



Lane Cove Public School P&C Annual General Meeting

Meeting Minutes

17/11/2020 - via ZOOM

Meeting held remotely on ZOOM due to COVID 19

Present:

Myles Davis (President 2020)
David Roberts (Treasurer)
Darshini Heaney (Secretary 2020, President 2021)
Victoria La Fontaine (Secretary 2021)
Em Patterson (VP School Community, Canteen Committee Acting Convenor)
Renaë Buckley (VP Community Partners 2021)
Elaine Bean (Strategy 2020)
Ursula Phillips (Communications and Strategy 2021)
Kim Phillips (Grounds Coordinator 2021)
Michelle Garrington (Music Administrator)
Tarren Smith (Uniform Shop Manager 2020)
Carryn Gottcent (Uniform Shop Convenor 2020)
Santhi King (P&C Finance Administrator)
Julia Hoffman
Derek Waterman
Bryan Buedeker
Kailee McDonald
Tory Isgrove
Kalliopi Dasou
Sarah Smyth
Terry McKinnon (Principal)

Apologies:

Lorna Baker (General Member)
Tony Nolan (General Member)
Brendan Hood

Minutes from Previous Meeting

Accepted

Contents

Lane Cove Public School P&C Annual General Meeting	1
Meeting Minutes	1
Minutes from Previous Meeting	1
1. President's Report	3
2. Treasurer's Report	3
3. Sub Committee Reports	3
4. Election of Executive Positions for 2020	5
5. General Committee Roles	5
6. P&C Events Calendar	6
7. General Business.....	6
8. Principal's Report.....	8
9. President's Report	10
10. Treasurer's Report	14
11. Canteen Report.....	15
12. Uniform Shop Report.....	16
13. Music Programme Report	18

1. President's Report

Myles Davis presented the President's Report for 2020 – see section 9.

2. Treasurer's Report

David Roberts presented the Treasurer's report.– see section 10.

This has been a challenging year, with the Hall and Canteen Fire, loss of instruments, loss of revenue from fundraising events and a substantial decrease in canteen and uniform sales. However, due to Government support, profit increased this year by 12%.

Due to the hard work of the P&C over many years, we remain in a strong cash position – cash in hand has increased slightly over the last 12 months. We need to be mindful of the challenges of changing demographics resulting in changes to volunteering.

Thank you to Santhi King for all her hard work over this year – the Treasurer role would have been much harder without her significant efforts. (This vote of thanks was echoed by Myles Davis).

3. Sub Committee Reports

a. Uniform Shop

The Uniform Shop AGM Report was tabled by retiring Uniform Shop Convenor, Caryn Gottcent – see Section 12.

Caryn thanked Tarren Smith especially for her work updating the Uniform Shop Policy this year, as well as performing her role as Uniform Shop Manager with competence. She also thanked Lisa Ballisteri, for her years of dedicated service to the Uniform Shop.

Sales decreased 14%, net profits decreased by 41%. The reduction in net profits was partly due to the ordering system – indent orders are placed to lock in lower prices, but sales had decreased this year, unexpectedly.

A price review has been completed – this was necessary as the Constitution requires a profit margin of 25%, costs have increased and prices had not increased for years.

Caryn is stepping down as Convenor, but remaining on the committee – she will take up the role of Secretary. However, for now there is no Uniform Shop Convenor or Treasurer. There are three new general members this year – Julie Hoffman, Lorna Baker and Kerri Manganaro.

Myles Davis thanked Tarren Smith, Lisa Ballisteri and Caryn Gottcent for their respective roles in the Uniform Shop Committee and Shop over the years.

b. Canteen

Em Patterson presented the Canteen Report – see Section 11.

Thank you to the Canteen Staff, Karen Solway (Canteen Manager, celebrating 15 years in the job this year), Becky Ralph and Charlene Chen for their work over this challenging year. Also, thank you to the Canteen Committee in a difficult year.

Canteen Turnover decreased by 35% due to the Hall fire and COVID, while extra expenses were incurred due to the loss of equipment in the fire.

However, profit doubled compared to previous years, due to the Jobkeeper payments to staff. If this had not been available, the Canteen would have run at a small loss this year.

c. Music

In the absence of a Music Convenor, Michelle Garrington presented the Music Committee Report – see Section 13.

Many Music Committee roles remain vacant (the Treasurer position is filled) : Convenor(s), Secretary, Tutors Convenor, Events Convenor, Senior Music Camp Convenor (Special Project), Instrument Co-ordinator.

There are Instrument Officers for most instruments, but the Flute Instrument Officer role remains vacant.

Michelle Garrington expressed thanks to Kate Blue, Amanda Mudaliar, Vivian Chen, Sue Manning and the Instrument Officers especially for their help after the fire.

Ms Sally Robinson, Music teacher, was deeply appreciated for walking the children back from the Cove Room after morning rehearsals, and for everything else she has done to support the Music Program this year.

Thank you to David Roberts for his help with the Music Committee finances early in the year, and Wesley Wang for taking up the Music Committee Treasurer role. Thank you to Santhi King for help on the Music Committee budget.

Also, thank you to Band Parents and all the other volunteers throughout the year.

d. Fun Run

No Fun Run was held this year due to COVID 19. Thank you to Michelle Thomas for taking on the role for 2020, before it was cancelled. Michelle is unable to coordinate the Fun Run in 2021 due to changed circumstances.

We are therefore still looking for a coordinator for the Fun Run for 2021. It is a major fundraiser for the school and it is a great loss if it were not to continue.

The role is much more defined than in the past and the processes and procedures have been documented extensively. The role can be shared, as it was in 2019. It would be a great role for someone interested in using or developing Event Management Skills.

e. Gala

Again this was not held this year, due to COVID 19.

4. Election of Executive Positions for 2020

Mr McKinnon formally took over the meeting, as all roles were declared vacant. He endorsed all that had been said during the meeting.

Though there has been a significant drop in fundraising this year, due to COVID, he admired the enormous creativity and tenacity shown by the parent body, and the willingness to take on an increased workload.

A huge thank you to the P&C from the School, especially with regard to the prompt help after the Hall fire and through COVID 19 challenges.

Mr McKinnon specifically thanked the long serving P&C members stepping down from roles this year, including Elaine Bean, Andy Sullivan. In particular, thank you to Myles Davis for his work initially as Secretary then President. He has been a strong and consistent support to the school throughout his time in office. Also thank you to Tiffany Davis in her volunteer roles and in support of Myles.

The P&C Executive roles each had one nominee, duly elected, as follows:

President: Darshini Heaney (Nominated: Myles Davis, Seconded: Elaine Bean and Em Patterson)

Treasurer: David Roberts (Nominated: Myles Davis , Seconded Em Patterson)

Secretary: Victoria La Fontaine (Nominated:Em Patterson, Seconded: Myles Davis)

VP School Community: Emily Patterson (Nominated: Myles Davis, Seconded: Elaine Bean and Darshini Heaney)

VP Community Partners: Renae Buckley (Nominated: Myles Davis , Seconded Em Patterson)

5. General Committee Roles

The other official roles in the P&C also had only one nominee and were elected as follows:

Communications/Strategy and Management: Ursula Phillips (Nominated: Myles Davis , Seconded: Em Patterson)

Grounds Co ordinator: Kim Phillips (Nominated: Myles Davis , Seconded Em Patterson)

General Members: Tony Nolan (Nominated: Darshini Heaney, Seconded Myles Davis), Lorna Baker (Nominated: Darshini Heaney, Seconded Myles Davis)

6. P&C Events Calendar

COVID restrictions have meant that we have been unable to hold any P&C Events this year, other than the Welcome BBQ at the start of the year.

The level of restrictions that will be in place in 2021 is uncertain. Therefore we will wait until early next year to reassess the formal Calendar. We will need to be flexible in planning events next year.

A schedule of P&C General Meetings will be circulated at a later date.

7. General Business

a. Proposal for a Movie Night

Bryan Beudeker proposed a Movie Night at the Lane Cove Golf Club, outdoors on the green.

This idea has the support of the President of the Golf Club, so long as the green is protected from damage. The Golf Club is owned by Lane Cove Council and is currently underutilized by the wider community.

There would need to be good marshalling of the crowd, and the proposal is that it be limited to 200 tickets, as this is comfortably below the 300 person limit for outdoor events currently in place. Bryan would put together a COVID Safe Plan.

It would be held after dark, so food vans in the car park would not be safe or practical, but there is a bar available at the Golf Club. The attendees could BYO snacks and non alcoholic beverages. A LCPS music group could provide some entertainment prior to the movie.

There is adequate parking at the Club and on surrounding roads, and many people from the school live close enough to walk.

Myles suggested a rug price – possibly \$50 for a family with the provision of a rug. This would also assist social distancing. Mr McKinnon suggested sending a list of movies to be considered by the SRC.

b. Buddy Bench

Kailee McDonald suggested putting a Buddy Bench in the playground. This is a brightly coloured, prominent seat easily seen by other children and playground teachers, to be used by children who are feeling lonely or excluded. If someone is on the bench, the idea is that other children can ask them to play.

Mr McKinnon had seen these implemented at other schools, but felt it was a school matter. Kailee was invited to email Ms Myers (Deputy Principal for the junior school and well being coordinator) and Mr McKinnon with details of her research into options.

c. Christmas Trees

More orders are needed for trees to get to the minimum number required. Mr McKinnon will arrange an email from the school to promote this.

d. Zoom Account for the P&C

Darshini Heaney suggested the P&C obtain a Zoom Account in order to allow ongoing Zoom meetings next year. This was supported by Caryn Gottcent as she stated this would be useful for the Subcommittee meetings too.

Myles Davis suggested waiting until next school year, then getting one on a monthly basis.

8. Principal's Report

a. Staffing

Two long serving staff members are retiring at the end of this year. They are Wendy Murray, currently teaching Year 2, and Christine Brown, who has been in the office for years.

Sue Sutton, a senior school teacher, is going on leave for 2021.

b. Enrollments

There were 846 students at the start of this year, and this reduced to 810 due to families choosing to move to regional areas, interstate and other suburbs. This was an unusually large number, probably due to the effect of COVID 19.

We expected 825 students at the start of 2021, with 32 classes compared with 34 this year. (We had finding for 33 classes from the Department, based on our numbers, and used internal school funding to pay for one extra class in 2020 to more equally balance class sizes)

There will be 123 kindergarten students, in six classes.

The slight reduction will mean that Northwood, between the old Hall site and the tennis courts, will not have permanent classes. One room will be the Music Room, another will be for Staff Development and Training and the third can be used for PE or sport when shelter is required. These classrooms would be close to one or two building sites next year, which would not be ideal for learning if a class was there permanently.

c. Staff Development Days and Training

This year, students will stop school on Wednesday of Week 10, as usual, to allow for the usual Staff Development Days.

However, next year, there will be TWO Staff Development Days at the start of the school year, so that Year 1-6 will start on Friday, 29th January, 2021. Kindergarten will start the next week.

This will allow staff to have training at the beginning of the year, when they are fresh.

There is no information, yet, from the Department, about how the extra funding for the COVID Intensive Program, targeted to help students catch up from lost learning due to the COVID lockdown, will impact the school.

d. Hall Rebuilding

The three sites previously discussed are still being considered, with the Bull Ring/Tennis Courts continuing to be the preferred site for the new Hall.

We have been assigned a Communications Officer from the Department of Education. They will set up a website for comments from parents and the community about the Hall rebuild.

e. Year 6 Farewell

There is no invitation to parents of student for the Farewell, as there is a concern that this would encourage ex-students and grandparents to come.

The presentations and a tunnel of students for Year 6 to walk through will be filmed.

Possibly Zoom could be used to stream this to parents live. Tarren Smith may organise a venue for Year 6 parents to gather, off site, to celebrate together and watch the Zoom. Myles Davis stated that the P&C would be happy to contribute to the cost of the event for parents. Tarren will investigate venues and costs and discuss this with the P&C Executive.

9. President's Report

Overview

As we headed into the Christmas break last year no one could have predicted a 2020 like we had.

After watching devastating bushfires around the country and feeling for those affected communities, the week before school resumed a fire burned down our Hall and Canteen.

Thankfully no one was inside the buildings at the time. Whilst there was a significant impact on the Community through the loss of the Hall, instruments, AV equipment, music stands and the canteen equipment, most was covered by insurance.

I would like to take the opportunity to thank the NSW Department of Education, the NSW Fire Brigade, the LCPS staff and the broader Lane Cove Community for all of their efforts in the immediate aftermath of the fire. Some key highlights for me:

- Cleaning up of the area, including removal of asbestos, by the Department and its staff, so that our students did not miss a day of school – working all through the Australia Day long weekend to ensure our children were not impacted
- The canteen team sourcing healthy and nutritional meals to help parents and students
- The local businesses supporting our families through providing food to the canteen
- Provision of a temporary canteen for LCPS by the Department
- Current families and students offering to help in any way they could
- Previous students, and their families, offering to help get the school back up and running
- The efforts of our Music committee in getting up and running so quickly and adapting to the “new norm” of new locations and replacing instruments
- Other Schools around the local area offering to lend us instruments to replace those lost in fires
- Lane Cove Council offering rooms for use by the school community
- The Uniform shop ensuring all families had Uniforms available for Day 1
- Lane Cove Rotary donating money to assist in rebuilding the Hall
- GoFundMe page donations – over \$25K was donated to assist us in replacing items lost in the fire

All of the above occurring in a few short weeks to minimise disruption to the students at the school.

The P&C continues to be conscious of its role in supporting the school in providing resources to improve opportunities for all of our children. With COVID-19 impacting the whole community this year, we kept in constant contact with the School to assist staff, teachers and families in any way we could.

Our support for the community and school is achieved through a combination of funds spent, community-building activities and parent/carers volunteers. We have provided the following to the school this year:

Non-Financial/Community Building Support

- Grade Coordinators
- Class Parents
- Kindy Parents welcome night
- Working Bee
- Christmas Trees

Financial

- Kindergarten support teachers
- Support of grounds maintenance
- Updating classroom learning materials and teachers aids
- STEAM resources
- Offering assistance, via the school, to assist families with home school challenges
- Provision of a meal to our amazing teachers and office staff to acknowledge and thank them for their efforts during the year

With Canteen and the Uniform Shop operating under reduced capacity, coupled with our inability to put on fundraising activities (Gala and Fun Run), the P&C still managed to generate excess funds in 2020. This was due mainly through:

- JobKeeper payments
- Cashflow Boost Grant

The P&C was awarded a \$30K Community Funding Grant, this year, to help re-surface the Bullring. This work has not yet started as we await confirmation from the school of the Hall re-build location and any funding we may need to provide to support this initiative.

The P&C Executive responded to feedback around staff responsibilities for our sub-committee Convenors. As a result, this year, we re-organised the P&C staff reporting lines. Rather than reporting to the sub-committee Convenors, the P&C staff now report directly to the P&C Coordinator. Overall responsibility for all staff now sits with the P&C Executive. The major reason for this change was to reduce responsibility and workload on Convenors which we expect to make these roles easier for people to manage as volunteers. This change became effective on 1st October 2020.

Sub-Committees

The Uniform Shop juggled the COVID-19 restrictions proactively. Tarren Smith and the Committee were quick to work through an online-only ordering process to assist parents clothe their growing children. A lot of work goes on in the background to get these new ways of working going smoothly and the efforts are appreciated.

Our Canteen team really stepped up this year. We were unable to have volunteers in the Canteen for most of the year which has meant Karen, Becky and Charlene have worked tirelessly to maintain an offering for the students and their families. We appreciate their efforts and we all look forward to getting volunteers back in the canteen in 2021.

Our Music Program has demonstrated its resilience this year. The efforts of everyone involved, from Michelle Garrington, to our Tutors, to the students and parents to keep the program going this year is amazing. Well done to everyone given the challenges you all faced. Zoom is not an ideal way for the students to learn but for the conductors/tutors to learn how to use the technology and encourage the students to learn via Zoom is a credit to the dedication of all involved.

Fun Run

Due to COVID-19 restrictions the Fun Run did not go ahead. We looked at options to trial a Virtual event however there was not enough time to get this up and running for 2020.

There is a risk that the Fun Run may not continue going forward unless volunteers can be found to run the event. This would be an enormous loss as, not only is it a wonderful community event, it is also the single biggest fundraiser for the P&C.

Community Events

Unfortunately we were only able to run a Kindergarten parent welcome event this year due to COVID-19 restrictions. 2020 was the year we were planning on trialing new events, such as family movie evenings and Food of the World. Hopefully, if COVID-19 restrictions ease, we can try to run these in 2021.

Community partners

A special thanks to all of our Community Partners who without their sponsorship we would not be able to provide anywhere near the number of projects to improve our children's learning environments. Given they are mostly small local businesses we appreciate all of their support and contributions to building our strong community.

P&C Service

A special thank you to the Executive Committee for providing their assistance over the year and ensuring a smooth running of the P&C. As a volunteer organisation I am continually amazed at the efforts people will go to whilst balancing family, work and other commitments. The year has been particularly challenging managing new staff and new roles amongst the COVID-19 challenges generally and I would like to acknowledge the efforts of everyone involved in LCPS P&C.

Finally, I wish to call out the following for their service to the school community:

- Andrew Sullivan – Grounds, Working Bees and Fun Run for over five years
- Elaine Bean – P&C Strategy, Uniform Shop, Christmas Trees, Notice Boards for five years

Conclusion

Whilst it has been a challenging year for the families of LCPS we should take pride in the amazing school and broader community that surrounds us. The support for the school, both after the hall fire and during COVID-19 restrictions, is inspirational. We can approach the future with great optimism knowing the support of the community is there for us all.

I will be stepping down from the P&C Executive this year and wish to thank everyone for their support, input and assistance over the last three years.

Myles Davis

President

Lane Cove Public P&C

17th November 2020

End of President's Report

10. Treasurer's Report

This report covers the 2020 financial year for the Lane Cove Public School P&C Association from 1 October 2019 through to 30 September 2020.

2020 has seen a number of events which has had a material impact on the financial performance of the LCPS P&C. The fire right at the start of the term destroyed the school canteen which reduced the range of services able to be offered, impacting turnover.

This was followed by COVID, which prevented the P&C from running its usual range of fundraising activities and resulted in the closure of the school for a number of months which impacted turnover in both the Canteen and Uniform Shop.

The combination of these events was a decline in total turnover of 27.6% compared to FY19, with varying degrees of impact across the different operating activities. The biggest fall in revenue was reported by the P&C Committee, which fell by 53%, which represents the cancellation of the Gala and Fun Run, our 2 biggest revenue generating activities. Offsetting cancellation of these activities was the one-off contribution of \$15k included in FY20, representing donations raised following the fire.

The other operating activities were impacted to a lesser degree, Canteen was down 35%; Uniform Shop was down 13% and the Music Program was impacted the least down 2.1%.

As result of the decline in turnover the LCPS P&C qualified for Federal Government support, including a one-off \$20k cash flow boost and the Job Keeper program which covered the Canteen, Uniform and Music Program staff.

LCPS P&C reported a profit of \$52,540.60 compared with a loss of \$3,099.72 in FY19. Adjusting for the one-off super contributions in the FY19 accounts there was a still a 19% increase in profit. This profit is directly attributable to the impact of the Job Keeper program, which effectively covered the majority of the salary and wage expense, allowing this operating cost to flow through to the bottom line.

Whilst this year has been impacted on a revenue level, the LCPS P&C has a retained a strong cash position. The cash on hand has increased to \$439k (+\$130k) which includes both the cash flow boost, plus \$33k received from the NSW Government as a grant to support redevelopment of the Bull Ring.

The NSW Government Grant has been recorded as a current liability on the balance sheet, in accordance with accounting standards. As the work on the bull ring is undertaken in future periods this liability will be reversed.

In conclusion, whilst FY20 has been challenging on a financial front the LCPS P&C is well positioned to continue supporting the school community in 2021 and beyond. I would like to also take this opportunity to thank Santhi King, the Financial Administrator for the support over the last 6 months.

End of Treasurer's Report

11. Canteen Report

On Tuesday 21st January this year (2020) the school Canteen was lost in a fire that destroyed the Canteen and the Kit Kirkwood Hall. On Wednesday 29th January 2020, eight days later, Term 1 commenced. Not only did we lose our Canteen facility, we lost the equipment. This includes pie ovens, stove, double door fridge, two chest freezers, upright freezer, cutlery, crockery, and the beloved apple slinky device!

On Monday 10th February 2020 the Canteen recommenced service providing lunches only. I would like to note that only eight days passed without the Canteen providing a service to the school. Thank you to Yvette at OOSH for kindly agreeing to the use of the OOSH classroom and kitchen. This space sharing allowed the Canteen to continue to provide nutritious food to the students at Lane Cove Public School. A lighter menu was created with food made off campus. Thank you to Maggie at Ground Caffè for your creation of lunch packs (sandwich + drink).

With thanks to our Principal Terry McKinnon, and the NSW Department of Education, a demountable Canteen was installed onsite. Operations commenced in the 'new' Canteen with a broader menu. Hot lunch specials returned Tuesdays – Fridays. With thanks to Delhi Hutt, Pho Sam, and Ground Caffè for your ongoing supplies to the Canteen. The Committee worked with Karen (Solway, Canteen Manager) to purchase equipment lost in the fire.

Due to COVID restrictions we are not able to offer counter service at Recess, nor cash sales. All orders continue to be via Munch Monitor and for lunches only. On 23rd October we trialled selling iceblocks (Juicies) during lunchtime. There has been fantastic support from parents/carers to enable Snack Money via their Munch Monitor accounts, allowing students to purchase the iceblocks. We will continue to sell iceblocks during lunchtime on Fridays for the remainder of this Term.

Thank you to the Canteen Manager Karen Solway for flexibility and commitment in the workplace. Thank you to Charlene Chen and Becky Ralph for your ongoing work in the Canteen to deliver lunches to the students.

Thank you to the Canteen Committee for your dedication and commitment to reopening the Canteen as soon as possible after the fire in January. There has been a lot of hours spent planning menus, sourcing and labelling lunch bags, and bringing the Canteen back into operations after total loss.

Finally, I would like to take this opportunity to mention that today marks 15 years of service from Karen Solway, our Canteen Manager. Karen we would like to invite you to a morning tea to celebrate this milestone and personal achievement. Congratulations, and thank you.

Em Patterson – Canteen Convenor

End of Uniform Shop Report

12. Uniform Shop Report

Accomplishments:

- Hired new shop manager Michelle Tannous
- Tarren Smith streamlined our online ordering process via Munch Monitor and created a contact-less system to process refunds
- Tarren Smith participated in updating the school uniform policy
- Tarren Smith and Santhi King proposed Inventory Management System to P&C executive team
- Hike Point of Sale system to be implemented in January 2021
- Kindy fittings now taking place in person in the shop, online bookings required.
- Plan to open shop for regular customer sales in December, will be by online booking only.

Financials:

	2020	2019
Sales New Items	131,705.49	152,527.13
Sales Secondhand Items	5,202.00	8,725.50
Cost of Sales	104,177.70	108,633.37
Operating Expenses	33,813.36	21,302.31
Net Profit	13,223.08	22,598.11

Sales decreased 14%, Net profits decreased by 41%.

Strategies to address financial losses:

- Price increases across most new items to occur from 1 January 2021. School community notified via Loop. No change to prices of used items.
- Second Hand Sale on summer items, covid-safe approach, to occur on 3 December 2020.
- Amount of stock purchased for 2021 (indent orders) decreased from previous year.

Thank yous:

-The committee wishes to thank Lisa Ballistreri, who is leaving the school as her son is completing year six. Lisa was formerly convenor of the committee, and since stepping down from that role she has participated as a general member. She was instrumental in assisting with the Uniform Review Survey in 2019. The committee thanks her for her years of dedication and service to the school, and we wish she and her family well.

-Thank you to Santhi King who has provided invaluable support and advice to both the Shop Manager and the committee.

Committee members for 2021: Fran de Niese, Megan Love, Emily Patterson, Lorna Baker, Kerri Manganaro, Julia Hoffman

Convenor—vacant

Secretary—Caryn Gottcent

Treasurer--vacant

End of Uniform Shop Report

13. Music Programme Report

a. OVERVIEW

The LCPS Music Programme had an incredibly challenging year in 2020.

Firstly, with the fire and loss of the school hall just before the start of Term 1. We sadly lost a lot of our instruments, equipment, and scores as well as our primary rehearsal and performance space. This was devastating for the programme and left our bands without a place to rehearse. However, we overcame the challenges and quickly found solutions. Luckily, we have insurance and systems in place to track our assets making an accurate insurance claim possible. We also found a suitable external venue for bands in time to start for term 1.

Secondly, COVID-19. Coronavirus majorly impacted the way we ran the programme this year. We learnt how to run ensembles, bands and private lessons online and have been very creative in our approach. Not only did the Committee, Tutors and Conductors master new technology but we also had to adapt and learn new teaching methods which conductors/tutors took in their stride and did very successfully.

We are incredibly proud that, even with these unusual events, we kept the programme running throughout the entire year and haven't missed a beat. A lot of other schools shut down their programme in Term 2 however, we maintained over 20 different music groups and ensembles, 30 conductors and tutors and over 300 enrolments.

Overall, despite these challenges, 2020 has been another successful year for the programme.

b. COVID-19 RESPONSE

COVID-19 presented many ongoing and constantly changing challenges.

In response:

- We documented and communicated COVID-19 guidelines and restrictions for the entire programme.
- Group rehearsals and private lessons went online with a revised schedule for all of term 2 and we are set up ready to do so at any moment.
- New procedures and forms were put in place for tutors/conductors in line with department and school guidelines and COVID-19 Safety Plans were submitted by tutors.
- Sanitizer, antibacterial wipes and social distancing measures were implemented across our groups and private lessons.
- The Department of Education, NSW Health and LCPS guidelines were closely monitored to ensure we were adhering to any restrictions and/or changes.
- Regular communications and updates were sent to parents/carers and tutors/conductors.

We would like to thank the school and in particular, Terry McKinnon, for their support and guidance throughout this time. We also thank Myles Davis and the P&C.

c. FIRE / INSURANCE RESPONSE

Seeing the fire and knowing what was at stake was a hard day for all of us. The quick response and support from the school and insurance companies was very appreciated. The committee quickly established that the hall was gone along with everything in it leading to an urgent response to ensure we could still commence the programme in 2020.

Firstly, we started work on securing an external rehearsal space to ensure bands and all of our groups could start in 2020. Discussions and site visits were conducted, and a suitable room was found.

Secondly, establishing exactly what was lost in the fire and beginning the insurance claim.

We would like to acknowledge Kate Blue, Amanda Mudaliar, Alex Manning & Vivian Chan for their roles in either sourcing the venue, working on the claim and/or purchasing and coding urgent instruments, equipment and scores. Thank you also to conductors who helped source quotes and to help determine what we urgently needed. Together with Michelle Garrington a huge amount of work has gone into this. We would also like to acknowledge other local schools and the LCPS and broader Lane Cove community for reaching out with all sorts of generous offers of donations and help.

The final claim has been submitted and we are waiting on confirmation of what the insurers will cover. Once finalised, processes will be put in place for how to manage the funding and the purchasing of replacement items. The limitation with how fast we can replace everything is storage.

Thank you also to instrument officers for assisting with the claim. The list of Officers can be found in the instruments section below.

d. ENSEMBLES / BANDS

At the end and start of each year we review enrolments and aim to adapt our programme to meet the needs of our current students. In 2020, along with keeping the core groups, we also introduced new ensembles where needed. For example, we removed the Orchestra and re-introduced a Chamber Music Ensemble. We also introduced a second Rock Band due to over 50 students auditioning and there being a high demand.

We reviewed group fees for 2020 and increased the annual band fee by \$10 to \$360 and Strings and Guitar groups by \$10 to \$350. This is to allow for increased tutors/conductor rates, superannuation and other costs associated with running these groups. Group fees will also be increased by \$10 for 2021 in line with the agreed fee schedule.

Bands have continued to rehearse using an external venue at the Lane Cove council chambers. Whilst acoustics aren't great and there were some logistics to work out, this has been a successful transition. Our biggest challenge was finding a suitable size venue within walking distance to the school where we could also store our equipment and percussion instruments. The Cove Room met all of these requirements.

We would like to acknowledge the Lane Cove Youth Orchestra for allowing us to use their music stands also stored at this venue. We would also like to thank the school and in particular Sally Robertson for assisting with walking students to school after each rehearsal.

Strings, Guitars, Recorder groups and Drumline have also run as planned throughout the year maintaining a very high standard.

e. TUTORS / CONDUCTORS

At the start of 2020 we welcomed Tom Avgenicos - Jazz Band Conductor, Nate Porter - Intermediate Concert Band Conductor and Beth Condon to conduct the Chamber String Ensemble.

We also welcomed Freyja Meany to conduct Beginner Violin/Viola and Stephanie Zarka for Continuing Violin/Viola at the start of term 3.

Hayasa Tanaka and May Bardsley left at the end of Term 2 to pursue overseas opportunities and we thank them for their hard work and wish them well. Both have indicated they would love to come back to LCPS if, and when they return to Sydney.

Unfortunately, Ben Haire will not be continuing with the Junior Strings Ensemble in 2021 as he is pursuing a new career opportunity. Isabel Talmacs, one of our private tutors, will be replacing Ben and is looking forward to conducting an ensemble at LCPS. Ben will be missed by everyone and has done an amazing job with our Junior Ensemble.

All other tutors/conductors have indicated that they will be continuing in 2021.

With regards to private tutors, we welcomed Tagore Rabindranath as our drum tutor to replace Josh Isaacs. We also increased our private tutor rates to \$42.50 per half our lesson, in keeping with current standards. This rate will remain the same for 2021.

Tutors/Conductors are continuing to provide positive feedback and are enjoying working at LCPS.

Thank you to Lucy Pong-Schultz who has had another successful year in her role as Tutor Convenor. Lucy's work in co-ordinating private tutors, issuing contracts, managing room allocations and much more has been very valued. Sadly, Lucy will be stepping down at the end of 2020 and we thank Lucy for everything she has done for the programme over the years.

f. ADMINISTRATION

We have continued to increase administrative efficiencies, and to streamline our processes and communications. Our database system and shared drive is continuing to be successful and to meet our needs. Administration in general has run very smoothly in 2020. Michelle Garrington will continue in the Administration Role in 2021.

g. FINANCE

We would like to thank David Roberts for acting in the role as Music Committee Treasurer this year. We are pleased to welcome Wesley Wang to the Music Committee Treasurer Role who, together with Michelle Garrington has been working hard on finalising our 2021 Budget. Thank you also to Santhi King for her ongoing support with this.

A 2020 financial report /P&L will be provided as part of the overall P&C finance documentation.

In response to COVID-19 and understanding the pressure a lot of families have faced this year, we are exploring the viability of introducing credit card payments and registering for Creative Kids. The programme has not previously offered either of these facilities. We are hoping to have this in place in time for the 2021 invoice due date of January 31st 2021.

Superannuation payments for tutors/conductors is continuing to run smoothly and monthly invoicing from tutors/conductors is working well.

Asset Register & Depreciation Schedule

Michelle Garrington and Santhi King have been updating the Music Programme Asset Register and depreciation schedule which are maintained in Xero. Phase 1 was going through and removing items that were lost in the fire and updating with new items purchased. Processes are also being introduced to ensure the register is maintained. Thank you also to the instrument officers for their assistance with this process. Phase 2 will be reviewing the register in the first half of 2021 when hopefully the insurance claim comes through and more items are purchased. More structure has also been put in place with the P&C around the ownership and insurance of the Music Programme assets.

h. INSTRUMENTS & EQUIPMENT

We would like to thank the Instrument Officers for their ongoing support and work with the programme. These roles include managing, tagging and organising new instruments, management of hires, repairs and maintenance and managing the instrument lists. The 2020 Violin/Viola Officer, Clarinet Officer and Flute officer are stepping down at the end of this year. Replacements have been found for the Violin/Viola and Clarinet Officers and handovers are underway.

Jane Clifford – Instrument Co-ordinator

Vanessa Armstrong – Brass Instrument Officer

Vanessa Brownrigg – Flute & Guitar Officer (2021 – Flute Officer Role Vacant)

Alex Manning – keyboard and Saxophone Officer

Tessa Georgiou – Clarinet Officer (2021 replacement – Kelly May)

Alex Mead – Cello Officer

Chika Gaddes – Violin Officer (2021 replacement – Priscilla Hunt)

Tim Marceau – Percussion Officer

i. MUSIC LIBRARY

Thank you to Vivian Chan, our committee librarian who continues to sort through our catalogue of music scores and to maintain the scores database. Thank you especially for your work with the fire insurance claim and for managing the replacement of urgent scores.

j. EVENTS

Events have obviously been impacted this year due to COVID-19. Most were cancelled however, we:

- Entered Senior Strings in the online Australian Schools Band and Orchestra Festival
- Implemented a '*Term 4 Performance Series*' for all groups.
- Filmed performances for upcoming assemblies and for music parents to see on our facebook page.
- Christmas & Chanukah Performances – week 9, term 4.
We unfortunately can't hold our usual '*Carols in the Plaza*' Event this year, so instead strings groups will be performing carols at various locations around the school throughout week 9, term 4.
- Held instrument Demonstration Events – a presentation and instrument demos were held over zoom for year K-2 in week 5 term 4. We have already seen 2021 enrolment outcome as a result.
- Sourced and secured a new venue for the 2021 Music Camp. This is due to our existing venue closing and being sold for exclusive use. We have secured Crusaders at Galston on the 23-25 May 2021 (pending COVID-19 restrictions at that time).

k. PARENT VOLUNTEERS

We would like to acknowledge the hard-working parents who volunteer to help to run the programme and in particular the band programme. There is no way the bands would run as smoothly this year without the assistance Darshini Heaney (Training Band), Rhyll Davey, Fiona Barthram (Intermediate Concert Band), Sue Manning (Senior Concert Band), and Alex Manning (Jazz Band).

Thank you also to the parents who signed up for the strings and guitar ensemble parent roles who unfortunately haven't been able to have an active role this year due to COVID-19.

We are pleased to report we already have several parents who have volunteered for 2021 and we're looking forward to having them on board.

Thank you also to the parent volunteers for the term 4 performances and to the school for allowing us parents in the school grounds for these events.

l. 2021 ENROLMENTS

Enrolments for 2021 are open and are tracking quite well. Marketing is well underway for both new and re-enrolments. To date, we have 235 confirmed enrolments with a lot more re-enrolments still

to come in. We are receiving both new and re-enrolments daily and are pleased with how it's progressing. We have budgeted on slightly lower numbers than last year allowing for the impact of COVID-19 however, with how things are going we may be able to revise this projection to be more in line with our usual numbers.

m. GOALS/INTENTIONS FOR 2021

Largely, our goals remain unchanged from 2020.

1. Continue to work on improving and increasing numbers and enrolments. Our primary goal is to include as many children as possible in the programme and to make the programme as accessible as possible.
2. We are also committed to ensuring the programme operates in a commercially viable manner. We have and will review the composition of the proposed ensembles in 2021 to ensure that each ensemble operates individually and collectively without sustaining loss.
3. We would like to continue our programme of investment into our assets – the instruments and replacing those that need replacing. We would like to acknowledge again the financial support from the P&C.
4. Continue to maintain the frequency of performances (pending COVID-19) and events, and to update our events calendar accordingly.
5. Our aim is for each ensemble to have at least three assembly performances per year, and at least one "performance" per term. The performance may be held at the School, or at an external venue, or may be part of a competition.
6. We will continue to look at the programme with some flexibility to meet the current needs of the students.
7. Our focus is on improving the musical "standard" of our students in all ensembles. We encourage the children to learn to read music, and to understand the concepts of rhythm and timing.
8. We remain committed to try and improve the physical spaces within the school where our children rehearse each week.

n. 2021 MUSIC COMMITTEE

Vacant 2021 Committee Roles:

Convenor(s)
Secretary
Tutors Convenor
Events Convenor
Senior Music Camp Convenor (Special Project)
Instrument Co-ordinator

Filled Committee Roles:

Treasurer – Wesley Wang

Librarian – Vivian Chan

Administrator – Michelle Garrington

We look forward to another successful year in 2021.

End of Music Report