



## **Lane Cove Public School P&C General Meeting**

### **Meeting Minutes**

#### **07/05/2019 - Term 2, Meeting 1**

##### ***a. Present:***

Myles Davis (President)  
Darshini Heaney (Secretary)  
Prue Carroll (VP Community Partners)  
Simone Bordin (VP School Community)  
Elaine Bean (Strategy)  
Emily Patterson (General Member, Gala Night)  
Tony Nolan (General Member, Uniform Change Committee)  
Michelle Tabrett (Fun Run 2019)  
Caryn Gottcent (Uniform Shop Committee Secretary, Uniform Change Committee)  
Brendan Hood  
David Roberts  
Kate McGregor  
Anne Cunningham (P&C Finance Administrator)  
Tarren Smith (Uniform Shop Manager)  
Terry McKinnon (Principal)

##### ***b. Apologies:***

James Morley (Treasurer)  
Victoria Davidson (Canteen)  
Nick Mehta

#### **2. Minutes from Previous Meeting**

Accepted without amendments.

### 3. Principal's Report (Terry M)

#### *a. General Comments*

Parent Teacher interviews were well attended at the end of last term – one class, 2MD, is yet to have their parent teacher interviews.

The Easter Hat parade was fantastic, and will continue to be a fixture of the school calendar for years to come.

The Anzac Service was held at school at the end of the term, with a parent, Luke Andrews, speaking. This was a moving service. The school captains represented the school at the official Lane Cove Plaza dawn service on Anzac Day, and this will continue in years to come.

The Honour Assembly for English also held at the end of the term – again with another great speech from a parent.

Music Camp will start on June 2<sup>nd</sup>.

The year 5 camp will start on 19<sup>th</sup> June, which is later than has traditionally been the case. This allows the children more time to study the structure of the government.

#### *b. Staffing.*

The new Assistant Principal position has been awarded to Kirsty Dreverman.

The EALD teacher role, replacing Tracey McLoughlin, has been filled – the new permanent teacher will start in Week 4.

A new teacher has been employed to teach 2MD – Nathan Griffith will be starting next week.

#### *c. Crossing Guard*

The RMS has advised the school that both applicants for the crossing guard position have withdrawn, so this position still needs to be filled. Senior staff are trying to supervise when they can, but are not permitted to go out on the crossing with a sign.

#### *d. Repairs to the Longueville Rd Retaining Wall*

Repairs are occurring currently, and are expected to be completed in about four weeks.

#### *e. Maintenance work*

In the holidays, Osborne Park was repainted, new ceilings installed, as well as new light fittings. The storage was improved, and there is space for a “hot desk” set up for some of the staff to use as required. This work was funded by the Department of Education.

The “yellow ribbons” in the school playground are still to be recoated with a new surface paint – they have been found to be slippery when wet.

***f. School tours***

Sixteen people attended the first school tour this term – about the same numbers as this time last year. There will be two more tours this term.

The current school population is 870 students, and the aim is to stay at about this level next year. There were no out of area enrollments accepted this year, and this is likely to be the case next year.

***g. Mobile phone policy***

The school has a new mobile device policy, which has been discussed and approved by the School Council. This was partly prompted by some instances of children texting their parents directly from the classroom.

The policy was published in the Loop. The basic principle is that the devices are appropriate for use going to and from school, but should be switched off and not accessed from 9am to 3pm.

***h. Naplan***

Naplan will be held next week, online, as it was last year. The Year 3 students will use paper for their writing component, however.

Results should be available in August or September.

***i. Audiovisual equipment upgrade for the Hall***

There have been problems with the AV equipment in the hall for some time. The school has been fortunate to have a parent, Doug Cardew, donating time and equipment for a number of years.

In the summer holidays, the scaffolding was taken down, conduit and cabling was relaid and fresh paint applied, with the support of the P&C.

Since then the school has been using the church's speakers, but these are starting to fail. The audiovisual equipment owned by the church has complex settings which get changed on the weekends – at times the school has had to call in church members to change settings back. The two slide projectors that belong to the church work well, but the slide projector belonging to the school needs to be replaced and set higher up.

Mr Mckinnon has obtained a quote for the new slide projector, a new motorized screen to replace the screen at the back, new speakers and a basic interface, with the more complex AV equipment locked away, so that settings are not changed. The audio portion will cost \$20,000 which the school is willing to fund.

However, Mr Mckinnon requested that the P&C fund the visual portion, which is another \$20,000. The motion was carried unanimously.

#### 4. Sub Committee Reports

##### *a. Music*

No one from the Music Committee was present.

##### *b. Canteen*

Victoria Davidson sends her apologies.

##### *c. Uniform Shop*

A stock take has been completed.

Raincoats, boyleg briefs and polar fleeces and vests are to be discontinued.

The Uniform Shop Committee sought the approval of the P&C to increase the price of two items. Due to continued wholesale price rises by suppliers, the cost of the sports jacket is now \$40.27, so the proposal is that the price increase from \$40 to \$45. (The bomber jacket is sold at \$40 and is the biggest selling jacket.)

Similarly, the shop is not selling many sports shorts, so the order size will decrease, increasing costs. The cost would be \$22.17, so the proposed price increase is from \$23 to \$25.

The motion to increase costs was carried unanimously.

Please see attached the Uniform Shop P&C Report.

##### *d. Uniform Review*

Carryn Gottcent, the chair of the Uniform Review Subcommittee gave a report of progress so far.

The Subcommittee met on 9<sup>th</sup> April. Guidelines were established to meet the needs of stakeholders and the needs of Department of Education policy. The impact on the finances of the Uniform Shop and of families needs to be assessed – Anne Cunningham was asked to contribute to this.

There will be a survey, to gather information in an efficient, precise and quantitative manner, from students (through the SRC), parents and teachers.

The issues include:

- Whether to keep the white polo or change to a dark green polo for all students.
- Whether to give girls (and boys) the option of a white polo and green sports shorts as an official uniform.

The current green winter long pants for girls meet policy guidelines.

With regard to head scarves, the committee thought it was reasonable to let families decide what colour and style of headscarf to use.

There will be an advertisement in the Loop soon for another one or two members.

Please see attached a copy of the draft survey and the Uniform Review Subcommittee P&C Report.

### ***e. Fun Run***

Earlybird registration will go live on 30<sup>th</sup> May, one hundred and one days prior to the Fun Run. Entry fees will stay the same as last year.

The Gold sponsor, all three Silver sponsors and seven of a total of ten bronze sponsors have been signed, which means that we have \$21,000 already in sponsorship revenue, equal to last year. Banners will go into production soon.

Marketing and Community Liaison roles are yet to be filled. However, overall, we are well ahead on planning.

The visors, the colours of which will change this year, are to be sold online and in the school playground.

The idea of the Fun Run logo on T-shirts, cups and mugs was raised, but considered too expensive for the potential return on sales. It was decided not to have a bag with a Fun Run logo this year, as this may conflict with the rights of the Gold Sponsor.

## **5. General Business**

### ***a. Thinkers Cove***

Tony Nolan reported on the Thinkers Cove group, which is separate to the school and P&C. This is a group of children, currently made up of some students from Lane Cove Public, but welcoming children from other schools. The focus is Gifted and Talented children, with or without twice exceptional issues.

The group gets together for a range of social activities and has entered the Eureka Science Awards. The children are very interested in the Spectra awards also. The group has just been given a regular column in the Science Teachers Journal.

Thinkers Cove has organized a night about Gifted and Talented Children and their needs, to be held at the school hall on Wednesday, 5<sup>th</sup> June, from 6:45pm to 8:30pm. Parents, teachers and interested children are welcome. Fiona Smith, a psychologist, will give a talk about G&T issues. This will be followed by a talk by the Inspector of the NSW Education Standards Authority about what will be new in classroom science over the next ten years.

The P&C expressed appreciation for the effort that Tony Nolan and Em Patterson have put into organising this night. Mr McKinnon is happy to attach a flyer in the Loop to promote the night.

### ***b. Election Day***

The Music committee is planning to have a cake stall again.

A sausage sizzle and bacon and egg rolls will be provided by Lane Cove Rugby and the Lane Cove Cats.

*c. Bull Ring*

The proposal is to grade and flatten the bull ring, provide an all weather surface and fix the lights. No roof is planned. Trees which drop dangerous branches will also need to be removed.

The idea of a Building Fund was raised – tax deductible donations could be made to the school. Whether this needs the approval of the School Council is uncertain.

## 6. Uniform Shop P&C Report

May 2019

### Financial Snapshot

Financial results 1 October 2018 to 30 April 2019

	30 Apr 19	30 Apr 18	30 Apr 17
Total Income	108,736	111,952	107,632
Total Cost of Sales	75,638	72,081	88,698
Gross Profit	33,098	39,871	18,933

### Y6 Commemorative Jackets/Sweatshirts

All Year 6 commemorative jackets and sweatshirts have arrived and are being delivered to students.

### Second Hand Uniform Sale

We had a very successful second hand uniform sale at the end of term 1. We raised \$2,515 over the two days. A big thank you to all our volunteers who made this happen.

### Price review

The committee have done a review of the uniform prices. The uniform shop constitution requires all items to have a minimum margin of 25%. In reviewing our prices we endeavour to keep the core uniform items as low as possible and have a slightly higher margin on the non core items.

Our main supplier, Spartan increase their list prices each year by 2.5%. We have not had a price increase in the shop since term 2 2016 and have absorbed all suppliers increases. We are mindful of the uniform review that is being conducted and therefore we are only proposing to increase two items.

The sports jacket is now being sold below cost price so we are proposing to increase the price from \$40 to \$45. The bomber jacket is sold at \$40 and is the biggest selling jacket.

The sports shorts 2019 cost is dependent on a minimum order quantity of 500. If we do not order the minimum amount then the cost will be increased by another \$2. This would bring the total cost to \$22.17 and we are currently selling the shorts at \$23. We are proposing to increase the price to \$25.

Item	2019 Cost	Current Price	Proposed Price	Proposed Margin
Sports Shorts	\$20.17	\$23	\$25	19%
Sports Jacket	\$40.22	\$40	\$45	11%

### Stocktake

Mid year stock take under the wonderful management of Anne was completed at the end of term 1.

### Discontinued Items

The following items will no longer be stocked by the uniform shop as we sell very little of these items:

- Rain coats (blue with no logo)
- Boyleg briefs (for girls to wear under their dresses in green or black)
- Polar fleece and vest (no logo)

### Committee Members

Convenor: Joanne Dinnie

Secretary: Caryn Gottcent

Treasurer: Cherieve Payne

General Members: Fran de Niese, Lisa Ballistreri



## 7. Uniform Review Subcommittee P and C Report

7<sup>th</sup> May 2019

Committee members: Lisa Ballistreri, Em Patterson, Tony Nolan, Tarren Smith (uniform shop manager), Caryn Gottcent (chair)

Context: Review requested by P and C president (assess interest in changing uniform basics esp. white polos, seek feedback from involved stakeholders), coincides with NSW Department of Education policy change (girls must be offered shorts/pants option as part of regular school uniform).

Timeline: Subcommittee met 9<sup>th</sup> April.

1. Advertise in Loop for 1-2 Additional committee members (Term 2).
2. Advertise upcoming survey—notices in Loop, signs posted around school (including teachers' lounge) (Term 2).
3. Confirm ideal review process—Communicate with St. Michael's School on their recent uniform change process (Term 2—in process).
4. Financial Review—Committee requests that Anne Cunningham do financial review—assess value of existing stock, sales numbers, assess for potential lost revenue (Term 2-3?).
5. Survey—Parents/Carers—Survey Monkey (see attached draft) (Term 3-4 ?). Survey for teachers, students (SRC)—process TBD. Survey results to be published in the Loop.

Guidelines established for review process:

Review process and potential uniform changes must:

- meet the needs of the school community (specific stakeholders identified—students, teachers, parents and carers, principal), including consideration of accessibility to families who are not primary English speakers
- be in compliance with NSW Department of Education policies
- strongly consider how any uniform changes will impact families financially
- strongly consider how any uniform changes will impact Uniform Shop financially (e.g. lost revenue on existing stock)
- must gather stakeholder feedback in an efficient, concise and quantitative manner in order to provide clear and easily assessable data that can be used by the Uniform Shop Committee to drive any uniform policy changes.

Headscarves: (Issue raised at most recent P and C meeting—should LCPS dictate headscarf colour as part of school uniform). In respect to particular religious and cultural beliefs, committee feels that families can choose the headscarf colour that they feel is most appropriate for their daughter. The issue has not come up in recent years, does not appear to affect many LCPS families currently. Committee is happy to re-address this issue in future if it becomes a concern.

## 8. Uniform Review Subcommittee draft survey questions

The NSW Department of Education has recently updated their school uniform policy which includes the directive to allow girls to wear shorts and pants as part of their regular school uniform (girls will still be allowed to wear dresses/tunics and culottes). In light of both this change and in response to parent feedback on the white polo shirts, the Uniform Shop committee is seeking important feedback from the school community on possible changes to commonly worn uniform items. We are asking all parents/carers to complete this brief survey on possible uniform changes and associated price variations. **Please note that #1 any official changes to the Lane Cove Public School uniform would be phased in over a 3-year period during which the older items can still be worn and #2 listed prices for new items are estimates only.**

More information on the NSW Department of Education uniform policy can be found here:

<https://education.nsw.gov.au/policy-library/policies/school-uniform-policy>

Thank you for your time and input. *Survey responses are due by...* Results of this survey will be made available later this year.

**Please choose one option for each question.**

1. Some parents have expressed concerns that the white polo shirts are difficult to keep clean. Would you prefer to:
  - A. **Continue** using our current white polo shirt? (current price: long sleeve polo=\$28, short sleeve polo=\$25) Add *photo*
  - B. **Change** to a [bottle green polo with white stripes at collar]? (estimated prices...) add *photo*
  - C. **Change** to [additional colours]? (estimated prices...)
2. As per the new NSW Department of Education policy, Lane Cove Public School must offer an option for girls to wear shorts as part of their regular summer uniform (our current uniform policy allows girls to wear shorts only as part of their sport uniform). **The Uniform Shop Committee have decided to allow girls the option to wear our current sport shorts (bottle green with white stripe) as part of both their regular summer uniform and their sport uniform (girls can continue to wear dresses/culottes).** Would you prefer to:
  - A. **Change** policy so that **both boys and girls** wear our current sport shorts (bottle green with stripe) as part of their regular summer uniform and sport uniform? (current price: sport shorts=\$25) add *photo*
  - B. **Continue** existing summer uniform policy for boys (wear their existing grey shorts for regular summer uniform and their existing sport shorts for sport uniform) but change policy for girls as above? (current price: sport shorts=\$25, boys grey shorts=\$24) add *photo*

3. Our current uniform has a different **colour** of pants for boys and girls. Keeping in mind the fact that we may change to a different colour polo (instead of the current white polos), would you prefer to:
  - A. **Change** policy so that both boys and girls wear bottle green pants? (estimated price:...) *add photo*
  - B. **Continue** existing winter uniform policy whereby boys wear grey trousers and girls wear bottle green pants (estimated price:...) *add photo*
  
4. Our current regular winter uniform has a different **style** of pants for boys and girls. Would you prefer to:
  - A. **Change** policy so that **both boys and girls** wear our current track suit pants or similar (bottle green with white stripe) for both regular winter uniform and winter sport uniform? (current price: track pants=\$35) *add photo*
  - B. **Continue** our current policy of offering green bootleg pants for girls and grey trousers for boys for their regular winter uniform, and continue with current unisex bottle green trackpants for sport days? (current price: girls bootleg pants=\$30, boys trousers=\$34). *Add photos*
5. Additional comments?

Thank you for your input!!