

**LCPS P&C - General Meeting – 9 February 2021 (7.00 – 10.30 pm)**

**Minutes of Meeting**

**Attendees (Via Zoom)**

1. Darshini Heaney - LCPS P&C President
2. David Roberts - LCPS P&C Treasurer
3. Em Patterson - LCPS P&C School Community
4. Renae Buckley - LCPS P&C Community Partners
5. Victoria La Fontaine - LCPS P&C Secretary
6. Santhi King - LCPS P&C Finance Administrator
7. Ursula Phillips - LCPS P&C Strategy and Management
8. Terry McKinnon, LCPS Principal
9. Kim Phillips
10. Alice Groocoe
11. Prue Carrol
12. Lara Wehby

13. Brendan Hood
14. Kailee McDonald
15. Myles Davis
16. Magda Socha
17. Anivan Dutt
18. Caryn Gottcent
19. Ginny Weasley
20. Sara Khodayari
21. Craig Dayman
22. Para Dayman
23. Paul Cleary
24. Julia Hoffman
25. Tony Nolan
26. Bryan Beudeker
27. Karen Solway

Apologies: Lorna Baker, Michelle Garrington

No.	Agenda Item/Topic	Discussion and Next Steps
1.	<b>Welcome</b>	Introductions.
2.	<b>Adoption of previous minutes</b>	No objections.
3.	<b>Principal's Report</b>	<p><u>Terry McKinnon</u></p> <ul style="list-style-type: none"> <li>• School development day with teacher's learning, mandatory learning, and planning etc.</li> <li>• A number of departures and new families which had an impact on draft classes formed, which required revision to classes. 32 classes, 7<sup>th</sup> kindy class to keep numbers reasonable. Lost a number of 5 and 6 students which they had not expected – reduced classes forming composite class – 810 students.</li> <li>• Music and canteen have resumed, scripture starting next week.</li> <li>• Information evenings commenced, Covid safe requirements. If parents can't attend, information will be sent out.</li> <li>• Focus this term is the four year "School Plan"</li> <li>• Annual school report will be released later this term which will report on milestones. This includes use of data from assessments to inform teaching, tracking students, moving along learning continuum, feedback, working systems, use of data.</li> <li>• Another focus is wellbeing around students, staff, community.</li> <li>• Professional learning – funded from government, but doesn't equate to a great deal of funds per teacher (\$600 per teacher per year – equates to one casual staff per year). This might be something P&amp;C can assist with due to budget issues. Working with a figures, and he hopes to come back and identify focus areas for P&amp;C funding assistance – for discussion later in the term.</li> </ul>

		<ul style="list-style-type: none"> <li>The hall/canteen: building projects managed by school infrastructure NSW. We can expect announcement soon – some delays due to insurance and processes. To be confirmed, but consideration for \$33K for astroturf for new play area (including line markings, facilities etc to allow adaptation for different uses). Looking for P&amp;C to assist with this, should an announcement be made shortly. School getting paid back by P&amp;C anytime this year.</li> <li>Electronic sign boards – still going through processes with Department and Council.</li> </ul>
<b>4. Treasurer's Report</b>		<p><u>David Roberts</u></p> <ul style="list-style-type: none"> <li>Finishing month 4, \$30K reduction from the same time last year.</li> <li>Bottom line – respectable profit. Bulk of profit is the music program (billing of fees at beginning of year – pre-billed revenue).</li> <li>Cash balance – respectable reflecting surpluses.</li> <li>Jobkeeper finished in December 2020 quarter – down 9% on previous period, but needed to be down 15% to be entitled to Jobkeeper.</li> <li>Working to consolidated budget with committees.</li> <li>Other work with Santhi – uniform shop running on different accounting package (legacy issue) now moved across to Zero and new POS terminal.</li> </ul>
<b>5. Subcommittee Reports</b>		<p><b>(a) Music</b> <b>(via email from Michelle Garrington (absent) - read by Darshini)</b></p> <ul style="list-style-type: none"> <li>2021 Programme has kicked off smoothly.</li> <li>Enrolments are still coming in and overall numbers are good. Beginner violin, guitars and recorders are all very strong.</li> <li>Bands are smaller than usual and we are definitely seeing the impact of COVID-19 in this part of the programme - as are all schools. We would like to try and encourage more Training Band enrolments. Hoping to run some instrument demos or some type of events for year 3 and possibly 4. Meeting with the school (Sally Robinson) on Friday to discuss.</li> <li>A lot happening at the moment and large amounts of emails coming in. A very busy time for the committee getting everything started for what will hopefully be another great year of music.</li> <li>DH: Still looking for a music convener. Needs to be someone with a child in the program and someone with reasonable music knowledge.</li> </ul>
		<p><b>(b) Canteen</b> <u>Update</u></p> <ul style="list-style-type: none"> <li>KS: canteen open for one week, running smoothly, no hiccups.</li> <li>Transition re canteen convener – EP to KM.</li> <li>EP: Canteen can look at offering more over the counter items. Snack cards have been taken up well. Easier transition with new children this year</li> <li>EP: Proposal for a buddy system with kindys about how to use system – work with SRC.</li> </ul> <p><u>Use of cash</u></p> <ul style="list-style-type: none"> <li>Proposal that when canteen start to serve children again, can system remain cashless.</li> </ul>

		<ul style="list-style-type: none"> <li>TM: for immediate future (Covid circumstances), makes sense to be cashless – especially for lunches. Look to expanding this.</li> </ul> <p><b>P&amp;C Poll: P&amp;C endorsed Canteen cashless until Covid restrictions have stopped, all lunch orders via Munch Monitor</b> (74% cashless, 26% cash – can revisit when Covid stops and have another poll).</p> <p><u>Resources/Volunteers</u></p> <ul style="list-style-type: none"> <li>KS: can the canteen expect more volunteers?</li> <li>TM: expecting new announcements and guidelines from DET re parent helpers/volunteers. OK to have one or two volunteers.</li> <li>SK: going through process of recruiting canteen assistant – currently cannot rely on volunteers due to Covid, need to ensure continuity of service. To manage workflow thought it best to find another resource.</li> <li>DH: trying to make as easy as possible for parents to volunteer. Trying adopt Signup Genius (same as uniform shop etc) platform for canteen volunteers. This has been different to how canteen has done things in the past. If people have the flexibility to go in and sign up, this will assist with rostering. Will require upskilling (Karen and committee) to move to new way of working.</li> </ul>
		<p><b>(c) Uniform</b> <u>Caryn Gottcent</u></p> <ul style="list-style-type: none"> <li>Busy – trading hours changed. Need to do mandatory booking due to Covid (communicated in the Loop).</li> <li>New styles of hat introduced - \$15.</li> <li>Accepting second hand donations, sale at end of term 1</li> <li>Successful second hand sale at end of 2020– raised about \$2K.</li> <li>Year 6 graduation items – orders to be placed ASAP</li> <li>Rag Tag – service requiring registration via chip and mobile link – not popular service. 2019 survey of lost property items – showed most had not been registered. Scanner burnt in hall fire. Decision to phase out based on cost and uptake. Spartan offered to provide a free scanner. Would only be functional for old items that had Rag Tag. New items (eg hats) do not have Rag Tag.</li> <li>TM: Would like free Rag Tag scanner. Prefer to wait until building works are done prior to getting scanner installed in area outside Library (just needs power point).</li> <li>SK: move uniform system from QuickBooks to Zero with integrated system for inventory/sales etc. Work done in January while inventory not being moved. 90% through process. Stripe launched on 29 January. Just trying to work out connectivity between EFTPOS and POS system, in the process of working through with DET and Westpac. Once that happens will have good solution for inventory management.</li> <li>CG: thanks for SK and DR for this work, and Michelle Tannis too.</li> </ul>
6.	<b>General Business</b>	<p><b>(a) Communication from Class Teachers – Sara Khodayari</b></p> <ul style="list-style-type: none"> <li>SK: Struggled with communication from teachers and parents last year. Observed communication gap for logistics (e.g. sport and library days). Difficulties with Covid, staff turnover, class parent role etc – not efficient. Is there a technological solution to the issue?</li> </ul>

		<ul style="list-style-type: none"> <li>• TM: Logistics communications – expectation that the teachers send out timetable/at start of term/updates to change of plans etc. No expectation that teachers provide reminders, or constantly communicate with parents. Expectation is that whenever a parent contacts teacher then that needs to be responded to within 48 hours. Teachers also expected to be available to make an appointment to speak/address concerns. Re technical platforms – have been talking about “Central” administrative system. The capabilities are expanding, looking at whether this can be expanded as one point of communications. Do not want multiple platforms. Happy to separately chat, and consider options.</li> <li>• DH: Agree monthly list of events from teachers would be useful.</li> <li>• TM: Get group together and see what is possible.</li> <li>• BB: Review in context of Covid experience, and the role of the class parent.</li> <li>• SK: Role of class parent as volunteer may not resolve this issue, do to various factors. Possibilities for inconsistencies.</li> <li>• TM: Acknowledged inconsistencies with class parents. Need to be mindful that teachers there to teach the kids. Happy to discuss further. Reference to general DET policies as to communication, nothing specified in terms of timing etc.</li> <li>• CG: Daughter’s high school uses “Emodo” system. Might assist for older children.</li> <li>• TM: We have gone through Google Classroom. As far as systems work, Central is looking promising, or otherwise Google Classroom.</li> </ul>
		<p><b>(b) Idling Cars at Pick up – Paul Cleary</b></p> <ul style="list-style-type: none"> <li>• PC: People sit in cars for extended period with engines running, including outside schools. This has been raised in LOOP (2 min limits). Produced a flyer – can this be handed out to parents? Could signage be produced to remind parents to 2 minutes limit.</li> <li>• DH: GP hat on – vehicle pollution does create irritants/ashma risk, great if we can turn cars off.</li> <li>• TM: Before committing to banners etc, would like to see contents of flyer. Anyone can hand out flyers outside of school, inside school cannot do so. As long as not causing scenes, please feel free. Would be interesting to see wording.</li> <li>• DH: will send TM flyer and possibly add to LOOP (if agreement).</li> </ul>
		<p><b>(c) P&amp;C Facebook – rules about posts?</b></p> <ul style="list-style-type: none"> <li>• DH: We get requests from sporting groups etc for promotions promoted. One opinion is that the P&amp;C Facebook is about things directly related to school/P&amp;C and community partners for promotion. Another view – sporting group would like opportunity to post. Would like to put to forum.</li> <li>• BH: Involved with LC cricket club, soccer club etc. Whole point of LC P&amp;C is to share information where LCPS children can attend sport, as part of community. Support of local business etc and exercise.</li> <li>• RB: Proposal for small fee – differences for profit/not for profit entities. Could look at \$150, 5 posts, put information up, give it proper promotion, insight as to clubs, covers time and costs. Puts small amount into P&amp;C.</li> </ul>

		<ul style="list-style-type: none"> <li>• EP: Many conversations across groups/clubs and can see both sides.</li> <li>• DH: LC Netball club - supports LCPC P&amp;C promotion for registration etc on Facebook. Seek local/not for profit local groups ability to share posts once or twice a year.</li> <li>• General discussion from attendees.</li> <li>• UP: Division between not for profit entities vs for profit as a paid sponsor.</li> </ul> <p><b>P&amp;C Endorsed – 69% allow non-for-profit (sports, art, scouts) to post (limited amount say – 2/3 posts per year) for free. 31% no firm limits/case by case.</b></p>
		<p><b>(d) Fundraising –</b></p> <p>1. <u>Art</u></p> <ul style="list-style-type: none"> <li>• RB: To tie into art classes at school – turned class artwork into fabric into pillow, with graphic designer. Could raise money depending per class or wider – could be nice way to raise money, business lesson for kids.</li> <li>• TM: definitely something worth looking at. Get in touch with Pip King to run art program.</li> <li>• RB: Will get costings, consider local graphic designer volunteer.</li> <li>• Other options generally discussed – tea towels, aprons, plates etc</li> <li>• TM: All good ideas – suggest P&amp;C come up with different proposals and TM will review, try not to add to teachers tasks in classroom.</li> <li>• DH: Feedback different options to DH and vote at next meeting.</li> </ul> <p>2. <u>Cookbook</u></p> <ul style="list-style-type: none"> <li>• DH: Properly published, pictures of kids, different recipes from different kids/classes. Need to identify someone with publishing experience. Different continents of the world option.</li> </ul> <p>3. <u>Christmas Trees/Puddings</u></p> <ul style="list-style-type: none"> <li>• DH: If anyone is interested in taking over role, please contact DH.</li> </ul> <p>4. <u>Container Return</u> – Brendan Hood</p> <ul style="list-style-type: none"> <li>• BH: Return and earn at Lane Cove West: fundraising exercise - people come and collect materials from school, bins cost \$50. Individuals come to collect the bins, and all the money goes to the school.</li> <li>• TM: SRC to organize. Can we please meet the people to organize logistics. Great idea.</li> </ul> <p><b>P&amp;C support initiative – If cost is less than \$1000, DH to endorse</b></p>
		<p><b>(d) Calendar Events –</b></p> <p>1. <u>Fun Run update</u></p> <ul style="list-style-type: none"> <li>• DH: Fabulous event, but due to Covid will not occur in 2021. Revisit in 2022.</li> </ul> <p>2. <u>Fairway Flicks (BB)</u></p> <ul style="list-style-type: none"> <li>• BB: Progressing well, weather permitting. As of the date of the meeting, sold 210 tickets, already broken even. Volunteers – TBA</li> </ul>

		<p>3. <u>Winter Virtual Event</u></p> <ul style="list-style-type: none"> <li>• RB: If can't do Gala, possibility for virtual event – group attending at friend's house, with bottle of wine and cheese plate. Could include live option/trivia, virtual MC that runs event. Further consideration to occur.</li> </ul> <p>4. <u>Gala</u></p> <ul style="list-style-type: none"> <li>• DH: Still thinking of Gala, possibly September. Covid uncertainty. Decision with virtual event vs. gala. Combine virtual/in person options, consideration of smaller events. Further consideration to occur.</li> </ul> <p>5. <u>Comedy night</u></p> <ul style="list-style-type: none"> <li>• PC: End of year event, profit making – Comedy for a cause. Difficult with no venue.</li> <li>• DH: Tentative – term 4, week 2 event (Covid dependent).</li> </ul> <p>6. <u>Working Bee</u></p> <ul style="list-style-type: none"> <li>• TM: Would be good to have a working bee this term. Limited to 30 people at the moment (subject to change - DET guidelines).</li> <li>• DH: 14 March is proposed date (8am-midday). Also in draft Term 3, week 5. Let us know if you want more working bees.</li> </ul>
7.	<b>Any other business</b>	<p><b>(a) <u>Volunteering (Darshini)</u></b></p> <ul style="list-style-type: none"> <li>• School Council report – identified that people find it difficult to volunteer at the school for a number of reasons, including because they didn't know how to go about it.</li> <li>• Intention to Sign Up Genius for all functions, as a "one stop shop" where all vacancies can be listed. Committees still required to troubleshoot volunteer issues. Plan to transition Canteen to Signup Genius. US happy to assist. BB to assist with learning to use system.</li> <li>• Perception that there is no opportunity to fill existing committees, as they were already full. Based on feedback, it would be good to set parameters how to specify various roles. Proposal to encourage participation by limiting (from term 2):             <ol style="list-style-type: none"> <li>1. One leadership position per person (including position on executive or as convener of committee, or member on School Council)</li> <li>2. Volunteering for small roles across the P&amp;C are welcome.</li> </ol> </li> <li>• General agreement with proposal.</li> </ul> <p><b>(b) <u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>• RB: Comment as to lack of cleanliness</li> <li>• TM: Ongoing issue, messaging to parents to reinforce message at home.</li> </ul>