



Lane Cove Public School P&C General Meeting

Meeting Minutes

15/09/2020 - Term 3, Meeting 2 via ZOOM

Meeting held remotely on ZOOM due to COVID 19

a. Present:

Myles Davis (President)
David Roberts (Treasurer 2020)
Darshini Heaney (Secretary)
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)
Karen Solway (Canteen Manager)
Michelle Thomas (Fun Run Convenor 2020)
Santhi King (P&C Finance Administrator)
Giovanni Alvarado
Terry McKinnon (Principal)

b. Apologies:

Lorna Baker
Brendan Hood

2. Minutes from Previous Meeting

Accepted

3. Principal's Report

Usually, Term 3 is jam packed with events, but not so this year, due to COVID 19. There will be a Mufti Day on Thursday, 24th September, however – the second last day of term, as each class has been assigned a section of the black boarding to decorate with paint and handprints.

a. Education Week

Due to COVID 19, it was not possible to have visitors to the school in the usual way for Education Week. In lieu of this, there were links to a webpage for each class - there was a panoramic photo of their classroom on display online, as well as samples of class work.

This went very well – it may be kept as a feature of future Ed Weeks, in addition to the usual in person events.

b. School Photos

School photos were taken today for some grades and for others on Thursday this week. Staff photos were not taken this year due to the need for social distancing.

c. Got It Program

This program, run by members of the Department of Health, is aimed at increasing children's resilience and increasing student wellbeing.

Teachers have been getting professional education in an emotional coaching and problem solving approach to behavioural issues which has already started to help them help the children negotiate conflicts and strong emotions.

d. COVID 19 Restrictions

PSSA has been cancelled for now due to COVID, but carnivals that were to be held may be able to be rescheduled in Term 4.

The NSW Government is expected to issue new guidelines for schools during the holidays – it is hoped that we will be able to resume all face to face musical activities.

The Year 6 Fete and Farewell are both planned for Term 4 – the Fete's date was pushed back in the hope that restrictions would be reduced by then. We are NOT sure at the moment, how the Farewell and Fete will be impacted by the restrictions.

e. School Vision and Direction

During Term 3 and 4, 2020 the school executive and teaching staff are evaluating how things have gone with the school over the last four years. They are performing a situational analysis of the school at present, and where to head over the next four year planning cycle. This information will be used to form a school plan, which will then be shared with the community for feedback.

The Tell It From Me Survey is a crucial source of data from parents. So far there have been 90 respondents – we need to encourage as many people as possible to do this from as wide a pool as possible.

f. Hall Rebuilding

There is not much to add to what was said at the last General Meeting. The three options for the Hall site (original site, Bull Ring or Coral Park) are still possible, but the preferred site is currently the Bull Ring/Tennis Courts. The Department of Education and the insurer are working through the process of selecting the site.

g. Security Fence and General Signage

The Security Fence is operating well. The heavy Austin St Gate cannot be adjusted so will be kept open during times that it needs to be open.

It was suggested that there be more signage around and outside the school to help parents locate pram and disabled access. Mr McKinnon welcomed this suggestion as well as signs for ADULT bathrooms, as signage around the school is being examined at the moment.

Quotes for replacing the current outward facing signboards with electronic ones are coming in this week – this will be managed by Asset Management. School funds should cover the costs, though Mr McKinnon appreciated the offer of joint funding for this from the P&C.

4. Treasurer's Report

The JobKeeper program in its current form wraps up on 28th September, 2020. We have passed the process to qualify for the next quarter, but we will have to be reassessed again in December 2020 for the following quarter. There has been a split in the rate and a reduction in the amount paid to recipients on this program, depending on hours worked in February 2020 and June 2020.

Auditors have been engaged for the end of the P&C Financial Year – this ends on 30th September. To complete the audit, further information will be required from committees, especially Canteen and Music due to the fire earlier this year.

We have applied to the P&C Association for a Membership Fee waiver – they are working through this.

The bank balance is fairly flat, as most of our outgoing costs so far have been covered by JobKeeper, while income from fundraising is minimal this year.

We have received a \$33,000 grant for use to upgrade the Bull Ring. However, the original plans are now on hold, as the site may be used for the new hall. The funds have therefore been placed in a quarantined account.

5. Sub Committee Reports

a. Music

Michelle Garrington reported for the Music Committee.

Conditions for music ensembles have changed part of the way through this term due to COVID restrictions – no brass or woodwind instruments have been allowed to play together.

The bands have continued to meet face to face, but have not been playing. They are doing other relevant musical activities as a group instead.

A new Music Committee Treasurer, Wesley Wang, has volunteered – Michelle has already met with him. Together, they have reviewed the 2020 budget and almost finished a first draft of the 2021 budget. . Michelle thanked David Roberts for filling in while this position was vacant.

Fees for next year have been set, with an increase of \$10 per fee as had been agreed last year. The fee increase is needed to offset the cost of covering tutor superannuation

Two strings tutors have resigned and will stop at the end of Term 3, in order to pursue opportunities overseas. One replacement has been hired, and a second is to be interviewed this Friday.

Re-enrolment has been commenced, softly. A parent has put together a lovely promotional video for the program. Already a couple of students have re enrolled in the short time since the Loop went out today. Beginner enrolments are likely to be down a little but the plan is to ramp up next term with regard to beginners.

The asset register is being reviewed, with over a 100 items to be removed due to loss in the hall fire.

The new security fence arrangements seem to be going okay, though Michelle would appreciate feedback.

Michelle has discovered that Mowbray Public School has successfully applied for Creative Kids Vouchers for their music program. This would be great for us so Michelle has reached out to them to find out how they achieved this. David Roberts will discuss this further with Michelle, to help her with the process.

Michelle also thanked Elaine Bean for updating the website.

b. Canteen

Karen Solway reported about Canteen issues.

With the new security fence, there have been some changes to deliveries. Most deliveries are now coming after 9:30am. However, milk is no longer on the menu, as no milk company will deliver during school hours. In the past they had had a key and put milk directly in the fridge, but the key has been taken back. The company has also decided to only deliver once a week – the current fridge would not hold enough milk for a whole week, so this is another barrier to having milk on the menu.

David Roberts suggested long life milk so that it would not need a fridge. This would have to be explored by the Canteen Committee – they need to see where long life milk was listed in the traffic light (red, yellow, green) food rating system.

The number of hours worked by the canteen employees was discussed – there is a need to balance out hours with some regard to the amounts being paid under JobKeeper. David Roberts stated that at this stage it was not likely that Karen's hours would be reduced as the Canteen Manager. Becky and Charlene, the two part time staff members, have stated that they do not want to increase hours compared to their pre COVID workload.

The Canteen is getting quite busy, especially on Fridays, when Karen is there by herself until about 11 am. It has been hard to work without volunteers. Mr McKinnon clarified that it was the decision of each school principal as to when and whether to allow Canteen volunteers to return to school – he had taken the view, given the COVID 19 situation in Term 3, to not allow volunteers in out canteen for now.

The demountable building that houses the temporary Canteen is getting very hot – there is no air conditioner. Karen was informed that the Department would now allow air conditioners. Terry McKinnon agreed to check the regulations regarding this.

c. Uniform Shop

Firstly, Myles Davis, on behalf of the whole P&C thanked Carryn Gottcent for her time as the Uniform Shop Committee Convenor. She will be resigning from this position at the AGM. Tarren Smith was also thanked for her time as Uniform Shop Manager.

Carryn Gottcent reported that net profit this year was only \$9,700 compared with \$40,000 last year. (The full report with a breakdown of figures is attached as an addendum to these minutes.) These figures are concerning, especially as the new Uniform Manager will not be eligible for JobKeeper. The reasons for the decrease in profit are not only due to the lack of second hand sales as this usually generated about \$4000 profit a year.

The Constitution requires the shop to maintain a 25% net profit, which means that prices will have to be adjusted.

The Committee is actively recruiting new committee members from the pool of volunteers. Normally to join the Committee, applicants need to have worked in the Uniform Shop for a couple of terms. This requirement has been waived in light of COVID restrictions.

Stocktake will be occurring soon. Kindy fittings will probably be online this year.

A new Point of Sale System, Hike, will be purchased for use. The Executive is still considering if moving to Shopify, a platform for online transactions, is cost effective and necessary.

The position of Uniform Shop Manager, to be vacated in November by Tarren Smith, is being advertised via the Loop, Seek and the P&C Facebook page. It would be helpful to fill this position soon so that there can be overlap with Tarren and a handover.

Interviews are likely to be held via Zoom. Interviews, according to the constitution, should be done by the Principal, the Uniform Shop Convenor and the P&C President.

Mr McKinnon confirmed he or one of the deputies would be part of the interview panel. Carryn suggested that Santhi King should be part of the panel, as the new Uniform Shop Manager will now be reporting to her. Myles Davis stated that he would be happy for Santhi to be on the panel and also act as his proxy if need be. However, if the time of the interview was suitable, he would take part.

d. Fun Run

Michelle Thomas, the 2020 Convenor, had little to report as the Fun Run had to be abandoned this year due to COVID 19.

Myles Davis requested that there be a postmortem meeting to work out the plan for 2021. The hope is that a Fun Run can be held then but this depends on the situation with COVID 19. Michelle Thomas agreed that this can be arranged.

She will report back to the P&C AGM in November.

6. General Business

a. Succession Planning

At the AGM Caryn Gottcent will step down as the Uniform Shop Committee Convenor. Elaine Bean will also step down from her longterm role as in Strategy and Web support. Therefore we will lack a Convenor in all the Committees unless new people step up. (At the moment the Canteen Convenor role is being filled in an acting capacity, but this is temporary.)

The Tell It From Me Survey has specific questions about volunteering as the School Council flagged this as a concern. Mr McKinnon will be able to feed back some of the data collected by the time the next P&C General Meeting occurs.

Giovanni Alvarado (welcomed as this is his first P&C Meeting) asked whether two parents could work together in a role. We confirmed that this was fine, and any and all help to share the workload would be appreciated. The general structure of the P&C, with an Executive and four subcommittees was outlined briefly to him.

b. Resignation of Lorna Baker

Lorna Baker has resigned as a General Member of the P&C – this is noted for the record.

c. Voluntary Donations

Myles Davis stated that P&C Voluntary donations are significantly down compared with last year. This is likely to be due to the effects of COVID 19.

d. Kindy Booklet

There has been feedback from the general community that it is hard to find relevant information about the running of the school and the P&C.

Myles Davis has an electronic copy of the P&C Kindy booklet. He will circulate this to convenors and other relevant parties so that it can be reviewed. For example this year the section about face to face Kindergarten uniform fittings will have to be temporarily removed.

Once this has been done, the booklet can be distributed.

e. Change in Reporting Lines for P&C Employees.

At the last two P&C General Meetings, a change in reporting lines for P&C employees has been discussed. (See attached two page document at the end of these minutes).

The proposal is that the Subcommittees would retain responsibility for strategic direction, approval of large expenditure items, final approval of recruitment decisions and related items.

The P&C Finance Administrator, currently Santhi King, in an expanded role, would be able to approve timesheets and small expenditure items, would complete annual performance reviews for Music, Canteen and Uniform Shop Staff, and be responsible for the day to day management of the staff. She would also assist in recruitment and preparing annual budgets. The Finance Administrator would then report to the P&C Executive.

The day to day responsibilities of the current staff would not change, but the intent is to reduce the HR burden on Convenors of the various committees. It is hoped this would make it easier for parents to volunteer for these roles.

The details of the proposal are attached at the end of these minutes.

At the last General Meeting, Myles Davis had stated that Music would be kept out of these changes, due to the unique place of the Music Program in the school. However, he received a great deal of feedback suggesting that it would be more consistent to have all P&C staff included in the proposed change.

As a result of this feedback, the Music Administrator was placed, with the Uniform Shop Manager and the Canteen employees, under the direction of the Finance Administrator.

Just prior to this meeting, the Executive had approved this plan, and the change will come into effect with the new P&C Financial Year, on 1st October 2020.

Michelle Garrington, as current Music Administrator, stated that including Music was unexpected as this change had not been communicated to her prior to this meeting. She felt that the proposal needed to be discussed further and have more clarity about the implications to the staff and programs.

Caryn Gottcent suggested that, for future changes to employee roles and responsibilities, efforts be made to communicate and circulate these earlier and more widely. She stated that the two page document, prepared by David Roberts and Santhi King, listing clearly the different roles and responsibilities, should be circulated. (This is attached to the end of these minutes, as previously stated.) Caryn stated that she supported the changes in principle.

Em Patterson expressed her opinion was that P&C Executive meetings were the best forum to discuss role realignments in the future.

Myles Davis took this feedback on board, and stated that he understood the criticism about how the change was communicated. However, he was trying to be transparent with the P&C about the changes. He stated that the purpose of these changes were not to alter the day to day roles played by the staff, but to simplify reporting structures and reduce the administrative burden on Committee members. The ultimate aim was to make it easier to fill the various roles in the Committees.

Appendix

7. Uniform Shop Subcommittee Report

Lane Cove Public School P and C meeting

15.9.2020

a. Profit and Loss Report

	2020	2019
Trading Income	122735.49	149755.15
Cost of Sales	94774.24	88386.52
Gross Profit	27961.25	61368.63
Other Income (Job Keeper)	12008.20	6.13
Operating Expenses	30207.28	19585.98
Net Profit	9762.17	41788.78

Committee is reviewing these figures to better plan financially for 2021—costs may need to be increased, especially as we will lose Job Keeper after Tarren resigns in early November.

b. Committee recruitment

We are in the process of actively recruiting new committee members from our pool of volunteers. We will have 1-2 vacancies on the committee next year.

c. Kindy fittings

We are in the process of planning for kindy fittings given covid restrictions. Likely will depend heavily on on-line sales.

d. POS/Hike Implementation and Possible move to different online sales platform

The committee reported to the Exec team one month ago on a proposed move to a POS system via Hike (approved by Exec, implementation being sorted) and a proposal to move to a different online sales platform (Shopify or similar). Throughout 2020 we have had multiple problems with Munch Monitor which have used up significant staff hours (and funds). Still awaiting a response from the Exec team.

e. Uniform Shop Manager position

We are advertising the position via Seek, and it has also been listed in the Loop and on the P and C FB page. Applications close 19th September. Interviews will need to be conducted with Principal and P and C president and/or proxy. Suggestion that Santhi King also attend interviews.

8. Finance Administrator – Expanded Role Proposal

a. Finance Administrator – Additional Responsibilities

Finance Administrator – Additional Responsibilities	Santhi's Relevant Experience
Day-to-day management of Music; Canteen & Uniform Shop Staff	<ul style="list-style-type: none"> Has managed large M&A project teams with day to day responsibility for staff seconded or assigned to projects, in a matrix management type structure As Head of Planning & Business Analysis for AMP Capital, managed a small team of 4 management accountants including recruitment and annual performance reviews As HR Manager for the Private Capital & Listed Assets division of AMP Capital, has been responsible for day to day management of HR operations including recruitment, performance management, policy development, organisational development, remuneration
Completion of annual performance reviews for Music; Canteen & Uniform Shop Staff	
Assist in recruitment of staff for the Music / Canteen / Uniform Shop, including reviewing resumes, conducting interviews and providing recommendations to the respective sub-committees	
Assist (in conjunction with the Music / Canteen / Uniform Shop) in preparing annual budgets for the Music / Canteen / Uniform Shop for approval by the Sub-Committees	<ul style="list-style-type: none"> Has been responsible for developing the annual sales and marketing revenue plan for Air NZ, in the capacity of Business Analyst Has managed the \$180m expenditure budget for the divestment of a large insurance business Has presented budgets for approval by project Steering Committees as well as Board Committees
Approval of timesheets for Music; Canteen & Uniform Shop Staff	<ul style="list-style-type: none"> Has been responsible for approval of chargebacks / allocation of costs for staff seconded to projects
Approval of expenditure up to \$500 (per invoice) for Music; Canteen / Uniform Shop	<ul style="list-style-type: none"> Has had overall expenditure budget / cost centre responsibility with delegation of authority of \$50k per invoice

b. Sub-Committee – Core Responsibilities

Responsibilities
Setting strategic direction for the Music / Canteen / Uniform Shop.
Endorsement of annual budget and tracking progress against annual budget.
Responsibility for overall financial performance of the Music / Canteen / Uniform Shop
Strategic decisions regarding changes to menus (Canteen) / uniforms (Uniform Shop) / music offerings (Music) and all pricing decisions.
Strategic decisions regarding changes to suppliers.
Approval of all expenditure in excess of \$500 (excl Wages).
Final approval of all recruitment decisions for Music / Canteen / Uniform shop staff.
Noting (at committee meeting) of employee performance reviews.