LCPSP&C TERM 1 GM 2024
Minutes of Meeting

Date: Tuesday 13 February 2024
Time: 6:30pm – 8:30pm Teachers' Staff Room & Remote (Zoom)

Attendees	
1. Caleb Taylor, LCPS P&C President 2. Lara Wehby, LCPS P&C Vice President: Fundraising & Events 3. Terry McKinnon, LCPS Principal 4. Bec Myers, LCPS Deputy Principal 5. Kylie McKeon, LCPS Deputy Principal 6. Sarah O'Donnell, LCPS P&C Vice President Community 7. Hajar Torkaman, LCPS Treasurer 8. Ben Bradley, LCPS Secretary 9. Tamsin McGarry 10. Liz McPherson	11. Shilpa Pawar 12. Alex Shananin (online) 13. Renee Maxwell 14. Fiona Aldridge 15. Darren Simpson 16. Emma Sorrenson 17. Anton (online) 18. Phil M (online) 19. Tony Nolan (online) 20. Julie Wan (online 21. James Young (online) Apology: Honey Quibele

No.	Agenda Item/Topic	Discussion and Next Steps
1.	**Acknowledgement of Country / Welcome**	Caleb Taylor • Acknowledgement of Country. • Welcome.
2.	**Adoption of Previous Minutes**	GM 24.10.2023 • Acceptance of minutes of previous General Meeting. ▪ Proposed: Caleb Taylor ▪ Seconded: Liz McPherson • Minutes accepted without amendment.
3.	**President's Report**	Caleb Taylor • Last year the P&C contributed over $100K to the school. • The P&C looks forward to giving more in 2024, including working toward a shade cover and lighting for Canteen Cove, brightening up the school in the house colours and investing in more technology to future proof children for learning. • Caleb noted that parents can contribute in many small ways to help the school. Helping out at the canteen, volunteering, attending meetings, attending fundraising or community events. Everything helps. • Caleb thanked the executive, as well as Honey, Tamsin, Fiona and Darren for their work and support as liaison officers. He thanked Julie for all her back-end assistance on the web-site. Caleb thanked Renee and

		Liz for working with our community partners again this year. • Caleb noted that he looked forward to working with School to continue its strong relationship with the P&C. • Caleb proposed a few questions for Terry McKinnon: o **School Hall:** Caleb noted that work was to being again in November 2023, yet no work has commenced. The school community have not had a Hall for four years. This has an impact on students, staff and the school community. Caleb requested an update. o **PSSA:** Caleb asked for an update on PSSA arrangements noting challenges raised by increase in bus costs and unreliable service. o **Staffing**: staffing challenges with classes being split due to teacher shortages. How is that being managed?
4.	**Principal's Report**	<u>Terry McKinnon</u> • Terry addressed the concerns raised by Caleb. • **School Hall**: Terry noted that he too shared in the frustration that it had been four years since the hall burnt down. He noted that things hadn't happened as quickly as we would like. He explained that there was COVID, wet weather delays, a builder in place and then the builder went broke in April of last year. At that stage, they were two months away from finishing the hall. • Terry explained that a new contractor had been appointed for the Hall, and the school was expecting some work to begin soon. • Terry explained that this was managed through the department and that is all he was able to say. • Terry was not sure when work would start again. There was an expectation of completion in May or June this year but doesn't know if those dates have moved again. Terry was hoping to get some more information. • **Lara Wehby:** Lara spoke to the resilience of the school community. • **Ben Bradley**: proposed the P&C should send a letter to the local member. Whilst there was no objection to a letter being sent by the P&C, the Principal made no comment and was not involved in that discussion. • **PSSA**: Terry noted that PSSA used to run a Friday competition for sports such as cricket and netball. • Terry said that they had to change the way the schools participate in PSSA sport. The reason for that change is the increase in the cost of busses over the last couple of years. • Terry explained that in 2019, the school was looking at a cost $319 for a bus to transport children to PSSA events. The cost of busses is now $780. That is double. • Terry explained that there were 15 schools in the PSSA and a lot of schools had started pulling out. It was

		increasingly hard to book busses. Terry explained that bus reliability was also an issue. Busses services when booked were unreliable with last minute cancellations. • Terry explained that what the school community did was come up with a solution to run two gala days per term. That is, on two Fridays during each term participating schools meet in one venue. A letter will come out soon explaining the rational for the new format. Terry observed he still didn't know how many schools will participate. • Terry explained years 4-6 participate in PSSA. • **Emma Sorrenson**: PSSA normally conducted on Friday mornings. What will occur now? Terry explained that school will continue to do sport. • **Staffing/Splitting**: Terry observed as reported in the press that there were large teaching staff shortages each week across NSW. However, he explained that we've been lucky at LCPS. Kylie McKeon is managing staffing at the school and the school has not experienced any significant issues at the moment. LCPS is supported by a good supply of casuals. • When necessary, classes will have to split this year. The school will try and ensure that they do not split kindergarten classes and otherwise share the need to split classes across year groups. • Terry explained that each class in a year group is following the same assessments and programmes so a split of a class should not impact on content delivery to students. • **Year five excursion:** Terry noted that year five will have an overnight camp at the Sydney Academy of Sport and Recreation in Narrabeen. Year five will not be able to travel to Canberra this year. Terry explained that once the decision was made to pull out, it is hard to book a new trip to Canberra as you need to book two years in advance. The decision to pull out was informed by a dramatic increase in cost. • **Kylie McKeon:** Terry introduced Kylie, who is the new Deputy Principal for years 3-6. He thanked her for taking up position. • **Bec Myers**: Terry reintroduced Bec Myers, who returns as Deputy Principal for years K-2. • Terry spoke to enrolments in the school. There were c.731 students, 29 classes, with 6 kindergarten classes. He explained that there was an unexpected drop in students as parents didn't inform the school they were not coming back to the school. However, they secured just enough students so as to not have to redo classes.

		• **Sentral:** Terry explained that Sentral was now obsolete for parents. School Bytes is the platform for use by parents. He observed that teachers were still using Sentral for limited reasons. However, School Bytes deals with parent administration matters. • **Information Evenings**- Terry noted these would be conducted tomorrow night. • **Welcome BBQ**: Terry passed on a big thank you to Sarah and the rest of the committee for the welcome BBQ this year. He observed that 2:30pm on a Friday was the perfect time to conduct such a BBQ, before students go off and start their weekend. • **Extra Curricular Music**: Terry noted that the music programme begins this week and observed it is great to have tutors back on site. • **Scripture:** Terry observed that this was to commence the week after next. • **RFF (Release from Face to Face)**: Terry observed that each teacher is entitled to 2 hours RFF per week if a full time employee. The school has coordinated three hours of RFF, during which students will have music, Mandarin (funded by parents) and now a combined library and technology- multi-media subject. • **ART Enrichment Programme**: Terry noted that this was to start next week. • **NAPLAN**: Terry observed Naplan was to commence on March 13, 2024 and that further information was to come. • **Parent Teacher Interviews:** Terry observed these were to occur at the end of term. • **New Curriculum**: Terry observed the focus at the moment was all about the new curriculum. This is a huge change and the focus for professional learning for the teaching staff. There will be a whole day professional learning on the new curriculum with ongoing professional learning throughout term. • **Videos and Photos**: Terry observed that sharing of videos and photos gave rise to privacy concerns and that this had been raised in the LOOP. The P&C is to remind people of privacy concerns involved with sharing videos and photos. • **Classroom Items:** Terry noted that in previous years, parents were asked to bring in tissues, wet wipes etc as part of classroom requirements. Due to the cost-of-

		living pressures however, schools should be funding those items. Parents will not be asked to provide same. • **Headphones:** Terry noted that there is one item of equipment that every student needs, which is a set of headphones. This is necessary for NAPLAN and check-in assessments. A lot of these assessments require students to have headphones on. The school is looking at putting the cost of purchasing headphones on every family. It was noted that the LCPS could bulk order headphones, with support given to families who may be struggling. • **Tamsin McGarry** suggested a need for an option to opt in or opt out as some students had already purchased headphones. There was then a general discussion as to the requirements of headphones, such as whether they need a microphone. • **Book Order**: Renee Maxwell observed that to keep costs down, the school should negotiate away delivery costs so that parents don't have to pay delivery charges. She observed that Campion appears to have charged $10,000 to $16,000 for shipping books out to school. Previous book supplier (Humphries) did not charge for delivery. This is to be looked at before next year. • **Basketball Courts:** Terry observed that the school had finished painting of the Courts. Just waiting for pads around posts and they can commence use.
5.	**Treasurer's Report**	<u>Hajar Torkmann:</u> • A copy of the Treasurers Report is annexed. Hajar spoke to the balance sheet and profit and loss statement. • **Term deposits:** Hajar observed the P&C has two $200K term deposits. One matures in in 22 days and the P&C will roll over for another year. The other term deposit will mature in August 2024. • **Cash reserves:** Hajar noted there was about $85K for uniform order, leaving about $120K cash. • **Deposits:** Hajar noted the P&C holds about $33K in instrument deposits, of which $15K is long term deposits that have never been claimed. • **Bradley:** we need a motion to sort it out. The P&C should continue to make reasonable efforts to locate those who are owed a return of funds. However, consideration should be given to converting deposits held over a prolonged period to cash to the P&C. This can still be returned if ever asked. Any funds converted to the P&C could be earmarked to support the Music Programme.

		• **Long Services Leave:** $23K long service leave has accrued. • **Canteen:** the canteen has made a $1K profit. • **Uniform shop:** the uniform shop made a $12K profit. • **Christmas Trees:** made $1K. • **Welcome BBQ:** this made $2K. Hajar observed the Stewart Family kindly donated 40kg of sausages to the school such that our only expenses were bread and onions.
6.	**Cultural Liaison update**	<u>Hajar Torkmann:</u> **World Food Fair:** • This will be held on **22 March 2024** at the school. Hajar observed that this year we have new cultures participating. We will have 14 different stalls, including the Philippines, Mediterranean countries, Northern America and England. She will provide an update next week in LOOP. • Hajar observed that the first information session will be held for participants this Friday at 2pm. Further dates will be published in LOOP. • Hajar observed the P&C may sell some tokens to this event in order to minimise disposable cutlery and paper. That is, when you purchase a token, each student gets a plate and one set of cutlery, with 17 choices of food. She noted the tokens maybe sold on Munch Monitor. • Hajar observed that parents will again donate food and there will be dances and contributions from different cultural groups. • Last year, the day made $2K from raffle tickets. Hajar raised using that money toward decorations for the stalls. • **Caleb** supported the idea, noting the P&C could donate $100 to $200 per stall to assist buy some ingredients and decorations. Money made this year could be used to support next years' event. • **Cookbook:** Hajar noted she has about 100 recipes, though is looking for more. The new deadline for recipes is the end of this term. Hajar noted she doesn't need photos of every recipe as has lots of photos from the school and community. **Renee** offered to assist with additional photography for cookbook. • The plan was to sell the cookbook during education week. There was a general discussion to ensure the P&C sponsors are mention in the cookbook. The cookbook will be an item which can be purchased on Munch monitor- $27.

		• Hajar observed Chloe was advancing design with Ang. Darren suggested re photos to wait a couple of weeks, as he will have completed the other side of welcome wall by then.
7.	**VP School Community**	<u>Sarah O'Donnell</u> • **Welcome BBQ:** everyone thanked Sarah for a wonderful event. • The lucky Ducky Dip was amazing with special thanks to Louanne Chilowski. There were 600 items, all went. • There were 14 store holders, including arts and sports organisations. Gallery Lane Cove ran a colouring competition. • The P&C sold out of sausage and juicies and had to move onto poppers! • Raffles were generously supported by Gallery Lane Cove and Captain Cook Cruises. • Sarah thanked all the volunteers- she observed many people were happy to stay longer and helped with the event. • Next event, **Mothers Day Stall and Breaky**. Louanne has stepped up again. • In planning this year's event, looking at what was sold over the last couple of years with the aim to reduce left over stock from the Mothers' Day stall. • Sarah is continuing to work with class parents and grade coordinators.
8.	**Fundraising and Events**	<u>Lara Wehby</u> • The plan is to have one fundraising event per term. • **FUNRUN-** Lara observed the P&C is looking for a new Race Director. Lara spoke to the hand over process, assisting with set up and preparing a checklist to assist in transition. • Lara observed that if the P&C can't get a volunteer, it will need to outsource and pay someone to run it. It's a

		two-year commitment. Lara encouraged someone with spare time to get involved, it is a fun and rewarding role. • **Trivia**: Lara observed this is really an easy even, and the P&C only needs to sell 70 tickets. The proposed date is 16 March 2024. • There was then a discussion re fundraising targets. **Caleb** noted shade cover remained focus, albeit hall delays had slowed process. • **GALA:** Lara noted the difficulties experienced with running a GALA event. Lara proposed consideration be given to alternatives with a more community focus. There was then discussion of a wine tasting/meal paring event. • **VIVID CRUISE**: Lara noted that Captain Cook were concerned about safety for the event so this may not be an option this year. • **Movie night**?- Renee raised movie night, though Lara observed this lost money last time.
9.	**Canteen**	<u>Honey (apology)</u> • Caleb noted there was a volunteer call out to support the canteen. • Honey was working on competitions to encourage volunteers. It was noted these competitions were popular last year and Honey was looking at launching them again. • **Darren:** suggested a reward or competition for all volunteer events.
10.	**Unform shop**	<u>Fiona Aldridge</u> • Fiona observed that Kindergarten fittings went very well. • Fiona observed that there had been increased opening hours for the last two weeks and these increased hours were well utilised. • The Uniform shop had been open every day, which helped people get uniform needs filled. • Fiona noted that both second hand and new sales had been strong.

		• Fiona observed that the BBQ Welcome was a good time to be open. In general, community events were a good time for the uniform shop to be open and Fiona was looking to open during other community events - additional hours when families are already on site. • **Donations and second hand**- Fiona has put a temporary hold on donations as not enough storage. Fiona is exploring second hand sales online and an expression of interest form. She is hoping to pilot online second-hand sales toward the end of the term. • Fiona noted a major order for winter stock should arrive in the next two weeks, well and truly before term two.
11.	**Grounds**	<u>Darren</u> • **Working Bee**: Darren has been speaking to Terry in relation to a new date for a Working Bee and what we are going to do. • Darren noted he wanted to do something similar to last time. That is a breakfast, everyone working hard on a sunny day, with fruit and something to nibble on. Music playing. • Everyone agreed it was a fun day. • Last year- focus on dreaming poles, mulching and setting up garden beds. Darren noted that last year, he didn't check on wheelbarrows which had flat tyres. Lesson learned. • **Darren's company** continues to support the school. The plan is to introduce school colours to brighten up the school. Once hall opened up, can isolate the necessary areas and do that work. • All agreed the front entrance wall is a success. Nathan going to do sign writing to complete.
12.	**Music**	<u>Tamsin</u> • Tamsin noted that the P&C has 59 confirmed hires for instruments this year, with two external hires. One is a sibling and the one is from Lane Cove West. • The P&C has invoiced $15K. We have got good numbers this year and nearly everyone has paid.

		• Tamsin noted the P&C has to spend money to get drum kits up to scratch. Tamsin noted that of the three kits returned, can't make a complete drum kit. • Tamsin noted the need to discuss at the next meeting potentially increase in hire costs. Whilst reluctant to do it, what we are seeing is the cost to service instruments is increasing. Where we could service previously for $110, this is now costing between $150 and $170. This increase is eating into our hire revenue. • Tamsin also suggested consideration be given to removing the requirement to pay a bond from next year. That is, impose an increase fee, but remove the cost of the bond. • Tamsin also noted that the Co-op uses items, such as music scores, and hasn't paid for use of those items based on an agreement 2023 to support them during the settling in period. Tamsin posed as a question, do we start to charge the Co-op for the use of these items?
13.	**General Business**	• There was a general call for volunteers. • There was a reminder to pay membership: 50c. Lara kindly paid for all those present. • Tamsin raised whether the P&C would support a plague (or even naming of the Library) in honour of Ruth Elston. Terry will look at that. General discussion about a reading seat. • Meeting closed.