



Lane Cove Public School P&C General Meeting

Meeting Minutes

16/06/2020 - Term 2, 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, 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)
Santhi King (P&C Finance Administrator)
Thais Manfrin
Emily Crowther
Terry McKinnon (Principal)

b. Apologies:

Lorna Baker

2. Minutes from Previous Meeting

Accepted

Principal's Report

a. Thank you to the P&C

Mr McKinnon expressed his thanks to the P&C Executive, as well as the Music, Uniform Shop and Canteen Committees and employees for all the work they have put in, particularly with the rapidly changing circumstances since the start of Term 2.

There were many last minute changes that were accommodated quickly, and this has meant that the return of students to the school has been accomplished with a minimum of disruption.

b. Lifting COVID 19 Restrictions

This week's Loop has detailed which restrictions are able to be lifted at this stage.

All hygiene, infection control and enhanced cleaning measures will remain in place. For the rest of this term, there will be no canteen or uniform shop volunteers on site, and the staggered pick up arrangements will remain. Normal pick up arrangements should start at the start of Term 3.

From today, in school activities such as SRC, debating and choir can resume. However, as assemblies can only last 15 minutes, these will continue on Zoom. Currently, the music room hosts the leaders of the assembly, and class teachers control the Zoom feed in their classrooms.

By the start of Term 3, the scaffolding for the roofing upgrades will be removed, and the security fence will have been finished. We can then start with a clean slate, with all extracurricular providers given instructions about how to gain access to the site before or after school.

Volunteers for Canteen and Uniform Shop are allowed by DOE guidelines from Term 3, but Mr McKinnon will be guided by the committees as to whether this is advisable, given the size of the spaces involved.

Volunteers and external providers will have to sign a form stating that they will abide by hygiene requirements such as hand washing and use of hand sanitisers while on site – this form will be sent to convenors.

Music ensembles and individual tutoring will continue online for this term, but should be able to restart on site at the beginning of Term 3. The resumption of the various band rehearsals, held at the Council Chambers, is the subject of current negotiations with Council.

Ethics and Scripture classes will resume from week 1, Term 3, as will all other extracurricular activities.

No decisions have been made about external excursions, parent volunteers and working bees.

The annual Open Day is to be half on 6th August 2020, early in Term 3. Usually this means about five hundred visitors come to the school in one day. As there is so much uncertainty, the school is planning to hold this virtually.

c. Parent Teacher interviews and School Reports

These were held by phone interview, with a good response from the parent community. The Google Form sent around prior to the interviews, as suggested by Myles Davis, were a good idea – this is being shared with other schools.

School reports will be distributed by the end of Week 1, Term 3. Due to the lockdown these will be modified. There will be no five point scale. There will be comments for English, Maths and Other Learning, which will include the online learning that occurred during lockdown.

d. New interactive whiteboards

Six new interactive screens have been installed. These were funded mainly via a special grant from Federal MP Mr Trent Zimmerman, for a sum of almost \$16 000.

He will be invited to the school next term once restrictions ease, to acknowledge his ongoing support for Lane Cove Public School.

e. Art Program

The usual Art Program will recommence in Term 3. At this stage the Art Show may or may not go ahead. Gallery Lane Cove currently only has a third of the gallery space available to sufficient time, which is not enough for the number of works we usually display.

Myles Davis brought up the possibility of replacing the Art Show with art done on the black boarding surrounding the Hall site. However, the Art Program teachers have already sorted out their themes for this year. Also, the boarding is temporary. However, the kids could do some murals on the boarding if it were repainted, as a separate project. Em Patterson has given the details of a local family business which would help to do this – Mr McKinnon will review the quotes.

f. Year 6 Fete and Showcase

The Year 6 Fete will be held in Term 4 this year. The play will not be able to be performed, but the students will have the opportunity to perform in a Showcase.

The P&C and school will try to keep Term 4 free of large events so that the Fete and Showcase are not overshadowed. Year 6 2020 have had a particularly challenging final year at LCPS, given the hall fire then COVID lockdown.

g. Hall Rebuilding

The first meeting of the PRG Committee will be on 1st July 2020. This will mainly focus on which site is the most suitable site for the Hall.

The recommendations will then be fed back to the school community via the School Council and the P&C.

h. Security Fence and Roofing

The Security Fence will be completed by the end of this term. Once it is complete, all entrances will be open in the morning until 9:15 am. From 9:15am to 2:45pm the only entrance will be via the Austin St entrance near the office. Visitors will have to buzz to be let in, after office staff have

identified them. Canteen deliveries will be via the staff car park below the Cola, and again will require buzzing in.

In the afternoon, all entrances will be open from 2:45pm to 3:15pm. Then from 3:15 to 6 pm access will be via the Cola gates only, for afterschool care and other activities.

Roofing will be completed by the end of the term, also, after some delays.

3. Treasurer's Report

Firstly, Santhi King, the new Finance Administrator was introduced to the P&C. She was welcomed by David and the representatives of the various committees and thanked for her hard work over the last few weeks to get through a backlog of financial matters.

The income level for the P&C is about \$100,000 less than last year, with various expenses still being incurred, such as insurance. However, due to Job Keeper we are currently breaking even.

Last month the \$200,000 term deposit matured, and was rolled over for six months as this term offered the best interest rate.

For a number of years the accountant for the P&C was David Houghton. He had had children at the school in the past, but as they had moved on to other schools a number of years ago, David decided it was time to hand over this role.

The P&C will now use Kingston Financial, a local firm, for accounting – Brendan Hood, a parent at the school, is part of the Kinston Financial team.

4. Sub Committee Reports

a. Music

Michelle Garrington reported for the Music Committee.

She welcomed Santhi King and thanked her for her help so far. She also thanked Mr McKinnon, the school and particularly the music teacher, Ms Sally Robinson for their help and support, particularly in keeping lunchtime rehearsals going.

Rehearsals for ensembles will continue online until Term 3.

Many music festivals which we normally participate in have been postponed or cancelled. The ASBOF (Australian School Band and Orchestra Festival) has been delayed until Term 4. If it is cancelled, we have the option of getting a refund or transferring the entry fee to next year.

We normally start enrollment and Bang, Blow, Scrape in August. This year, due to COVID 19 we may have to push this back or break up the instrument trials into sections, held on different nights. We would need volunteers to assist, as usual.

The Music Committee will meet on Friday to discuss how the new Security Fence will impact the tutors and conductors.

Assemblies are virtual for the time being. Possibly smaller ensembles will be able to perform from the Music Room for assembly, as this is the site Zoom Assemblies are hosted from.

b. Canteen

Em Patterson reported from the Canteen Committee.

Sales are good, with the staff managing the workload. There has been a lot of support from local businesses to provide lunches as ordered. There is still no over the counter sales due to COVID restrictions. There have been some changes to how invoices are handled to streamline procedures.

The Committee will meet next week to discuss volunteers and the possible changes to who the employees report to (see later in these minutes).

c. Uniform Shop

Carryn Gottcent thanked Tarren Smith for dealing with the chaos of the last couple of months, and welcomed Santhi King. Santhi was thanked for sorting out many outstanding financial issues.

Tarren has received a new laptop, with thanks to the P&C. Quickbooks used to be used for accounts, but now a range of Cloud based systems, with or without scanners, is being investigated, prior to a final decision being made.

Sales are down 32% from January to June compared to the same period last year. However, since May 11, Tarren has processed 350 Munch Monitor uniform orders, streamlining the exchanges and refunds in the process. Tarren expressed her thanks to the staff and teachers for their help in distributing this large volume of orders.

Decisions need to be made soon about when and if volunteers can be allowed back into the Shop. It is a very small space. The availability of volunteers needs to be assessed and the shop opening times may need to change. Second hand items will not be put on sale until the shop is open, though Tarren and the Uniform Shop Committee are considering other options such as a one off sale under the Cola.

Currently, Tarren Smith and Mr McKinnon have been able to supply free or second hand uniform items to three or four families in financial need. Tarren has scheduled fittings for children new to the school as needed.

d. Fun Run

Myles Davis asked if it were possible to hold a much simpler Fun Run, only 2km, with no sponsors, no timing, no bibs and only our school, as we have approval for the road closures.

Others supported this idea as it would provide continuity with the Fun Runs past and future, and would be a great way of getting kids involved, moving and outdoors after the COVID 19 shutdown.

Tony Nolan suggested a virtual Fun Run, using phones to track distances and time, and starting from various spots. Another option was running around an oval – Tony had calculated that two km was about two and half laps of an oval.

Michelle Thomas agreed it was worth exploring but there would be a lot of work to do in only two and a half months, if it were to be held on the September weekend previously planned. Myles Davis stated he would like it to be held in Term 3, if at all, in order to allow Year 6 to “own” Term 4, with their Fete and Showcase.

Michelle Thomas has had a change in her circumstances, so she is not as free to organize the Fun Run as she had previously thought. Tarren Smith and Darshini Heaney suggested it may be too much work given this situation.

Michelle will arrange for a meeting of the Fun Run Committee to discuss the suggestions, so that a more informed decision can be made. She will report the decision of the Committee directly to Myles Davis as the P&C President.

5. General Business

a. Fundraising

This year there will be little fund raising, due to COVID 19 and the effects on local families and businesses.

In Term 3, the usual P&C letter requesting a donation will be sent out, but contributions are entirely voluntary.

It would be good to have the End of Year BBQ as a way of bringing the school community together after a difficult year, but no gold coin donation will be requested.

Term 4 will be kept free of major P&C events in order to avoid overshadowing the Year 6 Fete and Showcase.

Tony Nolan suggested a Music Concert by Zoom, as a fundraiser. Michelle Garrington stated that this had been discussed by the tutors and conductors. However, the technical issues of audio quality and delay made a large concert difficult to pull off. Possibly an off-site concert could be held instead.

b. P&C Constitution Change in order to Allow Remote Meetings

The LCPS Constitution has been updated. This is to allow Zoom and other online meetings to occur.

The new Constitution will be available on the P&C website.

The relevant clause is quoted in full below:

10. Holding Meetings and Quorum

a) Parents and carers of pupils attending the school and citizens within the school community who are not members may attend meetings of the association but are not entitled to attend meetings of the Executive Committee or subcommittees of the association.

b) Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 10 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.

c) The association will in the usual course hold all meetings of the association at the school or, if the school is not available, at a convenient and suitable location nominated by the Secretary [or, in his or her absence, by another Officer].

d) If for any reason a quorum at any meeting convened in accordance with paragraph (c) cannot be formed in accordance with paragraph (b) and the rules of the association, the association may hold a meeting of the association at 2 or more venues using any technology that gives the members as a whole an opportunity to participate effectively in that meeting.

e) In any case in which a meeting of the association is held using technology of the kind referred to in paragraph (d):

I. notice of the meeting must specify the date, time and details of the technology needed to participate in the meeting;

II. a quorum must be maintained for the duration of the meeting;

III. any member of the association attending in person or using technology will be taken to be present for the purposes of forming a quorum and for all other purposes;

IV. all votes on a resolution must be taken by ballot open to all members and not on a show of hands; and

V. the President or other presiding Officer appointed to chair the meeting may adjourn the meeting if there is any failure in technology with a consequence that a resolution cannot be put or the business of the meeting cannot be conducted.

c. Proposed Change to the Reporting Structure for P&C Employees

Myles Davis brought up the long standing problems we have had attracting people to take up leadership roles in our subcommittees. We have not had a Canteen Convenor or a Music Convenor for an extended period, and other senior roles such as treasurer in various committees are still vacant. We need to attract new people into the sub committees and spread the burden across more families.

Staff management is a particularly challenging role to take on, as a volunteer – there is no training provided for this and it is out of the comfort zone or experience of many members of the school community. Each Sub Committee is very different in structure – the Uniform shop has one employee, whereas the Music Committee has many and varied tutors and conductors to manage. There the HR aspect of the Convenor role, and a Project Management aspect to the role.

One way to reduce the responsibilities of volunteer convenors is to move to a more centralised management model. This would entail placing the P&C Finance Administrator in charge of managing other P&C staff, with job roles otherwise staying the same.

This change would allow more consistency in procedures and policies across the sub committees, and facilitate continuity over the years, as parents come in and out of committee roles.

Tarren Smith saw merit in this idea, and was open to it. However, she needed to have more information to understand the change. Roles would need to be clearly defined.

Michelle Garrington had no problems with exploring this also. What would stay with the committees and what would be reported to the Finance Administrator would need to be clarified. There would need to be a lot more discussion about this.

Tony Nolan felt that the P&C operates a lot like a small business and he was fully supportive of the change.

Em Patterson asked for Myles to provide dot points to take to the Canteen Committee, but thought that this change would be well received by that committee.

Carryn Gottcent acknowledged that as Uniform Shop Convenor, working with Tarren Smith, she has a very productive and easy time. Her experience in the past with the Music Committee had underscored how different each committee was, in their challenges and structures. She acknowledged that the HR and project management aspects of convenor roles were challenging, so supported this idea.

The P&C Executive would appreciate recommendations from the sub committees about how reporting lines should be structured, and to provide clarity about the scope of current paid roles.

This is an ongoing conversation, with no particular time frame and no decisions having been made – Myles is open to discussions with everyone affected about their opinions and concerns.

d. Thank you to Teachers

Myles Davis brought up the idea of saying thank you to the teachers for all their hard work during the Lockdown.

He thought a budget of \$15 to \$20 per teacher and staff member would be reasonable. Mr McKinnon stated that there were about 60 staff at Lane Cove Public School. The idea would be for a meat or vegetarian meal/ingredients to be provided for staff to take home to reheat or cook.

There was general support for this idea, with local businesses suggested to provide the meals.