

LCPS P&C

Minutes of Meeting

Date: Tuesday 25 October 2022

Time: 6:30pm – 9:25pm Library/Zoom

Attendees		
<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <ol style="list-style-type: none"> 1. Darshini Heaney, LCPS P&C President 2. David Roberts, LCPS P&C Treasurer 3. Caleb Taylor, LCPS P&C Secretary 4. Em Patterson, LCPS P&C School Community 5. Renee Maxwell, LCPS Community Partnership 6. Victor Tan, LCPS Relieving Principal 7. Kirsty Dreverman, LCPS Teacher & Relieving Deputy Principal 8. Brendan Hood 9. Kate Blue 10. Allan Russell, Teacher 11. Lara Wehby, Fun Run Race Director 12. Julia Hoffman (Zoom) 13. Alexander McPherson(Zoom) 14. Elizabeth McPherson (Zoom) 15. Sharron Knight (Zoom) 16. Ailee Finlay (Zoom) 17. RazmanAzmir (Zoom) 18. Peter Chan (Zoom) 19. AlnairLangkay (Zoom) 20. Christine Langlkay (Zoom) 21. Francis De Niese (Zoom) 22. Rachael Hartin (Zoom) 23. Chaunagh Ashby (Zoom) 24. Fiona Aldridge (Zoom) 25. Simon Li (Zoom) 26. Louanne Jablonski (Zoom) 27. Jaishree Parekh (Zoom) 28. Nicky Hughes (Zoom) 29. Michal Keshet (Zoom) 30. Eitan Zamac (Zoom) 31. Duncan Tweed (Zoom) 32. Helan Carroll (Zoom) 33. Vivian Chan (Zoom) 34. Jen Russell (zoom) </div> <div style="flex: 50%;"> <ol style="list-style-type: none"> 35. Myles Davis 36. Sarah Smyth (Zoom) 37. Prue Carroll (Zoom) 38. Emma Sorensen (Zoom) 39. Michelle Tabrett 40. Jacqui Booth (Zoom) 41. Lassie Zia 42. Hajar Torkaman (Zoom) 43. Emily Milne (Zoom) 44. Ben Bradley 45. Ian Watson 46. Caryn Gottcent 47. Grace Lattuca, LCPS relieving DeputyPrincipal 48. Junelyn Hunt 49. Tiffany Davis (Zoom) 50. Sarah 51. Jonathon Heaney 52. James Wilson (Zoom) 53. ImkoMwuusze (Zoom) 54. Emma-Jane Barkley (Zoom) 55. Sandra Quan (Zoom) 56. Nissi Chan (Zoom) 57. Prue Carroll (Zoom) 58. Juliette Curtin (Zoom) 59. NeenaAckhavong (Zoom) 60. Sara Khodayari (Zoom) 61. Simon Obee (Zoom) 62. Elizabeth Obee (Zoom) 63. Amanda Cornish (Zoom) 64. Karenb Solway (Zoom) 65. Lucy Pong-Shultz (Zoom) 66. Joelene Elliott Smith (Zoom) 67. Ralph Grayden (Zoom) 68. Rebecca Bell (Zoom) 69. Tony Boyd (Zoom) 70. Antony Radja (Zoom) 71. Radhika Batla (Zoom) </div> </div>		
No.	Agenda Item/Topic	Discussion and Next Steps
1.	Acknowledgement of Country/Welcome	<p><u>Darshini Heaney:</u></p> <ul style="list-style-type: none"> ▪ Welcome and open ▪ I would like to acknowledge the passion that has motivated many of you to come to our meeting today. I would ask that all participants, old and new, listen patiently to each other, do not interrupt each other, and do not talk over each other. ▪ All questions and comments from the floor will be limited to two minutes - this does not apply to presenters. This has been enforced at the last two meetings and has allowed us

		<p>all to go home in a timely manner.</p> <ul style="list-style-type: none"> Please note that all new members that are attending for the first time tonight do not have voting rights until the close of this meeting.
2.	Principal's report	<p><u>Victor Tan:</u></p> <ul style="list-style-type: none"> Last week we took eight year five students to Gol Gol. Grace Lattuca and Steph Goodman went along to our sister school Grace states partnered with small rural sister school outside Mildura, rich learning opportunities with Aboriginal Elders Victor stated all gifts over \$50 including combined gifts need to be declared by teachers, can be accepted but must be declared. Victor stated please don't bring high sugar treats to school to share with the class in the lead up to Christmas Reminder to fill in Tell'emFrom Me survey found in the loop
3.	Treasurer's Report	<p><u>David Roberts</u> Quick update of P&L:</p> <ul style="list-style-type: none"> Net loss of \$6,800 Canteen loss of \$6,300 for first four weeks of the year Gross profit loss of canteen \$2,100 David stated we need to improve profitability to reach a break even Uniform shop profit \$2,000 Music program loss of \$1,700, this is expected as invoicing occurs in January Balance sheet perspective, cash reserve \$313,000. Core P&C surplus funds is \$261,000 doesn't include the term deposit of \$200,000 there is also \$50,000 in a ring-fenced account which are the proceeds of the insurance payout for the instruments lost in the fire
5	P&C areas of responsibility	<p>(a) <u>Canteen– Darshini Heaney</u></p> <ul style="list-style-type: none"> See Appendix A Karen Solway stated even one hour from 12-1 on Thursday and Friday would help a lot there are very few volunteers
		<p>(b) <u>Uniform Shop - Lorna Baker</u></p> <ul style="list-style-type: none"> Many Kindergarten fittings have been done very successfully Lorna showed the new PSSA sport tops ready to order now but not available till next year 14th December is the last trading day of uniform shop for the calendar year A new laptop is required as the current is no longer compatible with the printer and system First day of uniform shop is 31st January 2023
6.	General Business Vote on funding for resurfacing basketball courts	<ul style="list-style-type: none"> Victor stated \$100,000 has been advanced from the school towards funding of resurfacing of basketball courts. There will be matching funding from DOE up to \$100,000 so the total spend will be up to \$200,000. This will be used to resurface the basketball courts with basketball and netball lines, but it is possible that landscaping and tennis lines may also be funded. Victor is seeking some contribution from the P&C towards this project David states we are in a very good cash position and can afford to give the school \$80,000 towards this. We also are hoping to get up to \$50,000 in a community building partnership grant for this but won't find out until 14th November

		<ul style="list-style-type: none"> ▪ Myles asked if we could guarantee basketball, tennis and netball lines. Darshini responds, no guarantee of tennis lines. The P&C have strongly advocated but the department has ultimate say, also we are unlikely to get lights because of the retirement village next door ▪ Motion put by Darshini Heaney of \$80,000 towards funding for resurfacing basketball courts, seconded Lara. Vote was 13-2 passed
7.	General Business Vote on transfer of part of P&C contribution to the school	<ul style="list-style-type: none"> ▪ David explained the agreement the P&C has had with the school for a few years to transfer 60% of the P&C voluntary contributions collected from parents by the end of Term 2 to the school for provision to fund various school things of direct benefit to the children ▪ Myles proposed a motion to transfer 60% of the contribution to the school, seconded Lorna. Passed on vote count ▪ Victor thanked the P&C for both sums of money
8.	General Business New Laptop	<ul style="list-style-type: none"> ▪ David explained the current laptop no longer works effectively with the school systems. ▪ The uniform shop manager requests either a new laptop or ipad and a printer to be able to continue operating with ease. ▪ Darshini proposes a motion to advance up to \$1,500 for purchase of either a new laptop or Ipad and printer, seconded by Myles. Voted unanimous
9.	General Business Freezer	<ul style="list-style-type: none"> ▪ Karen requested another freezer for the canteen due to increased stock and lack of space in her current freezers ▪ Myles puts motion for pre-approval for funding of extra freezer as same size and brand of current freezers in canteen, through the department procurement. Lorna Baker seconded, voted unanimous
10.	General Business Update on Term 4 events	<ul style="list-style-type: none"> ▪ Caleb - Artarmon Bunnings BBQ Saturday 8am – 4pm please sign up or come along and buy a sausage ▪ Renee - K-2 disco for 19th November venue TBC ▪ Darshini- Christmas trees from www.schooltrees.com.au sales close 18th November. Pick up trees from the COLA on Saturday 3rd December ▪ Darshini - AGM discussion and description of positions; see Appendix B
11.	Music Programme tender process update	<p><u>DarshiniHeaney introduction:</u></p> <ul style="list-style-type: none"> ▪ If you have come here to say “the music program has a proud history for fifty years at this school” – we know this. If you have come here to say “music teaching provided by passionate, well trained, experienced tutors and conductors is what we want for our children” – we want this too. ▪ If you have come here to say “the experience my child has had in the program has been a deeply important thing for my child” – I agree – my child has been in the program for five years, and it has been wonderful for him. We, that is, Michelle, David and I, know all this and have devoted many meetings, many discussions, into keeping this program alive. ▪ To give you a sense of the music committee that existed in the past – I have seen documents from 2015 which show a Music Committee with a Convenor, an Assistant Convenor, a Treasurer and Assistant Treasurer, a Secretary, a Uniform Officer, a Music Librarian, a Main Instrument Officer with

		<p>eight instrument officers under them and twelve general members. Music Camp was put on with its own committee of parents. This is what it took to run the Lane Cove Public School P&C Music Program.</p> <ul style="list-style-type: none"> ▪ I will acknowledge now, and thank, the current instrument officers and band parents who do their part to smooth the running of the program – I know the challenges of those roles and appreciate your time. ▪ However, despite the best efforts of many, we have seen the shrinking and disappearance of the core music committee. The last convenor was unsuccessful in finding a replacement despite trying for two years prior to retiring – this was when there WAS the remains of a committee. In the three years since her retirement, that task has proved impossible. There IS no music committee to recruit to. ▪ What was done, years ago, by two convenors and a large team of parents has been done, for the last three years, by Michelle, who signed on years ago as a part time admin assistant, to assist a fully functional committee. She has taken on, since 2019, a huge role because the committee ceased to exist. ▪ The Treasurer and President – David and I in the last couple of years – have worked with her. Now we have come to a point that we cannot continue – exactly why, I will ask David to explain. <p><u>David Roberts:</u></p> <ul style="list-style-type: none"> ▪ We want a strong music program for generations to come ▪ Challenges not just parent volunteers ▪ The three sub-committees were no longer functioning - can be reinstated in the future. ▪ sensitive discussion of an employee of the P&C, role a couple of hours per week at the start, but now demands more challenging, unlikely to continue long term. Also casual so can leave anytime. ▪ Volunteer organisation, but have all the compliance obligations of a business. We have maintained all insurance - public liability insurance now difficult. One insurer willing to offer us cover, but long list of requirements so from 1st August 2022 the P&C is uninsured for sexual abuse ▪ We don't have the resources and skill sets to comply <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ▪ Will we pay more? ▪ David Roberts: look at tenders when released. It would take three to four employees to keep in house ▪ Brendan Hood: With the current risk no one would go on the P&C Executive ▪ Zoom question: How are other public schools doing this? ▪ David Roberts: A lot of them are outsourcing ▪ David Roberts: If we hand over to the school they will tender out to the program and the P&C will lose all control of the process ▪ Kate Blue: I think P&C don't own the music program ▪ Caryn Gottcent: Sexual abuse cover issue does not apply to uniform shop or canteen? ▪ Darshini Heaney: Parents take kids to uniform shop, canteen doesn't have kids inside.
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12.	Closure	Meeting closed

Appendix A

Canteen

We are increasing the price of salads and sushi by a small amount from Week 4, due to increased staff and produce costs.

We are also changing the cut-off time to order lunches from 9am to a new time of 8:30am. Sushi will now be available only on Wednesday to Friday.

Pies, sausage rolls, and chicken nuggets will be available Monday and Tuesday.

Paddlepops – chocolate and rainbow – will be available at recess and lunchtime.

A reminder that we love volunteers at the Canteen - and your kids love to see you! If you would like to help out, particularly on Thursdays and Fridays, even for an hour or two, it will help.

Appendix B

AGM – P&C Executive Positions

At the AGM, every P&C Executive position is declared vacant and we vote our new Executive in on that day - President, Treasurer, Secretary, VP School Community and VP Fundraising Events. These are all purely volunteer roles.

The P&C Executive attend P&C General Meetings (two per term) plus an extra P&C Executive Meeting, usually Week 5 of each term.

President, Treasurer and Secretary are all signatories to the P&C accounts and usually the President and Treasurer approve payroll and other payments weekly, with the day to day accounts and book keeping done by our paid Finance Administrator.

The **President** is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

Treasurer

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility. The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association. The Treasurer makes recommendations about surplus funds.

Secretary

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas. The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting.

VP School Community - in charge of delegating community events such as the Welcome BBQ, Mother's Day Stall and Father's Day BBQ, coordinating grade and class parents

VP Fundraising Events (new VP position to replace VP Community Partners) - coordinating fundraising initiatives such as Fun Run, Gala, Trivia Nights

Other Vacant Positions:

IT and Strategy –

- update the Website as required
- obtain and publish the Agenda and Minutes of all P&C General Meetings
- collect parent contact data at the start of the year, collate and distribute appropriately while maintaining privacy and safety of the parent community
- IT tech support for P&C staff and volunteers

Grounds Coordinator – coordinate volunteers for Working Bees and liaise with the Principal about tasks needing to be done at working bees

Canteen Liaison Officer – point of contact for parents wanting to volunteer at Canteen, to answer questions; gather information about parent requests and issues with the Canteen service; liaise with Canteen Staff about volunteer requirements; write Loop Entries for Canteen; monitor Sign Up; present at General Meetings about Canteen; feed back to P&C Executive about Canteen issues.

Music Liaison Officer – role to be defined depending on which tender is accepted by the P&C

Appendix C

1. My name is Kate Blue. My youngest son is in year 6. I am a financial general member of the P&C Association. I was the last person to hold the position of music convenor. I play the clarinet, but not very well.
2. I would like to acknowledge the hard work of the P&C Executive and I would like to acknowledge that it is has been particularly difficult during Covid.

Short summary of the history of the music programme

3. I thought it would be useful to provide a short summary of the history of the music programme to provide context to the discussions.
 - (a) The music programme commenced in 1979 and was kick started by a teacher called Peter Warmly. One of our current parents was the first drummer for our school.
 - (b) The programme has always been run by parents, via a subcommittee of the P&C Association, and non for profit, in collaboration with the school.
 - (c) The programme has always been what has set us apart from other local public schools. People are drawn to it and move into the area for it. The standard of musicality has been exceptionally high. I am aware of at least one dozen children who have won scholarships to high school for music. The premise of the programme is to teach children to read music, in the same way they learn to read and write.
 - (d) Most other primary schools will offer a Concert Band programme. Our school is different because we not only offer Concert Bands, but also offer string ensembles, orchestras and guitar ensembles. It is a large and inclusive programme.
 - (e) There is a strong sense of music in our Lane Cove community. Many of the tutors have been teaching at the school for many years. Our community is supported by the Lane Cove Concert Band, the Lane Cove Youth Orchestra and the Lane Cove Music and Cultural Centre.
 - (f) Since 2020 there has been no active music committee. The programme has been run by a paid music administrator, contracted directly by the P&C Executive.
 - (g) The attraction of the programme is the fact that it is non for profit and not commercial. There was no intention to make a buck out of it. To make it work, there needs to be a group of parents who are happy to help out. The programme is fairly well organised and established. One of the main reasons outlined for proposal to outsource the programme is that there is a lack of parent volunteers. Other reasons outlined include the increasing demands and costs associated with compliance and insurance.

Purpose of statement:

4. My sole purpose in speaking tonight is to
 - (a) to ensure the longevity of a quality and affordable music programme at the school
 - (b) to encourage all of us to be informed by and be engaged with the P&C and to be involved.

Clarification of my involvement / non conflict

5. I would like to confirm that I will be supporting the Tutors with their application in response to the tender.

6. I am not a Director of, nor member of, nor in any other way associated with the entity created. There is no reward, financial or otherwise to me.

I appreciate that some of the following issues may be perceived as provocative. I am not, by nature, a troublemaker, and speak with respect and the best intentions of the School, the P&C Association, the Music Programme and the Tutor's at heart.

Basic Premise:

1. We are reluctant for a commercial provider for the music programme at our school because,
 - The costs will skyrocket.
 - The quality of the programme will decline.
 - The parents will have no say, lose control and lose the ability to be involved.
 - Potentially, we will lose the quality tutors currently teaching at the school, who we know and trust.
 - We are Lane Cove and we are better.
2. I am concerned that the issues surrounding the music programme have not been properly communicated to the school community or to the wider community in an open and transparent manner.
3. It is important that these concerns are properly recorded in the P&C minutes.

I will deal with each of my concerns in turn;

4. Volunteers.

Please note,

- There has been **NO** request for volunteers for the music committee or reference to the shortage of volunteers in any of the school's weekly newsletters in 2022.
- There has no reference to the shortage of volunteers for the music programme in any of the minutes of the P&C meetings, published on the web site in the week commencing 17 October 2022.
- Since January 2022 there has been 3 – 4 emails sent out to music families requesting assistance for events, but no specific request for assistance to help on the committee.

5. Insurance

We have been told by the P&C that there are problems associated with costs and obtaining insurance, and in particular obtaining insurance to cover sexual molestation claims.

- What are the costs of the insurance?
- Has the P&C Executive asked the parents if they would be prepared to pay for the extra costs of insurance?
- Has the P&C Executive asked the parents if they would be prepared to pay for the costs of an additional admin person to help run the programme and sort out the insurance issues?
- Are the P&C Executive aware that subcontracting the provision of music to a commercial entity does not protect them from claims that arise?

- Are the P&C Executive aware that the decision to outsource the programme may increase their exposure to liability? What steps and insurance has the P&C Executive put in place to protect itself? It is likely that the P&C will need its own insurance to protect itself in any event. This does not work proportionately, i.e. if the P&C is found to be 1% liable, then depending on the claim, it may be exposed to pay 100% of claim.

6. Why wasn't the decision to outsource the music programme on the agenda, discussed or put to vote at the last General meeting?

- At the General meeting on 6 September 2022, there was a motion and resolution passed to restructure the P&C Association, but there was **no motion or resolution passed at the last P&C meeting to outsource the programme.**
- **The decision to outsource the programme was made by the P&C Executive.**
- The issue about outsourcing did not appear on the agenda or in any associated document.
- Given the significance and history of the music programme at this School, this decision, with respect, should have been put to a meeting for proper debate.
- The Executive must be mindful not to make decisions that should be debated at a general meeting. Ordinary members have the right to question Executive decisions, or, in fact overturn them (by a majority vote) at a general meeting.
- The tender was advertised on 26 September before the School community were informed of the decision on 11 October 2022

7. Involvement of School Council

- Thank you for publishing the minutes of the last School Council Meeting. Was there a motion, debate and vote on the issue, and approved by the Council or was it simply presented?

8. Tender Proposal

I have grave concerns about the legality and wording of the tender invitation.

- a. The first and main concern that I hold is that I do not think the P&C Association has legal standing to extend the invitation to tender or to enter into a contractual relationship with the successful applicant.

Commentary:

At other schools, the contract for the provision of music services is between the provider and the school. This is consistent with the fact that the provision of space and rooms at the school is controlled by the school. The P&C cannot provide details of children, or guarantee a number of kids to participate.

The P&C have no legal standing to offer the programme. E.g. You cannot sell or rent a house unless you are the owner of it. It can promote and support the ultimate programme, but it cannot sell it or contract for the provision of it, because it is not the owner (unless the P&C has its own separate agreement with the school, giving it the authority to contract on its behalf).

The contract needs to be with the school, or a tripartite agreement between the provider, the school and the P&C Association.

- b. Could the tender document be published for the school community to see the terms of the invitation?
- c. On what basis does the P&C seek payment of money from the successful applicant, as noted in the tender invitation?

9. Instruments:

- a. The instruments are owned by the P&C Association, purchased over many years by the past music committees.
- b. The P&C Association also hold a sum of money representing the payment of the insurance money from the instruments destroyed in the fire.
- c. The instruments were moved from the Music Committee P&L to the main P&L to avoid the implications of GST in approximately 2018 or 2019.
- d. When the music programme has been outsourced at other schools, the P&C has donated the instruments to the programme. I know this happened at Boronia Park PS and at North Sydney Demonstration School
- e. Questions:
 - Will the current P&C consider a donation of the instruments to the successful applicant?
 - Will the current P&C commit to any fundraising to assist the programme?
 - Why haven't the insurance funds been used to support the current problems with the music programme?
 - What will the P&C Executive use the funds for?

10. Timing

The current P&C Executive have indicated their intention to stand down at the next AGM in November. Mr McKinnon is returning to the school in 2023. Decisions in relation to the management of the programme should be dealt with those people who will be responsible for it in 2023.

Proposed Motion

1. I move the following motion;

That the decision by the P&C Executive to outsource the music programme be stayed or put on hold to 2023

- (a) to allow more time for the community to be informed,
- (b) for collaborative discussion to take place.
- (c) for an informed vote to take place.
- (d) to allow the P&C to obtain proper advice on its legal capacity and standing.
- (e) to allow for the new P&C Executive, to be voted in.
- (f) to allow for the return of the Principal Mr Terry McKinnon in 2023.

I appreciate that this may delay the start of the music programme at the school in 2023. This was going to occur in any event, pending the return of Mr McKinnon and/or the finalisation of the contract with the successful tenderer. It is better that the decision be made in a measured and informed way than rushed.