

LCPS P&C GM 2 2023

Minutes of Meeting

Date: Wednesday 22nd March 2023

Time: 6:30pm – 8:30pm Teachers' Staff Room & Remote (Zoom)

Attendees		
<ol style="list-style-type: none"> 1. Caleb Taylor, LCPS P&C President 2. Lara Whenby, LCPS P&C Vice President: Fundraising & Events 3. Ben Bradley, LCPS Secretary 4. Terry McKinnon, LCPS Principal 5. Grace Lattuca, relieving LCPS Deputy Principal 6. Kirsty Dreverman 7. Darshini Heaney 8. Renee Maxwell 9. Tiffany Davis 10. Darren Simpson 11. Sarah O'Donnell 		<ol style="list-style-type: none"> 12. Hajar Torkaman, LCPS Treasurer (remote) 13. Sandra Quan (remote) 14. Caryn Gottcent (remote) 15. Rebecca Hannifin (remote) 16. Julie Wan (remote) 17. David Roberts (remote) 18. Brendan Hood (remote) 19. Ian Watson (remote) 20. Fiona Aldridge (remote) 21. Louisa Limbo (remote) 22. Liz McPherson (remote) 23. Yumi Wong-Pan (remote) <p>Apologies:</p> <ol style="list-style-type: none"> 1. Chloe Blanch, LCPS P&C Vice President: School Community 2. Tony Nolan 3. Lorna Baker 4. Em Patterson 5. Myles Davis
No.	Agenda Item/Topic	Discussion and Next Steps
1.	Acknowledgement of Country / Welcome	<u>Caleb Taylor</u> <ul style="list-style-type: none"> ▪ Acknowledgement of Country ▪ Welcome
2.	Adoption of Previous Minutes	<u>GM 21.2.23</u> <ul style="list-style-type: none"> ▪ Meeting name amended. ▪ Otherwise, the minutes of the previous GM were unanimously adopted.
3.	President's Report	<u>Caleb Taylor</u> <ul style="list-style-type: none"> • WEBSITE: the new LCPS P&C website was launched today. The feedback has been positive. <ul style="list-style-type: none"> ○ Caleb expressed his thanks to Julie Taylor of Active Digital Web for her efforts in designing the site. ○ Caleb expressed his thank to Lara Whenby and others for contribution to content.

		<p>[There was general appreciation for the efforts of Julie and others in the design and launching the new site].</p> <ul style="list-style-type: none"> • PEDESTRIAN SAFETY: Caleb raised that the P&C was working with Lane Cove council re traffic issues that effected Lane Cove North Residents in the LCPS catchment zone. <ul style="list-style-type: none"> ○ The issue was the lack of pedestrian infrastructure for students walking to school from that part of the catchment zone. ○ Caleb reported that the Council confirmed funds would be made available next financial year for installation of a refuge island and median strips to stop illegal u-turns. • Brendan Hood encouraged class lessons on the need for pedestrian safety around school noting lack of lollipop man at present. <ul style="list-style-type: none"> ○ The Principal confirmed that they do road safety lessons at the school. ○ The Principal noted that efforts were ongoing to locate a new traffic controller. Teachers are not permitted to fill the role and do not have the training (course run by Transport NSW). • Darshini Heaney encouraged increased communication by LCPS to parents of the need to be careful crossing roads, especially Sera Street. • Lara Whenby indicated she would reach out to the traffic control company used for the funrun to see if they could assist in locating a replacement. • EVENTS: The Trivia Night: this fundraising event was held at the Alcott on Friday, 10 March 2023. Caleb noted: <ul style="list-style-type: none"> ○ The LCPS P&C raised just under \$7,000. ○ The LCPS P&C are aiming to fund a new shade cloth over Canteen Cove and funds will be directed to that end. • EVENTS: The World Food Fair: this is a community event which will be held on Friday, 24 March 2023, during Harmony Week. Hajar Torkaman, Chloe Maxwell and Angela are coordinating this event. Caleb noted: <ul style="list-style-type: none"> ○ there are 14 community groups involved; and ○ it will run from 3.30pm to 5:30pm. • EVENTS: The Fun Run is a major fundraising event and will be run on 10 September 2023. <ul style="list-style-type: none"> ○ Brendan Hood observed that there had recently been another incident of arson and vandalism (7th) at the grandstand on the Kingsford Smith Oval. ○ This may raise logistical issues with toilets for the event. ○ Brendan observed that toilets at Pottery Green had also recently been destroyed and this was an issue around public facilities in Lane Cove at the moment.
	Principal's Report	<p><u>Terry McKinnon</u></p> <ul style="list-style-type: none"> • NAPLAN: the Principal provided an update on NAPLAN results.

		<ul style="list-style-type: none"> ○ The data demonstrated that LCPS had 77.5% of students in the top two bands for reading. ○ This was in line with similar schools (Family Occupation and Education Index Score - 0). ○ The data demonstrated that LCPS had 66% for students in top two bands for numeracy. ○ Whilst less than reading scores, this remained in line with comparable schools. ○ The Principal noted that there was a focus on how to improve the teaching of Mathematics. The Principal spoke to the Primary Mathematics Specialist Initiative, with a focus on open ended tasks/activity based conceptual learning. ○ Darshini Heaney asked whether we were looking at how other schools who were doing well were teaching mathematics. The Principal confirmed this is what they were doing. <ul style="list-style-type: none"> • Harmony Day: The Principal confirmed Harmony day was a success and encouraged viewing of a video that had been published of activities. • Art Enrichment Programme: The Principal confirmed this was going well. 'Sharon' had come out last week and visited class rooms in preparation for the programme. • Parent Survey Results: There were 92 respondents. The overall response was that the teaching staff were valued. There was also an emphasis on working on maths and the High Potential & Gifted Education Policy. This is to be implemented this year. There was a strong interest in the language program. • Partnership: The Principal spoke to the need to work on partnerships between home and school. Parents not sure how their children were going and school looking at how to improve communication with parents. • Local School Network: The Principal spoke to improving associations with local high school and Gulgong Public School. • Language Programme: the parent survey demonstrated support for rolling out a language programme for Kindergarten to Year 3. This would cost \$50 per student per term for a one hour per week. This would be in addition to the sports programme in terms 2 and 3 (which is run by an outside provider at a cost of \$60 per student per term). <p>[There was general agreement that \$110 per student per term was reasonable for both programmes]</p> <p>The principal was looking to see whether there were any supplements to allow funding for two hours per week for this language programme.</p> <ul style="list-style-type: none"> • The Hall: The Principal reported that asbestos had been located on the site and as such, the working bee had been
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		<p>called off. Asbestos consultants have been called in and are supervising management and removal of the located asbestos by a hygienist. Air monitoring is also occurring.</p> <ul style="list-style-type: none"> • Airconditioning to Kindergarten Building: The Principal noted that AMU had recently severed contact with its contractor for the North Shore and now must supervise subcontractors directly. The preference of LCPS is to remove ducted system and install split system units. However, must be guided by AMU. <ul style="list-style-type: none"> ○ It is unclear whether the AMU will fund the new system. ○ If not, then the estimated cost may be \$40K. If so, the LCPS may have to come to the P&C. • Basketball Court Upgrade: The Principal confirmed the lights aren't going to be installed at this stage, though conduits will be installed. He observed the Project Manager had been appointed, though project timeline still not known. • Parent Teacher Interviews: The Principal noted that these are coming up this term. • Easter Hat Parade: The Principal noted this would be conducted on Wednesday, 5 April 2024 at 11:30am.
4.	Treasurer's Report	<p><u>Hajar Torkaman</u></p> <ul style="list-style-type: none"> • Hajar presented the TREASURER'S REPORT. • This is attached and marked 'A'.
5.	P&C Reports	
	Multicultural Officer	<p><u>Hajar Torkaman</u></p> <ul style="list-style-type: none"> • Hajar provided an update on the next major community event, being the World Food Fair to be held on school grounds on 24 March 2023 as part of Harmony Week. • Hajar noted that Chloe Blanch had prepared raffles and the local community were getting involved (including Woolworths who were donating fruit). • Hajar noted that Miss Robertson had arranged for the children to sing 4 songs. In addition to food stalls, where was a senior Chinese dance group, Indian dance group and a Kung Fu demonstration.
	VP School Community	<p><u>Caleb</u></p> <ul style="list-style-type: none"> • Canteen: Chloe's 'Juicy Party' competition had taken off and the number of volunteers was now at capacity. There was a general buzz and this was appreciated by canteen staff. <ul style="list-style-type: none"> ○ There will be a new competition next term. • World Food Fair: Chloe was selling tickets for the raffle on Thursday afternoon and Friday.

	VP Fundraising & Events	<p><u>Lara Whenby</u></p> <ul style="list-style-type: none"> • EVENTS: the Trivia Night was held at the Alcott on 10 March 2023. Lara noted there was a large crowd with a large number of tickets selling in the last few days. • EVENTS: the Fun Run will be held on 10 September 2023. Lara confirmed preparation for this event has now begun. <ul style="list-style-type: none"> ○ There will be a meeting on 2 May 2023 for anyone who wants to get involved. ○ Lara spoke to the number and variety of jobs available. This included selling t-shirts for 2 hours, putting up signs, being a marshal for the event, door knocking residents etc. There were many jobs big and small and everyone was encouraged to help out if they can. • EVENTS: the Gala night will be held at the Lane Cove Golf Club on 20 May 2023. This will be the Golf Club's last hurrah before development works commence. We can host 300 people, though the target is 250 people. We need support for the event, including an auctioneer. <ul style="list-style-type: none"> ○ Lara noted that we also needed auction items. So far, items included artwork from school, a cruise, holiday house and days with the Deputy Principal and Principal. • EVENTS: Lara that an idea was being floated for a Vivid Cruise. This would involve being picked up at 5pm to see Vivid (Captain Cook). The target would be 100 people. [There was general support for this proposal]
	Canteen	<p><u>Caleb Taylor</u></p> <ul style="list-style-type: none"> • Caleb and Chloe and been into the canteen and were looking at improving operations, with a focus on staffing and food. • Caleb noted that interest in volunteering was strong this year which was fantastic. There was a need for a canteen liaison person. • In relation to menu, this was too limited especially re hot food and over the counter options. • Caleb noted that children were not coming down at recess and the plan was to overhaul the menu to broaden options. • Caleb was working with other canteens to see how they operate. <ul style="list-style-type: none"> ○ Renee Maxwell: noted that photographs of new items may help publicise updated. ○ Renee Maxwell: noted that could market as 'give yourself a break and contribute to the school', noting many parents may be unaware that the canteen actually helps fund the school P&C.
	Clothes Store	<p><u>Caleb</u></p> <ul style="list-style-type: none"> • Caleb noted there was no capacity to receive second hand goods at the moment and that volunteers were still needed for the clothes shop.

		<ul style="list-style-type: none"> ○ Tiffany Davis: raised whether we should have a second hand clothes sale to clear stock. ○ Lara Whenby agreed and queried why not try and sell second hand clothes before placing orders for new stock, noting that there was a margin of 100% on second hand clothes. ○ Carryn Gotticent noted that there were storage issues with second hand clothes (especially risk of mould). ○ David Roberts noted we had a minimum volume of ordering for new stock to maintain very good prices.
	Grounds	<p><u>Darren Simpson/Caleb</u></p> <ul style="list-style-type: none"> • Noted the P&C could not do gardening due to asbestos issues identified on the building site. • The P&C liaising with LCPS as to new date. • Darren noted that 'colour makes everyone happy' and spoke to a plan to roll out more colour (paint) around the LCPS to brighten up everyone. • Darren also spoke to 'welcome sign' in multiple languages. <p>[There was general support for Darren's idea and thanks for his ongoing support of the school]</p>
6.	General Business	<p><u>Caleb Taylor</u></p> <ul style="list-style-type: none"> • P&C Meetings: There are currently two scheduled general meetings per term. <ul style="list-style-type: none"> ○ Caleb noted that given the launch of the new website, this was another way of effective communicating with families. ○ Caleb proposed there was now only need for one meeting per term. Caleb noted in addition, we would still have the executive meeting once per term. ○ This was seconded by Darshini. ○ Renee Maxwell queried whether the AGM would be in addition to the one meeting per term, and this was confirmed by Caleb. <p>Proposal: to only hold one LCPS P&C General Meeting per term.</p> <p>Voted unanimously in favour of proposal.</p> <ul style="list-style-type: none"> • Interactive White Boards: The Principal noted that every class will now have an interactive white board at a cost of \$55K. He requested contribution of \$25K from LCPS P&C. <ul style="list-style-type: none"> ○ The P&C sought the right to 'auction' off the name rights to each white board to part recover costs (most likely families). This was agreed in principle, subject to ensuring that the entity purchasing that right aligned with cultural values of the school and public education. <p>Proposal: the LCPS P&C contribute \$25K to the purchase by LCPS of interactive white boards.</p> <p>Voted unanimously in favour.</p>

		MEETING CLOSED AT 8:20PM

Balance Sheet
LANE COVE PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION
As at 28 February 2023

28 Feb 2023 28 Feb 2022

Assets

Bank

Debit Card Canteen	399	1,077
Wespac Invest P & C	142,579	113,242
Westpac AU 032085524757	49,889	55,997
Westpac Canteen	6,564	1,968
Westpac Music Program	21,116	38,741
Westpac P & C Association	2,028	2,702
Westpac Uniform Shop	39,424	27,817
Total Bank	261,998	241,545

Current Assets

Float - Petty Cash Canteen	50	50
Float Uniform Shop [11510]	300	300
Inventory Uniform Shop	3,645	733
Membership fees to LCPS Association	- 85 -	49
Term Deposit \$200000 - 032085 502398	200,000	200,000
Trade Debtors Music Program & Uniform Shop	6,692	7,174
Uniform Shop Inventory	31,813	62,228
Total Current Assets	242,415	270,437

Fixed Assets

Acc Depn P & C	- 2,086 -	1,840
Accumulated Depreciation - Instruments at Cost Strings	- 7,881 -	7,237
Accumulated Depreciation - Band instruments	- 18,940 -	14,579
Accumulated Depreciation - Band Instruments - Brass, Woodwind & Acoustic Keyboards	- 900 -	457
Accumulated Depreciation - Instruments Combined	- 129,262 -	122,192
Accumulated Depreciation - Music Equipment	- 4,003 -	2,593
Accumulated Depreciation - Music Stands	- 2,640 -	1,952
Accumulated depreciation - Musical Equipment Percussion	- 299 -	299
Accumulated Depreciation - Scores	- 8,241 -	8,241
Accumulated Depreciation - Stringed Instruments - Cellos, Violas, Violins	- 1,118 -	906
Accumulated Depreciation Canteen	- 4,905 -	3,046
Accumulation Depreciation - Band Instruments - Percussion & Electric Keyboards	- 7,643 -	4,419
Band Instruments - Brass, Woodwind, Acoustic Keyboards	4,435	4,435
Band Instruments - Percussion & Electric Keyboards	16,002	16,002
Fixed Assets Canteen	15,803	15,803
Fixed Assets P & C	3,578	2,140
Instrument at cost - Band Instruments	42,332	42,332
Instruments at Costs - Strings	10,962	10,962
Instruments Combined	129,251	129,251
Music Equipment	9,406	9,406
Music Stands	2,640	1,952
Musical equipment -Percussion	299	299
Scores	8,241	8,241
Stringed Instruments - Cellos, Violas & Violins	1,915	565
Total Fixed Assets	56,946	73,628

Non-current Assets

Acc Depn Canteen	- 14,879 -	14,879
Accumulated Depreciation - Instrument Cases	- 2,489 -	2,489
Accumulated Depreciation - Music Vests	- 6,935 -	6,935
Computer Equip Uniform Shop	1,208	-
Computer Equipment Canteen	356	356
Instrument cases	2,489	2,489
Kitchen Equipment Canteen	18,670	15,078

Music Vests	10,736	6,935
Prepayments Music Program	1	1
Suspense [19990]	635	8,955
Total Non-current Assets	9,792	9,511

Total Assets	571,151	595,120
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Liabilities

Current Liabilities

GST	2	-
PAYG withholding Canteen	1,061	1,681
Prepayment	25	25
Rounding	- 0 -	6
Super Payable Canteen	715	562
Super Payable Music Program	127	546
Super Payable Uniform	168	261
Super Salary Sacrifice Payable	903	665
Trade Creditors	23,927	65,933
Total Current Liabilities	26,928	69,667

Non-Current Liabilities

Instrument Deposit	34,405	32,205
Long Service Leave Accrual [22220]	16,952	10,571
Suspense [29000]	- -	419
Total Non-Current Liabilities	51,357	42,357

Total Liabilities	78,285	112,024
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Net Assets	492,866	483,096
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Equity

Current Year Earnings	- 98,659 -	67,357
Retained Earnings	591,525	550,452
Total Equity	492,866	483,096

PROFIT & LOSS

Lane Cove Public School P&C

1 October 22 to 28 Feb 23

Trading Income	Canteen	Music	Uniform	P&C	TOTAL
Food Sales - Canteen	48,572				48,572
Fundraising - P & C				2,393	2,393
Group Fees - Strings - Beginner Violins		- 390			390
Instrument Hire - All Percussion		6,750			6,750
Instrument Hire - Guitar		810			810
Instrument Hire - Strings		11,670			11,670
Interest				795	795
Miscellaneous Income				1	1
P & C Event Income				3,871	3,871
Sales - New Uniforms			70,570		70,570
Sales - Second Hand			2,486		2,486
Total Trading Income	48,572	18,840	73,056	7,059	147,528
Cost of Sales					
Cost of Goods Sold - Uniform			49,295		49,295
Munch Monitor fees - Canteen	1,457				1,457
Munchmonitor fees - cash sales			564		564
Stock purchases - Canteen	27,687				27,687
Stocktake adjustment	- 34				34
Total Cost of Sales	29,110	-	49,859	-	78,969
Gross Profit	19,462	18,840	23,197	7,059	68,558
Other Income					
Stripe Surcharge Reimbursement		206			206
Total Other Income	-	206	-	-	206
Operating Expenses					
CCS merchant expenses			793		793
Conductor - Concert Band		2,040			2,040
Conductor - Jazz Band		3,556			3,556
Co-ordinators - Music		990			990
Depn Expense - Canteen	848				848
Depn Expense - Music Committee		2,054			2,054
Depn Expense - P & C				2,304	2,304
Donations			129		129
Entertainment				449	449
Event Expense - Bang, Blow & Scrape		834			834
Event expenses - P & C				3,710	3,710
Freight Charges [60031]	67				67
Fundraising expenses				1,120	1,120
Group Tutors - Beginner Violins		641			641
Group Tutors - Cello Group Beginner		1,140			1,140
Group Tutors - Continuing Violins		2,233			2,233
Group Tutors - Guitar Beginners		713			713
Group Tutors - Guitar Intermediate		1,930			1,930
Group Tutors - Guitar Senior		855			855
Group Tutors - Recorder Junior		518			518
Group Tutors - Recorder Senior		608			608
Group Tutors - Senior String Ensemble		1,615			1,615
Insurance				3,314	3,314
Lane Cove Community Fun Run Expenses				550	550
Memberships & Subscriptions				698	698
Postage & Stationery - Canteen	481				481
Postage & Stationery - Music		8			8
Postage & Stationery - P & C				29	29
Postage & Stationery - Uniform			28		28
Salary & Wages - Canteen	24,195	4,430	5,832	3,224	37,681
Salary & Wages - Music		39			39
Staff Ameneties				678	678
Stripe Fees		226			226
Sundry expenses - Canteen	475				475
Sundry expenses - Uniform Shop			45		45
Superannuation - Canteen	2,540	2,373	574	339	5,826
Suspense					-
Total Operating Expenses	28,606	26,801	7,401	16,415	79,222
NET PROFIT/(LOSS) FROM BUSINESS OPERATIONS & FUNDRAIS	- 9,145	- 7,755	15,796	- 9,355	- 10,459
Technology - School Contribution				88,200	88,200
NET PROFIT/(LOSS) AFTER SCHOOL DONATIONS	- 9,145	- 7,755	15,796	- 97,555	- 98,659

1. Bunnings BBQ \$2,394, Christmas Tree Fundraiser \$1,184