



## Lane Cove Public School P&C General Meeting

### Meeting Minutes

**17/03/2020 - Term 1, Meeting 2 via ZOOM**

***Meeting held remotely on ZOOM due to COVID 19***

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

Myles Davis (President)  
Darshini Heaney (Secretary)  
David Roberts (Treasurer 2020)  
Em Patterson (VP School Community 2020)  
Elaine Bean (Strategy)  
Michelle Garrington (Music Administrator)  
Tarren Smith (Uniform Shop Manager)  
Carryn Gottcent (Uniform Shop Convenor)  
Tony Nolan (General Member, Uniform Change Committee)  
Michelle Thomas (Fun Run Co Convenor 2020)  
Lorna Baker (Canteen Committee)  
Ross Mildwater  
Thais Manfrin  
Kailee McDonald  
Renaë Buckley  
Merryn Byrne  
Kailee McDonald  
Bryan Boedeker  
Terry McKinnon (Principal)  
Annemarie Cooke (Learning Support Teacher at LCPS)  
Emma McKeown (Northern Sydney Local Health Team)

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

Farhat Munir (VP Community Partners 2020)

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

Accepted

### **3. Presentation about GOT IT Program**

Anne Marie Cooke, Learning Support Teacher at LCPS introduced Emma McKeown – a member of the Child and Youth Mental Health Services of the Northern Sydney Local Health Team.

Emma and her team have been invited by Lane Cove Public School to offer a program called GOT IT to the School Community. The aim of this program is to give parents and teachers the tools to build an emotionally intelligent child.

The program would have a number of components, and involve two psychologists, two social workers and an occupational therapist. This program has been piloted in three areas in NSW for six or seven years, and has a robust evidence base. It is funded by NSW Health.

All parents will be invited, in Term 2 2020, to come along to two parent seminars about how to foster healthy social and emotional development in their children. Also in Term 2, the team will provide teacher training in support for children in the classroom and playground in these areas.

Then, in Term 3, an Early Intervention Small group Program would be run, for two hours, once a week, for a full term. This would involve six to eight families – each child attending with one parent. The same parent should attend all sessions, as they build on each other.

To select the children for the small group program, there would be a voluntary screening process, with confidentiality and privacy protected. Teachers will also fill out a strengths and weaknesses questionnaire to help identify children most in need of intervention.

Emma is happy to answer any questions from families or teachers. If the small group program is not suitable, the team will seek appropriate help for children.

Mr McKinnon expressed his satisfaction that this program is being offered to the school. There has been an increase in anxiety in children and issues with emotional resilience, so the program is a very positive one for the school.

## Principal's Report

### *a. Thank you*

Mr McKinnon expressed his thanks to Ms Scully and the staff for their support while he was away. His family is now healthy and well.

Also thank you to Myles Davis for setting up the Zoom Meeting at short notice, given the worsening COVID 19 crisis.

### *b. Hall and Canteen Rebuilding*

Architects have surveyed the site of the Hall and Canteen, and the tender process is underway. A decision about which architect will be chosen will occur in the holidays.

A Project Reference Group (PRG) will be formed. On it will be the Principal, the architect, the Director of Assets and the Director of Education, as well as a Community Representative. The Community Representative will ideally be someone who is well respected, skilled at communicating with the PRG, school community and other community groups. Mr McKinnon suggested the person should be either from the School Council or from the P&C Executive. Nominations for a Community Representative should be submitted by the end of next week.

One option is to put the new building on the old site of the hall/canteen. This is the least attractive option, due to the difficulties of access, expense and increased disruption to the school during the build.

Alternative sites include the Bull Ring or Coral Park for the Hall, while the old Hall site is used for a new Canteen and a landscaped area.

We are entitled to a “standard” hall which would be larger than the old hall, as we have more students now. This would now include After School Care facilities as this is now considered a standard feature. This is Department of Education land and a Department of Education asset.

However, a better performance space, extra classrooms, a sport court on top of the building or other features would require the school community to raise the funds. Other sources of funds could be the Council and other community groups who use the Hall.

The idea of an underground car park was raised – this is expensive and not a high priority.

If the standard hall is built, the time frame is probably 18 months. If it is a more complex building, the build could take three years.

### *c. New roofing and painting*

New colourbond roofing is due to be installed, with insulation, on a few buildings, including the Terminus Building, Northwood and Burns Bay. The school is responsible for cleaning the roof space out prior to this being installed.

Classes will need to be moved out as it happens, for a period of three days each. The Library, PE room and Music Room are may be used to accommodate classes. When classes return to their rooms, work will continue, but this has been deemed safe.

The Burns Bay Building and part of the Library will be repainted inside, once the roofing is complete.

**d. Security Fence**

The Security Fence is due to be installed at the end of this term or early next term.

All gates, including one near the Bullring, will be open at pick up and drop off, but during the school day the only entrance will be the side entrance at Austin Street. People will be screened by camera and have to buzz to be let in.

The gates will be locked again at 3:15 pm but providers such as music tutors and afterschool care staff will need swipe cards to get in and out.

**e. Local Schools Community Grant**

The Hon. Trent Zimmerman, MP for North Sydney, has obtained a \$15,700 grant for the school for smartboard replacement. He would like the opportunity to present this to the school, as well as present the school with a couple of flags, including an Aboriginal Flag.

**f. COVID 19**

This is an unfolding crisis, rapidly evolving. As a school community we rely on the advice of the Department of Education and Department of Health.

Currently, all assemblies have been suspended. Children go straight to class in the morning, eat in class and play in designated playgrounds, with two grades only playing in one space. The reasoning is that if there is a case in the school, only that grade or class may need to self isolate.

Soap is on hand and checked daily – Mr McKinnon and other staff members have ensured this is available. Hand sanitiser was ordered in bulk and is being used, but individual sanitiser sent in with children is welcome.

Music group rehearsals have been stopped effective from today, and the SRC has been halted. The staff is not meeting as a whole and neither is the whole executive team, so that if a staff member is affected, we do not lose the entire teaching staff.

Parent Teacher interviews have been cancelled, but individual interviews can be scheduled as needed with the class teacher. Of course, at this busy time, it would be best to wait unless the matter is urgent.

Sixteen percent of children have not been attending school for the last two days. A number of parents are indicating that they are “choosing to self isolate”. The official position of the Department of Education is that the school is open, so students need to attend unless they are subject to a direction from the Department of Health.

The teachers are currently looking at Google Classroom, to use in the event of a long term shutdown. In the next week the teachers will start putting some tasks on this and show children how to use it.

Access for each child is via the student portal, using their individual Department of Education username and password.

Children in Year 1 and above all know how to log in themselves. The teachers are looking at options for Kindergarten. Parents will have to help them log in and hard copies may be sent home of work for them.

The teachers are using the language of Bounce Back to help the children with resilience in this difficult, uncertain time. Mr McKinnon may try to send out information about this to the parent body.

#### **4. Treasurer's Report**

There will obviously be a large impact on fundraising due to the COVID 19 crisis, and it will be a very lean year. However, we are fortunate to be in a strong financial position with a healthy bank balance. The term deposit was rolled over earlier this month, securing a reasonable rate.

There will be an impact on the Music program from the changes related to COVID – tutor and conductor payments and parent fees are all potentially affected.

#### **5. COVID 19 response from a P&C perspective**

Mr McKinnon was praised for his clear communication to the school community. It was reassuring to parents to hear how LCPS specifically was putting into place measures to protect students and staff. This was seen as much more relevant than Department of Education statements.

The canteen has gone to online ordering of lunch on Munch Monitor, with a unanimous Canteen Committee recommending stopping the over the counter service. The P&C was unanimous in support of this decision, as we cannot police children's hygiene with food.

Class Parent Drinks – to be held in two days – will be cancelled. Movie Night, to be held later this term, will be pushed back.

The Fun Run planning would continue but without a push for sponsorship and fundraising. A final decision can be made in May about whether it can be held this year. A virtual fun Run is another possibility.

The Gala, usually in midwinter, is very uncertain – it relies on a lot of donations from small business and they will not be in a strong position this year. However, the organisers have to put a lot of work into it if it is to be held. One option is to pull back until later in the year.

A vote was held about whether to suspend P&C events like the Gala and Fun Run, or cancel them completely. The majority supported the motion to suspend P&C events for now, but not cancel them.

With regard to the P&C Facebook Page, and Year Pages, the need to tighten the message and give only factual information, following the advice of the Chief Medical Officer, was discussed. Mr McKinnon, Myles Davis and Em Patterson will craft guidelines about this.

## **6. Sub Committee Reports**

### ***a. Music***

Music program ensembles have been suspended today. The P&C discussed paying conductors for the rest of the term, as they were booked. Whether the ensembles can resume next term is uncertain. There are possible options of online rehearsals and lessons, being explored.

Mr McKinnon felt it was reasonable to the music directors, as they had supported the school for years. Possibly paying them a percentage of their full fee would be a way of supporting them. Mr McKinnon felt this was a school based call.

The P&C unanimously voted to pay conductors and ensemble tutors for the rest of term 1 at full pay, with Mr McKinnon and the executive to make future decisions regarding music.

The Music Camp is now unlikely to happen, though the call to cancel needs to be made very soon. Mr McKinnon and the Music Committee will decide this based on Department of Education guidelines.

The various music festivals held in the middle of the year are likely to be cancelled.

### ***b. Canteen***

The Canteen Committee supported cessation of over the counter service, due to COVID 19. Lunch orders only, via Munch Monitor, are to be provided to families.

This decision was supported unanimously by the P&C.

### ***c. Uniform Shop***

Tarren has canceled leave scheduled for May 2020. Becky from the Canteen would like to be cross trained in the Uniform Shop. This would be a good back up for Tarren. Myles Davis is happy for this to proceed.

The second hand uniform sale scheduled for next week has been canceled.

All new uniform items are to be purchased through Munch Monitor, with an exception for new families.

If the new items are the wrong size, they can be left in the box at the front office. This system will apply even to Kindergarten parents for winter uniforms. Tarren will check this regularly and send the new size out in the usual way.

Volunteers can fill Munch Monitor orders, rather than doing face to face sales. Due to the increased volume of Munch Monitor sales, the orders may be delivered directly to the classrooms.

The shop will be open at the usual times, but only for second hand items. Tarren reserves the right to limit the number of people in the shop, and the amount of time they spend in it.. These are the arrangements at least for the rest of Term 1.

There may be delays in custom orders like sports shorts or track pants – these normally take 20 weeks at the moment. Non custom orders are not delayed.

Prices are likely to increase – Tarren will keep the community updated.

#### **d. Fun Run**

Michelle Thomas stated that the preferred position of the Fun Run Committee was to keep the basic logistical planning for the Fun Run going for now. However, given the uncertainty, no sponsorship or fundraising would be attempted.

The Traffic Management Plan was supposed to go to Council tonight – Michelle is awaiting word of the outcome of this.

A final decision would be made in May about whether to continue planning. However, if we could pull it off, it would be an amazing and life affirming community event after a very difficult time.

### **7. General Business**

#### **a. P&C staff laptops**

Matthew Lowe (P&C Finance Administrator) and Tarren Smith (Uniform Shop Manager) both require new laptops. Myles Davis was able to source laptops with a 15 inch screen and 8G RAM for \$750.

Myles Davis sought the approval of the P&C to grant \$1500 to buy two laptops for these two P&C employees. The motion was carried unanimously.

#### **b. School Closure for COVID 19**

The question of how much warning would be given about school closure was raised.

Epping Boys High and Willoughby Girls High were closed for one or two days, with the time used to clean the school and undertake contact tracing. The schools were then allowed to reopen, with close contact in 14 day quarantine.

We are not likely to get much warning of a school closure.

## 8. Uniform Shop Subcommittee Report

17<sup>th</sup> March 2020

### a.

In keeping with social distancing recommendations, the committee has decided to institute the following operational changes (effective immediately):

- cancel second hand uniform sale (originally scheduled for 24<sup>th</sup> and 25<sup>th</sup> March)
- all new uniform items can only be ordered via Munch Monitor (exception—new families). Tarren has updated our Munch Monitor site with pictures of all uniform items. Munch Monitor instructions sent out via Loop and FB page. NO NEW ITEMS CAN BE PURCHASED DIRECTLY FROM THE SHOP. Tarren is working out an exchange system whereby families who need to do an exchange can drop off their items in a box at the front office. Instructions for exchanges are on the original purchase receipts. Shop volunteers who are not currently comfortable serving the general public will be asked to help fill Munch Monitor orders when shop is closed.
- Uniform Shop will be open (likely per usual schedule although this is somewhat dependent on volunteer availability) to purchase SECONDHAND ITEMS ONLY. In keeping with social distance policy, shop will reserve the right to limit the number of customers allowed in the store at any one time, and will also reserve the right to limit the amount of time a customer is allowed to browse through our items (15 minutes). Layout of shop will be slightly reconfigured temporarily to facilitate sale of secondhand items.
- current plan is for these measures to be in place until the end of term 1. Any additional changes will be communicated promptly via the usual channels (Loop, FB page, etc.). Our policies and procedures will be continually reviewed and updated to remain in keeping with school, Dept of Ed, and Dept of Health policies.

### b.

Shop manager's planned leave in May 2020 has been canceled. The committee was in the process of cross-training Becky to cover Tarren's absence. In the past, the shop relied on Anne Cunningham's valuable assistance to run our till during busy periods such as kindy fittings and secondhand sales. Since Becky has expressed interest in helping us out, we will cross-train her at a later date. Tarren is updating our operational procedures manual.

### c.

Shop Manager laptop—Required specs:

- 15.6 inch HD screen
- 8 GB RAM
- 256 GB SSD
- Windows 10 Pro

Lenovo offers a device with these specs (intel processor) for \$999 with one-year warranty. Tarren also looked at an HP model (intel processor) with similar specs (but has 512 GB SSD) priced at \$1247 with one-year warranty.



*d.*

Supply issues—our suppliers have notified us that there may be some extra delays in processing some of our custom orders (ex. sport shorts), although at this stage there is no indication that non-custom orders (such as our white polos) will be affected. We have also been advised by one of our biggest suppliers (see below) that price increases may be necessary later in the year. There are no specifics at this time, but we will keep the school community updated to the best of our abilities.

*Dear valued customer,*

*The COVID-19 pandemic has affected nearly every aspect of our lives. We are writing to you now with the potential of school closures, production delays and price increases.*

*This is the time of year when Spartan salespeople are busy visiting customers to obtain indent orders for delivery late 2020/21. This is done now to allow the time to produce, print and deliver our products to your school on time. It is our role to provide access to products schools require, while doing everything in our power to go about our business safely for our customers and staff. At this time, one way to ensure this is to limit face to face meetings if there is another way of doing business. We have encouraged our sales staff to conduct more business over the phone and by using email.*

*It is now common knowledge that school closures are likely. There are also still production delays in China and the impact on the Australian dollar has been severe, so we cannot guarantee our prices won't rise. Therefore, with the possibility of school closures, potential production delays and the impact of the Coronavirus on our pricing, we strongly encourage placing your orders as soon as possible. Why risk it? Secure your pricing and your stock by ordering now.*

*Email your indent order to [orders@spartanss.com.au](mailto:orders@spartanss.com.au) or*

*Phone our support centre on 1800 815 557 or*

*Contact your friendly Spartan Representative*

*We can always assist you with providing your sales history to simplify the process for you. Please disregard this if you have already ordered.*

*On behalf of everyone at Spartan, we wish you continued good health and look forward to hearing from you soon.*

*Kind regards,*

*Vera Byron*

*SPARTAN School Supply Specialist - National Sales Manager*