



Lane Cove Public School P&C General Meeting

Meeting Minutes

30/07/2019 - Term 3, Meeting 1

a. Present:

James Morley (Treasurer)
Darshini Heaney (Secretary)
Prue Carroll (VP Community Partners)
Simone Bordin (VP School Community)
Claire Gaunt (Communications)
Michelle Tabrett (Fun Run 2019)
Victoria Davidson (Canteen Convener)
David Roberts
Kate Blue (Music Committee Co Convenor)
Kylie Allen
Matthew Fisher
Tarren Smith (Uniform Shop Manager)
Christine Scully (Relieving Principal)

b. Apologies:

Myles Davis (President)
Anne Cunningham (P&C Finance Administrator)
Emily Patterson (General Member, Gala Night)
Tony Nolan (General Member, Uniform Change Committee)
Brendan Hood

2. Minutes from Previous Meeting

Accepted – note Anne Cunningham had sent her apologies for that meeting.

3. Principal's Report (Ms Christine Scully)

a. Baby Harry

The McKinnon family has welcomed the safe arrival of baby Harry. The P&C have provided a gift card for some dinners to be delivered to the family to show our delight at this news!

Mr McKinnon is taking leave for the first four weeks of Term 3, and Ms Scully is the Acting Principal in his absence. Ms Pip King will be Acting Deputy Principal to relieve Ms Scully.

b. School Reports

The aim with the recent decision to email school reports was to make the process sleek, efficient and paperless. The system used was Central, which the school has been using for other purposes for a long time. Other schools had emailed out school reports in the past without any issues.

Teaching staff found the reporting system much simpler to use than the old one.

However, for reasons still to be fully elucidated, many people had a delay of days before receiving the reports. Simone Bordin expressed the viewpoints of various parents to Ms Scully – once it was known that there was a problem with the rollout of reports, it would have been helpful for the school to keep parents informed of all developments more predictably and quickly.

The school is working with the system provider to iron out the glitches, and it is anticipated that reports should be emailed without incident at the end of the year.

c. Camps

The Senior Music Camp has been held and was successful, well organized and well run, from all reports. Thanks to Erica Steppat for her effort in this regard.

Year 5 Camp will depart for Canberra tomorrow – it is expected to be very cold!

d. NAIDOC Week

NAIDOC Week was held from 1st to 5th July, 2019. Ms Bec Myors, a student from Year 2 and one from Year 5 put together a wonderful assembly on Thursday 4th July. The school was also involved in reconciliation activities at Lane Cove Plaza.

e. Oz Opera

Opera Australia performed “By the Light of the Moon” for children in Years 2, 3 and 4 today. It was reportedly a beautiful production.

f. Education Week Open Day

Grandparents Day has been rebadged as Open Day and will be held on Tuesday, 6th August. This year the musical concert, involving the senior concert band, a string ensemble and beginner guitars, will be held first in the hall.

Visitors will then be invited into classrooms then asked to view various playground installations.

Books can be bought and donated to the library as usual. This year the preference is that the payment be made online, but cash can be used on the day if desired. Some parents found the wording of the email about online payment confusing, as it did not accurately reflect the wording on the form itself.

g. Athletics Carnival

This will be held on Thursday, 8th August, at Pottery Green for Year 3-6.

h. EALD Parents Morning Tea

All parents with children in English as an Additional Language classes were invited to a morning tea, to welcome them into the school community. Thirty parents attended this year.

i. New Senior Administrative Officer

Ms Cherie Zammit has been appointed to this permanent position, in the school office.

j. Year 6 Fete and Play

Auditions and casting are currently underway. The Fete will be held on Friday, 6th September, 2019.

k. Opera House Performances

Children from LCPS will be performing at the Opera House, in choir, strings and recorder.

l. Chinese Student Visitors

In Week 4 of Term 3 the school will be hosting fifteen Chinese students, who will spend the week in various classes.

4. Treasurer's Report

Total revenue for the P&C is down compared to this point last year. This is mainly due to two factors. Uniform shop sales are less than last year and the Gala revenue was somewhat smaller than 2018.

We are aware that demographic changes in the school mean that the number of people attending the Gala will likely be lower in the future than was the case historically. Options raised to address this included the use of online auctions, perhaps holding the Gala every second year instead of annually or seeing the Gala as primarily a fun night for the school community, not as a major fundraiser.

Fundraising at the school has relied on the same events for a number of years – we may need to look at the revenue raising options with fresh eyes.

Recently there has been a federally mandated pay increase so the wages we pay will increase by 3%.

The letter requesting a P&C donation will go out in Week 3. Payments can be made via Munch Monitor, cheque or direct into the P&C account. The amounts suggested are the same as last year - \$150 for one child, \$200 for two children, \$250 for three or more children and \$1000 if you want to be a sponsor and possibly have your name published in the Loop. Each year about 3 or 4 people choose to be a sponsor – but tend not to want their name published.

James Morley reported to the P&C that \$200,000 of P&C funds have been rolled over in a Fixed Term Deposit. The amount in the previous fixed term deposit had been \$250,000. The reduction was due to funds being used to pay the Music Superannuation debt.

5. Sub Committee Reports

a. Music

Kate Blue from the Music Committee was present and updated the P&C.

Children from the Music Program are participating in many events.

There will be a number of ensembles performing at the Open Day. Senior Strings are involved in the NSW Band Competition on 4th August, and some groups will perform at Chatswood Concourse. Strings and Senior Recorder will be performing at the Opera House this week.

Junior Music Camp will be held on Saturday.

Stephan Schafer, the conductor of the Concert Band, will not be renewing his contract next year.

There is a persistent difficulty in recruiting children for the recorder ensembles. This is not a popular instrument at the moment, despite it being a good instrument to learn reading music and allow a smooth transition to other woodwind instruments. One of the problems with this is that the school is part of the Festival of Instrumental Music, a prestigious concert held at the Opera House each year. Not all schools are invited, and if we cannot field a recorder ensemble for it, we will lose our position.

Drumline is also struggling to recruit members. This may be partly because it is held at lunchtime on a Friday – children have to remember to stop playing and attend. This is in contrast to other lessons, where parents bring children before or after school.

Bang Blow and Scrape will be held during the day on 22nd August for Year 2 children to try instruments they may want to play next year. The associated Parent Information Evening will be on 30th of August in the hall.

Kate raised the idea of taking children who want to join the Training Band out of class late in the day on Friday afternoons in Term 4. This would allow them time to practice some basic skills together, during class time. The idea would be to have them in groups – percussion, brass and woodwind. Ms Scully stated that this had been done in the past, so was a possibility. A decision will have to await the return of Mr Mckinnon.

Kate has now spent months reading and researching the Music Tutors Superannuation issue. Tutors are deemed employees ONLY for the purposes of superannuation if in a particular month they earn \$450 or more. This means from now on the billing by tutors will have to be monthly, not longer as had been the case in the past. The P&C has an obligation to back pay super for the last five years and into the future.

Kate expressed some disquiet about how the ATO was approached because the Music Committee had given careful consideration to strategy since being alerted to this issue late in Term 1, 2019. However, the idea of approaching the ATO and legal advice about this issue was discussed at the last P&C General Meeting. The decision had been made at that meeting to approve contacting the ATO directly. As a result, we now have an ATO liaison officer.

Myles Davis, as P&C President, is planning to brief other P&Cs about this issue at the NSW P&C Federation Conference. Kate has had discussions with a number of tutors who work at other schools, and we appear to be the first school paying superannuation to music tutors in these circumstances.

We owe \$48,900 to the ATO and have now paid approximately \$28,000 of this. Of the total, approximately \$11,000 is interest payments, \$4000 administrative costs and about \$35,000 superannuation for five years. Therefore, the Music Committee will expect to pay about \$7,000 in superannuation to tutors each year.

This cost needs to eventually be borne by Music Program revenue, but James Morley suggested it would be reasonable to stagger the increase in fees. He proposed that the Music Committee increase fees by \$2500 each year for three years, with the shortfall covered by General P&C funds. This would minimise the impact of fee increases on families.

Currently the Music Program charges \$300 for Senior Music Camp, \$350 a year to join a group and tutors currently charge \$40 per half hour lesson, which is less than market rate. Instrument hire is \$250 per annum to cover repair, replacement and depreciation of instruments. The program refunds 50% of this amount if a beginner child drops out in the first two terms of the year. Kate strives to keep costs down for families, as this allows the largest number of children to participate and benefit from the Music Program.

Kate expressed her thanks to Anne Cunningham, James Morley, Myles Davis and all involved for their assistance with this work.

b. Canteen

The Canteen is running smoothly.

Sales are on track. Wages have increased substantially though, as we use out paid workers to fill in when there are not enough volunteers. This may mean a price increase next year.

Five Committee members are leaving at the end of the year, so succession planning is continuing. Victoria Davidson will step down in October 2019.

Karen, out canteen manager, had planned back surgery yesterday and may be off for four weeks – Becky and Charlene are covering for her well.

We had a Council inspection last term. The hot water heater needed to be replaced, and cork boards sealed, so this has been done. We had to supply proof that our dishwashing liquid satisfies disinfecting standards.

c. Gala

Fundraising numbers are finalised, but will be formally presented to the P&C at a future date. Revenue was down from last year as the ticket sales this year were not as strong.

d. Uniform Shop

Please see the Uniform Shop Sub Committee report attached at the end of the minutes.

Volunteers continue to be hard find. One solution may be to close one day a week.

Tarren has photographed each uniform item so that these can be viewed on Munch Monitor. Apparently Adrian Gribbin had photos done previously of the uniform items with his children as the models – Tarren had not been told of the existence of these. An effort will be made to track down these photos.

The uniforms have gender neutral labels now, in keeping with the brief to provide gender neutral uniform options to children.

Tarren also wants to produce uniform price lists in Chinese, as this will help parents from this language group. Ms Scully was asked to investigate the three most commonly spoken languages in the school, other than English, so that price lists for the uniform shop and canteen can be made in these languages.

Ms Scully reported that a student had requested a beanie be part of the official uniform so Tarren will investigate whether we can find a supplier for this.

With regard to PSSA and other representative sports, it was agreed again that the P&C wants to fund uniforms for sporting teams to loan. The idea of funding an LCPS swim cap for swimmers representing the school was also approved. Ms Scully will ask Mr Russell which teams need uniforms. We need to know the numbers required and think about design options.

e. Uniform Review

Carryn Gottcent wants to present a quick survey to the SRC, but further progress will have to await the return of Mr Mckinnon.

f. Fun Run

Early bird registration closes at midnight. Registration numbers are up 20% compared with this point last year with 365 registrations so far. This includes 84 LCPS and 23 St Michaels families.

We have \$23,000 in sponsorship revenue, \$2000 more than last year. Prue Carroll has signed RH Sports as a sponsor of the interschool sports prize. This means \$1000 worth of sports equipment does not have to be paid for out of our revenue, which effectively increases our profit by \$1000.

An email will go out to all schools in the area tonight, inviting them to try to win the interschool prize by having the largest number of participants. LCPS is excluded, of course, as this is designed to encourage other schools to get involved.

Within our school Ms Myors and Ms Sera are coordinating a poster competition – the prize of a free family entry will be awarded to the child with the best poster from K-2 and from Year 3-6.

Michelle and Vanessa have met with the Council. They have obtained approval for a clearway on both sides of the road on Kenneth St near the oval, as parked boats and cars got in the way of a smooth race start and finish last year. A child fell over at the start last year so this is a safety issue.

On the day, there are plans to have two BBQs, supplied and manned by local sporting groups. There will be a variety of food stalls, and a couple of coffee carts. There should be a fair like atmosphere on the day.

The Fun Run is striving to be more sustainable. Water stations will be supplied by Sydney Water at a cost of \$600 to allow personal water bottles to be filled. There will be no water bottles handed out during the event.

Delivery of portaloos and generators will be \$1000 more this year – the committee is trying to find ways of decreasing this cost.

6. General Business

a. Year 6 Yearbook

Kylie Allen came to talk to the P&C about the Year 6 Yearbooks. They hold the memories of the children from the last seven years of their schooling life.

They will be sold for \$38 each, which will cover costs if they are all sold.

Kylie asked the P&C to pay \$380 to buy 10 copies. One will be a library copy, others will be given to the Year 6 teachers and the rest be made available to families in financial hardship. The motion to spend this money was moved and passed.

b. Should LCPS P&C support a Declaration of a Climate Emergency by Lane Cove Council?

Matthew Fisher, a father at LCPS, came to the meeting with his two daughters to discuss support for a declaration of a Climate Emergency by Lane Cove Council. More than 20 councils in Australia and more than 700 jurisdictions throughout the world have taken this step, including the UK Parliament.

This declaration can allow adoption of Climate Action policies and initiatives, with emission targets and plans to achieve them. Local Council is in charge of a vast number of street lights, for example, so energy efficiency measures targeting them would be very useful. Councils can put solar panels on council buildings, put in infrastructure for electric cars and provide help for businesses and households trying to reduce their carbon footprint.

Another important role for councils is in adaptation measures. Heat stress is a growing problem so increasing the tree canopy to reduce the heat island effect is very helpful. These policies have positive economic benefits and improve the amenities that council can provide.

Matthew came to the P&C to find out if it would endorse a motion for a declaration if it were to come up at a Council meeting.

A number of P&C members expressed discomfort at the idea of this endorsement, as it was seen to be outside of the remit of the P&C, its constitution and purpose. Therefore no such endorsement was given.

The idea of a Survey Monkey survey of the school community was thought to be reasonable, as this would allow parents to express their support or lack of it as individuals. Matthew Fisher stated he would discuss the idea with his wife, Corinne.

c. Orientation Evening Booklets

Tarren Smith presented an idea for the Kindergarten Orientation Evening in mid September.

This year there will be an Expo like set up. Rather than having a series of people talking to the whole crowd there will be a Music table, a Canteen table, a Uniform Shop table. Therefore Tarren proposed making an A5 booklet from the P&C to hand out to parents. Each subcommittee would have one or two pages to set out vital information about their function. There could be a page explaining how Munch Monitor works. A child could design a cover, possibly.

Simone Bordin agreed to lead this project with Tarren helping her.

d. Fundraising Movie

Cassandra Brill (not present) has access to a documentary, 2040, which she can get for \$350. This could be used as a fundraiser by charging a small ticket fee for attending a screening. The P&C will await further information.

7. Uniform Shop P&C Report

July 2019

a. PSW Price Increase

We have been receiving a 20% discount on the list price of PSW items and recently they have revoked this discount as our order volumes have decreased. This is due to a number of reasons, mainly the move of Ragtag to Spartan so all our jackets previously provided by PSW are now provided by Spartan so we can continue with Ragtag. Unfortunately we were not given any advanced notice of this and have escalated it to PSW management. The outcome is not favourable and we are no longer able to receive the 20% discount. The main items that are impacted are the white blouses, winter tunics and hats. The other items provided by PSW such as socks and stockings can be moved to other suppliers that we have used previously.

As we are moving into summer stock we will review the pricing on our blouses and tunics later in the year. We have a reasonable stock of hats so will also review the price on these later in the year.

b. Unisex Uniforms

To support unisex uniforms we are revising the Uniform Policy to be gender neutral and allow all students the ability to wear any of the uniform options. It is a simple change to present each of the uniform options with no reference to boys/girls. Once the policy is revised we will be presenting this to Terry for approval.

c. Volunteers

We are finding it difficult to fill our roster with volunteers. Term 3 is a quiet term but moving into term 4 we start kindy fittings and it is a very busy time. If we are unable to find volunteers for the shop during the kindy fittings we may need to limit the shop availability for existing families. We are looking at ways to improve our promotion and request for volunteers.

Committee Members

Convenor: Joanne Dinnie

Secretary: Caryn Gottcent

Treasurer: Cherieve Payne

General Members: Fran de Niese, Lisa Ballistreri