



Lane Cove Public School P&C General Meeting

Meeting Minutes

04/02/2020 - Term 1, Meeting 1

a. Present:

Myles Davis (President)
Darshini Heaney (Secretary)
David Roberts (Treasurer 2020)
Em Patterson (VP School Community 2020)
Farhat Munir (VP Community Partners 2020 –elected this meeting)
Elaine Bean (Strategy)
Claire Gaunt (
Kate Blue (Music Committee Co Convenor 2019)
Amanda Mudaliar (Music Committee Co Convenor 2019)
Michelle Garrington (Music Administrator)
Tarren Smith (Uniform Shop Manager)
Anne Cunningham (P&C Finance Administrator 2019)
Matthew Lowe (P&C Finance Administrator 2020)
Tony Nolan (General Member, Uniform Change Committee)
Michelle Tabrett (Fun Run Co Convenor 2019)
Michelle Thomas (Fun Run Co Convenor 2020)
Ross Mildwater
Alice Groocoe
Lisa Hood
Sarah Symth
Para Dayman
Julia Hoffman
Shalom Bourne
Kailee McDonald
Renaë Buckley
Merryn Byrne
Jaishree Parekh
Terry McKinnon (Principal)
Bec Myers (Deputy Principal K-2)

b. Apologies:

Caryn Gottcent (Uniform Shop Convenor, Uniform Change Committee)
Lorna Baker
Kate McGregor

2. Minutes from Previous Meeting

Accepted

3. Thank You

James Patterson and Ryley Nolan presented Mr McKinnon with a box of chocolates as a token of appreciation from the P&C and school community “for getting the school ready when the fires were in the Hall.”

He graciously accepted, while acknowledging that he had gotten “lots of help”.

He was specifically thanked by parents for the comprehensive daily emails – these were reassuring and helped to stamp out rumours before they could take hold in the community.

Mr McKinnon acknowledged the support of the community and P&C – see below.

Later, Ms Myers expressed her thanks to parents for preparing their children so well in the days following the fire and leading up to school. She stated that this was the calmest start to school she had ever experienced. By recess of the first day, the children seemed to accept the new state of the playground and school. There were counseling teams available but not needed. The students have been talking about the school “Bouncing Back”, reflecting the resilience programs used last year.

At another point in the meeting, Myles Davis acknowledged and appreciated the amazing work the Department of Education had done to get the school up and running a week after the fire, at a time when they have communities in need across the State. We got the LAST temporary canteen available in the state of NSW. As P&C President, Myles will draft a letter expressing our thanks to the Department.

Myles also thanked the Music and Canteen Committees for their extraordinary work over the last couple of weeks. Children have not missed out on any music rehearsals and Canteen orders started by the first day of Week 2, despite the fire.

Tony Nolan thanked the firefighters for their extremely prompt arrival at the school and rapid deployment. Given the ferocity of the fire, it was remarkable that no other buildings were lost.

4. Principal's Report

a. Thank you to the P&C

Mr McKinnon expressed his thanks, on behalf of the staff, students and school, for the support given to them by the P&C and the community. Particular thanks to Myles Davis, for his efforts to coordinate the recovery in numerous ways, Em Patterson for communicating with the school community clearly via Facebook and other means, as well as the various P&C Committees.

The Music Committee and Canteen Committees, despite being run by volunteers, were able to get services and programs running by the start of Week 2 – a truly remarkable effort.

b. Rebuilding the Hall and Canteen

There was a quick visit by the State Education Minister, The Honourable Sarah Mitchell MLC, and a couple of local councilors, at the invitation of our local state MP, Anthony Roberts. The purpose of this was to keep Lane Cove Public School on the radar of the Education Minister and local council at a time when there are many competing needs in the community.

The cause of the fire has not been able to be determined following initial inspection, and is likely never to be elucidated. The most likely explanation is an electrical fault.

The Department of Education moved very, very quickly to get the school up and running for the start of the school year, but now things will slow down as we enter the planning phase. The Wall will be here for at least half a year. (An idea proposed by a parent was that the Wall be allowed to be resurfaced, possibly at a Working Bee, so that children, perhaps each class, could draw an art work on it.)

The rebuilding process will take a minimum of eighteen months, possibly two years. Decisions have to be made about whether the hall is rebuilt at this site or another, whether extra facilities such as classrooms are incorporated, whether it can be larger to accommodate more students at one time.

School Infrastructure NSW will manage the whole process – they are a branch of the Department of Education. They will procure their own tradesmen for the building. (Em Patterson made the suggestion that local tradesmen be allowed to work on other projects to show their support of the school, as they are eager to give their time and expertise.)

Mr McKinnon has asked for a timeline. In the next few weeks the tender process will be underway, and by the end of Term 1 an architect should be in place.

A Planning Committee will be formed – this will probably consist of Mr McKinnon, one of the Deputy Principals, a parent from the P&C or School Council and a representative from the Department of Education.

With the architect, the Planning Committee will develop a Master Plan in consultation with the community. They will come up with two options, then choose the best. Only then will building start.

There is enough money for a standard replacement hall in the Department of Education budget. If the school community is able to fundraise sufficiently, we could get something better than we had before.

(Kate Blue, as an insurance lawyer, pointed out that we need to be careful with fundraising. She has seen cases where, if equivalent goods have been donated, the insurance company has declined to replace an item. Some insurance contracts state that they are only obligated to ensure that the insured party is “no worse off” than before the fire, and if we have the goods as a gift post fire, they don’t need to replace it. We therefore need to fundraise with this in mind.

The Go Fund Me donations are NOT tax deductible – however we are in the process of getting tax deductible status for Bull Ring Upgrade donations via the Australian Sports Foundation.)

During the next two years, assemblies will be held outside, under the main COLA and sport will be held in the COLA areas. Music performances will have to be held elsewhere – there has been a flood of offers of sites for these and a lot of support from the community. This has included Hunters Hill High School and Chatswood High School.

A temporary Canteen has been sourced, and will be set up near the cricket nets. Footings should be laid on Wednesday, and the building set up in a couple of weeks.

c. Classes and Enrollment

One hundred and twelve kindergarten children have enrolled for 2020, compared with one hundred and thirty in 2019. Six kindergarten classes have been formed. They have settled in very well.

We have 34 classes in 2020 – 846 students in total. This year the school was funded for 33 classes, but used surplus funds to pay for one extra class, as happened last year. This meant that class sizes were lower overall, and we avoided a Year 5/6 composite class. Year 6 classes have 32 students per class, Year 5 have 28 students.

d. Staff Development Day

This was held at Smalls Road Public School at Ryde, which had generously hosted our teachers at short notice. The Staff underwent mandatory training and planned for the upcoming school year.

Mr McKinnon found it very interesting to look at the open plan, shared classrooms at this new school.

e. Information Nights

The class information nights will be held on Monday 10th February 2020 for Kindergarten and Year 1, and Wednesday, 12th February 2020 for Year 3-6. As there is no hall to meet at, the teachers will have a standard list of things to cover with parents, including topics usually covered by the Principal.

Usually Myles Davis, as president, talks to the assembled parents to encourage them to volunteer and to explain the P&C’s purpose. To replace this, it was proposed that a video be made to cover the same ground – Myles agreed to arrange this, at short notice.

P&C Booklets are to be handed out covering the Canteen, Munch Monitor, Uniform Shop and other issues. P&C executive members will staff a table on each of the two nights to be available for questions.

f. Events

Scripture and Ethics will start in Week 4, Term 1, on Wednesday morning as usual.

Year 6 Camp will be held in Week 4.

Parent Teacher interviews will be held in Week 10 and 11 of Term 1, and the booking system will be online as was the case in the past.

The Swimming Carnival will be held at the North Sydney Pool, Milsons Point, on Thursday, 5th March, for children aged 8 and up. A couple of parents pointed out that the grandstand was deemed unsafe for crowds on New Year's Eve – Mr McKinnon will investigate whether the carnival needs to be moved.

g. Staff and Leave

Ms Sally Robertson has been employed as a Music Teacher for the school - her lessons will be scheduled RFF time for the class teachers.

Ms Pip King will be on leave from Week 3 until the end of Term.

Mr McKinnon will also take leave from Thursday, for at least three weeks, for family reasons. Upon return he will be working two days a week. Ms Christine Scully will be Relieving Principal while he is on leave.

Ms Scully and Ms Myers will be in regular contact with Mr McKinnon while he is away.

5. Treasurer's Report

As a P&C we have a healthy bank balance. Currently there is a large surplus as Music fees have been collected, but will be spent slowly over the year

We commit \$56,000 to the school each year in recurrent funding of various initiatives such as the provision of learning support and an extra teacher's aide in Kindergarten for the first two weeks of each year. Myles Davis has collated a Strategic Plan for the P&C, in consultation with Mr McKinnon – please see the minutes from Term 4, Meeting 1.

The current balance is approximately \$250,000 with \$200,000 of this in a term deposit. The term deposit will mature in March 2020.

Anne Cunningham, who has been the P&C Finance Administrator for four years (as well as various other volunteer roles over many years), has resigned from this role. Matthew Lowe, a parent at the school, has been offered and accepted the position after a number of candidates were interviewed.

Mr McKinnon, Myles Davis and representatives of all the sub committees expressed their thanks to Anne for her advice, tireless help and expertise over many years.

6. Sub Committee Reports

a. Music

Kate Blue, who has stepped down as Co Convenor, agreed to give a status report on Music, as it is still very near and dear to her heart.

The music program is thriving, despite the fire – there have been more than 320 enrollments, with plenty of new enrollments into the program. We have the same number of ensembles and two new conductors – Beth, Condon (who will lead some sort of extension group) and Nate Porter.

The fire and loss of the hall has been very challenging, but fortunately many instruments went home with the children in the holidays, so that they could practice.

We were very fortunate that, last year, Sue Manning put together a spreadsheet documenting all the instruments. Every instrument was numbered, photographed and catalogued. This has been valuable in claiming insurance and in replacement.

The baby grand piano, snare drum, bass clarinet and two timpani will need to be replaced – Kate expressed her sadness at losing instruments which had their own character and history. The music stands could not be salvaged from the wreckage of the fire.

About 300 original music scores have been lost – some out of print – but this may be an opportunity to update the collection.

The black music vests, with the school logo, were also consumed in the fire – they will need replacement.

Rod Mason, Gino Pengue and Kathy Upex, respectively in charge of bands, guitars and strings, have purchased instruments and music stands and they will be stored at the Cove Room.

The Cove Room at the Lane Cove Council Chambers fulfilled the requirements we had for a rehearsal space – it was close, cheap and had storage for instruments. It is air conditioned and soundproof, but we have to be out by 8:45am. The Music Committee has been sent an invoice – they are negotiating a reduction in fee with the Council.

Children will be accompanied back to school from the Council Chambers by at least one parent and a teacher.

With no hall, the groups will miss out on regular performances at the assemblies, so the Music Committee is actively looking at venues for end of term concerts to replace these.

The Music Camp will go ahead as scheduled, at the usual venue – a two day event for any child in any music ensemble from Year 3-6.

The P&C sincerely thank Kate Blue and Amanda Mudaliar for their time as music convenors.

Kate is still happy to mentor a replacement - both a convenor and treasurer are needed for the music committee. There were a couple of new parents at the meeting tonight interested in getting involved – they will talk with Kate Blue, Amanda Mudaliar and Michelle Garrington.

b. Canteen

The Canteen Committee would officially like to thank the Crazy Bag Lady – she donated 60 bags to the Canteen. These are used to transport lunch orders to the classes, as the class containers were destroyed in the fire.

The Canteen has been set up in the senior OOSH room next to the Uniform Shop. For now, only lunch orders are available, via Munch Monitor. Sushi, weekly specials and sandwiches made by Ground Caffé are on the limited menu.

Only three days of trading were missed – the ability to order lunch is crucial for many families with two working parents.

Once the demountable is operational, snacks may be bought at recess and lunch, but the menu on offer may have to change.

There have been a few glitches with Munch Monitor, as they have been using the Uniform Shop terminal. The system had not been sending through updated classes initially.

The committee is trying to order fridges and equipment for the demountable canteen, but this is difficult without knowing the dimensions of the spaces.

c. Uniform Shop

The fire affected the Uniform shop in a few ways.

The Rag Tag checking machine was destroyed in the fire, as was the main terminal for Munch Monitor – this was in the Canteen. We need a new Rag Tag machine, and will need to relocate Lost Property.

Munch Monitor was not up and running until Friday, as a new dongle had to be obtained from the company.

The Uniform shop is about to start ordering graduation garments for Year 6, 2020.

d. Fun Run

Michelle Thomas and Jennifer Perez have volunteered to take on the Co convenor roles for the 2020 Fun Run. The P&C in general was delighted with this!

This is locked in for Sunday 13th September, 2020.

Most of the smaller roles will be filled by the same people as last year.

7. General Business

a. P&C roles

Farhat Munir has volunteered to take up the role of VP Community Partners, currently vacant. Myles Davis forwarded the motion that she be elected to this role, and Em Patterson seconded this motion. Farhat was elected unanimously to the position of VP Community Partners by the P&C.

There are still a number of roles vacant. These include P&C Communications, Canteen Convenor, Music Convenor and Music Treasurer. There was some interest in the Music Committee roles by a couple of new P&C members, but the other roles still need to be filled.

b. P&C Email List

In order for the P&C to communicate directly with parents, we need our own email list. We are NOT permitted to get parent contact details directly from the school, though the school can email their list on our behalf.

In the past Claire Gaunt has worked tirelessly at the start of the year to compile these, but she has stepped down from this role. She is happy to advise on this process, however.

Elaine Bean has drafted a form asking for parents' contact information, and the school will email this to the parent body. It was suggested a handout be designed listing all the purposes of the email list, as well as a privacy statement.

c. Information Evenings and Information about the school

It was proposed that the P&C set up tables at the information evenings, and that Myles Davis arrange a video about the P&C, to replace the talk the President usually gives at the Hall.

The P&C Calendar was thought to be useful, especially for new parents, so it was suggested this could be handed out or emailed to parents.

There is a booklet containing information about the P&C, but Renae Buckley and Merryn Byrne suggested that a booklet aimed at parents new to the school, pointing out contact details, procedures, useful apps like Skoolbag and other information would be helpful. They may take this project on.

d. Deadline for the Loop

All copy for the Loop needs to be submitted each week by midday, Monday. Send this to the school, care of Chris Brown.

e. Upcoming Events

The Working Bee this term will be held on Sunday, 8th March, 2020. The focus may be resurfacing the black boarding around the Hall site, so that the children can put artwork on it.

The Working Bees this year have been reduced to Term 1 and 3 only, open to everyone.

Year 3 is to hold a Family Movie Night in Week 9. This may now have to be held in the COLA.

f. Gala Concert as a Fundraising Event

Renae Buckley proposed a Gala Concert to raise funds for the school. She has connections through her professional life with a number of serious musicians, and she is willing to use these. The idea would be to charge a significant amount per head due to the caliber of the musicians on offer.

There would be a possibility for some of the senior students in the school to play with these musicians.

g. Project to Germinate Native Plants for Bushfire Affected Areas

Emma James, not present, requested the P&C consider a project to grow native plants for bushfire affected areas near Gundagai. Seeds would be sourced from Tumut Landcare.

Mr McKinnon suggested sending the information to the school to be passed on to classroom teachers as a possible project, or to the Gardening Club.

h. Welcome to Kindergarten 2020 and Class Parents

The Welcome BBQ is being replaced with a “Welcome to School Drinks” event, for Kindergarten parents. This will be held on Friday 27th February 2020, possibly at Bar Blaq or the Alcott. Canteen, Uniform Shop and P&C members should go along to meet the new parents.

Class Parents Drinks will be held on 19th March, 2020.

Relevant to this, the owner of the Alcott wants to be very supportive of the school. He is offering space for functions at the Alcott, North Sydney Leagues Club and Greens at North Sydney.

Em Patterson will meet with him.

LANE COVE PUBLIC SCHOOL P&C 2020 CALENDAR

Week	Term1	
1	27 Jan 28 Jan	Australia Day Pupil Free Day
2	3 Feb 4 Feb	- P&C General mtg 7pm
3	10 Feb 11 Feb	- School Council
4	17 Feb	-
5	24 Feb 25 Feb	- Exec mtg 6:30pm
6	2 Mar 8 Mar	- <i>Working Bee</i>
7	9 Mar 10 Mar	- School Council
8	16 Mar 17 Mar 19 Mar	- P&C General mtg 7pm Class Parent Drinks
9	23 Mar 27 Mar	- Family Movie Yr 3
10	30Mar	- -
11	6 Apr 7 Apr 9 Apr	- School Council Last Day Term 1
	13 Apr	Autumn Holidays

Week	Term2	
1	27 Apr	Pupil Free Day
2	4 May 5 May 7/8 May	- P&C General mtg 7pm Mother's Day Stall (K-2) yr2
3	11 May 12 May	- School Council
4	18 May	-
5	25 May 26 May 31May	- Exec mtg 6:30pm <i>Music Camp</i>
6	1 Jun 2 Jun	Music Camp Music Camp
7	8 Jun 9 Jun	Queen's Birthday School Council
	13 Jun	<i>GalaYr 1</i>
8	15 Jun 16Jun	- P&C General mtg 7pm
9	22 Jun	-
10	29Jun	-
	3 Jul	Last Day Term 2
	6 Jul	Winter Holidays
	17 Jul	

Week	Term3	
1	20 Jul 21 Jul	Pupil Free Day School Council
2	27 Jul 28 Jul	- P&C General mtg 7pm
3	3 Aug 6 Aug	- Grandparent's day Kindy
4	10 Aug 11 Aug	- School Council
5	17 Aug 18Aug 23 Aug	Art Show all week Exec mtg 6:30pm <i>Working Bee</i>
6	24 Aug	-
7	31 Aug	-
8	7Sep 8Sep 13 Sep	- School Council <i>Fun Run</i>
9	14Sep 15 Sep 18 Sep	- P&C General mtg 7pm Year 6 Fete
10	21 Sep	-
	25 Sep	Last Day Term 3
	28 Sep	Spring Holidays
	11 Oct	

Week	Term4	
1	12 Oct 13 Oct	- School Council
2	19 Oct 20 Oct 23 Oct	- P&C General mtg 7pm Comedy Night?
3	26 Oct 27 Oct	- Exec mtg 6:30pm
4	2 Nov	- -
5	9 Nov 10 Nov	- School Council
6	16 Nov 17 Nov	- P&C AGM 7pm
7	23 Nov 25 Nov 26 Nov 27 Nov	- Year 6 Play Year 6 Play Year 6 Play
8	30Nov 4 Dec	- End of Year BBQ yr4
9	7 Dec 8 Dec	- School Council
10	14 Dec 23 Dec 24 Dec	- Pupil Free Day Pupil Free Day

Suggest Yr 5 organise Food of the World event Date TBD

QR Code to provide the P&C with your email address



Version 511 Feb 2020