

LCPSP&C TERM 3 GM 2023

Minutes of Meeting

Date: Tuesday 25 July 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 Wehby, LCPS P&C Vice President: Fundraising & Events 3. Hajar Torkaman, LCPS Treasurer 4. Ben Bradley, LCPS Secretary 5. Terry McKinnon, LCPS Principal 6. Grace Lattuca, relieving LCPS Deputy Principal 7. Bec Myers, LCPS Deputy Principal 8. Renee Maxwell 9. Chloe Blanch (remote) 10. Caryn Gotticent (remote) 		<ol style="list-style-type: none"> 11. Darshini Heaney 12. Jose Lopez 13. Miles Davis (online) 14. Darren Simpson 15. Sarah O'Donnell 16. Neda Griffiths 17. Honey Quibulue 18. Fiona McDonald
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 9.5.23</u> <ul style="list-style-type: none"> ▪ Adopted unanimously.
3.	President's Report	<u>Caleb Taylor</u> <ul style="list-style-type: none"> • GENERAL: Caleb thanked the parent group generally for their enthusiasm for school events. • P&C SURVEY: Caleb noted that in week 5 of this term, the P&C intended to issue a survey to provide feedback on the year to date. • FUNDRAISING: Caleb informed the meeting that an indicative quote had recently been obtained for a shade cloth over the astroturf in the sum of \$145K, which was half previous estimates. As such, this remained a fundraising goal for the P&C. • The hall remained the building priority for the school this year and as such, the shade cloth remained a target for next year. • School Infrastructure NSW must manage process for all building works, but this quote indicates it is an affordable target.

		<ul style="list-style-type: none"> • FUNDRAISING: Basketball Courts: the release of \$55K grant for basketball courts was signed off and the funds should be received tomorrow. • Caleb informed the meeting that community consultation on lights for the basketball courts was continuing. • VOLUNTARY CONTRIBUTIONS: Caleb was interviewed for a recent article in the newspaper. He observed that in comparison to other similar schools, our rate of voluntary contributions was quite low. • Lara Wehby suggested we give parents three options for contribution amounts. • Lara also indicated that in her experience, the payment portal was difficult to manage contributions/donations. Mr McKinnon invited Lara to provide a demonstration so that they can identify and troubleshoot issues. • Mr McKinnon reminded the meeting that there were policies on how we can ask parents for voluntary contributions which must be factored into consideration when asking parents for money. • Miles Davis proposed that we increase voluntary contribution amount at the beginning of the next school year. He also reminded the meeting that previously letters were issued seeking voluntary contributions at the commencement of term 3. • Darshini Heaney observed that the P&C had deliberately kept the contribution low during the COVID period. • Mr McKinnon suggested that a question in the survey should include attitude to any proposed increase to voluntary contributions. He observed 85% of parents contributed on a voluntary basis. • GROUNDS: Caleb invited Darren Simpson to update on proposed upgrade to Longueville Road entry. Darren observed that the walls adjacent to entry gate would be washed, undercoat applied, 2 overcoats of lime grass green, over which the word 'welcome' would be written in 50 languages. The design had been prepared by Nathan Griffith. • It was noted that a large mulch delivery was to occur this weekend and Darren needed half a dozen volunteers to assist at 9am on Saturday. • P&C were happy to allow 'sign-up' for that process. • EOI Music Liaison Officer: Caleb noted that we have instrument officers, but we need a liaison officer. He asked for an expression of interest in that position, noting that instruments will be returned in term 4 and as such, need help.
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	Principal's Report	<p><u>Terry McKinnon</u></p> <ul style="list-style-type: none"> STAFFING: Mr McKinnon welcomed back Ms Bec Myers, the substantive Deputy Principal and thanked Ms Kirsty Dreverman, who was acting in a relief position. Mc McKinnon informed the meeting that the school had recently appointed Ms Kate Saunders as Deputy Principal-Curriculum and Instruction. Ms Cooney has been employed to replace Ms Jorgenson. CHINESE LANGUAGE TEACHER: the school did not have any applicants for this position. NAPLAN RESULTS: Mr McKinnon informed the meeting that some data had been received. NAPLAN results were now measured on four proficiency levels and the department was working on how to correlate data with earlier years. In general terms, those four levels are (1) needs additional support (2) developing (3) strong and (4) exceeding. When look through LCPS results, the school has performed well. Grammar/Punctuation (Yr 3): 84% of candidates were exceeding or strong. 15% were developing. Grammar/Punctuation (Yr 5): 86% of candidates were exceeding or strong. 13% were developing. Spelling (Yr 3): 89% of candidates were strong or exceeding. 11% were developing. Spelling (Yr 5): 93% of candidates were strong or exceeding. 7% were developing. Writing (Yr 3): 95% of candidates were strong or exceeding. 5% were developing. Writing (Yr 5): 90% of candidates were strong or exceeding. 10% developing. Reading results were similar to above. Numeracy (Yr 3): 90% of candidates were strong or exceeding. 10% were developing. Numeracy (Yr 5): 90% of candidates were strong or exceeding. 10% were developing. HPGE: Mr McKinnon indicated that High Performance and Gifted Education staff training was continuing. The plan was then to run parent sessions.

		<ul style="list-style-type: none"> • SCHOOL REPORTS: Mr McKinnon flagged that school is looking how reports will be distributed to parents, trying to make access more simple for parents. • TERM THREE: Next week will be the School Open Day, with the flyer out for same. • Wakakirri will be held on 7 August. • Art Show will open on 8 August and will run all week. It will be open from 4:30pm to 6:30pm and all parents were encouraged to attend. • Athletics carnival will also be run this term. • Year 6 Fete will be held on 15 September 2023. This has been brought forward to this term. • HALL: Mr McKinnon updated the meeting on progress. He indicated the tender for remaining works closed a week and a half ago. The hall will not be finished by the end of the year, with at least three months of work left to complete. The school is looking to have the hall ready for the beginning of the 2024 academic year. • BASKETBALL COURTS UPGRADE/SHADE CLOTH: Mr McKinnon noted that completion of the hall was the priority and no other contractor work will occur until this was completed. This will delay other activities, such as the basketball court upgrade. • TOILETS: Mr McKinnon indicated that the upgrade of toilets was slightly ahead of schedule. • OTHER BUILDING WORK: Mr McKinnon informed the meeting that upgrade works would occur in the admin/Osborne Park Buildings due to leaks. Work on the Osborne Park Building would start this term and would involve fencing off part of the Year One playground. The upgrade to the admin building will take about two weeks and will occur during school holidays. • Darshini Heaney asked whether the upgrade to the basketball courts would provide multi-use courts. This was confirmed. • Mr McKinnon informed the meeting that the council were still keen on putting in lights and community consultation was underway, though the school was still waiting for the results. • If no issue, then the council will put in lights with the council to have exclusive use of the courts on certain nights per week after 6pm. Council will be responsible for maintenance of the lights. • Miles Davis asked whether there had been any progress on dealing with asbestos found during building works. Mr
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		McKinnon confirmed remediation work had been put out to tender.
4.	Treasurer's Report	<p><u>Hajar Torkaman</u></p> <ul style="list-style-type: none"> • A copy of the TREASURER'S REPORT is annexed. Hajar spoke to the balance sheet and profit and loss statement. • Hajar informed the meeting that there was \$245K cash in back and the plan was to put funds in a term deposit earning 4.75% for a year. • Hajar noted that the current liabilities included \$32,905 in unreturned deposits for music instruments. • Hajar noted that the canteen was previously operating at a \$7K loss, though this had moderated to \$3K.
5.	P&C Reports	
	Multicultural Officer	<p><u>Hajar Torkaman</u></p> <ul style="list-style-type: none"> • Hajar noted that there had been a meeting yesterday (term meeting) where the cookbook and World Food Festival were discussed. • COOKBOOK: Hajar noted that there had been a sample recipe circulated in LOOP. She was reaching out to parents, staff and the local community. The plan is to have children contribute to the design of the book, with drawings and artwork. • WORLD FOOD FAIR: Hajar noted it had been recognised that there was a lot of waste during the last food fair and strategies were being discussed to reduce same. This included the use of re-usable plates and a token system for 15 choices of food for \$5. Hajar noted they were looking at introducing hot food next year. She was also pleased to announce a new culture participant, 'Spanish'.
	VP School Community	<p><u>Caleb Taylor</u></p> <ul style="list-style-type: none"> • Caleb thanked Chloe Blanch for all her effort this year, which was generally endorsed by meeting. • Caleb noted busy term with Mother & Other stall and breakfast. • NOMINATIONS called for replacement VP School Community. <p>Caleb nominated Sarah O'Donnell. Renee Maxwell Seconded.</p> <p>SARAH O'DONNELL unanimously and unopposed voted in as VP School Community.</p>

		<ul style="list-style-type: none"> • NOMINATIONS called for Canteen Liaison Officer. <p>Caleb nominated Honey Quibulue. Darshini Heaney seconded.</p> <p>HONEY QUIBULUE unanimously and unopposed voted in as Canteen Liaison Officer.</p>
	VP Fundraising & Events	<p><u>Lara Wehby</u></p> <ul style="list-style-type: none"> • FUNRUN: Lara noted that it was 'all fun run' at the moment. • VIVID: Lara noted the VIVID Cruise had been a huge success. She thanked Amanda & Nic for their ongoing support. • FUNRUN: there have been over 600 registrations so far, which is tracking slightly ahead of last year at an equivalent time to event. We had over 2,000 participants last year. • Lara thanked Kwik Kopy in the city who kindly printed 10,000 flyers without charge. • Letterbox drop: Lara noted that this requires sitting down and mapping out streets. She called for volunteers. • Lara identified that various sponsors had come on board, including Audi Artarmon, Rumble Boxing Gym, Raine & Horne. • Lara noted that people can donate old event shirts to clothing shop. • Lara provided an update on class competitions being used to motivate participation. This included first class to have over 50% of students enrolled. She also noted that any class that had 90% enrolments by the assembly before fun run, every child would get a sausage sizzle voucher. • Lara noted that there was a volunteer night on 2/8/23. She outlined the many and varied ways a person can volunteer including acting as a marshal, bib collection, vendor liaison, assisting with performances on stage. Lara noted the official way to volunteer was to go to SignUp. • Lara looking at promoting to preschools, other local schools and Riverview.
	Canteen	<p><u>Caleb Taylor</u></p> <ul style="list-style-type: none"> • Caleb noted that this had been a positive term and thanked the staff (Karen and her team) for their support in rolling out a new menu. • Caleb noted that they would be looking at pricing again this term. A lot of suppliers have given notice of a price increase. He also noted that there had been an increase in award rates and super since 1.7.23. This was having effect on pricing. • Caleb noted there had been a slight increase of 20C on items this term proactively. Want to keep menu affordable but also needs to be sustainable. • Caleb noted there had been really good volunteer participation last term. He requested people to please sign

		up again (SignUp), noting all children of a volunteer get a free juicy at lunch.
	Clothes Store	<p><u>Fiona McDonald</u> (Uniform Shop Liaison Officer)</p> <ul style="list-style-type: none"> Fiona informed the meeting that the shop was doing really well. VOUCHERS: Fiona noted that the Back-to-School vouchers had a high uptake with new stock, particularly families purchasing summer school uniforms. This will be monitored next term. STOCK: Fiona noted that all stock for summer had been ordered. SECOND HAND: Fiona observed the shop was open to receiving second hand uniforms and donations. However, she asked if parents could wash clothes before donation and please donate clothes in good condition. Existing second-hand stock was being sorted into two categories. First, good quality clothing which would be sold at standard prices. Second, lower quality clothing which would be sold at bargain clearance sale prices (\$3). This includes at Open Day. Lara Wehby asked if shop could be open more mornings. Fiona noted that new clothing items can be purchased through Munch Monitor for those who can't attend when store open.
	Grounds	<p><u>Darren Simpson</u></p> <ul style="list-style-type: none"> WORKING BEE: the working bee attended by 60 people (children and parents)!. Everything was done, there was food, drink and a good day. Darren noted that there will be another working bee in term 4. Grace Lattuca noted that the high level of participation spoke beautifully to the LCPSP&C Motto, 'bringing back the community' Mr McKinnon thanked Darren for his painting work and help with dreaming poles.
	Music Co-op	<p><u>Jose Lopez</u></p> <ul style="list-style-type: none"> Jose thanked Michelle Garrington for her help and assistance over the last 5 years. He noted that the co-op had recently employed Fran de Niese as admin.
6.	General Business	<ul style="list-style-type: none"> CELEBRATION BUCKETS: Caleb noted the P&C would like to roll out celebration buckets for children's birthdays. This would provide healthy option for class parties and minimise parents bringing in unhealthy food/lollies.

		<ul style="list-style-type: none">• General agreement that celebration buckets a good idea. Caleb to liaise with Mr McKinnon re procedure.
		MEETING CLOSED AT 8:02PM