



Lane Cove Public School P&C General Meeting

Meeting Minutes

22/10/2019 - Term 4, Meeting 1

a. Present:

Myles Davis (President)
Darshini Heaney (Secretary)
Prue Carroll (VP Community Partners)
Elaine Bean (Strategy)
Kate Blue (Music Committee Co Convenor)
Caryn Gottcent (Uniform Shop Committee Secretary, Uniform Change Committee)
Tarren Smith (Uniform Shop Manager)
Anne Cunningham (P&C Finance Administrator)
Tony Nolan (General Member, Uniform Change Committee)
Sam Sammour (Music Committee Treasurer)
David Roberts
Terry McKinnon (Principal)

b. Apologies:

James Morley (Treasurer)
Simone Bordin (VP School Community)
Emily Patterson (General Member, Gala Night)
Paul Cleary

2. Minutes from Previous Meeting

Accepted

3. Principal's Report

a. Staffing

The School Administrative Manager position is being advertised so will be filled permanently soon. The position is currently being filled by Brenda. Another administrative officer has also left and will have to be replaced.

b. Kindergarten Information Night

Mr McKinnon expressed his thanks to the P&C and staff for putting on a successful information evening for parents of new kindergarten students.

There were brief and succinct presentations to the collective audience, then parents were free to visit the stalls set up around the hall and to ask questions relevant to them. The format worked well and was much more interactive.

c. Kindergarten and out of Area Enrollments

One hundred and sixteen kindergarten children have enrolled so far for 2020, so we expect to have between 130 and 140 enrollments next year, compared with 130 this year. Seven kindergarten classes are likely.

Overall, we expect to have 34 or 35 classes in 2020 – if there are 130 kindergarten children then we will likely have 34 classes. This year the school was funded for 34 classes, but used surplus funds to pay for one extra class.

We have received a number of applications for out of area enrollments but we don't accept these generally, as we are above our cap of 855 students – we have a student population this year of 870. If siblings of current students are out of area and apply to come here, the school does try to accommodate this request. Mr McKinnon talks with the relevant principal, who can decline to relinquish the student. Requests for enrollment on compassionate grounds are also looked at.

If students are already enrolled at LCPS but move out of area, they are allowed to stay.

d. Honour Assembly

This was successful, with Naomi from Lane Cove Council giving a fascinating talk about archive and historical documents from the local area.

e. Wakakirri Finals and Year Four Choir

Lane Cove Public School made it to the finals of Wakakirri this year, at Homebush. Mr McKinnon attended it, with parents and teachers. The kids put on a fantastic performance.

The Year 4 Choir was involved in a couple of great performances too.

f. Year 6 Fete

This was successful, raising about \$6000 towards the costs of the Year 6 play – about the same amount as last year.

The sale of Coca Cola was raised as an issue – specifically whether it was appropriate to sell a caffeine containing drink to kindergarten children. This has been a topic of conversation in the playground but it was the first time this had been flagged as a concern to Mr McKinnon.

g. Emergency Evacuation Plan

This has been updated. St Michaels School is now our secondary evacuation site, and we are theirs.

The evacuation site used to be Pottery Green, but the school has been informed that the average off site evacuation lasts four hours. Access to shelter and toilets for the entire school population is not available at Pottery Green.

There will be a drill later this week. An SMS will be sent out to parents after this has been completed. This messaging system will then be used in the event of any real emergency.

h. Parent Portal for School Reports etc

Teachers are focusing on assessment and reporting. The School Reports will be emailed out at the end of the year.

A new Parent Portal will become active in about Week 5 or 6 of Term 4. Initially parents will have access to Newsletters and Semester 1 2019 School Reports. Eventually there will be an archive of all school reports from 2019 onward.

Next year, parent teacher interviews, both routine and as required, will be able to be booked via this portal.

i. Chicken Coop

A representative of Northbridge Men's Shed (James Morley's father) has been to the school and drawn up plans for the chicken coop. He has contacts with Bunnings and there is a possibility we will be able to get the materials free. The Men's Shed is donating labour.

The school may be able to source free chickens from a sponsor. Mr McKinnon plans to get the children to hatch the eggs, and the school will keep some of the chicks. However, extra chicks may be given away to families on request.

4. Treasurer's Report

James Morley sent his apologies.

Anne Cunningham stated that this year the P&C as a whole made a small loss. The Accounts will be sent to the auditor soon.

If Music had not had the Superannuation issue occur, they would have been within their budget. They will need about \$9 000 a year to cover ongoing superannuation costs.

At last year's AGM, the Gardening Club was allocated \$1 000 per year, divided up into \$250 per term. Last year they only spent \$400. They requested that the money not spent in a particular term be rolled over to the next term. This request was approved by the P&C.

5. Sub Committee Reports

a. Music

Enrollments in the program for next year are quite healthy – about 170 students have signed up so far.

Training Band is fine but there are no candidates wanting to take up drums this year, which is unusual. Kate Blue is sending out a flyer advertising free instrument hire for the French Horn, as this position needs to be filled. Rock Band is very popular this year – we might have enough students to have a “Battle of the Bands”.

Senior Recorders have no one enrolled as yet – this is a problem, as the school has had a position in the prestigious Festival of Instrumental Music at the Opera House for years. We will lose this spot if we don't have students to send there.

Senior Camp 2020 has been booked – it will be held at Arcadia as usual, as there were no sites of suitable size closer than this.

The tutors are happy. Sean, the conductor of the Orchestra has decided to resign, so this group will be taken by Bob Pritchard for the rest of the year. Joshua Isaac, a popular percussion tutor, is travelling overseas next year so will not be teaching.

The Music Committee AGM will be held on 7th November, 2019. The treasurer role will fall vacant as Sam Sammour's children will no longer be enrolled. The Convenor role will continue to be filled by Kate Blue, and still there is no obvious candidate to replace her – a candidate needs some knowledge of music and instruments. There are a few other roles to be filled.

There will be a series of breakfast concerts in the week of the Year 6 play, from various ensembles. Both Senior Strings and the Senior Concert Band will play at the End of Year Honour Assembly at Hunters Hill High School. The Strings will play in an evening concert on Friday, 1st November, 2019. On Monday, 9th December, 2019 the groups will play in a Christmas Concert in the Plaza.

The organizers of the End of Year BBQ (Year 4 Parents) will need to liaise with Kate about which instrumental group is required to play. The group will need to be under cover and have access to a power source.

There is a need for more bass guitars and amplifiers, but Kate is waiting until enrollment numbers are finalised to work out which instruments need to be purchased. She is trying to keep the purchase costs down due to the music superannuation issue.

There is a \$6 000 instrument maintenance budget which is important as breakdowns are unpredictable. There is an instrument officer looking after each instrument, and every instrument is

serviced at some point in the year. Parents are required to take the instrument into the nominated businesses to get the service done, but it is paid for by the music committee budget.

b. Canteen

The Canteen is running smoothly. A new food processor has been purchased. Victoria Davidson was not present at the meeting, and a new Canteen Committee will be convened at their AGM.

Tony Nolan had recently done a canteen shift, and had a few suggestions about modifications that could be undertaken. Lighting is very old and could be updated to LED lighting. A solar hot water system would decrease running costs. Storage in the current pantry is becoming a problem. Tony's idea is to use the door between the fridge and the pantry, close off a part of the outdoor area adjacent to this door, and make this into a pantry.

The door in question is a fire exit, so currently has to be accessible.

Myles Davis took the suggestions under advisement – ideas such as these can be discussed as part of the P&C's strategic plan.

c. Uniform Shop

The Uniform Shop AGM has been held on 14th October, 2019 and a new committee appointed. Carryn Gottcent is now the Convenor, Joanne Dinnie is the Treasurer and Lisa Ballistreri is the Secretary. Megan Love and Emily Patterson are both new members of the Committee, while Cherieve Payne is leaving.

The Uniform Review Survey has been completed – see below. There was a successful second hand uniform sale, raising \$2 500 in two days.

The new format of presenting information to prospective parents at the Kindergarten Orientation Night went well. Kindergarten Uniform fittings will start in Week 5, term 4 and will require many extra volunteers.

Year 6 commemorative jackets, graduation gifts and T-shirts will all be available for purchase through Munch Monitor this year.

Staff T-shirts with the Lane Cove Logo are also now available, and are popular with the PE staff.

The problem of fixing lined tracksuit pants that have been damaged was discussed, as well as the possibility of selling repair kits. However, Hot Dollar has a range of cheap iron on repair kits and this may be a better option.

d. Uniform Review

Carryn Gottcent presented the results of the Parent/Carer Uniform Review Survey. Comments will be collated and a report about this released next year. Many comments went "beyond the scope of the survey".

There was a good response rate – 327 people answered some or all questions.

Question 1 asked if parents wanted to continue with the current white polo shirt or change to a dark green one. This was almost evenly split, with 54% preferring to change and 46% wanting to keep the white polos.

Question 2 asked if we should keep the current winter pants or change to a unisex option. 72% wanted the status quo, and 28% preferred the unisex option.

Question 3 asked if we should keep grey shorts for boys' summer uniform while girls wear sports shorts, or have both boys and girls wear the green shorts. 73% wanted the same shorts for boys and girls, while 27% wanted the grey shorts for boys.

There is therefore no clear mandate to change the colour of the shirts. The survey seems to suggest that the parent population want grey long pants for boys in winter, but green sports shorts for boys in summer. The discrepancy between summer and winter uniform desires may reflect the narrowness of the questions – perhaps parents wanted the option of green sports shorts for their boys but did not want to stop having grey shorts. The survey did not go into this level of detail as a compromise had to be struck between the length and readability of the survey and the clarity of the results.

The SRC was polled about the uniform review and their responses were completely in line with the parent response. The children all liked the green sports shorts as they were more comfortable and the girls could do cartwheels.

Any change to the basic uniform will result in loss of stock, although this can be managed by slowly decreasing orders. We had \$15 000 worth of short and long sleeve shirts and grey shorts on hand, with more than \$10 000 worth of these items on order. However, left over white polos could be donated to the school as representative sports uniforms for teams.

Any change to the uniform would be phased in, but could only start in Term 4 of next year at the earliest, with a two year changeover period.

Tarren Smith suggested adding the option of green shorts for the boys while keeping the grey shorts, for an interim period of 12 to 18 months. Mr McKinnon would prefer one option for shorts. Kate Blue pointed out that the grey shorts were more hardwearing, and cheap versions were easily purchased at Kmart or Target. Green sports shorts cost \$25 a pair, and cannot be bought cheaply.

A problem with changing the shirts is that white polos can be restocked within three weeks, whereas coloured shirts would take twelve weeks. Financially, changing either the shorts or the shirts would be preferable to changing both.

Reporting the numbers in the survey is not the same as making a decision – more time and work will be required before a final outcome is decided.

The Uniform Shop report is reproduced in section 7 of these minutes.

6. General Business

a. Funding Priorities

Myles Davis presented the P&C with an outline of Strategic Funding Initiatives, made in consultation with Mr McKinnon. (Please see the updated Strategic Funding Initiatives Document in section 8, at the end of the minutes – modified to reflect funding priorities agreed at the meeting.)

The Music Committee has an allocated amount for the replacement of old instruments, but Kate Blue will update the P&C about further purchase requirements once final enrollment numbers are known.

We have applied to the office of Mr Anthony Roberts for a grant of \$35 000 towards the Bull ring upgrade, and to the office of Mr Trent Zimmerman for a Federal grant of \$20 000 towards new classroom interactive boards and TVs. The Garden Club has applied to Bendigo Bank for funding of two raised garden beds where science experiments related to plants and emissions could be carried out.

Bubblers are in short supply, but might be better replaced by water bottle refill stations.

More green space and playground equipment were suggested as ideas for future funding.

Kate Blue suggested upgrading the amphitheatre with a rainproof cover and proper seating. If new doors opening from the hall to this space were installed, it could be a wonderful permanent performance space.

It was also suggested that Year 6 could raise money for a legacy item for the school – such as a mosaic, a green wall or playground equipment. Their contribution could be commemorated with a small plaque.

b. Fred Mildwater

The school is looking at setting up some music prizes to commemorate Fred Mildwater, who was an important and involved member of the Lane Cove Public School P&C for many years.

c. Change in Anne Cunningham's Hours of Work

Anne is now only available on Monday and Tuesday to do work related to P&C Finances. Matters such as floats for volunteer drinks and the end of year BBQ need to be arranged with her on those two days.

d. P&C Pigeonholes Near the Photocopier

These need to be rationalised and new labels attached.

e. AGM

There are a number of roles to be filled.

Music needs a new treasurer. Also, Kate Blue would like to step down as convenor if someone who has the requisite music knowledge would step forward. Ideally she needs to be shadowed as the role is complex. Michelle Garrington does a lot of the administrative work, but strategic decisions need to be made by the convenor.

The position of Vice President of Community Relations, currently filled by Simone Bordin, will need to be filled.

We need to clarify if Clare Gaunt is stepping down, as this role would then need to be filled.

One suggestion was putting job ads in the Loop, describing each role and asking for volunteers.

f. Resolution regarding Solar Panels, Energy Efficiency Measures and Climate Change

Paul Cleary has moved to Alice Springs with a new job. However, as resolved at the last meeting he presented a modified draft resolution for the P&C to consider.

This was distributed to the P&C and read out at the meeting by Darshini Heaney.

"This P&C is committed to addressing the effects of climate change by providing a learning environment that is safe, comfortable and sustainable, which includes achieving a reduction in the school's CO2 emissions through the following actions:

- Immediately seek quotes and approval to expand solar generation from 45 kwh at present to 100 kwh in order to offset the increased power consumption and greenhouse gas emissions from the introduction of air-conditioning (AC) in 2018.
- Engage an insulation company to assess the adequacy of insulation in all school buildings, and commit to addressing inadequacies in insulation immediately.
- Seek quotes to replace the ageing AC system in the Kindergarten building with a modern system
- Work with the school to develop an AC usage policy that includes closing all doors and windows while the units are in use
- Introduce retractable blinds on buildings with west-facing classrooms, most notably the Northwood building.
- Introduce heat extractor fans on the roofs of all buildings
- Retrofit classrooms that are not designed for AC, starting with Burns Bay.

The P&C will ask for volunteers among parents and, with the school's permission, students, to form a CO2 Emissions Reduction sub-committee to implement these actions."

The specific suggestions within the resolution were discussed.

The P&C agreed that climate change and emission reduction are an important issues, but the outcomes requested are not likely to be able to be achieved with the immediacy implied in the resolution. Funding priorities have to be balanced between the issues outlined in the resolution and other school and student needs. The P&C are custodians of the school for future generations, so we need to use monies in sustainable, ethical ways.

Within the School Funding Initiatives, increasing solar panels is listed as a priority. This is constrained by the availability of suitable sites for solar panels and needs to go through the Department of

Education approval process. Amelia from the DoFE is looking into whether we qualify for a trial of new more efficient panels.

Removing the current kindergarten air conditioners and upgrading them can be added to the funding list. This would have the added benefit of freeing up playground space and removing an eyesore.

Retractable blinds for Northwood and other buildings will be investigated by Mr McKinnon. He would have to apply to Asset Management for these sorts of fittings, and needs to balance this with other school needs.

There is already an air conditioner usage policy in place and the SRC conducts checks to see if teachers are using energy efficiently. Climate change science is taught to students, but again if interested parents want to organise an Environmental club, this would be welcome.

The idea of a subcommittee to reduce emissions was discussed. The P&C is happy for interested parents to come to the P&C with ideas and for interested parties to form a group to look at these issues, but currently the issues are being addressed by the P&C as a whole.

Tony Nolan suggested writing to Paul Cleary to communicate what had been discussed – Myles Davis, as president, undertook this task.

g. Domain Names and Emails

The LCPS P&C Domain name is up for renewal – approval was granted for purchasing this for ten years.

P&C office holders are reminded to use the new emails, so that documents can be easily shared, and continuity is ensured.

h. The Comedy Night

This annual event is on Friday, and is always very hilarious, though not suitable for children. Tickets are \$35 and a free drink is available on arrival.

i. Christmas Puddings and Trees

On sale soon.

7. Uniform Shop Report

P&C Report

October 2019

Annual Review

A great year in the Uniform Shop under the fabulous management of Tarren supported by a great committee. Amongst the many achievements for the year are:

- Agreed and implemented a survey for the uniform focusing on the new guidelines from the Department of Education. Results to be shared once they are collated.
- The format for the Kindy Orientation evening in Term 3 was different this year and was based more on an expo theme. Tarren and Committee members Lisa and Caryn found the new format very successful allowing more one on one interaction with new families and to showcase the uniform whilst also being present to answer any questions.
- Year 6 commemorative jackets ordered through Munch Monitor for the first time.
- Very successful second hand uniform sale in Term 1 raising \$2,500 and planning for another one early next year.
- Have taken over the sale of Year 6 Graduation gifts of signature bears, footballs and soccer balls which have been ordered through Munch Monitor.
- Kindergarten 2020 uniform fittings will commence week beginning 11 November with an email letter to all Kindergarten parents being sent out w/e 25 October along with advertising for volunteers to sign up for shifts.
- The uniform shop has been supporting Pip King and the school by managing the ordering of the Year 6 Production t-shirts. Shirts were ordered by parents/carers through Munch Monitor and Tarren has been liaising with suppliers. Shirts are currently being printed ready for delivery in the next week or two.

Uniform Shop AGM

The committee held the AGM on Monday 13th October and the following positions were confirmed:

Convenor: Caryn Gottcent

Treasurer: Joanne Dinnie

Secretary: Lisa Ballistreri

General members: Fran de Niese, Megan Love, Emily Patterson

Cherieve Payne is stepping down from the committee as her family are leaving LCPS. We wish to thank Cherieve for all the work she has put into the Shop over the years. She has done an enormous amount of work in the shop, with kindy fittings, stocktake and general volunteering. She will be missed and we wish her and her family the best of luck at their new school.

8. Lane Cove Public School P&C Strategic Funding Initiatives

Annual Contributions

School Learning Resource	Kindy class teachers and EALD	\$56,000
STEAM resources		

2019 Additional Funding Needs

AV Equipment School Hall	Upgrade of AV equipment in School Hall	\$20,000
Painted Ribbons		
Hall refresh	Painting and maintenance of school hall	\$10,000
LED Lights	LED light upgrade for classrooms and Admin areas	\$14,000
Music Instruments	Second round of funding for music instrument upgrades	\$3,000
Chess Set Box/Shelter	Build box and shelter for large chess pieces	
Chicken Coop	Northbridge Men's Shed	

2020 Funding Requirements

Solar Power Upgrades	Up to 55 kW.h still available	
Bubblers	More bubblers around the school for kids	\$5k
Musical Instruments	Music to advise new instrument requirements	
Insulation	Insulating classrooms where appropriate and available	
Classroom Board/TV upgrades	Up to 7 in 2020 costing ~ \$35k	Applied for \$20k grant
Rainwater Tanks		
Wind turbines		
Solar Hot Water systems	Canteen and Teacher's lounge?	
Uniform Upgrade	Potential cost for replacement of uniforms or lost revenue opportunities	
Reconfiguring classrooms	Partitioning between classes to allow for team teaching	
Shade cloths over play equipment in top playground		

Kindergarten Air Conditioning Upgrade		
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2021 and older Funding Requirements

Bullring Upgrade	New ground for bullring	\$300k (est). \$35k grant applied
Battery power storage		
Reconfiguring classrooms	Partitioning between classes to allow for team teaching	
Amphitheatre Upgrade for Music Performances	Redesign of amphitheatre to allow music performances and access to power	
Canteen Storage	Upgrade storage units inside Canteen	
Kindergarten Play Equipment	Removal of chains and upgrade of Kindy playground equipment	

Key:

P&C Recommendations

Principal Suggestions

P&C and Principal agreed