

LCPSP&C TERM 4 GM 2023

Minutes of Meeting

Date: Tuesday 24 October 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 (apology) 3. Chloe Blanch 4. Hajar Torkaman, LCPS Treasurer 5. Ben Bradley, LCPS Secretary 6. Terry McKinnon, LCPS Principal 7. Tamsin McGarry 8. David Roberts 9. Liz McPherson 10. Amy Matthews (online) 11. Miles Davis (online) 12. Lassie/Edward Zia (online) 13. Sarah O'Donnell (online) 14. Marg [?] 15. Renee Maxwell 16. Darren Simpson 17. Yumi Wong Pan. 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 25.7.2023</u> <ul style="list-style-type: none"> • Acceptance of minutes of previous General Meeting. <ul style="list-style-type: none"> ▪ Proposed by David Roberts. ▪ Seconded by Hajar Torkaman • Minutes accepted without amendment.
3.	President's Report	<u>Caleb Taylor</u> <ul style="list-style-type: none"> • EVENTS: Caleb spoke to the successful fun run. He noted it was attended very well again and raised in the order of \$50K for the school. <ul style="list-style-type: none"> ○ Caleb specifically acknowledged Lara Wehby and Renee Maxwell for their effort with the event.

		<ul style="list-style-type: none"> • FUND RAISING: Caleb noted that the only remaining fundraiser for the year was the Christmas tree sale. He stressed that there would be other items such as puddings for sale and encouraged members to get their orders in. • GENERALLY: Caleb thanked the School and the School Community for an amazing year.
	Principal's Report	<p><u>Terry McKinnon</u></p> <ul style="list-style-type: none"> • P&C: Terry thanked the P&C for all their efforts in 2023. <ul style="list-style-type: none"> ○ Terry congratulated the P&C and confirmed the Fun Run was a success, with over 2,500 entrants. This is now a huge event on the community calendar. ○ In addition to the Fun Run, Terry observed there had been great community events throughout the year, especially the success of the Multicultural Food Fair and working bees. • Gol Gol Excursion: Terry noted that five children recently attended Gol Gol Public School as part of the City Country Alliance of Schools. This was a great experience. The children who attended will report back to the school in relation to their experience. • Mandarin: Terry confirmed we would begin the trial of Mandarin lessons next week. <ul style="list-style-type: none"> ○ Terry emphasised that parent feedback will be key to the success and expansion of the programme. ○ If the feedback is positive, consideration will be given to expanding the programme to years 3-6. • Kindergarten orientation: Terry observed that the first orientation for 2024 Kindergarten students was today. There were 115 students enrolled already for next year. • Swimming lessons: Terry confirmed that swimming lessons have commenced. • Teacher shortage: Terry observed that as reported in the Sydney Morning Herald, NSW is short 3,000 teachers every day. He noted that members would have noticed last term was particularly challenging for the school in securing casuals with the quality of casual staff being in issue. Whilst this was a real struggle, he acknowledged that LCPS was in a good position compared to some other schools. <ul style="list-style-type: none"> ○ Terry acknowledged that sometimes it is necessary to split classes when there is a gap in cover. ○ The school has to share the load when there is a need to split a class as it would not be fair to have the same classes split each time.

		<ul style="list-style-type: none"> ○ Terry noted that as LCPS programmes content across the grade, every teacher in every grade is teaching the same programme. When the school splits a class, the teaching staff are still following the same programme to minimise disruption. ○ Terry explained that generally they start splitting with older classes, but there are times when the school has had to to split younger classes as well. <ul style="list-style-type: none"> • Building works: Terry noted the toilet works have been completed. • Building works: Terry updated the meeting on the progress of the hall building works. The new hall contractors have been appointed and we should see work commence in November. • Building works: Terry updated on the status of the existing roofing works, which were progressing well. He estimated the work on the current building should be finished within the week. The scaffolding will then move to the building housing the teachers' common room, with further works taking about 2-3 weeks. • Building works: Next year, Terry hoped that LCPS would have less construction on site. Over the holidays, it was intended that the whole carpark and entrance will be resurfaced. • Building works: Terry provided an updated to the resurfacing works for the Basketball Courts. He expected the works would commence at the end of November. Terry confirmed lights have been approved, with the Council paying for installation and maintenance of the lights. <ul style="list-style-type: none"> ○ Terry confirmed that the Council will have access to the Courts for two nights per week. These will be set nights per week with the profit share to be negotiated between the Department and the Council. ○ There was then a discussion that netball needs more courts each day of the week. ○ Darshini: observed Lane Cove West had covered over and lit their basketball courts and can charge a premium for use. • Year Six Farewell: Terry noted the P&C Year Six farewell usually happens in the hall. P&C generously has assisted in supporting the event elsewhere and hopes P&C can do that again. • Presentation Day: Terry noted that charges have doubled for busses. This is an issue for all schools, with some finding it prohibitive.
--	--	---

		<ul style="list-style-type: none"> ○ Terry noted that the school will need to bus students to Hunters Hill for presentation day at a cost of \$6,000 there and back. Whilst the LCPS won't be charging students, he hoped this was something the P&C will support. ● Technology: Terry informed the members that there was a need to upgrade technology at school. The last major supply of technology was in 2018/2019 and those devices were coming to end of life. As such, the LCPS was looking to upgrade its technology. <ul style="list-style-type: none"> ○ Terry noted this was important as all assessments are online and a lot of learning is now online. ○ There is a need for 30 new computers at a cost of \$32K. ○ The school has taken advice on how to upgrade existing machines to extend life by another year or two at a cost of \$3K. ○ However, replacing 30 laptops for students in stage 3 will cost \$25K. ○ The school also requires another few charging trolleys, which cost \$2.5K each. ○ As for replacing staff laptops, it was observed the school can get more life out of them by giving them to kindergarten students for use as Chrome books. The cost of staff laptop upgrade is in the order of \$67K.
4.	Treasurer's Report	<u>Hajar Torkaman</u> <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. ● Parent Contribution: Hajar noted that there was \$88K received in parent contributions and that historically the P&C returned 60% to the school. ● Basketball grant: the P&C has received the \$55K grant for basketball court. ● Fun Run: the fun run returned \$63K. ● Canteen: the canteen is now making money, with a \$1K profit this quarter. ● Uniform shop: the uniform shop made a modest loss of \$1,600. ● Edward Zia: raised whether funding teachers' aides would help with teachers' shortage? General discussion that this would not assist.
5.	P&C Reports	
	Multicultural Officer	<u>Hajar Torkaman</u> <ul style="list-style-type: none"> ● Cook Book: The Cookbook is progressing. While we have 90 recipes, the P&C need more recipes.

		<ul style="list-style-type: none"> ○ Chloe Blanch has been doing tremendous work looking at templates for the cookbook with the hope this will be ready before the World Food Fair. ○ Renee Maxwell: encouraged online pre-sales. There was then a discussion to ensure community partners were properly advertised in the cookbook. ○ Liz McPherson: queried the current cultural spread of food. It was noted that there was strong contribution from the Indian community. ○ Chloe: we will do a mock to see how it looks. We will target kids for contributions and see how many recipes work in the book. <ul style="list-style-type: none"> ● World Food Fair: There will be a meeting on Friday 10 November 2023 at 10:15am to commence preparations for the World Food Fair 2024. One of the items to be discussed is whether we offer hot food options.
	VP School Community	<p><u>Sarah O'Donnell</u></p> <ul style="list-style-type: none"> ● Father's Day BBQ: this was a success. The BBQ made \$1,400. Great support from Coles and Woolworths, Events & Hoyts Cinema. ● Lessons learned: need more EFTPOS machines and long queues for raffle. ● Renee Maxwell: suggested pre-pay option may reduce lines.
	VP Fundraising & Events	<p><u>Lara Wehby (apology)</u></p> <ul style="list-style-type: none"> ● Message passed thanking everyone for the support for the fun-run and generally for events this year. The support from volunteers was essential for success of events. ● Christmas trees/puddings: only remaining event of the year.
	Canteen	<p><u>Caleb Taylor</u></p> <ul style="list-style-type: none"> ● Caleb noted there was a good outcome with the canteen now returning a profit. He thanked all the staff in the Canteen, Chloe and Honey (canteen-liaison) for all their hard work as well as volunteers. ● Caleb encouraged more volunteers to turn up and stressed the need for ongoing volunteer support. ● The Canteen made a profit of \$1,085 last quarter. He spoke to new signage and an up-take in over-the-counter sales, especially frozen yoghurt and juices. ● Caleb spoke to the addition of salads and wraps for the summer menu.

	Clothes Store	<p><u>Fiona McDonald</u></p> <ul style="list-style-type: none"> • Generally: Fiona noted that the uniform shop was doing well. <ul style="list-style-type: none"> ○ There had been a big summer order for new Kindergarten children. ○ Fiona has tried to minimise backorder. She does not want to end up with huge oversupply. • Supplier: Fiona has been looking at getting supplies from Spartan- ordering smaller amounts and only top up as needed. • Second Hand Sales: this has generally been going well, but there has been a struggle to shift second hand items. Message on LOOP to pause donations at the moment. <ul style="list-style-type: none"> ○ Fiona addressed that an issue was the quality of some donations, being dirty and not washed. • Renee Maxwell: suggested there maybe benefit in running a social media campaign putting up photographs of what was and was not acceptable. • Renee Maxwell: asked generally how was second hand sales going? Fiona noted that the bargain bin had been successful. There was then a discussion about whether there should be a 'Big Sale' Bargain Clearance and associated staff issues. • Miles: Raised that with non-branded school wear, such as shorts and long pants, there was an option to donate. Fiona confirmed that we do donate non-branded excess.
	Grounds	<p><u>Darren Simpson</u></p> <ul style="list-style-type: none"> • Christmas Tree/Pudding sale: this will be on 2 December and should be a great day with many associated activities. • Darren stressed need for volunteers. • Painting: Multistyle Painting & Decorating has kindly donated its services for painting the school corridor outside office block. This will likely occur before return to school.
	Music	<p><u>Tamsin McGarry</u></p> <ul style="list-style-type: none"> • Tamsin noted that enrolments for the 2024 music programme were now open with the Co-op. • She observed that instrument hire was being run through the P&C. <ul style="list-style-type: none"> ○ Tamsin noted she doesn't have many Year Six children giving instruments back. ○ One of the issues we need to consider will be servicing and repairs for individual instruments as well as group instruments. • Discussion re insurance funds (\$34K) held in separate account for new equipment once hall reopens.

6.	General Business	<p><u>Fun Run</u></p> <ul style="list-style-type: none"> • Renee Maxwell: Lara Wehby has been unsuccessful thus far in finding a new Race Director. Discussed role and commitment required. • Proposal raised to pay a new Race Director. Discussed paying \$10K plus 10% of profit as incentive. • The School will provide more admin support moving forward. • Caleb noted looking at getting more support from the Council given return they get, including marketing and traffic control support. <p>MOTION: To approve a donation by the P&C to the LCPS in the sum of \$65K to support technology upgrades for new desktops and laptops for students and staff as well as other devices, including charging trolleys.</p> <ul style="list-style-type: none"> • Proposed: Caleb Taylor • Seconded: Miles Davis. • Approved: Unanimous. <p>MOTION: to donate 35 sports singlets for Zone at a cost of \$798.50.</p> <ul style="list-style-type: none"> • Proposed: Caleb Taylor • Seconded: Darshini Heaney • Approved: Unanimous. <p>MOTION: to donate \$2,000 to support Year 6 end of year function.</p> <ul style="list-style-type: none"> • Proposed: Caleb Taylor • Seconded: Miles Davis. • Approved: Unanimous. <p>MOTION: to contribute \$3,000 toward the cost of busses for Presentation Day.</p> <ul style="list-style-type: none"> • Proposed: Caleb Taylor. • Seconded: Liz McPherson. • Approved: Unanimous. <p>MOTION: to donate 60% of parents' voluntary contributions back to LCPS, being a donation in the sum of \$53,061.</p> <ul style="list-style-type: none"> • Proposed: Caleb Taylor. • Seconded: David Roberts. • Approved: Unanimous.
		MEETING CLOSED