



Lane Cove Public School P&C General Meeting

Meeting Minutes

05/05/2020 - Term 2, Meeting 1 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, Canteen Committee Acting Convenor)
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 Convenor 2020)
Christine Waterman (Canteen Committee)
Kailee McDonald
Para Dayman
Bryan Beudeker
Yael Zelas
Terry McKinnon (Principal)

b. Apologies:

Lorna Baker
Rena Lopez-Buckley

2. Minutes from Previous Meeting

Accepted

Principal's Report

a. Reopening the School Following the COVID shutdown

At the end of last term, it was expected that the COVID 19 related school shutdown would need to continue until the end of Term 2. Things have changed very quickly, and we are now starting the process of opening up the school in a phased process. This may occur more rapidly than expected, and children may be back in school full time by the end of May, 2020.

Parents need to continue to be patient and work with the school.

We are currently in Phase 0, open with minimal staff on site to supervise the 95 children a day that come in regularly. This is a slight increase from the 70 children who had been here at the start of Week 1 of Term 2.

Phase 1 will begin on Monday, 11th May, with more staff on site, and every child at school at least one day a week. This has been arranged in alphabetical groups so that approximately a quarter of the class will be at school on each day from Monday to Thursday, with Friday reverting to Phase 0. This will allow increased spacing of children in the classroom.

The strategy is aimed at building confidence in staff and parents about the safety of coming back. This is thought to be better than suddenly opening to all and having a large number of parents electing to keep their children home. Also, if there is a sudden spike in COVID cases, it is not such a shift to revert back to Phase 0.

Phase 1 may only last 2-3 weeks.

During Phase 1 and all the way through to complete opening, the children will continue to eat recess and lunch in their classrooms and play in set areas based on year groups, as happened at the end of last term.

The Department of Education has now had time to secure supply lines for hand sanitiser, soap and toilet paper and these are now well stocked. There are also extra cleaners before and after school, and for the first time there will be cleaners on site during the school day, cleaning high touch areas, bubblers, toilets and other appropriate areas.

- Year 3 to Year 6 will be released at 2:45pm,
- Kindergarten to Year2 will be picked up at 3pm.

If there are siblings in both groups, older siblings will be permitted, at 2:45pm, to walk to their younger sibling's classroom, pick them up then go together to the pickup area.

Parents will be strongly encouraged, in the mornings, to drop children off outside the school gates, at one of four entry points to the school. Different grades will be assigned different entry points.

Michelle Garrington is specifically thanked for all her hard work scheduling online Zoom sessions for the various Music ensembles. However, this will have to be rescheduled outside of school hours

again, as children will now be at school. Individual tutor lessons will be online for some time. All extracurricular activities will not be able to be run face to face for the foreseeable future.

Both the Canteen and Uniform Shop will be run only with paid staff for now, to limit adults on site.

No working bees will be held for now, because this involves adults from different households mingling.

Most staff will return for face to face teaching Monday to Thursday, but some staff will be working from home due to vulnerability to COVID. These staff members will monitor Google Classroom, as the teachers who are teaching face to face cannot do both at the same time. While Phase 1 is in operation, the teachers will be teaching the same content to each group, for the four days. Children who are there all week will be able to do Google Classroom work so they don't receive the same content over and over again.

It is not clear whether the Department would deem a child as absent if they are kept at home on their designated day at school, in phase 1. There will be a few children who will not be able to return to school, due to health issues and vulnerability to COVID. These children will be provided with online learning options.

b. Hall and Canteen Rebuilding

Architects have been assigned to the school during the holidays and will now survey the whole school site. They will then present a Master Plan for the whole school site to the Project Reference Group (PRG).

The PRG will meet in the next few weeks. Luke Andrews, who is the President of the School Council, is the community representative on the PRG.

c. New roofing and painting

New colourbond roofing is due to be installed, with insulation, on the Terminus Building, Northwood, 1891 and Burns Bay. This will start in about two weeks. This should fix the leaks, be possum proof and be more amenable to solar panels in the future.

The repainting of a number of classrooms and buildings is almost complete.

d. Security Fence

The Security Fence is currently being installed and should be completed in five weeks.

Contrary to initial plans, this will now enclose the Bull Ring. This decision was directly from the Department of Education and was due to cost considerations.

3. Thank you To Treasurer Dave Roberts

Dave Roberts, in his volunteer role as P&C Treasurer, has spent hours of unpaid time applying for COVID related grants and Job Keeper payments for all the paid staff of the P&C.

He was thanked for this effort by Tarren Smith and Michelle Garrington on behalf of all the P&C employees. The rest of the P&C joined them in conveying our thanks.

4. Treasurer's Report

Sadly, Matthew Lowe has resigned from the role of LCPS P&C Administrator, due to a change in his personal circumstances. He is thanked for his efforts.

There was a very strong second candidate, Santhi King, for the position, who was interviewed a few months ago at the time of the advertisement of the position. She has accepted the verbal offer and will start soon.

The official job description of the Finance Administrator was requested for the various subcommittees. Dave Roberts will provide the link to the document in the One Drive, so that expectations are transparent.

All staff will be receiving Job Keeper payments for a six month period, though they still need to fill out timesheets to receive appropriate superannuation payments.

Federal government grants related to COVID have been applied for, and will be received in March and June.

These extra sources of funds have meant that we will not lose as much money as was initially feared, though fundraising is severely curtailed this year due to COVID. We are still in a very strong financial position. We have \$130,000 in cash as well as money from the GoFundMe effort following the hall fire.

5. Sub Committee Reports

a. Music

Online rehearsals for all the music groups started at the beginning of Term 2, after a great deal of effort from Michelle Garrington and the Music Committee. Due to the unexpectedly quick return to school, this has had to be altered to before school rehearsals starting from Week 5.

Band rehearsals will involve the whole band, but strings and guitars will be in smaller groups. The new schedule will come out on Wednesday, 6th May, 2020 and should not need to be altered until we return to face to face rehearsals.

Private lessons have been going quite well online – there were only a couple of withdrawals at the start of the term from the program. This has been a massive learning curve for tutors and conductors and they have coped remarkably well.

The school has been very supportive of children who had to log on for rehearsals while at school.

b. Canteen

There will be a new menu from next week, with no over the counter sales until the Department of Education has approved this.

There will be no volunteers for now, with the paid staff in charge of distributing lunches ordered via Munch Monitor. However, there is a need for the paid staff to do more planning and rosters as they are doing less in other areas.

There is a serious need for new Canteen Committee members.

Tiffany Davis has been acting Convenor for six months but has stepped down to her role of Secretary. Tiffany is thanked for this time, as she coped with a great many unforeseen challenges – the canteen fire, the installation of the demountable canteen and COVID. Em Patterson is now acting Convenor, but this is only possible as a temporary measure as her VP School Community role is smaller due to COVID. Emily Milne was looking after the rosters, but this was only temporary as well, and she has had to step down, with our thanks for her time and effort.

c. Uniform Shop

Carryn Gottcent thanked Joanne Dinnie for her years of hard work and dedication in the Uniform Shop and on the Committee. Joanne's family has left LCPS so she has resigned. We need new Uniform Shop Committee members to share the work associated with it.

Tarren Smith reported on changes made to the Uniform Shop to accommodate COVID 19 risks.

All orders will be via Munch Monitor, for new uniforms only. In the past teachers would distribute uniforms to children, with Tarren leaving the uniforms in teachers' pigeon holes. However, now it may be more useful to leave orders in bins arranged in Year groups, and get children to pick up orders themselves.

Munch Monitor is experiencing some technical difficulties, the computer in the Uniform Shop not communicating with the main server in the Canteen. Helen Bucciol helped Tarren to sort this out, but Munch Monitor will be offline for Uniform Shop for a couple of days.

Mr McKinnon will send out an email from Tarren to the school community about uniform options. Photos of uniforms could be put on the website, but it makes more sense to have them on Munch Monitor.

The shop is too small to safely accommodate staff and customers easily. The main problem is second hand clothing – more families may need access to cheaper second hand uniforms at this time. Tarren suggested a private viewing of second hand clothes may be able to be arranged. Myles Davis stated it would be clearer and safer not to actively promote the second hand option to parents for now.

Tony Nolan suggested that we might explore options of relocation of the Uniform Shop to a border location in the school, or off site, given the issues with COVID are medium term. However, the

current recommendation from the Department of Education is that Uniform shops should be kept online as much as possible. Also at a time with no volunteers, it would be a large, expensive undertaking to move stock.

Mr McKinnon stated clearly that uniform is not something that any child or parent needs to worry about at the moment. Mr McKinnon is happy for children to wear summer, winter or sports uniform for the one day a week they are at school, which takes pressure off parents to get the “right” uniform.

Myles Davis proposed a resolution that children be given second hand uniforms at no charge if their family’s financial situation deems it necessary and new uniforms if there are no appropriate second hand ones. This resolution was supported unanimously by the P&C. Mr McKinnon and Tarren Smith, the Uniform Shop Manager, will arrange this as needed for families in financial hardship.

d. Fun Run

Michelle Thomas stated that the Fun Run will certainly NOT be a major fundraiser this year, again due to COVID. There are definitely no funds for bibs or timing or other paraphernalia.

We have approval for road closures on the weekend of the scheduled Fun Run in September, but the likelihood of being permitted to have a gathering of 1000 people at that time is remote.

We possibly could have a smaller, simpler community event where people just show up on the day. If we don’t have the event on the roads, it could even be at a later date.

This plan will be reviewed again in three to five weeks.

6. General Business

a. Job Keeper

See the details in the Treasurer’s report. Job Keeper payments will be made to P&C staff for a period of six months.

b. COVID response on social media

Elaine Bean will update the website detailing the school and P&C COVID response.

Details of the various phases of school return will be listed, as well as links to a Department of Education information video and guidelines.

Em Patterson will update the P&C Facebook Page with this information as well.

c. Advice from Mr McKinnon

Mr McKinnon thanked the P&C for their efforts in helping the school community. However, he reminded us that we should not over commit and be kind to ourselves.