



Lane Cove Public School P&C General Meeting

Meeting Minutes

20/10/2020 - Term 4, Meeting 1 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)
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)
Santhi King (P&C Finance Administrator)
Tony Nolan (General Member)
Julia Hoffman
Terry McKinnon (Principal)

b. Apologies:

Lorna Baker (General Member)
Brendan Hood

2. Minutes from Previous Meeting

Accepted

3. Principal's Report

a. New COVID 19 Guidelines

The DOE have issued new guidelines for schools. Most restrictions will remain in place , probably well into next year.

The main change is that there is relaxation on the rules regarding volunteers coming into the school. Parents could cime in for reading groups, for example, though they would be closely tracked. As a school, it has been decided NOT to allow in class volunteers this term. This is partly due to the limited number of weeks left in the year, and the length of time it takes teachers to get parents appropriately trained. The plan is to start with in class volunteers Day 1, Term 1 next year.

With the Canteen, Mr McKinnon would like only three people within the limited space of the Canteen. Therefore he would be open to having one volunteer on Thursdays or Fridays, when the workload is heavier.

End of Year Assemblies and Presentation Days will occur on line. They will possibly feature recording of the various music groups , so that these groups still get to perform for an audience. There will be no VIPs and links will be sent out to parents.

b. Year 6 Fete and Farewell

The Year 6 Fete will go ahead. There will be split times for classes to purchase foods, in order to space children out. There will be less food and more activities, and bottled drinks and cans will be available for purchase. To avoid cash on site, parents will be asked to buy tokens prior to the Fete, which will be distributed at school.

The Year 6 Farewell will have no collective singing or dancing. Only Year 6 students, teachers , Mr McKinnon and Ms Scully will attend. They will possibly hold a trivia night or karaoke, as individual, distanced singing is okay.

c. Hall Rebuilding

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.

We are still waiting for a decision by the Department of Education and the insurer.

d. Kindergarten Orientation

We have 119 students booked in for Kindergarten 2021, which is a healthy number. We had lost a number of students this year to other suburbs or country areas. This was due to relocation for work and financial reasons. The student total at the start of 2020 was 845, and now is 811.

For orientation, kindergarten parents will be met at the front gate and they will leave their children for the orientation on site. They will be given their uniforms, previously ordered via Munch Monitor, by the Uniform Shop Manager.

e. Electronic General Signs

The school wants to replace the old large white signs at the entrances on Longueville Rd and Austin St. The plan is to replace them with electronic signs. Independent quotes all were about \$25,000 per sign as they are all weather and resistant to damage and graffiti.

Mr McKinnon is interested in P&C support for the cost of one of the two signs. One will be paid for by school funds. ***A motion to spend \$25,000 on an electronic sign was proposed by Myles Davis, seconded by Tony Nolan and passed unanimously.***

Signage around the school will be refreshed. This includes the Lane Cove Public School lettering on the Longueville Rd wall.

f. Air Conditioning in the Canteen

Mr McKinnon looked into this after it was raised at the last General Meeting. The DOE don't provide air conditioning for demountable canteens. However, we can install one, and would keep the unit if the canteen was removed.

A motion to spend up to \$2,000 on an air conditioning unit for the canteen was proposed by Myles Davis, seconded by Tony Nolan and passed unanimously. This would preferentially be a split system, if it can be installed in the current canteen.

g. Farewell and Thank You to Tarren

Mr McKinnon thanked Tarren Smith for her work as the Uniform Shop Manager. She has done this difficult job well and with empathy. Mr McKinnon appreciated her open communication and competence.

We will miss you, Tarren!

4. Treasurer's Report

We have passed the process to qualify for this quarter for the JobKeeper program, but we will have to be reassessed again in late December 2020 for the following quarter.

The P&C Financial Year ended on 30th September. Accounts are currently being finalised.

Due to COVID 19 there have been no major fundraising events this year.

Voluntary P&C Contributions were about \$10,000 this year, a little below past years. This is not surprising in the current economic climate.

5. Sub Committee Reports

a. Music

Michelle Garrington reported for the Music Committee.

There is a busy term ahead, as many performances have been scheduled at school throughout this term. These will be held outdoors, solely for the students. Also, every group will have performances recorded for the end of year assemblies.

So far we have had over a hundred enrollments for next year, a good mix of returning and new music students, but it is still early in the process. Usually each year we enroll 300 students in the program.

Two replacement strings tutors have been interviewed and their employment is being finalised. Three instrument officer roles also need to be filled – these will be advertised in the Loop.

The Senior Strings and the Bands will enter, via videoed performances, the ASBOF Band competition. This is online this year due to COVID.

Tentative dates and a new venue have been booked for a potential Music Camp next year, as the old venue is no longer available.

b. Canteen

Em Patterson reported about Canteen issues.

Milk is back on the menu as a new supplier has been found. Chocolate and strawberry flavours are selling well. Other changes include removing the “no butter” option from sandwiches, having whole meal bread as the only bread type, and keeping avocado, tuna and wraps off the menu.

An updated Canteen volunteer video is being produced and will then be shared on various platforms.

We want to minimise or eliminate children bringing cash to the canteen, so there is a big push to encourage children to have snack money cards. An email or note will be sent out by the school to let parents know how to set this up. Then Karen needs each child to come down to the Canteen with the card, so that it can be scanned and linked to the child and their class. The teachers will arrange a roster for the children to come down in an organized fashion.

c. Uniform Shop

Carryn Gottcent presented as the Uniform Shop Convenor.

Carryn also expressed her appreciation and respect for Tarren Smith’s work in the Uniform Shop, and wished her well for the move west. She will be difficult to replace – thank you for all the years of work.

There has been a very successful interview process. Carryn thanked Mr McKinnon and Santhi for being involved in the interview process. The new Uniform Shop Manager should be officially announced and her training started, with Tarren, next Tuesday, pending final checks.

Tarren and Santhi King have worked hard to complete the annual Uniform Shop stock take.

Tarren has completed a document explaining, for new Kindergarten parents, how to order uniforms through Munch Monitor. These will then be available to pick up at the Kindergarten orientation. Sport houses and therefore sport uniforms will not be allocated until next year.

Current pricing is being reviewed. The constitution specifies that there should be a 25% profit margin on uniform sales, so prices will have to increase. Unpopular items may also be withdrawn.

There has been a change to hats on offer, as the old hats became too expensive. However, the old hats are still acceptable as part of the uniform. They will still be \$15, but there will now be two different kinds of hats available. One will be a slouch hat, the other a hybrid hat, halfway between a slouch and a bucket hat. These will be foldable and so fit into the backpack easily.

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 long term role as in Strategy and Web support. Myles Davis is planning to step down as President. We will lack a Convenor in all the Committees. (At the moment the Canteen Convenor role is being filled in an acting capacity, but this is temporary.) We will need a new Grounds Coordinator as Andy Sullivan is planning to resign.

The AGM is coming up – anyone can nominate for any position right up until the time of the vote.

The Tell It From Me Survey has specific questions about volunteering. One issue was that a lot of parents had little idea what the P&C does. People are happy to put their hands up for smaller tasks, not the larger roles.

Due to COVID it is hard to talk to other parents. Tony Nolan suggested chatting outside school at pick up time, but Mr McKinnon stated congregating near the school would not be in keeping with COVID safe plans.

One idea was a Zoom Meeting aimed at informing parents about what we do and opportunities to help, in a non threatening way. Videos and photos could be shown of our activities. This would be similar to the PR push that used to occur at the Information Nights.

The P&C Booklets are being updated then can be distributed to the wider school community.

One issue is that we have a rule that to be a P&C voting member, you need to have paid 50c, then wait for the next meeting to vote. These payments were collected last year and in the first meeting

this year. Since COVID this has not been able to be done. One suggestion was to have a special waiver for this year's AGM, given the exceptional circumstances.

b. Antivirus Software purchase for P&C Staff Laptops

Currently there are two new Laptops owned by the P&C and used by staff members. (Santhi King does not use the ancient laptop used by past P&C administrators, but uses her own personal laptop for P&C work.) The laptops need antivirus software.

Elaine Beane had no specific recommendations. Santhi King stated Trend Micro Maximum Security was cost effective. David Roberts stated he would arrange for this software to be purchased and installed.

c. Mango fundraiser

Em Patterson suggested arranging a Mango fundraiser. A mango farmer in North Queensland would provide trays of Kensington Pride mangoes at \$19.50 wholesale, and suggested selling it at \$23 to \$27 a tray to the community.

Mr McKinnon was happy for distribution of trays to occur at school, so long as it was near a gate.

A decision was needed by 31st October – this idea was supported unanimously by the P&C.

d. Christmas Trees and Puddings

Every year the school sells Christmas Trees and Christmas Puddings. Again, Mr McKinnon was happy for this to go ahead this year.

Tony Nolan suggested using an electric chainsaw to trim the trees, but this would require a power source in the COLA..

e. Cash for Containers.

Brendan Hood, an apology for this meeting, suggested (via Darshini Heaney) a cash-for-containers scheme as another fundraiser. Children could collect containers at home and at school. There is a contact of Brendan Hood who is interested in receiving these, paying the school per container.

Mr McKinnon was happy to receive information about this – he thought it would be a good SRC project. Darshini Heaney will let Brendan know.

f. Virtual Treasure Hunt

Tony Nolan had a contact able to arrange a virtual treasure hunt as a fundraising opportunity. Again, Mr McKinnon thought this sounded interesting, and was happy for Tony to investigate further.

g. Year 6

Tarren Smith, as the mother of a Year 6 child, asked if it were possible to have a mural or painting done by Year 6, in this difficult year – some way to leave a permanent mark on the school. Parents and children were keen for something like this to be done. The kids needed to be able to see this by the end of the year.

Myles Davis was happy for the P&C to fund a mural. Mr McKinnon will talk to Ms Pip King regarding the feasibility of a mural.

Year 6 Fete funds usually go towards funding the Year 6 Farewell – the cost and time it would take to fire clay times would mean a mosaic would be hard to accomplish before the end of the year.

Another idea was a time capsule – this has been such an unusual and memorable year. Mr McKinnon was quite keen to explore this idea.

h. P&C Share of the Voluntary Contribution

For the last eight years, or maybe more, the P&C have donated \$56,000 per year to the school for learning support, for extra teachers' aides at the start of the year for kindergarten and other learning needs.

At the start of each year, most families pay a voluntary contribution. This amount has increased recently - \$85,000 in 2017, \$95,000 in 2020. The school has, each year, given the P&C a variable percentage of this voluntary contribution – somewhere between 20 and 25%.

Mr McKinnon thinks it is important that some of this money be returned to the P&C as this is parent money. As a public school we do not charge fees.

However, at the moment, the school gives us money then we give the school money – double handling, and the percentage varies from year to year. It is easier from a planning perspective to have a fixed amount given, but a fixed percentage allows for fluctuations in the amount of voluntary contributions collected.

Myles Davis proposed that the school keep 60% of voluntary contributions collected by the end of Term 2, and that this money be used for learning support. This will replace the \$56,000 previously given to the school by the P&C. This proposal was approved unanimously by the P&C.

One problem with this is that the school does not allow extra donations from parents in the voluntary contribution. The school will let the parents know that the usual letter in Term 3 asking for P&C contributions will not occur. However, by next year, we may have a tax deductible building fund, which will allow those who want to donate larger amounts to do so.