • Events – have been majorly impacted. Festivals, camp and shows have been cancelled. We have looked at all opportunities we could. Have done presentations to K-2 to encourage enrolments next year. Groups in the process of performance videos. • Parent volunteers – acknowledge instrument offices, band parents, ensemble parents, 2021 music camp committee. Thank you also to the P&C (Darsh and David, and the school).

		<ul style="list-style-type: none"> • 2022 enrolments – opened at the start of term 4. We are limited with what we can do this term, but looking to advertise and communicate re enrolment. To date we have 155 confirmed, but potential for 106 re-enrolments. Still receiving daily enrolments. Tracking OK, a little behind from where we usually are. • Goals for 2022 – will be the same as for 2021. • 2021 Music Committee – we have been light on committee members, and we have filled in roles. If anyone interested, please get in touch. I will put some info in the Loop about it. • 2021 has been successful for program, notwithstanding challenges.
		<p>(b) <u>Canteen – Darshini Heanay</u></p> <ul style="list-style-type: none"> • Kaylee, our canteen convenor resigned at the beginning of term 4. • There was the loss of school Canteen due to fire last year, which meant challenges to canteen and principal. All rose to the challenge, within 8 days, lunches were provided. Hall fire and Covid have meant things are different, including limited or not permitted volunteers. Because of this, P&C employed third employee, Erica. She was able to take on extra responsible responsibilities and hours, during Karen's leave. Other volunteers shared the load. Becky Vlock also agreed to take on role of Canteen Convenor for 2022. Due to Covid we were unable to offer counter or cash sales. Covid lockdown meant canteen closed from Term 3. Transfer of material from old canteen to new canteen when the new canteen was opened during Term 4. Karen Solway was allowed back on site to provide lunch service in Term 4 – however new canteen was not yet available. Handover of the new canteen occurred in 22 October 2021, due to advocacy from Talia Morgan. Lunch Orders returned from 25 October 2021. Volunteers will not be permitted in 2021. With this, we have elected to minimise menu to lessen the impact. Net profit from this year, is \$5,986. To maintain profitability prices were increased moderately to reflect increase costs • Thank you to Canteen Committee (Kaylee, Becky). • Thank you to Karen, Charlene and Erica. • Thank you Em for publicising the menus etc. • Thank you Tony, Tiffany.
		<p>(c) <u>Uniform – David Roberts</u></p> <ul style="list-style-type: none"> • Thank Michelle Tannous, difficult circumstances. This year included implementing new IT systems with some difficulties. A lot of work behind the scenes. From a trading position – Uniform shop flat on comparative period. Reflective of a loss of sales during winter. Uptick now in summer uniform sales that should position us well. We have had to bear some increased costs, as suppliers increase costs due to material costs. For this, we are looking at longer term engagements to lock in prices. • IT integration is a work in progress. Hopefully some more online solutions for parents. Munch Monitor a good entry into this, but will keep looking at it.
6.	Election of Executive positions:	<p>(a) President Nominees – Darshini happy to nominate for 2021, as final year. Supported – voted in.</p>

		<p>(b) Vice President – School Community Nominees – Em Patterson Supported – voted in.</p> <p>(c) Vice President – Community Partners Nominees – Renae declining. Because it's an important position, may need to leave open and if someone is interested, happy to discuss it. Fill subsequently. Nominees – Alice – declined. Thank you for Renae's hard work this year – Gold Sponsors, school magazine, fundraising etc. We will work on the Community Partners role.</p> <p>(d) Secretary Nominees – Victoria Voted in.</p> <p>(e) Treasurer Nominees – David Roberts Voted in.</p>
7.	General Committee Roles:	<p>(a) Communications – no one nominated (b) Strategy and Management - no one nominated (c) P&C Grounds Coordinator – no one nominated (d) General P&C members (2) Nominate – Tony Nolan and Lorna Baker Voted in.</p>
8.	Sub-Committee Roles:	<p>(a) Music Convenor Can't be filled at AGM.</p> <p>(b) Canteen Convenor Can't be filled at AGM.</p> <p>(c) Uniform Shop Convenor Can't be filled at AGM.</p>
9.	P&C Events Calendar 2022	<p>There is a P&C Calendar for 2022, which is yet to be completed. Planning a Welcome BBQ in Term 1 (Week 4), Working Bee Week 7, Class parent drinks week 8, P&C General Meeting Week 4. Also one free Trivia Night at the Alcott. Other option was barefoot bowls that the Diddy is supportive of. Get dates confirmed for new parents. Barefoot Bowls (week 8), Class Parents Winter Gala – Sat 18 June Fun Run – 11 September. Father's Day breakfast Sept also.</p>
10	General Business	<p>Canteen Equipment Funding</p> <p>Covered by existing school funds.</p> <p>Brendan Hood – Council issue with dedication of parks for use by dogs rather than people.</p>



Overview

If nothing else, the last two years at Lane Cove Public School have taught us all to expect the unexpected and adapt.

As we all know, 2020 was a very challenging year at our school. Just days before the children were due back at the school, a devastating fire destroyed the Kit Kirkwood Hall and adjoining Canteen. Then the effects of COVID 19 began to be felt, with the first bout of remote learning in late Term 1 and early Term 2, 2020. Throughout 2020 we were severely limited in our ability to hold social events, volunteers were not allowed on-site, and important fundraisers such as the Fun Run and Gala had to be cancelled.

This year has been equally challenging, for similar reasons.

For much of Term 1 and 2 of 2021, Sydney had returned to an almost pre-pandemic freedom. A new event, Fairway Flicks, was held at Lane Cove Golf Course – an outdoor movie night to build community in a COVID safe way. A Bookswap was held to raise money for the National Indigenous Literacy Foundation. The Mothers Day Stall was immensely popular this year, selling a wide range of gifts sourced from local businesses.

Lockdowns felt like they were a thing of the past, and we cautiously held events a series of events at the Alcott, a new Community Partner - Class Parent drinks, a very successful Trivia Night to raise funds for the broken Kindergarten Playground, and a Winter Solstice Gala Event.

Unfortunately, by the time the Winter Solstice Gala was held, an outbreak of the Delta virus had started that would lead, within days, to a Lockdown of Greater Sydney. The event was beautifully staged but was not as well attended as it would have been had the circumstances been different.

The subsequent Lockdown had profound effects for the school, students and families. Most children learned from home for thirteen weeks, while a skeleton staff of teachers, school executives and support staff looked after children unable to be accommodated at home. The P&C services of the Uniform Shop and Canteen were closed for this period, while Music transitioned seamlessly back to online rehearsals.

Another aspect of the first few weeks of the Lockdown was that all construction was required to cease on building the new Canteen and associated Astroturf playground for a period of about a month. This delayed the completion of this project. The unfortunate flow on effect of this delay has meant that work on the new Hall, which could only be started after the Canteen was completed, was also delayed.

One result of the delays was that the Canteen was completed just as every public school in NSW was reopening to Kindergarten and Year 1 students, requiring the services of SINSW. I am grateful for



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the advocacy of Acting Principal, Ms Talia Morgan. Her frequent communication with School Infrastructure NSW meant that by Week 4, Term 4, as the rest of the school returned on-site, the P&C was able to offer a limited lunch menu to returning children and their families.

Another result of these delays is the effect on the timeline for replacing the Kindergarten Playground. Unfortunately, the old, broken kindergarten playground, unusable since Term 1, 2021, lies exactly on the route that needs to be taken by a booster pump down to the new Hall. Booster pumps allow water to be pumped at sufficient pressure to put out fires in the new Hall, planned for the Bullring site. The booster pump must therefore be installed BEFORE the new playground is built, but the Hall Project, of which the booster pump is the first part, cannot start until the Canteen project is completed.

The P&C and a large number of enthusiastic parents have raised \$12,000 specifically for the kindergarten playground replacement. We have also just been awarded a Community Grant for \$30,000 from the NSW Government, via the office of Anthony Roberts, MLA – thank you to David Roberts for his work on this grant, and Tony Nolan for representing the school with the office of Anthony Roberts. We have committed and now paid \$70,000 in total towards the cost of the Kindergarten Playground (in the 2021-22 Financial Year) – the rest of the cost will be borne by the school. The School and the P&C have done all we can to facilitate the replacement of the Kindergarten Playground – we now have to await the processes of the DOE and SINSW.

During the Lockdown, we were able to host a virtual Grandparents' Book Sale, to replace the traditional Book Stall held at the school during Education Week. This virtual Book Sale was put on with the help of our local independent bookstore, Burns Bay Bookery. Books worth \$1,660 were purchased for donation to the library, and \$250 in profits were donated by the Bookery for use by our librarian, Ms Elston.

We had a small fundraiser involving a puzzle featuring Steve, our wonderful Crossing Guard. His videos posted on Facebook helped to keep the kids connected to the school during a long Lockdown.

In the last few weeks of 2021, we hope to sell Christmas Trees and Puddings as usual to raise funds but also help bring some holiday cheer following a very difficult year.

Finally this year, Renae Buckley, VP for Community Partners, reimagined the old P&C Trader and launched a wonderful e-Magazine to replace it – the Lane Cove Quarterly. This is innovative and interesting, filled with relevant stories and features. It is a great new way to promote our school.

The P&C continues to be conscious of its role in supporting the school in providing resources to improve opportunities for all of our children. Our support for the community and school is achieved through a combination of funds spent, community-building activities and parent/carer volunteers. We have provided the following to the school this year:

Community Building and Fundraising

- Grade Coordinators
- Class Parents
- Fairway Flicks



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- Mothers Day Stall
- Trivia Night
- Book Swap
- Winter Solstice Gala
- Working Bees
- Christmas Trees and Puddings
- Lane Cove Quarterly

Financial – funds committed (some not yet spent, so not included in this year's accounts)

- \$10,000 to cover the purchase of a new interactive whiteboard to replace an existing malfunctioning whiteboard and fund the purchase of additional laptops to support students in class and remote learning. (The school has currently loaned out 100 laptops to support children at home.)
- \$7,000 to cover the cost of new decodable readers across K - 2 and access to an online decodable reading resource.
- \$2,200 to cover the cost of a 16 month subscription to the Clickview platform, an online interactive library and education resource for all students from K-6.
- \$1,000 to cover the cost of purchasing team sports uniforms (including swimming caps) to be worn by the students when competing at Zone sports competitions.
- \$1,000 to cover the cost of purchasing new and replacement headphones for the Music and Computer rooms.
- \$2,000 to help defray the costs of the Year 6 Farewell, as they have not been able to raise funds via a Fete this year
- \$20,000 for flexible funding for extending COVID related learning support
- \$30,000 for flexible funding for teacher professional development in Visible Learning
- \$33,000 for the AstroTurf installed in the new Canteen Playground – this was via a NSW Government Community Funding Grant (2019)
- \$70,000 toward the Kindergarten Playground replacement including \$30,000 NSW Government Community Funding Grant (2021)

Sub-Committees

The **Uniform Shop** has been very well managed this year. Michelle Tannous was employed late last year to replace Tarren Smith, who had left the school. Over summer, Michelle and Santhi King, P&C Finance Administrator at the time, performed a stock take and implemented a whole new Point of Sale System known as Hike. There were a great many challenges with this changeover, including integrating Hike with Xero, our accounting Software.

Our **Canteen** team have worked very hard this year. We were unable to have volunteers in the Canteen for most of the year which has meant Karen, Becky, Charlene and Erica have worked tirelessly to maintain an offering for the students and their families. We appreciate their efforts



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and we all look forward to getting volunteers back in the canteen in 2022. Thanks to Kailee McDonald, Canteen Convenor for most of 2021 – she has moved away from Sydney in Term 4. Thank you to Becky Vlock for stepping into the Convenor role for next year. Also, I would like to express my appreciation for Tiffany Davis, Secretary of the Canteen Committee, who is retiring this year.

Our **Music Program** has continued to demonstrate its resilience this year. The efforts of everyone involved is appreciated, from Michelle Garrington, to our Tutors, Conductors and all the parents who volunteer to keep giving Lane Cove Public School a stellar Music Program of which we are justifiably proud. Well done to everyone given the challenges of COVID and Zoom and the lack of a Hall as a rehearsal space. A special thanks to Sally Robinson, Music Teacher, for all her support, including walking many bands back from the Cove Room at Lane Cove Council after morning rehearsals for the first two terms, prior to Lockdown.

Fun Run

Due to COVID-19 restrictions the Fun Run has not gone ahead for the last two years.

There is a risk that the Fun Run may not continue into the future unless volunteers can be found to run the event. This would be an enormous loss as, not only is it a wonderful community event, it is also the single biggest fundraiser for the P&C.

Community Events

Unfortunately we were limited by COVID restrictions in running Community Events. The Class Parent Drinks, two Fairway Flicks events, a Trivia Night and Winter Solstice Gala Event were all able to be held off site. The traditional on site events such as the Welcome BBQ, Fathers' Day Breakfast, Comedy Night and Farewell BBQ were all unable to be held due to COVID and the lack of a hall.

We will hope to be able to bring back these events, and others, next year.

Community Partners

A special thanks to all of our Community Partners who without their sponsorship we would not be able to provide anywhere near the number of projects to improve our children's learning environments.

Gold Sponsors this year were Rebecca Mitchell of Raine and Horne, the Foot Group, Apple Dental, Lane Cove Orthodontics and the Alcott. Masala Kitchen was a Silver Sponsor. Given they are mostly small local businesses we appreciate all of their support and contributions to building our strong community.



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P&C Service

A special thank you to the Executive Committee for providing their assistance over the year and ensuring a smooth running of the P&C. In particular I would like to thank David Roberts, the Treasurer – he has been a great support through a number of challenges and I appreciate his expertise and advice.

I would like to thank Ms Talia Morgan, Acting Principal, for her advocacy with the bureaucracy of the Department of Education and her leadership of the school since the start of Term 2, 2021. The Staff of LCPS have been wonderful through a couple of very difficult years – thank you.

I would like to acknowledge the Lane Cove Council, who have assisted the P&C in many ways, including provision of the Cove Room for music rehearsals and the Golf Course for Fairway Flicks, as well as timely repair of a broken fence near the school.

I would like to thank everyone involved in LCPS P&C.

Finally, I wish to call out the following for their service to the school community:

- Ursula Phillips – P&C IT and Communications and Kim Phillips, Grounds Coordinator.
- Carryn Gottcent, retiring Uniform Shop Committee Convenor

Whilst it has been a challenging year for the families of LCPS, we should take pride in the amazing school and broader community that surrounds us.

Darshini Heaney
President
Lane Cove Public P&C
9th November 2021

**LANE COVE PUBLIC SCHOOL P&C ASSOCIATION
ANNUAL GENERAL MEETING – 9 NOVEMBER 2021**

TREASURER'S REPORT

This report covers the 2020 financial year for the Lane Cove Public School P&C Association from 1 October 2020 through to 30 September 2021.

Before starting I would like to take the opportunity to thank the members of the Executive for their support and assistance over the last 12 months. I would also like to recognise the contribution that Karen Solway, Michelle Garrington and Michelle Tannous have made during what has been a very challenging year. There has been a change in the Finance team with, Santhi King taking up a new opportunity and Alison Massey joining the team.

I would also like to thank the team at Kingston Financial who have generously donated their time to undertake the annual review of the financial statements.

From a financial performance perspective FY2021, broadly flat on FY2020, continues to be well down from the P&C's historical trading performance. This reflects the continued difficulties of operating a charity, reliant upon community activities for fundraising during the current COVID health situation.

There was a slight decrease in total turnover (excluding one-off and abnormal items) to \$482,804, -1.9% over FY20 on a consolidated basis.

The performance of the individual divisions was:

Revenue

Committee	FY21	FY20	% Movement
General P&C	93,775	82,298	13.9%
Canteen	113,479	126,678	(10.4%)
Music	121,823	120,374	1.2%
Uniform	153,727	151,679	1.3%
Total	482,804	492,362	-1.9%

The P&C was able to report a modest increase in revenue as a result of the fundraising activities undertaken during Term 1 / 2 to support the new Kindergarten playground (\$12,000) and the revised approach to voluntary contributions.

Offsetting this was the decline in trading from the Canteen, reflecting the longer period of shut down in FY21 compared to FY20. Both Music and Uniform reported modest increases in revenues in FY21.

The biggest general operating expense incurred by the P&C is salary and wages, which were down in FY21 (-x%) reflecting the impact of the shut-down period. Other expenses (which represent x% of total expenses) were broadly flat period on period.

The P&C reported a number of one-off items during the period, including the recognition of \$33,000 in government funding (contributed towards the cost of astro-turf for the Canteen playground) and an insurance payout for \$72,488, representing the settlement of the final claims for the Music program from the fire in early 2020.

Despite these challenges the P&C remains in a stable financial position and has been able to use surpluses built up in previous periods to support the school during the year. Contributions by the P&C to the school were up 40% in FY21 (at \$71,000) excluding the contribution towards the cost of the astro-turf (including these contributions were \$104,353) which was match funded by government grants.

As a result of this the P&C reported a profit \$80,232 for FY21 an increase of 52%. Removing the impact of one-off items (the insurance proceeds and Jobkeeper) the P&C would have reported a net loss of \$20,906 in FY21 compared with an adjusted profit of \$16,794 in FY20.

Despite the challenging financial trading conditions the P&C continues to report a strong cash position (at 30 September) with cash reserves increasing slightly to \$443,247. Post financial year end the P&C has made a contribution of \$60,000 to the school, to assist in funding the replacement of the Kindergarten playground.

In conclusion, whilst FY21 has been challenging on a financial front, the P&C has used reserves built up in previous periods to support the school community. As we transition into FY22 it will be critical for the P&C to focus on fundraising activities to rebuild this surplus, ensuring future committee members will be able to continue support.



LCPS MUSIC PROGRAMME – 2021 ANNUAL REPORT

OVERVIEW

The LCPS Music Programme had another challenging year in 2021. For the second year in a row, we were faced with changing COVID-19 restrictions and lockdowns, no school hall due to the fire and major limitations in what we could do overall with the programme.

Throughout the year, the committee, tutors, and conductors continued to learn how to run online ensembles, bands and private lessons and have been incredibly creative in our approach. Not only did everyone continue to master new technology but tutors & conductors learnt and shared new teaching methods, discovered online music tools and used creative and fun ideas and strategies. Kahoot trivia's, famous musician studies, solo performances, and themed dress up rehearsals were some of the student's favourites. A highlight for Training Band was having the NSW Police Band join them for a zoom rehearsal running sectionals specific to each instrument. Thank you to Gerald Steinmann for arranging this. There were also virtual performance/concert opportunities with AMEB and video challenges and assignments set – for example can you hoola hoop whilst playing the violin?!

We are incredibly proud that, even with these unusual and challenging circumstances, we kept the programme running throughout the entire year and haven't missed a beat. A lot of other schools shut down their music programme for a second year in a row over the lockdown period, however, we maintained 20 different ensembles, 30 conductors and tutors and over 270 enrolments.

Overall, 2021 has been another successful year for the programme.

COVID-19 RESPONSE

COVID-19 presented many ongoing and constantly changing challenges.

In response:

- Group rehearsals and private lessons went online throughout lockdown and the student return in term 4, 2021 with revised online rehearsal schedules for all of term 3 & 4.
- Procedures and plans are in place for moving to either face to face or online at any moment if needed.
- We continued to document and communicate COVID-19 guidelines and restrictions for the entire programme.
- When face to face, new procedures and forms were put in place for tutors/conductors in line with department and school guidelines and COVID-19 Safety Plans were submitted by tutors.
- Sanitizer, antibacterial wipes and social distancing measures were implemented across our groups and private lessons.
- The Department of Education, NSW Health and LCPS guidelines were closely monitored to ensure we were adhering to any restrictions and/or changes.
- Regular communications and updates were sent to parents/carers and tutors/conductors.
- We updated our fees T&C's for 2022 to include a COVID-19 clause.

We would like to thank the school and P&C for their support and guidance throughout this time.

FIRE / INSURANCE CLAIM UPDATE

The LCPS Music Programme is still dealing with the impact of the fire. Not having a hall has continued to provide challenges for the programme, however, we have overcome them by continuing to rehearse at the Council Chambers Cove Room, finding outdoor performance opportunities (when COVID-19 restrictions have allowed), participating in zoom performances and utilising other areas at the school.

Kate Blue, Alex Manning, Vivian Chan & Michelle Garrington have continued to work on the hall fire insurance claim throughout 2021 and will continue to do so in 2022.

We are pleased to report our insurance claim of **\$90,675.48** from the hall fire was successfully paid out in the second half of 2021. To date, we have spent just over \$30,000 on replacement items and have approximately \$60,000 in an account for the remaining items. This account will be managed by the P&C treasurer and procedures have been put in place for how to manage the funding and the purchasing of replacement items.

The limitation with how fast we can replace everything is storage. Most of the remaining larger items won't be purchased until the hall build is complete which incorporates a dedicated music storage room.

Thank you also to instrument officers for assisting with the claim. The list of officers can be found in the instruments section below.

Thank you especially to Kate Blue who has kindly offered to continue working on the claim ensuring items are replaced when needed and the asset register is updated.

ENSEMBLES / BANDS

At the end and start of each year we review enrolments and aim to adapt our programme to meet the needs of our current students. In 2021 the decision was made not to run Drumline, Chamber Strings Ensemble and Senior Recorders. We did however, achieve enough new enrolments to re-introduce a second beginner violin group and a second beginner guitar group. Beginner recorder numbers were also the highest they have been for a while with the hope that we will then be able to re-introduce a strong senior recorder group in 2022.

We reviewed group fees for 2021 and increased the annual band fee by \$10 to \$370 and Strings and Guitar groups by \$10 to \$360.00. This increase was in line with the agreed fee schedule to cover some of the superannuation cost.

A fee comparison with other schools was conducted throughout 2021 and it is evident that LCPS is at the lower end. As a result, it has been agreed that band and strings group fees will be increased by \$40 in 2022 and another \$40 in 2023. Recorder fees will be increased by \$25 in 2022 and again in 2023. All other fees will remain the same.

Our bands programme has continued to rehearse off site in the Cove Room (when face to face). Acoustics aren't ideal but this has continued to be a successful arrangement.

We would like to acknowledge the Lane Cove Youth Orchestra for allowing us to use their music stands at this venue. We would also like to thank the school and in particular Sally Robertson for assisting with walking students to school after each rehearsal.

TUTORS & CONDUCTORS

All of our tutors and conductors have stayed in their roles throughout 2021 and most have already indicated they hope to stay on next year.

Unfortunately, Gerald Steinmann will be resigning as Training Band Conductor at the end of 2021 as he is leaving Sydney. We thank Gerald for the amazing job he has done over the last four years. A new conductor, Mike Rix, will be replacing Gerald from the start of 2022. Mike has worked with Rod Mason for many years and comes highly recommended.

Group Tutor and Conductor pay remained the same as previous years for 2021 however, we intend to do a full pay review for 2022 to ensure we are in line with the industry standards.

In 2020 we increased our private tutor rates to \$42.50 per half our lesson. This rate remained the same in 2021 and will do for 2022.

Reviews and re-writes of both the group and private tutor contracts are underway for 2022 and will include changes requested by Talia Morgan, Acting Principal.

Despite the challenges of 2021, Tutors and Conductors are continuing to provide positive feedback and are enjoying working at LCPS.

ADMINISTRATION

We have continued to increase administrative efficiencies, and to streamline our processes and communications. Our database system and shared drive is continuing to be successful and to meet our needs. Michelle Garrington will continue in the Administration Role in 2022.

FINANCE

We were pleased to welcome Wesley Wang to the Music Committee Treasurer Role who, together with Michelle Garrington worked on the 2021 budget and will commence work on the 2022 budget shortly.

A 2021 financial report /P&L will be provided as part of the overall P&C finance documentation.

Superannuation payments for tutors/conductors are continuing to run smoothly and monthly invoicing from tutors/conductors is working well.

Some other key items:

Credit Card payment facility – Stripe

In response to COVID-19 and understanding the pressures a lot of families have faced, we introduced credit card payment facilities at the start of 2021. The programme has not previously offered credit card payments as an option, so this was welcomed by a lot of families. We also extended the 2021 Fees invoice due date from December 2020 to January 2021 (post-Christmas) to take some pressure off families. We intend to do the same for 2022.

Bond Reconciliation

A thorough reconciliation of the bonds has been completed and work is underway to implement process around old bonds that were never refunded, some dating back many years. Further work will be done on this throughout 2022 to ensure requirements are met and to introduce ongoing process around this.

Asset Register

The asset register has been fully updated from the fire and will continue to be maintained on an ongoing basis.

Insurance Policy

Thank you to David Roberts who reviewed, updated, and renewed the music programme Insurance policy this year.

INSTRUMENTS & EQUIPMENT

We would like to thank the Instrument Officers for their ongoing support and work with the programme. These roles include managing, tagging and organising new instruments, management of hires, repairs and maintenance and managing the instrument lists. The 2021 Brass Officer, Flute Officer and Saxophone Officer are stepping down and replacements have been found.

Role	2021	2022
Instrument Convenor	Vacant	Vacant
Brass Instrument Officer	Vanessa Armstrong	Tamsin McGarry & Lucy Pong-Schultz
Flute & Guitar Officer	Vanessa Brownrigg	Tamsin McGarry
Keyboard and Saxophone Officer	Alex Manning	Azy Panah
Clarinet Officer	Tessa Georgiou	Vacant
Cello Officer	Alex Mead	Alex Mead
Violin Officer	Priscilla Hunt	Priscilla Hunt
Percussion Officer	Vacant	Vacant

MUSIC LIBRARY

Thank you to Vivian Chan, our committee librarian who continues to sort through our catalogue of music scores and to maintain the scores database. Thank you especially for your work with the fire insurance claim and for managing the replacement of scores.

EVENTS

Events have been majorly impacted this year due to COVID-19. All our usual festivals, competitions and concerts were sadly cancelled. We continued to look for as many performance opportunities as possible including:

- Performances at assemblies throughout Term 1 on zoom and face to face in the second half of term 2.
- Continuing to show and post videos of past and present performances.
- Doing a presentation to years K-2 in Term 4, 2021 about the programme also showing our promo video, performance videos, instrument demonstration videos etc to encourage 2022 enrolments.
- Currently exploring the possibility of making Christmas Carol and performance videos to share with families for some of our groups.

We are continuing to monitor COVID-19 and DoE restrictions in Term 4, 2021 and if any restrictions lift to allow performance or instrument demonstration opportunities, we will make immediate arrangements.

PARENT VOLUNTEERS

We would like to acknowledge the hard-working parents who volunteered to help run the programme.

Band Parents - there is no way the bands would have run as smoothly this year without the assistance from Andrew Condell (Training Band), Sandra Quan (Intermediate Concert Band), Sue Manning & Fiona Barthram (Senior Concert Band), and Alex Manning (Jazz Band).

We would also like to thank the 2021 Music Camp Committee who worked incredibly hard. They had all of the camp arrangements in place before we had to cancel at the last minute – Amber Figura, Victoria Davidson & Alex Mead.

Thank you also to the parents who signed up for the strings and guitar ensemble parent roles who unfortunately haven't been able to have an active role this year due to COVID-19.

We would also like to thank the P&C, in particular Darshini Heaney (President) and David Roberts (Treasurer) for their ongoing support, work and guidance throughout the year.

2022 ENROLMENTS

Enrolments for 2022 opened at the start of term 4, 2021. Marketing for both re-enrolments and new enrolments is well underway. We're very limited with what we can do with current restrictions however:

- PowerPoint presentations about the programme & instrument types/video demonstrations were presented to yrs K-2. Plus, videos of groups performing, and our promo video was shown - w/c 25th October 2021.
- An email / letter & poster was sent home to yrs K-3 w/c 25th October 2021.
- Loop advertising – weekly.
- P&C & Music Programme facebook advertising.
- Music Programme poster to distributed.
- Communications continue to be sent home.
- Enrolments will be monitored closely, and other marketing will be rolled out as and when needed

To date (4th November 2021), we have 130 confirmed enrolments with potential for 125 re-enrolments still to come in. We are receiving both new and re-enrolments daily so this number will change quite quickly. We have budgeted on lower numbers than last year allowing for the impact of COVID-19 and expect to still be very much promoting the programme and growing numbers in the first half of Term 1, 2022.

GOALS FOR 2022

Largely, our goals remain unchanged:

1. Continue to work on improving and increasing numbers and enrolments. Our primary goal is to include as many children as possible in the programme and to make the programme as accessible as possible.
2. We are also committed to ensuring the programme operates in a commercially viable manner. We have and will review the composition of the proposed ensembles in 2022 to ensure that each ensemble operates individually and collectively without sustaining loss.
3. We would like to continue our programme of investment into our assets – the instruments and replacing those that need replacing – separate to our insurance claim. We would like to acknowledge again the financial support from the P&C.
4. Continue to maintain the frequency of performances (pending COVID-19) and events, and to update our events calendar accordingly.
5. Our aim is for each ensemble to have at least three assembly performances per year, and at least one "performance" per term. The performance may be held at the school, or at an external venue, or may be part of a competition.
6. We will continue to look at the programme with some flexibility to meet the current needs of the students.
7. Our focus is on improving the musical "standard" of our students in all ensembles. We encourage the children to learn to read music, and to understand the concepts of rhythm and timing.
8. We remain committed to try and improve the physical spaces within the school where our children rehearse each week.

2021 MUSIC COMMITTEE

Unfortunately, we have been very light on committee members again in 2021. Michelle Garrington has continued to fill in for the vacant roles ensuring the programme continues to run smoothly and successfully.

Vacant 2021 & 2022 Committee Roles:

Convenor(s)
 Secretary
 Events Convenor
 Instrument Convenor
 Parent Representative

Filled Roles:

Treasurer – Wesley Wang
 Librarian – Vivian Chan
 Tutors Convenor – Lucy Pong Schultz handed over to Nicole Shen
 Administrator – Michelle Garrington
 2021 Senior Music Camp Convenor (Special Project) – Amber Figura
 Fire Insurance Claim (Special Project) – Kate Blue

We look forward to another successful year in 2022.

Lane Cove Public School P&C Association Canteen Report

P&C AGM 9th November 2021

On Tuesday 21st January last year (2020) the school Canteen was lost in a fire that destroyed the Canteen and the Kit Kirkwood Hall. This loss of all equipment and the physical building was a challenge that the Canteen Staff, Canteen Committee, Department of Education and school principal, Terry McKinnon, rose to magnificently – within eight days, lunches were provided, initially from the OOSH Classroom and Kitchen, then later from a demountable canteen installed near the Cricket Nets.

The twin challenges of the Hall fire, followed closely by COVID 19, have made the last two years very different from previous years at the Lane Cove Public School Canteen.

The number of volunteers per shift were limited, or not allowed at all, at various times. Due to this, the P&C Executive decided to employ a third casual Canteen Assistant, Erica Berkovich, in Term 1, 2021. We have been fortunate to secure her services, as Erica was able to take on extra responsibilities and hours for a number of weeks in Term 2 when Karen Solway, our Canteen Manager, was away on medical leave. During the period of Karen's leave, a number of Canteen Committee members also helped out a great deal. In particular, Kailee McDonald (Canteen Convenor) and a parent volunteer, Becky Vlock, shared the load of opening the Canteen while Karen was away. Becky Vlock also agreed to take on the role of Canteen Volunteer Coordinator at this time – and has now agreed to take the position of Canteen Convenor for 2022.

Due to COVID restrictions we have been able to offer neither counter service, nor cash sales during 2020 and 2021. Only lunch orders are available, via Munch Monitor. COVID 19 forced the school into Lockdown, with the rest of Greater Sydney, at the start of Term 3, 2021, and as part of the conditions of this, the Canteen was closed from Week 1, Term 3.

During the September holidays the transition from the demountable Canteen occurred – thank you to Jonathan Heaney and in particular Tony Nolan for their help in moving equipment to the new Canteen.

Remote learning stopped for Kindergarten and Year 1 in Week 4, Term 4, so Karen Solway, our Canteen Manager, was allowed back on site to provide a lunch service, in theory. However, the return of students to every school in NSW coincided precisely with the transition to our newly built Canteen. During Week 4, Karen provided emergency lunches from the Staffroom, as the new Canteen was deemed off limits until the official handover from the builders occurred. Fortunately, the handover occurred on Friday, 22nd October, 2021, after strong advocacy by Ms Talia Morgan, Acting Principal. We were able to inform the school community that lunch orders could be obtained via Munch Monitor from Monday, 25th October, 2021 – the date of return of the entire school community.

For the rest of Term 4, we plan not to have volunteers onsite as COVID 19 restrictions and the need to ensure the vaccination status of all volunteers complicates the process. We have elected to face this tricky situation by providing a very limited menu for lunch orders,

minimising preparation time. This allows us to provide a lunch service with two staff members on each day.

The Canteen's financial position for October 2020- to September 2021 returned a net profit of \$5,986. Food Sales for the year were \$113,479, with Job Keeper income of \$21,151. The cost of stock was \$77,717 with other operating expenses of \$50,927. The net profit was \$5,986.

The Canteen was kept in profit for this year by Job Keeper income. Wage costs were higher when not on Job Keeper due to employment of another staff member. To maintain profitability, prices were increased modestly at the start of Term 4, 2021.

Thank you to the Canteen Manager Karen Solway for flexibility and commitment throughout this challenging time. Thank you to Charlene Chen, Becky Ralph and Erica Berkovich for your ongoing work in the Canteen to deliver lunches to the students.

Thank you to the Canteen Committee. In particular, thank you to Kailee McDonald for taking on the role of Canteen Convenor for 2021, Becky Vlock for her help with Canteen Volunteers and agreeing to be the Canteen Convenor for 2022, to Em Patterson for communicating with the school community, to Tony Nolan for cleaning and moving and advising as needed. I would like to thank Tiffany Davis for her time as Canteen Committee Secretary – she is retiring from this position this year. Tiffany and the rest of the 2020 Canteen Committee worked tirelessly at the start of 2020, after the fire, to allow Canteen services to be provided with a minimum of delay.

Darshini Heaney, LCPS P&C President (as the 2021 Canteen Convenor, Kailee McDonald, resigned in early Term 4, 2021 due to her family's relocation)

Term1 2022			Term2 2022			Term3 2022			Term4 2022		
Week 1	24 Jan 27 Jan 28 Jan	- Pupil Free Day	Week 1	25 Apr 26 Apr	Anzac Day First Day of Term 2	Week 1	18 Jul 19 Jul 24 Jul	Pupil Free Day First Day of Term 3 Music Camp ?	Week 1	10 Oct	First Day of Term 4
Week 2	31 Jan 1 Feb	Pupil Free Day First Day School(Yr 1-6)	Week 2	2 May 3 May 5/6 May	- P&C General mtg 7pm M's Day Stall (K-2) yr2	Week 2	25 Jul 26 Jul	Music Camp? P&C General mtg 7pm	Week 2	17 Oct 18 Oct 22 Oct	- P&C General mtg 7pm Comedy Night ?
Week 3	7 Feb 8 Feb	-	Week 3	9 May 14 May	- Trivia Night	Week 3	1 Aug 4 Aug	Education Week Grandparent's day ? Kindy	Week 3	24 Oct 25 Oct	- Exec mtg 6:30pm
Week 4	14 Feb 15 Feb 18 Feb	- P&C General mtg 7pm Welcome BBQ yr5	Week 4	16 May	-	Week 4	8 Aug		Week 4	31 Oct	- -
Week 5	21 Feb 22 Feb	-	Week 5	23 May 24 May	- Exec mtg 6:30pm	Week 5	15 Aug 16 Aug 21 Aug	Art Show all week ? Exec mtg 6:30pm Working Bee	Week 5	7 Nov	-
Week 6	28 Feb 29 Feb	- Exec mtg 6:30pm	Week 6	30 May		Week 6	22 Aug	-	Week 6	14 Nov 15 Nov	- P&C AGM 7pm
Week 7	7 Mar 9 Mar 14 Mar	- School Council ? Working Bee	Week 7	6 Jun 7 Jun	- School Council ?	Week 7	29 Aug 30 Aug 2 Sep	- School Council ? Father's Day b'fast yr3	Week 7	21 Nov 22 Nov 23 Nov 24 Nov	- Year 6 Play ? Year 6 Play ? Year 6 Play ?
Week 8	14 Mar 15 Mar 19 Mar	- P&C General mtg 7pm Barefoot Bowls	Week 8	13 Jun 14 Jun 18 Jun	- P&C General mtg 7pm Winter Gala	Week 8	5 Sep 6 Sep 11 Sep	- P&C General mtg 7pm Fun Run	Week 8	28 Nov 2 Dec	- End of Year BBQ yr4
Week 9	21 Mar 25 Mar	- Class Parent Drinks	Week 9	20 Jun	-	Week 9	12 Sep	-	Week 9	5 Dec 6 Dec	- School Council ?
Week 10	28 Mar	-	Week 10	27 Jun	-	Week 10	19 Sep	-	Week 10	12 Dec	-
Week 11	4 Apr 8 Apr	- Last Day Term 1		1 Jul	Last Day Term 2		23 Sep	Last Day Term 3	Week 11	19 Dec 20 Dec 21 Dec	- Last Day Term 4 Pupil Free Day
	11 Apr 25 Apr	Autumn Holidays		4 Jul 15 Jul	Winter Holidays		26 Sep 7 Oct	Spring Holidays			

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