



Lane Cove Public School P&C General Meeting

Meeting Minutes

28/07/2020 - Term 3, 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)
Fara Munir (VP Community Partners 2020)
Elaine Bean (Strategy)
Michelle Garrington (Music Administrator)
Tarren Smith (Uniform Shop Manager)
Carryn Gottcent (Uniform Shop Convenor)
Karen Solway (Canteen Manager)
Becky Ralph (Canteen Employee)
Christine Waterman (Canteen Committee Treasurer)
Tony Nolan (General Member, Uniform Change Committee)
Santhi King (P&C Finance Administrator)
Merryn Byrne
Rosemary Atkinson
Sara Khodayari
Rena Buckley
Lorna Baker
Terry McKinnon (Principal)

b. Apologies:

Michelle Thomas (Fun Run Convenor 2020)

2. Minutes from Previous Meeting

Accepted

3. Principal's Report

a. Staffing

Mr McKinnon acknowledged that he had received concerned emails from parents regarding a variety of issues with staff. Due to COVID 19, for some classes, the assigned teacher has changed too much.

A lot of this was unpredictable and has been challenging to manage. It is hoped that from this point onward things will be more stable, through to the end of the school year.

b. COVID 19 Restrictions

All hygiene, infection control and enhanced cleaning measures remain in place for limiting the risk of spread of COVID 19.

Ethics and Scripture classes have resumed from week 1, Term 3. Music tutors are back on site. Band rehearsals have resumed. All volunteers who come on site are required to adhere to DOE guidelines.

c. Open Day/Grandparents Day

The annual Open Day was due to be held on 6th August 2020, early in Term 3. Usually this means about five hundred visitors come to the school in one day.

Due to COVID 19, this will not be possible. In lieu of this, there will be links to a webpage for each class - there will have a panoramic photo of their classroom on display online, as well as samples of class work. The details of how to access this will be sent out soon.

d. School Reports

School reports were distributed by the end of Week 1, Term 3. Due to the lockdown, these were modified with no five point scale for subject areas. There were comments for English, Maths and Other Learning.

Please contact teachers via email if more information is required, or there are any concerns about your child.

e. Got It Program

This program, run by members of the Department of Health, is beginning to be rolled out to families and the school community. It is aimed at increasing children's resilience and should be very valuable.

f. Sway as a platform for the Loop Newsletter

The School has been experimenting with a new platform for the Loop, called Sway. Feedback is requested, and if it is favourable, this platform will be used for future editions of the Loop.

(Lorna Baker reported that with this platform, the Loop looked great on her laptop, but was difficult to see on a mobile.)

g. Hall Rebuilding

The PRG [Project Reference Group] Committee met for the first time at the end of last term. The main focus was which site, of three candidates, was the most suitable site for the new Hall. The new

Hall will be larger than the old one, as the enrollments are greater than in the past. We are entitled to a 300 m² hall with a 350 m² adjoining COLA. There would be no additional classrooms attached.

Option 1: The original site

The new hall would have a larger footprint than the old one, so if it was at this site, it would get close to Northwood. As it is in the middle of the school, access for building machinery would be more difficult, especially during school hours.

However, this would be the cheapest and quickest option, as the site would not need significant alteration.

Option 2: The Bull Ring/Tennis Courts

There would be enough room for a Hall and COLA here, and it is a reasonably level site. It would allow easy access for equipment during building. Once operational it could be a separate precinct, with community hirers able to access it without entering the school proper.

It would allow an attractive façade to be presented to Austin St, as it would be 6 metres high. If this site was used for the Hall, the old site could be made into just a Canteen area with a playground and landscaping.

However, we would lose the current tennis courts at the Bull Ring – this cannot be placed on the roof of the hall. One solution would be to have a multipurpose tennis and other sport court at the current site of the oval. This would mean the loss of the largest area of real grass in the school – could this be replaced by grass at the site of the old hall?

Option 3: Coral Park

The only way to fit the Hall here would be to have an odd J shaped hall with the COLA set at an angle. This would mean that the stage would not be in the direct line of site of some in the hall. Also, as the building would be 6 metres high, there would be almost no sun on the Tambourine Bay building, which is already quite shaded.

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The preferred option is the Bull Ring. The architects are looking at the costs. This will then be presented to the Loss Assessor, for approval. If this site is chosen, it will cost more than the old site – the school community's contributions would help.

(Concerns were raised by Em Patterson that these decisions are being made without school community input.)

The Department of Education's Community Engagement Officer will set up a website once the preferred option is confirmed. This site will allow online community consultation and feedback – there will be time for consultation with the community prior to decisions being finalised.

Ultimately the school and the hall are under the jurisdiction of the Department of Education – they will make the final decision even if we voice our opinions strongly. Mr McKinnon reassured the P&C that the PRG has a number of good people on it, including the Director, who is “in our corner”.

#### ***h. Security Fence***

The Security Fence will soon be fully functional, so that people will need to use the Austin St Gate to buzz for admittance to the school during school hours.

A number of parents flagged that this gate is very heavy, and difficult for kindergarten students to push open by themselves.

#### **4. Treasurer’s Report**

The P&C continue to be in a reasonable position financially, with \$300, 000 in cash reserves. Job Keeper and Small Business Boost payments are being received and helping us maintain our reserves despite the inability to fundraise this year.

After 27<sup>th</sup> September, 2020, Job Keeper will certainly look different but there is not a lot of detail from the Government as yet. There will be a requirement for us to re-test ourselves for eligibility, and re-test regularly.

The cost of employee wages is being covered by Job Keeper, so the only expenditure is insurance and the usual annual expenditure for the school. Our main revenue raisers, the Fun Run and the Gala, are unable to be held this year due to COVID 19.

Renae Buckley asked if there is a plan for income generation – people to look for grants and donations. For example, could we look at investing in new home readers? IF we had a wishlist of Top 5 things wanted, we would be in a stronger position to apply for grants or ask a donor for these specific things.

Mr McKinnon replied that a virtual library was trialed but found to be very expensive, but Reading Eggs has been made available to the younger children. Myles Davis stated: we, the P&C, are happy to support the school, but generally wait for Mr McKinnon to let us know what he needs funds for.

Mr McKinnon explained that the school is coming to the end of a planning cycle – 2018-21. In the next planning cycle, the school will identify areas that need additional funding and ask the P&C.

The Hall Rebuild is another area in which funds will be needed, so this needs to be kept in mind.

There was a strategic list prepared by Myles Davis last year as the P&C president, in consultation with Mr McKinnon – this is listed at the end of these minutes, as an Appendix. This has not been revisited this year due to the Hall fire and COVID taking centre stage.

## 5. Sub Committee Reports

### a. Music

Michelle Garrington reported for the Music Committee.

Face to face rehearsals and tutor lessons are going well so far this term, having resumed in Week 1. COVID 19 guidelines are being adhered to. There has been an increase in withdrawals from the Music Program this term – this was expected as Zoom and online music lessons tend to decrease the motivation of young children. A number of parents kept the enrollment until now, probably to see if their child's enthusiasm would return with the return to face to face lessons.

We normally start enrollment and Bang, Blow, Scrape in the last week of August or the first week of September. This year, due to COVID 19 the committee will need to make decisions about whether to hold this event later or in a different manner.

### b. Canteen

Em Patterson reported from the Canteen Committee.

The Canteen is running smoothly, with no issues regarding menus and with good support from local businesses like Ground Café.

There are no volunteers in the Canteen at the moment. The space is large enough, even with COVID restrictions, for Karen to work with two volunteers. Karen stated she needs two volunteers on Thursday and Friday, as the number of lunch orders is very large on those two days. Last Friday there were 150 lunches ordered!

Mr McKinnon stated the guidelines allow volunteers, but not purchasing of snacks by children at recess and lunch. If volunteers are to resume, the committee will need to arrange this via their program.

There is a need for new Canteen Committee members, but no one is putting their hand up yet.

Issues such as when and how deliveries will be allowed through the gate will be sorted out with Mr McKinnon. The hot water is not working - this has been reported to the school.

### c. Uniform Shop

Carryn Gottcent reported that the committee had made the decision NOT to let volunteers back into the Uniform Shop. It is a very small space, and would not allow adequate social distancing. This has an implication as far as getting new members to join the Uniform Shop Committee – at the moment a person has to have volunteered at the shop for two terms prior to being considered for the Committee. Committee members do need to understand how the shop runs.

Tarren Smith is continuing to do a great job using Munch Monitor to process orders – she is working very hard with this.

Tarren and Santhi King are resolving the Point of Sale issue that arose when new laptops were obtained. Once they have decided which solution is the best, the Uniform Shop Committee will have a meeting then present the P&C with a recommendation.

Given the urgency to resolve this issue as soon as possible, the recommendation will be sent to the P&C Executive for approval, prior to the next General Meeting of the P&C.

A **Polo Shirt Uniform Change** had been proposed last year, and a survey had found that there was an almost 50:50 split in the opinions of the school community as to whether to change the colour or keep the polo shirt white. We know, from the recent uniform change at St Michaels, that any change would result in the loss of tens of thousands of dollars.

Therefore, Carryn Gottcent proposed a motion to put a halt to the proposal to change the colour of the polo shirt. This was carried unanimously.

There is a Department of Education requirement that we provide a unisex uniform option to students. The simplest change would be to allow girls to wear green shorts. Carryn will discuss how to communicate this with the school community with Mr McKinnon.

Carryn then informed the P&C that she intended to resign from the position of Uniform Shop Convenor at the next AGM, and declare the position vacant. As yet, there is no one volunteering to take her position. Myles Davis, on behalf of the P&C and the school community, thanked her for her efforts in the role of Convenor.

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

Myles Davis reported on the Fun Run, as Michelle Thomas, the Convenor, was unable to make it.

The committee had met to consider a smaller or virtual event this year, but ultimately decided that it was not feasible in terms of the effort, the timing and the lack of expertise in the Committee in how to set up a virtual event.

A Motion was proposed by Myles Davis to formally postpone the Lane Cove Fun Run this year. This motion was carried unanimously.

### **6. General Business**

#### **a. Fundraising**

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

In Term 3, the P&C letter requesting a voluntary donation is usually sent out. Myles Davis asked the P&C whether they approved of sending out the letter this year, in these circumstances. This was approved.

#### **b. Thank you to the Teachers**

Myles Davis has arranged, on behalf of the P&C and the school community, a gesture of thanks for the hard work of the teachers and staff during the ongoing challenges of COVID 19. They have been sent a letter asking them to choose one meal, for them and an adult partner to be provided by Delhi Hut or Ground Café.

They have the option of a meat or a vegetarian meal from either establishment, and this meal will be delivered to the school for them to take home.

Mr McKinnon expressed his thanks for this gesture, and stated it was very much appreciated by the staff.

At the request of the P&C, Myles Davis will report this in the Loop, and Em Patterson will publish a post on the P&C Facebook page.

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

Myles Davis reminded the P&C that at the last general meeting a possible change to the reporting lines for P&C employees was flagged. This was proposed because of a longstanding perception that senior committee roles are difficult to fill due to the lack of experience and confidence volunteers have in administration and HR. P&C operations have grown so that we function in effect like a small business.

We have not had a Canteen Convenor or a Music Convenor for an extended period and soon we will not have a Uniform Shop Convenor. Other senior roles such as Treasurer in various committees are still vacant.

The proposal is to have P&C Finance Administrator in charge of managing other P&C staff, with job roles otherwise staying the same. The P&C Administrator would then report directly to the Executive.

One change proposed since the last meeting was that the Music Administrator, currently Michelle Garrington, would not be included in this change. This is partly due to the fact that Music has always been a separate operation, and currently there is no functioning music committee. Michelle works closely with the dedicated Music Teacher, Sally Robinson, and with Mr McKinnon.

Tarren Smith stated that she felt the idea needed more thought, and that a change felt premature right now. She stated that she felt this was not the correct forum for this discussion, and that any change needed more thought. She agreed that it is hard to get volunteers, but would like much more clarity about job descriptions.

Myles Davis stated that his plan was for nothing to change with each role, except for the reporting lines. This proposal was about freeing up head space for volunteers so that they felt more able to put their hands up for these senior roles. He wanted to be as transparent and open as possible with everyone, so he felt this was the only correct forum for this discussion.

Elaine Bean stated that this was a HR change, and that a paid employee reporting to a volunteer was problematic.

Formal job descriptions for each role are with the various committees and tend to be rewritten when a position is vacant and being filled. So this happened fifteen years ago for Karen Solway, three years ago for Tarren Smith, a year ago for Santhi King. Dave Roberts is happy NOT to change the job descriptions if this is not required.

Carryn Gottcent sought clarification about where this discussion was going – was a vote sought tonight or was this just a discussion? She felt a lot of issues needed to be fleshed out. Would be the fiscal impact, as the Finance Administrator role would become more complicated and probably require more hours? From a Convenor's viewpoint, the implications of the change are not clear. In the Uniform Shop, would the change make a significant difference? Time sheets don't take long to fill out. Would this achieve the desired outcome of attracting more people to these roles?

Tony Nolan stated he was in favour of the change, as the P&C was like a small business. The subcommittees are not legally separate from the P&C.

Dave Roberts pointed out that from a business perspective it makes sense to have a centralized reporting structure, and he had been surprised to find that this was not the case when he took over as treasurer. The P&C exists under the relevant Acts and the P&C Executive has oversight over all employees.

Considering governance, we need to make a change, and the faster we make a change the better for the smooth running of the P&C services. The reality is that the Uniform Shop and the Music Committee have no treasurer, so the P&C Executive has to take up these responsibilities.

Tarren Smith stated that it felt like this change feels rushed, without consultation.

Darshini Heaney pointed out that COVID 19 restrictions have meant that there are no opportunities to informally chat to each other about changes like this, so that it may feel abrupt to some. At the moment we only have two meetings a term to flesh out ideas together. However, the centralisation of reporting would allow a paid employee to provide some continuity over the years, as parents come in and out of committee roles.

Em Patterson stated that the Canteen Committee needed to meet and discuss the proposed changes with the three employees and update job descriptions as part of this process. As a result she requested time to do this.

Carryn Gottcent stated that the general idea of a centralised role is needed and appreciated. However, we need to work out the Job description of the Finance Administrator and pull key stake holders together.

The onus is back on the committees to review the roles and recommend any changes that may be required to allow the P&C to make an informed vote on this change at the next meeting.

The plan is to hold a vote at the General Meeting on 15<sup>th</sup> September.

#### ***d. Communication of Teachers with Parents***

Sara Khodayari stated that she is a new parent to the school and so has had two terms to try to understand the communication lines.

She praised the overall communication to the **general** school community about COVID and the Hall fire and other matters, using the Loop and emails.



However she feels that **class specific** communication has been lacking. There has been a lot of uncertainty in her class over issues such as which day sport is on or who the teacher will be (there has been, due to COVID, staff changes which has affected this class significantly).

Having clear communication about these sorts of issues would put parents minds at ease. It would also be more efficient than each individual parent emailing the teacher to ask about a class wide issue. Having clarity about the communication protocol would also be helpful.

Mr McKinnon acknowledged the fact that there had been unexpected changes in staff particularly affecting this class. It is his responsibility, and that of the deputy principals, to communicate with parents about staff changes, but he prefers, as a rule, to wait until he is certain before he contacts parents.

Mr McKinnon stated that at the start of each term, and especially at the start of each semester, children take home information about what they will be learning, planned activities and other events. He is encouraging teachers to use email and Google Classroom to send electronic messages to parents. Some teachers are less comfortable with the newer technologies, however. Mr McKinnon encouraged the teachers to respond to parent emails within 48 hours. He will send out the parent teacher communication protocols again.

Another source of information for parents should be Class and Grade Parents. However, Mr McKinnon clarified that communication with parents was the responsibility of teachers and that class parents are there only to assist the teachers.

Tony Nolan flagged the idea, again, of electronic notice boards as a means of communication with parents.

## Appendix

### 7. Lane Cove Public School P&C Strategic Funding Initiatives

#### a. Annual Contributions

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

#### b. 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 Mens Shed                                 |          |
|                          |                                                       |          |

#### c. 2020 Funding Requirements

|                                                    |                                                                          |                         |
|----------------------------------------------------|--------------------------------------------------------------------------|-------------------------|
| Solar Power Upgrades                               | Up to 55kWh 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              |                                                                          |                         |

**d. 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              |                                   |

**e. Key:**

|                 |                        |
|-----------------|------------------------|
| black on white  | P&C Recommendations    |
| red on yellow   | Principal Suggestions  |
| black on yellow | P&C & Principal agreed |