Parents & Citizens Association

LCPSP&C 2026 TERM 2 General Meeting MINUTES

Date: Tuesday 5 May
Location: LCPS Hall
Time: 6.30pm -8.00pm
Meeting start: 6.40pm

Attendance	**Apology**
1. Don Moloney , President 2. Terry McKinnon, Principal 3. Silvia Di Feliciantonio, Treasurer 4. Ashleigh Cooper, Secretary 5. Patrick Wong, Sponsorship 6. Caleb Taylor 7. Hajar Torkaman 8. Sarah O'Donnell 9. Tim Sheridan	**1.** Carly McCrossin - Volunteer lead 2. Ashleigh Alsadie, VP Events 3. Rekelle Bailey, VP fundraising 4. Tamsin McGarry, Music Liaison 5. Fiona Aldridge, Uniform Shop

No.	Agenda Item/Topic	Discussion and Next Steps
1	**General Welcome**	**Lead by: Don** **Discussion:** - Great and full Term 1 of activity - P&C roles settled in, working on mission of vibrancy driving decision making framework.
2	**Principal report**	**Lead by: Terry** Report in full: see **Appendix 1** 1.1 Digital devices policy 1.2 Parents & Carers survey results **Discussion:** - Naplan initial indicators are in; comparing current year 5 cohort to that of their year 3 results has seen significant improvement in moving kids into the exceeding proficiency. Considering lose approx 15% of kids across year 4 - year 5 to OC and private schools. Further details and data to follow **Actions;** No notable actions required
3	**Presidents address**	**Lead by: Don** **Report in full: See Appendix 2** 2.1 March Fun Run monthly report 2.2 April Fun Run monthly report **Discussion:** No further notes to report added **Actions:**

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		- Resolve the canteen model in a way that is sustainable and works for both operations and community needs - Deliver on a strong pipeline of events through May and June - Progress murals and broader “vibrancy” initiatives across the school - Continue building our sponsorship and grants capability - Embed the Fun Run governance and planning structure ahead of September
4	**Motions raised for Expenditure (from Term 1 meeting)**	Motions raised for pre approval of expenditure to support SRC and School raised expenditure requests paired with event related costs for Fun Run. All motions were raised, notes taken on discussion and passed with adoption and a second. Should further adjustments be required to any pre approved expenditure motion a P&C executive meeting will be called to consult, and pass. SRC request, we would like to investigate the installation of a **Fixed Table Tennis Table** on school grounds. Quotes indicate $8,000 for a robust, permanently installed playground table tennis table and an initial set of paddles and balls. We will work together with the school and SRC on location, design and installation, seeking appropriate approvals and conducting a fair procurement process before spending P&C Funds. **Pre-approve a budget for Fixed Table Tennis Table of $8k.** **Notes**: 1 x table, fixed stainless steel, position in school will be confirmed. Passed. **Adopt: Sarah** **Second: Silvia** SRC request, we would like to add **Two Murals** to LCPS. Locations and artists are undecided but the intent is to add vibrancy and colour to the playground. ROM costs range from $10k to $60k total - we are aiming for mid-range. We will work together with the school and SRC on location, design and installation, seeking appropriate approvals and conducting a fair procurement process before spending P&C Funds. **Pre-approve a total budget for Two Murals of $30k total.** **Notes:** Current in discussion with 1 artist, artist attending SRC meeting. No indicative costs provided, awaiting formal quotes. Can get trade prices for paint. Passed. **Adopt: Hajar** **Second: Tim** SRC request, we would like to investigate the addition of **Rainbow Stairs** in the school. This involves painting the vertical sections of steps (i.e. visible as you approach the stairs) in assorted colours or patterns, with the option of some words which might be motivational quotes or local facts. Estimate based on square meter rates for a local emerging artist. We will work together with the school and SRC on location, design and installation, seeking appropriate approvals and conducting a fair procurement process before spending P&C Funds. **Pre-approve a total budget for Rainbow Stairs of $8k.** **Notes:** executed through printing and internal installation. Decal for

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		external use. Passed. **Adopt: Sarah** **Second: Don** SRC request, we would like to add **Playground Surface Markings** such as hopscotch and handball courts to the school playground. This involves painting the surface with appropriate substance (paint or non-slip paint). ROM cost based on phone calls to industrial and playground line marking companies but we may consider working with a local emerging artist on designs based on other work occurring this year. We will work together with the school and SRC on location, design and installation, seeking appropriate approvals and conducting a fair procurement process before spending P&C Funds. **Pre-approve a total budget for Playground Surface Markings of $16k.** (updated from $3k based on latest received quote - DM 3/5/26) **Notes:** Kindy mirror me / Year 1 dragon ABC / 3 way hopscotch / snakes & ladders (year ½ playground) 4mx4m with foam dice, handball courts near COLA, in front of canteen, outside senior bathrooms, near gate 2 activity trail, school logo upon entry to gate 2. Lasts for 10 yrs warranty for 5. Lane Cove west used same supplier, recently executed. Passed. **Adopt: Silvia** **Second: Don** SRC request, we would like to investigate the procurement and appropriate provision to senior students of free **Sanitary Products**. We will work together with the school, SRC and seek external advice on what best practice looks like and how to do this effectively and helpfully, as well as seeking appropriate approvals and conducting a fair procurement process before spending P&C Funds. **Pre-approve a total budget for Sanitary Products of $2k.** **Motion dismissed,** Terry confirmed action can be fulfilled through department. No funds from P&C will be allocated for this motion. School request, we would like to help the school procure **Big Games and Blocks**. We may leave this procurement process to the school, and reimburse directly from P&C funds. **Pre-approve a total budget for Big Games and Blocks of $2k.** **Notes:** Kindy, year 1 - already purchased and in use. Passed. **Adopt: Sarah** **Second: Hajar** **B**ased on a School request, we would like to help the school procure **K-6 Home Readers**. We may leave this procurement process to the school, and reimburse directly from P&C funds. **Pre-approve a total budget for K-6 Home Readers of $26k.** **Notes:** already purchased and in use. Passed. **Adopt: Sarah** **Second: Silvia**

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		School request, we would like to help the school procure **New Musical Instruments (Percussion and Acoustic)**. We may leave this procurement process to the school, and reimburse directly from P&C funds. **Pre-approve a total budget for Musical Instruments (Percussion and Acoustic) of $6k.** **Notes:** approval of motion required for purchase Passed. ukulele, xylophones, other instruments **Adopt: Sarah** **Second: Hajar** Based on a P&C request from Tamsin McGarry (P&C Music Hire Convenor), we would like to procure new and second hand **P&C Hire Instruments**. Tamsin will conduct this procurement through existing channels, showing value for money, and pay from P&C funds. **Pre-approve a total budget for P&C Hire Instruments of $6k**. Notes: approval of motion required for purchase. Passed. Adopt: Sarah Second: Don The Lane Cove Fun Run committee has been established and has developed a Finance Plan which is unpublished but is visible to all P&C Committee members and Lane Cove Fun Run committee members for review. Scenario planning involves costs between $30k and $34k with a goal to keep expenditure below $32k and monthly reporting to inform the P&C of progress and finances. For the sake of flexibility at this early planning stage and the low cadence of P&C meetings, the committee requests pre-approval for **Lane Cove Fun Run expenditure of up to $40k**. **Notes:** scenario planning budgeting has been used,minutes Over estimated expenditure discussed, vote motion expenditure was based on $34k. Passed. **Adopt: Sarah** **Second: Silvia** **NOTE**: School request from Term 1 meeting for funding, was not moved to motion. Thank the school for consultation in regards to the Year 5-6 toilet block refurbishment but as discussed at Exec meeting Term 1, agree not to fund this item.
5	**Treasurers Address**	**Lead by**: Silvia **Full report**: See **Appendix 3** 3.1 Term 2 YTD Financials **Discussion:** 1. ACNC submission completed for another year, support from independent reviewer 2. Legacy issues across asset registers, ledge and other have now been updated and reported with impact 3. Cash flow supports ongoing decision making, future investments 4. Inflow of sponsorship crica $25k

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		5. Initial forecasted loss of $40k end of term 2 for the canteen, this has now been adjusted to $62k loss by end of Term 2 (margin variance from 50% noted in term 1 to 37% in term 2, current) **Actions:** 1. Silvia to work with Alison on monitoring uniform shop spend, alter committee (exec) when revenue has reached $140k for the FY. Supporting actions to remain exempt from GST status.
6	**VP Events Update**	**Lead by:** Ashleigh Cooper, in Ashleigh Alsaide Absence **Discussion:** **Vivid Cruise** This is our next key event and fast approaching. I've been in touch with Captain Cook Cruises, and Amanda mentioned she was surprised we haven't started promoting yet- so this is something we should move on quickly. The suggested approach is to begin promotion now, including announcing a set date for when tickets will be released. These typically sell out within 30 minutes, so it's important we have everything ready to go. I'm proposing we set the ticket release date for Friday 15 May, and I can begin rolling out promotional content immediately (I already have socials prepared). I'll need some assistance setting up the ticketing system - Sarah may already have experience with this from previous years and might be able to guide us or help get this set up quickly. **Trivia Night – Friday 20 June** This is locked in and shaping up to be a great event. When I return, I'm planning to attend a trivia night to get a feel for what works well and where we can elevate the experience for our community. In terms of promotion, I'll likely begin full promotion after the Vivid Cruise tickets have sold, but I do think it would be worthwhile putting out a Save the Date very soon so families can plan ahead (organise babysitters, tables, etc). **Fun Run** Don is doing an incredible job here, so I'll leave this one in his very capable hands to report back on tonight. **Gala** Still TBC, but my understanding is that we're aiming for October - happy to support planning once dates are confirmed. **Social Media** I'm really enjoying supporting everyone with promotion - please keep sending through anything you'd like shared, ideally with a bit of lead time so we can maximise visibility.

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		Actions: **1.** Don / Ash A - work with support from Sarah to get ticketing platform up and running for Vivid cruise **2.** Ash A / Patrick to work on promotion for Trivia night, given lead time.
7	**VP Community Update**	**Lead by:** NA, Rekelle absence no update shared
8	**Sponsorship update**	**Lead by:** Patrick **Discussion:** **-** Working with Terry and Karen and monetizing the fences around the school a section for; Community partners, Not for profits, 7 slots in total can generate circa $5k on fence advertising, new revenue stream - Business community, have 8 so far want to kick it off with min of 10, seeking sponsor as a guest speaker for the event - Taekweondo has made approx $25k from the sponsorship so far -State soccer filled up the first holiday program -Rebecca Mitchell - very happy, new initiative came and presented at honour assembly Term 1 -The foot group coming to do the next honour assembly Term 2 -AVC following on will be the 3rd honour assembly Term 3 - Focus on creating greater value proposition for our sponsors, with both direct and intangible deliverables **Actions:** 1. Patrick - continue to build the P&C business community to launch with networking event. 2. Work with Ashleigh Alsaide on launching promotion for the Trivia event
9	**Uniform Shop Update**	**Lead by:** Don, in Fiona absence **Discussion:** All is going well in the shop. - It has been a very busy start to term with switch to winter uniform, but we have been able to manage the stock well and have bit had any supply issues. -The switch to having Spartan supply winter tunics has been positive, and the significantly faster turn around has assisted with stock management. -The Year 6 polo shirts are due to arrive this week commencing and will be distributed to students once they arrive. -The annual stocktake has been organised for 17th June, and shop will be closed that day for stocktake. A notice about this will be put in the Loop. **Actions:** no formal actions required

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10	**Music Update**	**Lead by:** Ashleigh Cooper, in Tamsin absence **Discussion:** -Welcome Sam Lee, new flute instrument officer - Welcome Danielle Grant, new cello instrument officer - Half a dozen invoices outstanding, actively chased currently **Actions:** 1. Motion passed for Tamsin to purchase the new and second hand instruments to add to the hire inventory.
11	**Cultural Liaison Update**	**Lead by: Hajar** **Discussion:** -look to invest in marquees to support adverse weather prospects for future years **Actions:** no formal actions required
12	**Other business**	**Lead by: Caleb** **Discussion:** P&C federation north district, bi election, president had to resign. We pay membership to the federation. We use their event insurance. **Action:** Don, to review the voting need from LCPS P&C to support northern district
MEETING CONCLUDED: 8.11pm		

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Appendices

1. Principals report
1.1 Digital devices policy
1.2 Parent & teacher survey results

2. Presidents report
2.1 Fun run monthly report, March
2.2 Fun run monthly report, April

3. Treasurers report
3.1 Term 2 YTD financials

5 May 2026
Lane Cove Public School P&C - Principal Report

Year 5 Camp
In Term 1, Year 5 students went to the Great Aussie Bush Camp and had a successful camp. These are such important learning and memorable opportunities for our students. The teachers reported that our students were outstanding. I thank the teachers for their dedication and willingness to give up their own personal time with their own family and friends to allow our students to have this important experience. Thank you to Ms Goodman, Mr Russell, Ms Kelaita, Ms Martin and Mrs Falzon for going above and beyond.

Skellern Cup
In term 1 students participated in the Skellern Cup Soccer gala day. The girls had a great day filled with fun and success. My thanks to Ms Falzon for organising our participation and providing a great opportunity for our students.

Pulse Alive
The Pulse Alive performance was on Thursday 19 March at the Ken Rosewall Arena in Sydney Olympic Park. 30 of our Year 6 students were part of the junior dance ensemble in what was a high energy performance. The entire show was an amazing spectacle of singing, dance and drama. There were around 2000 K-12 students participating from public schools across NSW. It was an amazing showcase of the opportunities on offer for high potential and gifted students in the creative domain within NSW public schools. It was another great opportunity available to our own high potential and gifted students in the creative domain thanks to the dedication of our staff. My thanks to Ms Goodman and Mrs McGown for creating this memorable opportunity for our students.

NAPLAN
Year 3 and 5 students completed NAPLAN assessments during term 1. All of the assessments were completed in our new hall. We look forward to receiving the results later this term.

World Food Fair
It was great to see another wonderful Harmony Day and World Food Fair. So many of our students came dressed in traditional clothes and the traditional harmony day colour of orange. The students took part in activities highlighting the need for respect and appreciation of the rich and diverse cultures we are so fortunate to have in our community. The pin board with countries of origin was such an effective and powerful exercise by the SRC, reminding us of the diversity in our community. It was also great that we were able to welcome students from Gunnedah Public School who visited us to take part in the Harmony Day activities and World Food Fair.
The World Food Fair is a great way for us to celebrate the diversity in our school community, through the sharing of food and culture. My thanks to all of the parents who created a stall and prepared the food and activities for everyone to enjoy. Despite the early finish due to the downpour of rain, it was a fantastic celebration of respect and diversity. I thank our wonderful musician, Jose, and the performers who so enriched the experience for all in attendance. I thank the P&C and particularly Hajar Torkaman and the team of parents she brought together for their organisation of this event. It was an amazing day full of joy, respect and diversity.

Work over the holidays
Over the holidays we saw the installation of split system air conditioners in the top floor of the Longueville building. The ducted system in this building was aged and frequently failing so it is fantastic that we now have new, reliable systems to keep our learning spaces comfortable all year round. It also meant we can now remove the large, rusted cage that was housing the ducted air conditioning units. This was quite an eyesore, and while there is more remediation work to be done in this area, it is a huge improvement to the aesthetic of the building.
Also during the holidays, a mural has been started on the Longueville building, adjacent to the play equipment. This mural tells the story of our school and lands and will be completed by the students during NAIDOC week, at the end of this term, under the guidance of Aboriginal artists.

School Development Days
On Monday 20 April all staff joined with staff from Greenwich Public School and Lane Cove West Public School in professional learning focused on *disability, neurodiversity and inclusive education*. The professional learning was informed by the latest research and leading experts and was targeted to the unique needs of our school communities. We are looking forward to further developing our practice in this space to ensure we continue to maximise the educational opportunities and wellbeing for all learners.
On Tuesday staff had the opportunity to work in their teams to prepare teaching and learning programs for Term 2.

ANZAC day
On Friday 24 April the school held our ANZAC service for students in Year 3-6. Several parents were also in attendance. My thanks to the Year 6 students and Mr Russell for their coordination.
On Saturday 25 April, I joined our student leaders at the Lane Cove ANZAC Day service in the Canopy where we laid a wreath on behalf of the school. Our student leaders represented our school with distinction.

Canteen Tender
Unfortunately, no tenders were received by the closing date. We had 4 inquiries with 4 canteen information packs issued to interested parties; along with conducting a site tour of the canteen on Wednesday 25/3/2026 (a few days before the tender closed on Friday 27/3/2026). Unfortunately, none were submitted. I will be meeting shortly with Don and our tender committee to discuss next steps.

Bell Times
We surveyed staff and students in relation to the changed bell times that were trialled during Term 1. They were also asked about the change in eating time at lunch, being moved to the end of lunch. 66% of staff felt the new bell times had led to more productive learning time in the classrooms. 45% of students felt this had made an improvement. 65% of staff believed that students were more settled coming into class after the lunch break, after eating at the end of lunch rather than the beginning. Only 31% of students believed they were more settled coming into class after the lunch break, after eating at the end of lunch rather than the beginning.
We compared the number of negative student wellbeing incidents being reported during lunchtime and in the afternoon period for Term 1 in 2025 and Term 1 in 2026. In 2026, we saw a 17% decrease in the number of negative student wellbeing incidents for this period of the day. This included a 43% decrease in physical aggressive and violent incidents.

As a result of the overwhelming support of staff and the reduction in negative incidents, we will continue with the changed bell times and eating at the end of lunch. We will continue to monitor the data to see if this initial decrease is sustained or whether Term 1 2026 was just an anomaly.

Number of wellbeing incidents

2025 – term 1 – 47 Days		**2026 – Term 1 – 44 Days**	
Lunch	35	Lunch	30
Afternoon	12	Afternoon	9
Aggression/Physical violence	28	Aggression/Physical violence	16
Verbal aggression	8	Verbal aggression	10
Inappropriate behaviour	9	Inappropriate behaviour	13
Screaming	2	Screaming	0
Total	47	Total	39

Parent Survey results - attached

The main area identified by parents for improvement is a lack of regular feedback on student progress, which makes it difficult for families to support learning at home.

In response to the feedback, and as a first step, Year 5 and 6 will be trialling the use of the Essential Assessment parent portal. Essential Assessment is one of the platforms the school uses to assess and track students' learning. In Years 3-6 it is used for English and Mathematics and in K-2 it is used for Mathematics. The portal will allow parents to see areas their child needs to work on. It will highlight questions students incorrectly answered in assessments, while providing guidance on how to support students to practice these types of questions going forward. We will be looking for feedback from parents of these classes to see if the information accessed through the portal is of value, as well as being easy to access and interpret. We are hopeful that this may be a first step in bridging the gap that is felt by many parents in the community.

Peer Support

This term we are again running our Peer Support program at Lane Cove Public School. This is an inclusive wellbeing program that is conducted by the students. All students K-6 will be in working in groups of around 8-9 students. These groups are led by our Year 5 and 6 students. They will be conducting a 30 minute lesson each week, working through a program called “Stronger Together”. This is a program that focuses on anti-bullying through building a better understanding of relationships. We anticipate that we will see positive relationships developing across the school, the reinforcement of positive behaviour and the opportunity for our senior students to develop important leadership skills. Thank you to Ms McGown and Ms Goodman who are coordinating and facilitating this program.

Swimming success

Congratulations to our swimming team who won at the Zone swimming carnival last term. There are 15 schools in our zone.

Yesterday the NSW PSSA State Swimming Championships were held in Sydney Olympic Park. Congratulations to our senior girls relay team who came 9th out of 39 schools in the state. Congratulations to Alina B, Avery H, Piper B and Harriet B.
Also, special mention to Evelyn T and Alina B who competed as individuals at the championships. Both girls swam personal best times in their respective events. Alina won the 50m Butterfly and came 3rd in the 50m Breaststroke. She will now be going to the Australian Championships in Victoria later this year to compete in both events. We are so proud of the efforts of all of the girls.

Working Bee
We have booked a working bee for Sunday 17 May from 8.30am-11.30am. We will focus on playground decorations and cleaning up garden beds.

150 year Celebrations
A committee has been formed to organise this event including teachers and parents. We are currently looking at having a ceremony in the morning, setting up a museum, special murals painted, creating a time capsule and creating a 150yr celebration book. Thanks to Sarah O'Donnell and Hajar Torkaman for being parent representatives on this committee. If any other parents would like to be involved, please reach out to me.

Mobile Phones and Smart Watches
There have been some instances of mobile phone and smart watch use in the school by students during term 1. This has also included the use of smart watches to contact parents. We do recognise that these devices are a useful way of communicating with parents and carers while coming to and from school, but not through the school day. I will be reminding all students at assemblies over the coming weeks that mobile phones and smart watches are not to be used by students while at school. They present a distraction at school as well as the potential to be used inappropriately. Mobile phones and smart watches should be switched off and in bags when at school.
While at school, if a student needs to call a parent, then that can be arranged through the school office. If a student is unwell and parents need to be contacted, the office will do so. Similarly, I remind parents that if they need a message to get to their child then they should ring the school office, who will then pass the message on.
Our current policy from 2024 is attached. I have also attached an updated policy which follows a new template recommended by the Department of Education. It is shorter and simpler to read. We would like to adopt this new template going forward. I would appreciate any feedback from P&C members on this.

Lane Cove Public School

Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at our school.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

The use of, handling or wearing of digital devices, including smart watches by primary school students during class, at recess and at lunch is restricted unless:

- use is approved by a teacher or principal for an educational purpose
- an exemption applies
- or is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

Lane Cove Public School acknowledges that some students may need to take a mobile phone or other portable communication device, such as a smart watch to school for a variety of reasons, including enhancing their safety when travelling to and from school.

It is the expectation that any mobile phones or other portable communication devices including smart watches are switched off during school hours and kept in the bags of students.

The school will accept no responsibility for any loss, theft or damage to the device. This is consistent with NSW Department of Education policy. As always, parents/students are able to make contact via the school office should urgent communication be required.

Students are not to bring mobile phones or portable communication devices on school excursions, including overnight camps.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Consequences for inappropriate use

- The student is given a warning from a teacher or other staff member and must take their device to the front office.
- The student is referred to the Assistant Principal or Deputy Principal.
- The teacher or principal arranges a meeting with the student's parent or carer.

Contact between students and parents and carers during the school day

If parents and carers need to make contact with students during school hours they are to call the office. Staff will relay the message to the student.

During excursions, parents and carers are to contact the office during school hours. They can email the school or call the school's designated emergency contact number if students are on an overnight excursion.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- Switch off any mobile phones or portable communication devices, including smart watches, upon arrival at school each day.
- Acknowledge that the school and staff will not be responsible for any loss, theft or damage of mobile phones or portable communication devices that are kept in bags.
- Students must not use their mobile phones or portable communication devices to threaten, bully, intimidate or otherwise harass other people either during or outside of school hours.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

- Acknowledge that the school and staff will not be responsible for any loss, theft or damage of mobile phones or portable communication devices Students who bring mobile phones or portable communication devices to school, keep them in their bags during the school day do so at their own risk and must take full responsibility for them.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
  - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
  - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
  - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
  - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this procedure through the SRC and School Assemblies.

Classroom teachers will inform their students periodically about the school policy.

Parents and carers will be advised via the school newsletter and by email. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Play the Game

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

Review

The principal or delegated staff will review this procedure annually.

CONSENT TO BRING MOBILE PHONE / PORTABLE COMMUNICATION DEVICE TO SCHOOL

My child…… of class…….. requires a mobile phone/portable communication device at Lane Cove Public School for use outside of school hours.

I have read and understood the student use of digital devices and online services procedures and give my consent to the device being brought to school when required.

If a mobile phone/portable communication device is brought to school, my child will be responsible for switching it off during school hours. I understand and agree to my child taking their mobile phone/portable communication device to the front office where it will be kept during school hours. I agree to ensure that the device is clearly labelled with my child's name.

……	……	……
Parent/carer name	Parent/carer signature	Date

Appendix 1: Key terms

Bring your own device is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Appendix 2: What is safe, responsible and respectful student behaviour?

Be SAFE

- ☐ Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- ☐ Only use your own usernames and passwords, and never share them with others.
- ☐ Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- ☐ Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, in appropriate or makes you uncomfortable.
- ☐ Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- ☐ Follow all school rules and instructions from school staff, including when using digital devices and online services.
- ☐ Take care with the school-owned devices you share with others, so that other people can use them after you.
- ☐ Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL

- ☐ Respect and protect the privacy, safety and wellbeing of others.
- ☐ Do not share anyone else's personal information.
- ☐ Get permission before you take a photo or video of someone, including from the person and from a teacher.
- ☐ Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- ☐ Do not send or share messages or content that could cause harm, including things that might be:
    - inappropriate, offensive or abusive;
    - upsetting or embarrassing to another person or group;
    - considered bullying;
    - private or confidential; and/or
    - a virus or other harmful software.

Students' use of Mobile Phones in Schools Management Plan

Rationale and Objectives

Lane Cove Public School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. ***Lane Cove Public School*** has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Lane Cove Public School has elected to use the following approach. All mobile phones and smart watches will be 'off and away' for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone and/or smartwatch and store it safely in their school bag for the course of the school day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

Exemptions

Lane Cove Public School understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone or smart watch as defined in this plan. Parents and carers can apply to the Principal for an exemption. If the exemption is granted, the Principal will then engage with the Learning and Support team to formulate adjustments to any school-based practices and procedures.

Contacting students

Lane Cove Public School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office 9427 2155 or lanecove-p.school@det.nsw.edu.au. Students will also be able to contact parents or carers through the school office if urgent.

Lane Cove Public School Parent and Carer Survey

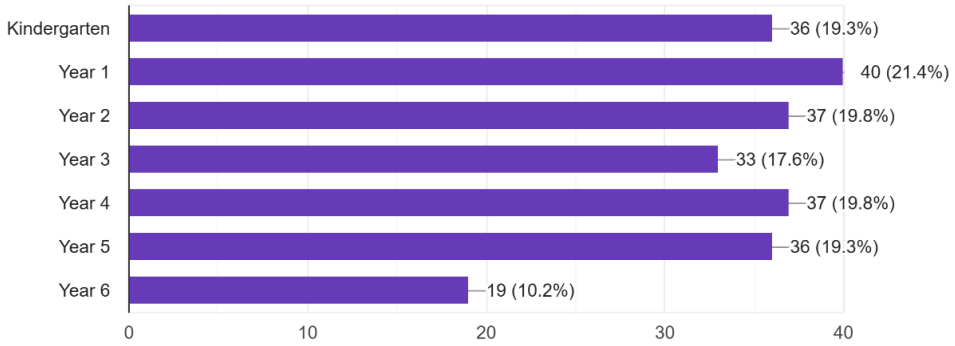
4 March 2026 – 187 respondents

Play the Game

1. About your child/children

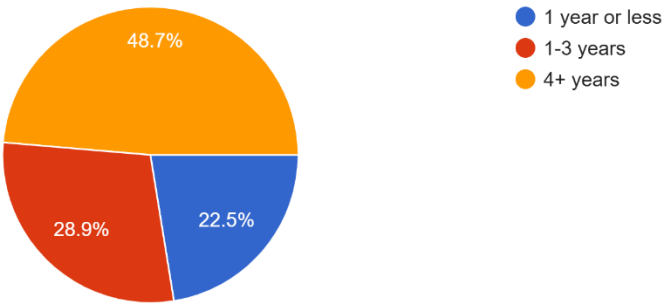
What year group is your child/children currently in? (Select all that apply)

187 responses



How long has your family been part of the school? Mark only one oval

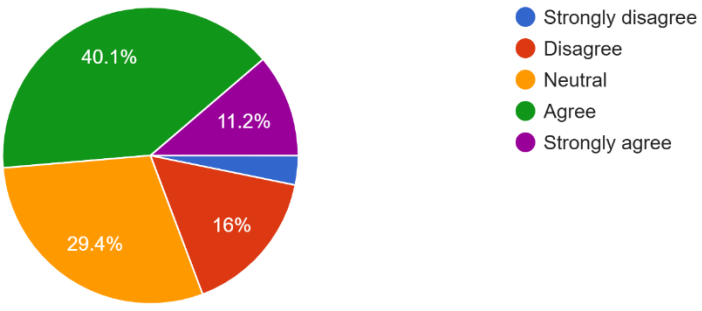
187 responses



2. Communication and Engagement

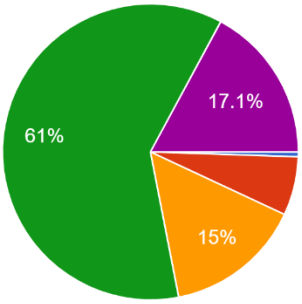
The school keeps me informed about my child's learning and progress

187 responses



Communication from the school is timely and easy to understand

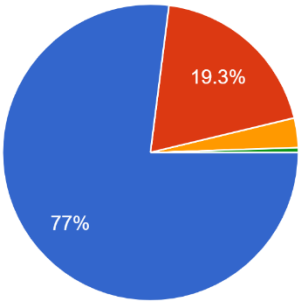
187 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

I know who to contact if I have questions or concerns

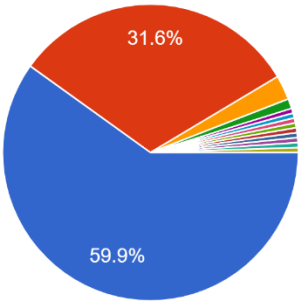
187 responses



- Yes
- Sometimes
- No
- does it count as contact if i get no response?

The school listens to parent and carer feedback

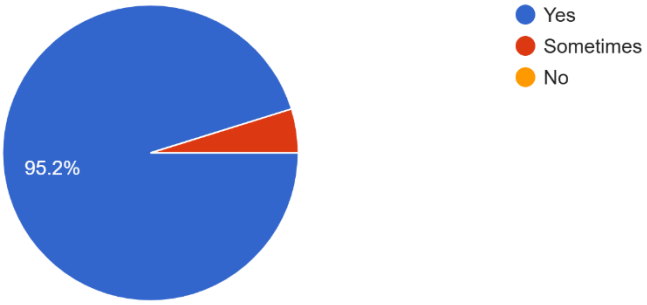
187 responses



- Yes
- Sometimes
- No
- N/A
- Never tried
- Unsure as I haven't given any
- Unsure
- I don't know yet.

I feel welcome at the school

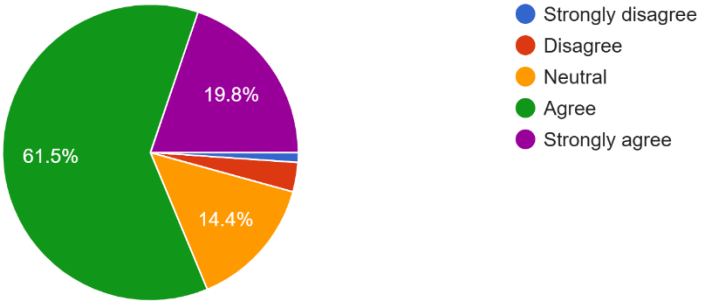
187 responses



3. Teaching, Learning & Curriculum

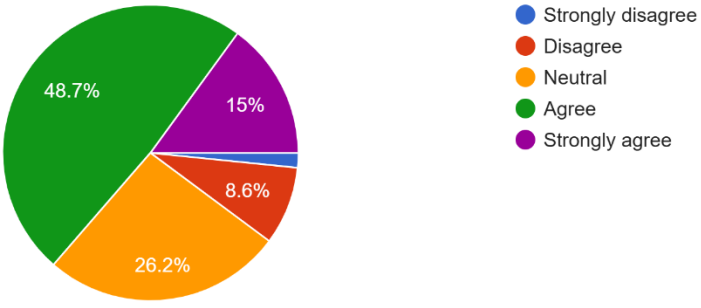
My child is engaged in their learning

187 responses



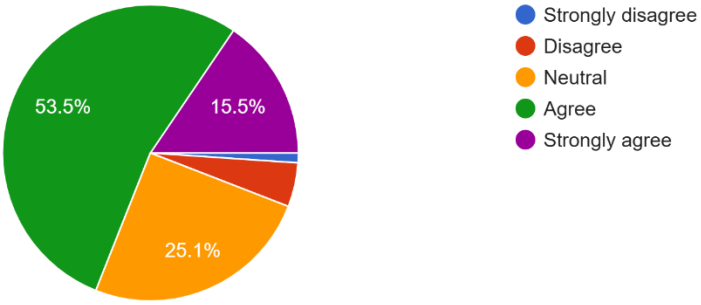
Teaching at this school meets my child's learning needs

187 responses



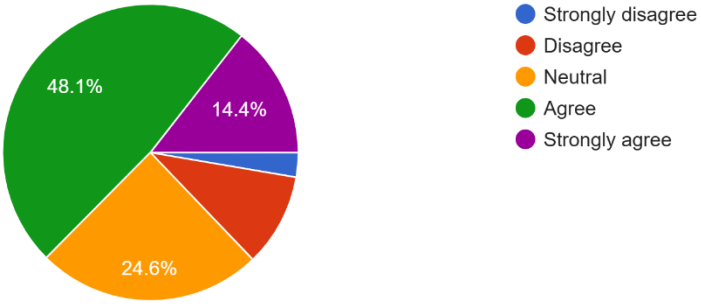
The curriculum is appropriate and interesting for my child's year level

187 responses



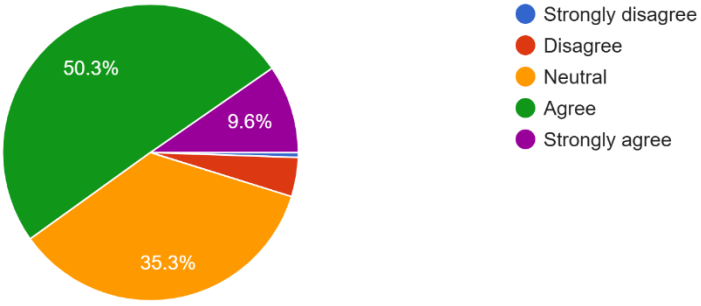
The school supports my child to achieve their best

187 responses



My child is encouraged to think critically and independently

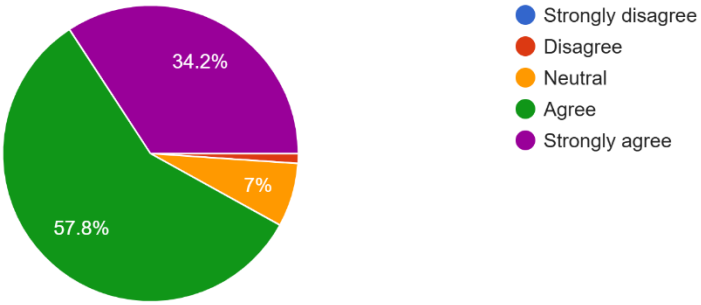
187 responses



4. Student Wellbeing and Support

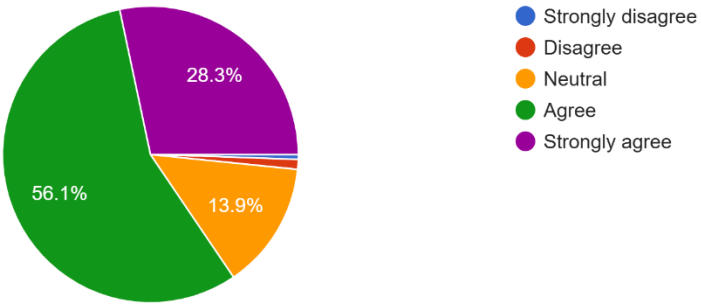
My child feels safe at school

187 responses



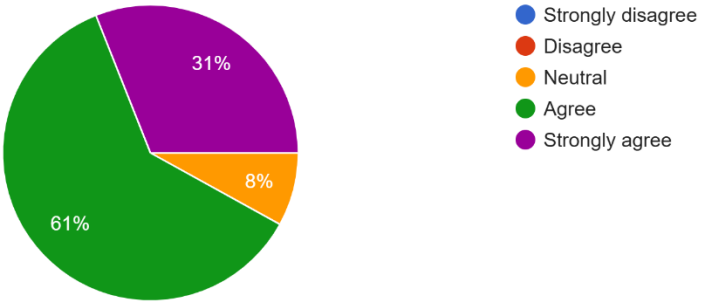
My child has at least one trusted adult at school they can go to for help or support?

187 responses



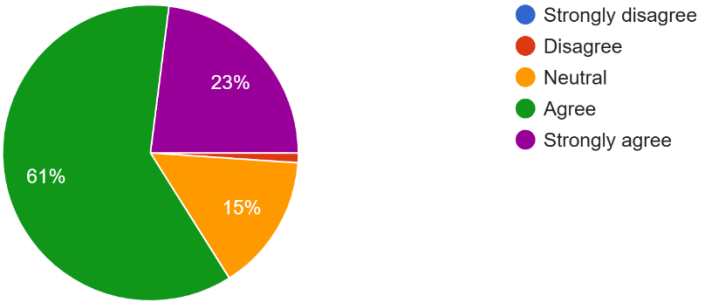
The school promotes positive behaviour

187 responses



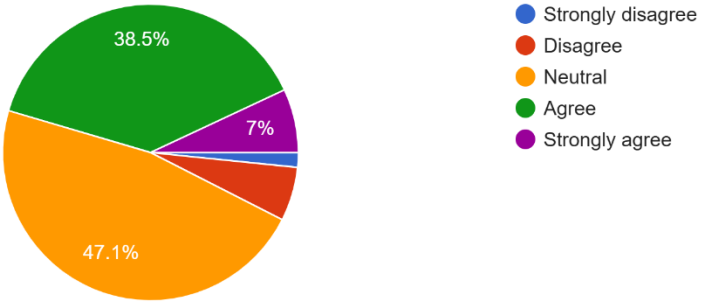
The school supports students' social and emotional wellbeing

187 responses



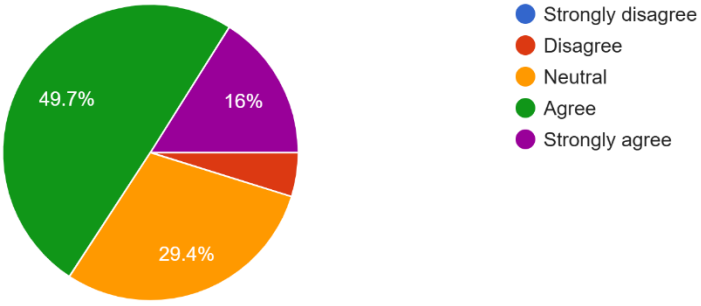
Bullying is dealt with effectively by the school

187 responses



The school responds appropriately when students need support

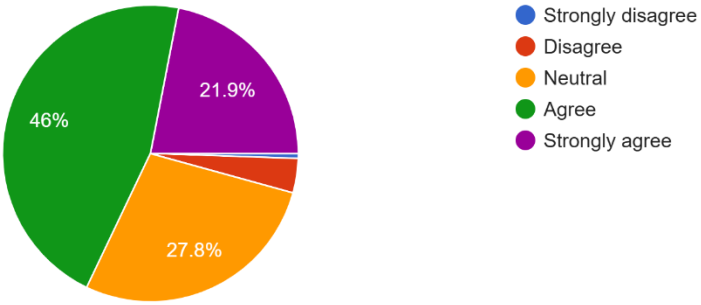
187 responses



5. Inclusion, Diversity and Equity

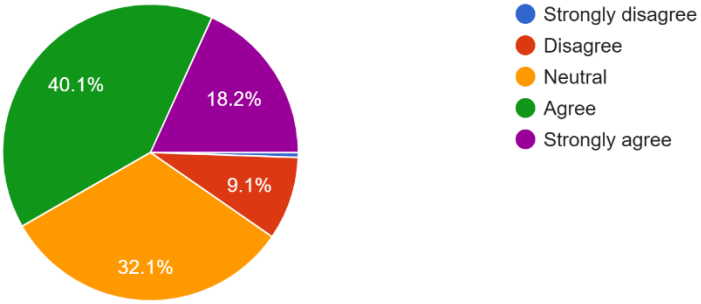
The school values and supports students with diverse learning needs

187 responses



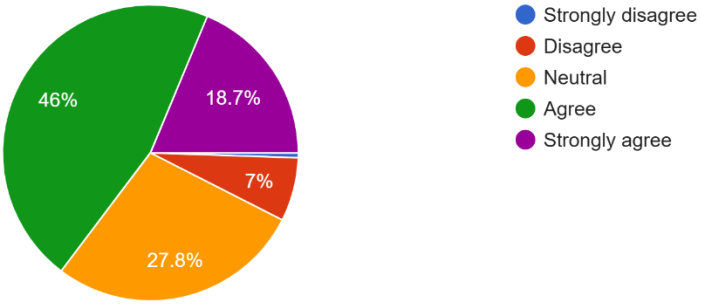
My child's individual strengths and needs are recognised

187 responses



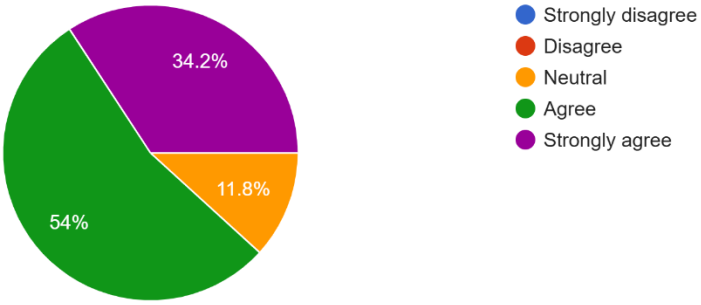
Staff, parents and students work well together to support all learners to make progress

187 responses



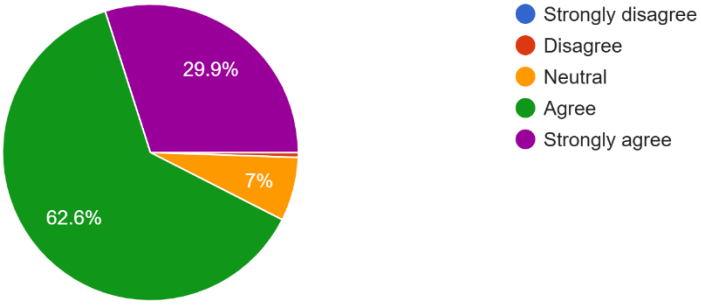
The school values diversity and inclusion

187 responses



The school environment is respectful and inclusive

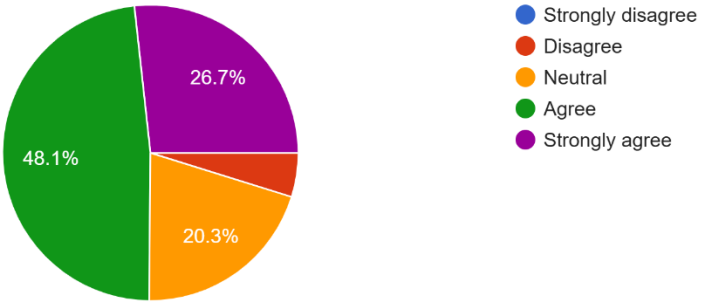
187 responses



6. Leadership and School Improvement

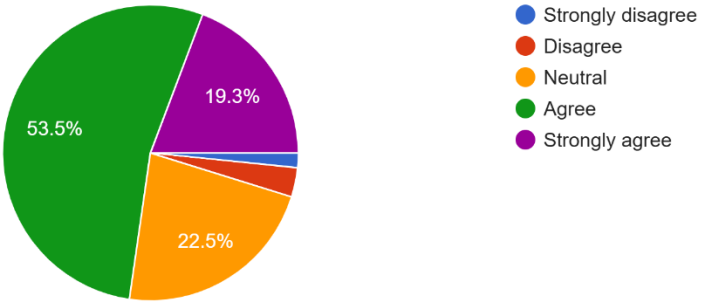
School leaders are visible and approachable

187 responses



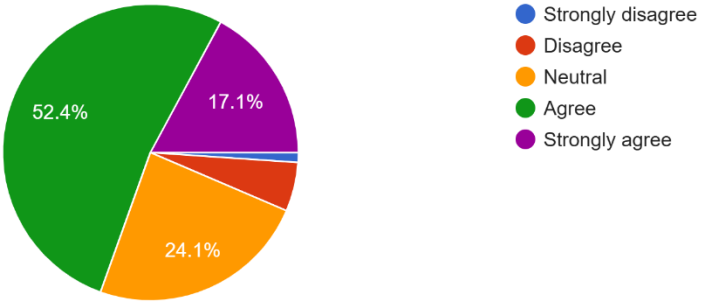
The school is focused on continuous improvement

187 responses



The school values parent and carer input in decision-making

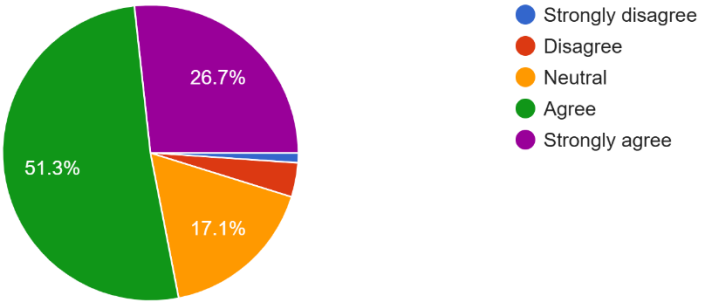
187 responses



7. Overall Satisfaction

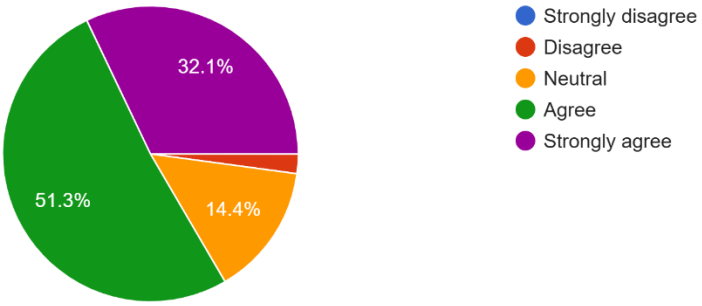
Overall, I am satisfied with the education my child receives at this school

187 responses



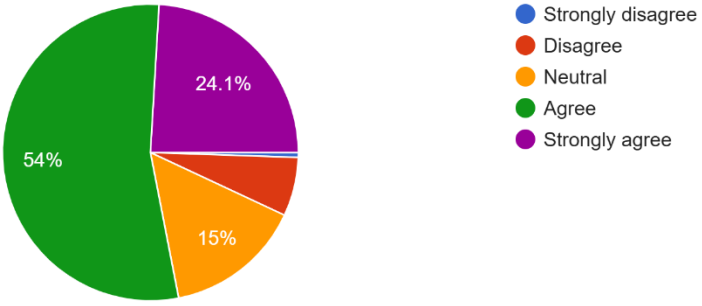
I would recommend this school to other families

187 responses



The school meets my expectations

187 responses



Parent and carer survey - comments

There were two open ended questions on the parent and carer survey. Of the 187 respondents who completed the survey, 125 chose to complete the open ended questions.

Comments have been collated under broad headings where we had multiple responses saying similar things. Below lists the number of responses under those broad headings from greatest to least, as well as providing an example of a typical comment for that particular area.

What does the school do well?

Community engagement – 34

"Provides a community focused approach by having a strong parent input. Provides a welcoming environment where executive staff are always visible and contactable."

Quality of staff – 28

"The school has excellent teachers and support staff."

Wellbeing focus on students – 26

"Recognising children as unique individuals with varying needs and accommodating those needs where you can. The staff are incredible in terms of capability and care. I couldn't ask for, or expect a better education for my child. I think we are exceptionally fortunate to have LCPS as our wonderful school. I also love the way new ideas are trialled, and there is experimentation to grow and improve - sport, Chinese, a selection of enrichment activities. My child is so well supported and cared for and I know she would struggle without the exceptional staff there."

Extracurricular activities – 15 – (specific mentions Music – 12, Technology – 8, Mandarin – 6, Art – 5)

"LCPS is doing a great job in creating a welcoming and inclusive learning environment for all students. My kids love going to school everyday which reflects the dedication of teachers and school staff. I am also glad that school offers a wide range of extracurricular activities and opportunities. My kids can now hold simple conversations in Chinese, count to 100 and sing several songs which is impressive. The library program, as well as music, choir and drama programs are excellent."

General communications – 14

"Inclusive, great communication channels"

Academic challenge and opportunities – 8

"The way English is taught in class and other subjects like music, technology, history and sports are of high quality where my child is encouraged to apply her own independent thought inc the Senior Strings program my daughter participates in"

Continual improvement - 2

"I like that LCPS is constantly trying new things. Mandarin, technology, switching around eat/play times at lunch, etc. the willingness to change and improve is great. Also, great culture in the school of inclusion, kindness and acceptance. You've given my kids a really lovely childhood."

Is there anything you would like the school to improve/work on?

Feedback to parents on student progress – 36

"Would be great to know what the kids are working on week to week so we can try to engage in their learning or support at home and to understand where they might need development. Maybe opportunities for 1 or 2 more parent<>teacher session in the year would be good or office hours, on an opt in basis. We don't want to bother teachers with

a dedicated ask for time but also would welcome the opportunity to learn more about our daughter's learning and development."

More extension opportunities (academic and extra curricular) – 16

"We had another child through LCPS 2 years and go and since then there is a noticeable decline in extra curricular activities for the academically gifted students. e.g. Tournament of minds, ICAS."

Homework – 12

"Bring back homework and make it more structured so parents have visibility on content that is covered at school."

Lunch timings – 9

"The new lunch times aren't working. My child, and I'm hearing other children, are coming home with uneaten lunchboxes as they say that only having 15min to eat at the end of lunch isn't enough. It would be better if they got 15min to eat at the start of lunch and can spend longer eating if they need to."

Mandarin program – 7

"Could we please reassess if Mandarin is still required? My eldest is not learning or enjoying this anymore."

General communications – 6

"At the start of the year, lots of communication is sent to parents just before kids return to school e.g. equipment to bring, which is overwhelming at points, given short lead times to organise. It would be appreciated if this could be shared before the end of the year, especially for parents that work full time and juggling work / kids"

Parent/community consultation – 4

"Communication with parents requires major improvement, and much of this originates from leadership. Changes are made without explaining the why, leaving parents feeling excluded and disconnected from decisions that directly affect their children. Genuine consultation is minimal, and parents are not treated as partners in their child's learning."

Child wellbeing/ safety - 2

"Bullying awareness."

Summary of survey results/comments and school response

Parents and carers consistently praise the school's focus community engagement. They also highly value the focus on student wellbeing, inclusive culture, and dedicated, approachable teachers. The music and technology programs, along with varied extracurricular activities, are

highly valued. The school's welcoming community spirit and effective engagement foster a positive environment for students and families.

The main area identified by parents for improvement is a lack of regular feedback on student progress, which makes it difficult for families to support learning at home. Some parents expressed concern about the lack of homework and felt homework was a mechanism for keeping track of their child's progress. The school recognises that more needs to be done in keeping parents informed of their child's progress and this will be a key focus moving forward. We will examine various mechanisms and strategies to achieve this. Homework is not the most effective strategy for informing parents of student progress. The school will re issue the school homework policy and the research that supports the current policy to the community, as it appears from comments received, there are some parents who are not aware of this.

Other parents expressed a need to increase academic challenge, especially in mathematics, and offering more tailored support for diverse learning needs. The school has been focusing a lot of resources into improving differentiation of the curriculum to all students. This is something we will continue to work on and will remain part of the new four year School Excellence Plan that will be developed during 2026.

The Mandarin program has received mixed feedback, with some parents feeling it is a positive program in the school to others requesting a review of its relevance and engagement. The Mandarin program will continue to be monitored.

Some parents have concerns that there is not enough parent involvement in decision-making, whereas others commented that they felt their input into decision making was valued. The school is committed to engage with parents and the community in regard to major policy decisions and school directions, and will continue to use surveys, the P&C, and other parent groups to facilitate this engagement.

Overall, while we are always looking to improve and have identified areas we need to address through our new four-year School Excellence Plan, we are pleased to see that 83% of respondents are saying they would recommend the school to other families.

President's Report – Term 2

Don Moloney 3/5/26

After a very intense start to the year setting up roles, getting the Fun Run moving, working through canteen challenges it's been good to have a few quieter weeks to reset and plan.

May is one of our busiest months, and the rest of the year suddenly doesn't seem so far away.

There's a lot to be proud of this term.

World Food Fair
A huge thank you to Hajar and everyone involved. It was a genuinely special event. Great energy, strong turnout, and a real reflection of our community, even with the rain. We've shared reflections in The Loop, but it's worth saying again: it was something pretty special.

Volunteers
Our volunteer group recently passed 100 people and currently sits at 114. That's a big milestone.
While we still see the usual last-minute sign-ups, we seem to be getting the numbers we need across events and the canteen. That's a strong sign of a healthy and engaged community and the positive volunteer experiences we create. Thank you Carly for coordinating volunteers, greeting them at events, and getting the signups done.

Sponsorship
Thanks to Patrick for the work on our sponsor program. We're moving beyond transactional sponsorships and taking the time to understand what our partners actually need and this is thanks to Patrick's careful work behind the scenes with a view towards creating more mutually beneficial sponsor arrangements.

Council and Government relationships
We've made a conscious effort to reconnect and build relationships across Council, State, and Federal representatives, seeing them at events, some written correspondence and the odd phone call. Those warm, constructive relationships will serve us well going forward.

Grants momentum

- Council grant successful (thank you Foucauld)
- Federal volunteers grant EOI submitted - no response yet.
- State grants -building capability - EOI close this thursday 8th May - grant EOI in progress, unsure if eligible or have firm target - WIP.

Fun Run – strong start
The Fun Run is off to a great start, with 11 filled roles on the org chart, making this a much more distributed effort this year. Planning is structured, early, and deliberate this year, which

puts us in a very strong position. Council meeting deferred several times but is booked this week. March, April reports attached to T2 GM agenda.

School environment – murals and playground
Through the SRC and with Sarah leading, we're progressing playground markings and murals. Quotes are coming in and plans are taking shape.
This is a big part of where we want to direct funding this year—into projects that visibly improve the school environment. By the end of the year, the school is going to look fantastic with these additions.

Finance foundations
A big thank you largely to Silvia for taking ownership of huge body of work:

- Resolving some old recurring accounting issues with Alison and Hajar.
- Completing the ACNC submission (including securing an extension)
- Managing the independent review with Parvinder - thank you.

Canteen operations
Canteen operation has stabilised:

- Ganesh has been a strong addition but departs end T2
- Regular volunteers
- Lunch order process improvements, working with new lunch times
- The great jelly frog debacle

Expensive operation but in a good place.

Canteen tender
The canteen tender process was unsuccessful. We had interest, but no formal submissions within the timeframe, and a couple of late enquiries.

We now have some options to consider, including:

- Letting the department negotiate directly with our preferred suppliers. This is our preferred solution.
- Engaging with a supplier directly (i.e. P&C engagement) which we are not really equipped for.
- Going back to an employment model - ruled out.
- Maintaining the current expensive option - not really feasible long term.

This is a key problem set to work through in Term 2.

Clarity on funding priorities
So what are we actually trying to deliver with the funds we raise?

The theme we're working toward is **vibrancy** and helps guide **what we spend money on**.

We want the school to feel more alive, more engaging, and more enjoyable for the kids through things like murals, playground enhancements, and visible improvements to shared spaces.

The motions in today's agenda that reflect this shift. Ensuring that we know we're not simply raising funds. By the end of the year, the goal is that anyone walking through the school can clearly see the impact of what this community has contributed.

Austin St Development behind the school
We took a deliberately neutral and simple approach:

- Firstly agreed it was important enough to get involved
- Invited parent input
- Summarised feedback
- Passed it to Council without taking a strong position

There were only a small number of submissions, mostly from directly affected residents.

My personal view is that increased density near the school and shops has benefits, but it's also the kind of issue that could split the community which is contrary to our mission. I think we struck the right balance, ensured we didn't commit too much time and effort to the issue, and showed we're listening to the community.

Sharing Policy
Social media sharing policy - put into practice a few times, seems to work well having an agreed red/amber/green decision making process to avoid issues in posting.

Also slowly growing a policy on advocacy and representation based on a few recent experiences like the Austin st DA feedback.

Meeting cadence
We've shifted to a quarterly meeting cadence, which seems to be working well.

We've also stepped away from Executive meetings:

- Attendance was low
- Purpose wasn't clear

Where needed, we can "pre-cook" motions, communicate less formally, and make decisions without adding more meetings. The focus is on keeping things simple and effective, and manageable for us as volunteers.

We ran a special executive meeting to approve the ACNC submission which was successful and quick (we'll revisit this meeting for transparency). Thank you Ash for organising and for the exec team for attending.

Looking Forward

A few key priorities ahead:

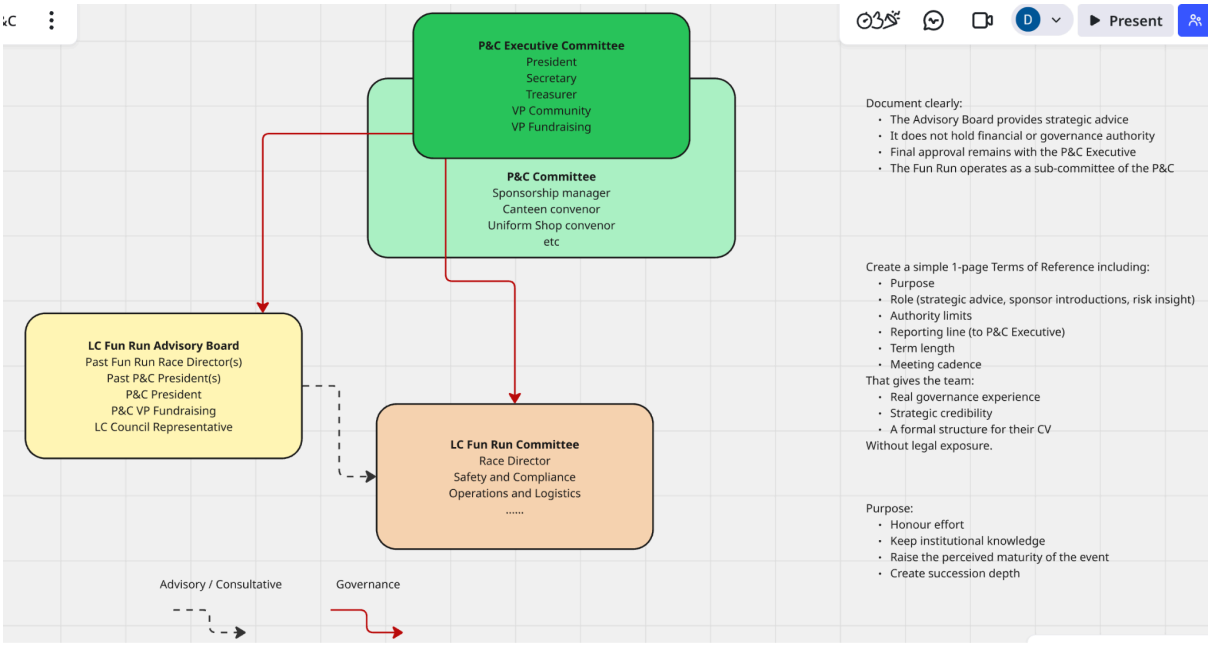
- **Resolve the canteen model** in a way that is sustainable and works for both operations and community needs
- **Deliver on a strong pipeline of events** through May and June

Fun Run Monthly Report to P&C - Ending March 2026

Drafted by Don Moloney 29/3/26 last edited 30/3/26

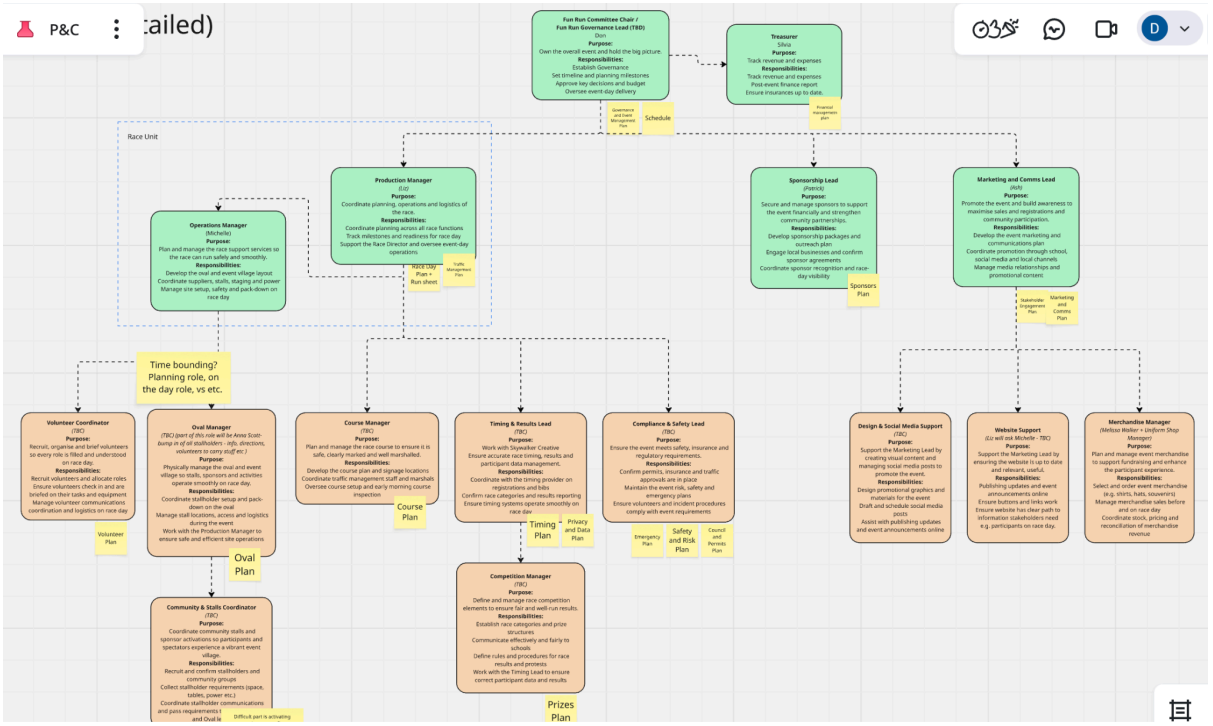
Governance

Governance model drafted and documented.
LCFR exists as a **subcommittee to the P&C**, has an approved budget (to be passed via P&C motion in Q2).
A **LCFR Advisory Board** comprising former race directors and key people. Has no decision making or budget authority.



Interim Committee Has been Established (to be passed via P&C Motion Q2).

- Don is governance manager, oversight of event.
- Liz Production Manager - key race organiser
- Silvia - Treasurer
- Michelle Operations Manager - village, course etc.
- Patrick - Sponsors
- Ash A - Marketing and Comms



Operation and Planning

A number of initial discussions have been held between Don, Liz, Michelle and Lara to draft the initial operating model. These notes are being developed into a number of separate Plans (located in the event folder Fun Run) and central planning spreadsheet (Plan of Plans) currently have 6 in draft of probably 15 in total. Not aiming for a perfect governance model but want to capture key points for future fun runs.

Volunteers

Multiple “Loop” LCPS newsletters have included call-outs for volunteers.

- Patrick, Ash A and Silvia have discussed extending their P&C Roles to LCFR - TBC
- Parvinda Deo and her Husband Sandeep have volunteered for Fun Run roles
- Signup will likely be used closer to the race for shorter term commitments like merch sales, bib collection, course marshalls etc.

Milestones

Key milestones in March:

Initial LCFR discussions held - done
Plans drafted: 6 of 15 in progress
First Council meeting booked - done
Oval booked - done (13 Sept)
Timing provider notified - done

- **Progress murals and broader “vibrancy” initiatives across the school**
- **Continue building our sponsorship and grants capability**
- **Embed the Fun Run governance and planning structure** ahead of September

More broadly, the focus remains the same:
Build a visibly vibrant school community, supported by strong foundations and a growing volunteer base.

Milestone targets for April:

- Budget approved by P&C (T2 GM)
- Committee formation approved by P&C (T2 GM)
- Council meeting - minutes and actions
- Confirm oval arrangements and constraints
- TMP in draft (council)
- Senior committee roles confirmed (green)
- Recruit 1-2 further roles (orange)
- Draft plans:
  - Insurance
  - Sponsors
  - Council and Permits

Dashboard

(In Draft / placeholder. To be populated in monthly reporting closer to event, showing progress of key metrics)

Registrations

- 0 of 2000 target

Expenses

- $0 of $x budget

Revenue

- $0 of $x target
- X of x sponsors engaged/confirmed/invoiced/paid

Volunteer roles filled

- X of 100 target

Feedback:

- X received + sentiment score?

Plans in draft / published

- 15 placeholders, including:
- 6 in draft
- 0 published

Fun Run Monthly Report to P&C - Ending April 2026

Drafted by Don Moloney 29/4/26 *last edited 3/5/26*

Governance

Governance model drafted and documented no change since March report.

Interim Committee Has been Established (to be passed via P&C Motion Q2, May 2026) and several roles filled this month.

- Don is Program Manager with oversight of event (confirmed)
- Liz Production Manager - key race organiser (confirmed)
- Michelle Operations Manager - village, course planning etc. Possibly website support also.
- Silvia - Treasurer (tentatively confirmed extension of P&C role) (With support from Alison Massey, paid)
- Patrick - Sponsors (confirmed)
- Ash Alsadie - Marketing and Comms (unconfirmed extension of P&C role)
- Pardinder Deo - Stalls manager (confirmed - possibly expand to village manager)
- Louise Norton - Prizes Manager (confirmed - also wrote privacy policy previously)
- Melissa Walker - Merchandise Manager (not confirmed - trying to find comms where she volunteered) (w support from Michelle Garrington, paid)
- Tom - Staging (confirmed)
- Carly - volunteer coordinator (unconfirmed - extension of P&C role)

Operation and Planning

Plans have been further developed (located in the event folder Fun Run) and central planning spreadsheet (Plan of Plans) currently have 7 (previously 6) in draft of probably 15 in total. Not aiming for a perfect governance model but want to capture key points for future fun runs.

Volunteers

Multiple “Loop” LCPS newsletters have included call-outs for volunteers.

- Key roles have been filled this month, see above.
- Committee structure is now such that all roles are fairly sustainable, and further recruitment is a bonus, giving delegation options to senior roles and further sharing the load.
- Signup will likely be used closer to the race for shorter term commitments like merch sales, bib collection, course marshalls etc.

Milestones

Milestone completions in April:
(note: T2 GM was deferred to 5 May and council meeting was deferred to 1 May)

- Budget approved by P&C (T2 GM) - motion is in the minutes.
- Committee formation approved by P&C (T2 GM) - motion is in the minutes
- Council meeting - minutes and actions (deferred to 1 May due to other council commitments)
- Confirm oval arrangements and constraints (TBC)
- TMP in draft (council TBC)
- Senior committee roles confirmed (Met Milestone)
- Recruit 1-2 further roles (Met Milestone - 10 roles confirmed) - Key Achivement
- Draft plans:
  - Insurance
  - Sponsors
  - Council and Permits
- Council Funding (Community Assistance Grant) ~$5k (exact amount TBC but approved via council motion 23/4/26)

Milestone targets for May:

- Budget approved
- Committee formation approved
- Council meeting conducted
- TMP in progress
- Draft plans:
  - Prizes plan (Louise Norton)
  - Marketing and Comms plan (Ash A)
  - Sponsors plan (Patrick)
  - Oval Plan (Liz and Parvinder)
  - Course Plan (Liz)
  - Volunteer Plan (Carly)

Dashboard

(In Draft / placeholder. To be populated in monthly reporting closer to event, showing progress of key metrics)

Registrations

- 0 of 2000 target

Expenses

- $0 of $x budget

Revenue

- $0 of $x target
- X of x sponsors engaged/confirmed/invoiced/paid

Volunteer roles filled

X of 100 target

Feedback:

X received + sentiment score?

Plans in draft / published

15 placeholders, including:

7 in draft

0 published

Progress to be noted below (in draft - tbc in future reports)

Council and Permits Plan	Understand what we need in place, permits etc.	Don, Liz	
Traffic Management Plan	Council drafts this.	Liz, Council	
Team Plan	Org chart - draft complete	Don	
Insurances Plan	V.5 based on last year, list of insurances or auspices needed. Work toward V1 - confirmed all, paid and active ready for event.	Don	
Stakeholder Engagement Plan	Local residents notifications and warnings. Council. Schools. Volunteers. Parents.	Don, Liz	
Marketing and Comms plan	Review previous years. Schedule of announcements, promotions, to whom etc.	Ash A	
Oval Plan	Site layout. Stalls, stage, AV, crowd, activities, bibs.	Pardvinder	
Course Plan	Course layout, marshalls, signage, barriers, start/finish area and arrangements.	Liz	
Prize Plan	Liaise with schools and timing guys to come up with a prize structure	Louise Norton	
Sponsors Plan	V.5: Draft prospectus, initial list of sponsors, ready for initial outreach. V1 contracts, ready to invoice.	Patrick	
Volunteer Plan	Course marshall numbers. Non exec volunteers. Executed by lead volunteer.	Carly	
Safety, Medical,	St Johns, AEDs, hydration, toilets, evacuation routes, terrorism.	Don	

Emergency and Risk Plan			

Term 2 2026 General P&C Meeting – 5 May 2026

Financial Position (as at 30 April 2026)

Account	Balance Sheet as at 30-Apr-26	11-Feb-26	Movement		Balance 30-Sep-25	Movement
Total Bank	247,433	247,595	(162)		239,140	8,293
Total Current Assets	324,646	336,911	(12,265)	$10.7k Opening retained earnings adjustment to clean up legacy reconciliation issues from prior years	383,846	(59,200)
Total Fixed Assets	25,002	26,921	(1,919)	Reflects movement in accumulated depreciation	26,335	(1,333)
Total Non-current Assets	2,773	16,633	(13,860)	Depreciation adj of $9.8k posted to fully depreciate some assets which are not in the Fixed Asset register (per year end review recommendation)	17,205	(14,432)
Total Assets	**599,854**	**628,060**	**(28,206)**		**666,526**	**(66,672)**
Total Current Liabilities	28,797	22,409	6,388		49,686	(20,890)
Total Non-current Liabilities	7,476	7,978	(502)		22,911	(15,435)
Total Liabilities	**36,273**	**30,387**	**5,886**		**72,597**	**(36,324)**
Net Assets	**563,581**	**597,673**	**(34,092)**		**593,929**	**(30,347)**
Working Capital	**543,282**	**562,096**	**(18,814)**		**573,300**	**(30,017)**
Cash Position						
Total Bank	247,433	247,595	(162)		239,140	8,293
Term Deposit	228,147	228,175	(28)		220,454	7,693
Floats	350	400	(50)		400	(50)
Total Cash	**475,930**	**476,170**	**(240)**		**459,994**	**15,936**
Cash Reserve Minimum Target Level	**308,986**	**308,986**	0			
Cash Reserve Available for Investments	**166,944**	**167,184**	**(240)**			

- The P&C remains in a **strong financial position**, with **total assets of approximately $600k**.
- This is a decrease of ~$28k compared to the last reporting period, primarily reflecting **adjustments required to fix issues found in the historical accounts. As part of the independent review of our FY25 year-end accounts, we implemented the following recommendations in FY26:**
    - $10.7k adjustment to opening retained earnings to clean up legacy reconciliation issues
    - $9.8k depreciation adjustment to fully depreciate some assets which were not in the Fixed Asset Register (Computer Equipment, Kitchen Equipment, Instrument Cases and Music Vests)
    - Wrote off differences between the General Ledger and Fixed Asset Register (immaterial $147 impact to P&L)
- **Cash at bank remains healthy at ~$476k**, supporting ongoing commitments and future projects.
- **Total liabilities are low ($36k combined current and non-current)**
- **Net Assets remains solid at ~$564k**, providing a strong buffer for future investments.

Year-to-Date Performance & Forecast (FY26)

Year ended 30 September 26 (YTD 30 Apr)
LANE COVE PUBLIC SCHOOL P&C

REVENUE			
Committee	FY26 YTD $	FY25 $	% Movement
General P&C	53,030	219,920	-76%
Canteen	96,820	172,949	-44%
Music	15,350	49,680	-69%
Uniform	94,955	145,193	-35%
Total	260,154	587,741	-56%

Comments on Revenue	-
FY26 contributions not yet received (come via school - expect August/Sept)	

NET PROFIT			
Committee	FY26 YTD $	FY25 $	% Movement
General P&C	4,257	(45,615)	-109%
Canteen	(42,296)	(17,477)	142%
Music	2,844	36,245	-92%
Uniform	15,405	20,078	-23%
Total	(19,790)	(6,768)	192%
Add back Donations to school	1,187	188,633	
Net Profit from operations	- 18,603	181,864	

Comments
Includes $9K depreciation adjustment per year end review

	FY26 SPLIT OF GENERAL P&C REVENUE	FY26 YTD $	FY25 $	Movement
>>>>>	General P&C (Parent Contributions, Sponsorships	35,503	94,341.89	- 58,839
	Christmas Trees	625	846.77	- 221
	Cookbook	-	177.00	- 177
	Father's Day	-	2,411.00	- 2,411
	Fun Run	-	80,972.16	- 80,972
	Mother's Day	-	9,768.05	- 9,768
	Trivia	-	14,716.70	- 14,717
	Vivid Cruise	-	9,223.50	- 9,224
	Welcome BBQ	2,650	1,244.00	1,406
	World Food Fair (WFF)	2,018	1,538.00	480
	Election Day BBQ		4,681.00	- 4,681
	Gala Evening	10,860	-	10,860
	Multi-Cultural Belonging Day	1374.5	-	1,375
	K-2 Disco	0	-	-
	TOTAL GENERAL P&C REVENUE	53,030	219,920	(166,890)
	FY26 SPLIT OF GENERAL P&C NET PROFIT			
>>>>>	General P&C	13,409	60,036	- 46,627
	Less: Contributions to School	- 1,187	- 188,633	187,446
	Bake Sale	-	-	-
	Christmas Trees	526	847	- 320
	Cookbook	-	158	- 158
	Father's Day	-	363	- 363
	Fun Run	- 7,650	53,791	- 61,441
	Mother's Day	- 1,130	5,544	- 6,674
	Trivia	-	11,746	- 11,746
	Vivid Cruise	- 2,650	6,574	- 9,224
	Welcome BBQ	- 710	- 5	- 705
	World Food Fair (WFF)	960	- 20	981
	Election Day BBQ	-	3,984	- 3,984
	Gala Evening	2698.58	-	2,699
	Multi-Cultural Belonging Day	1044.5		1,045
	K-2 Disco	(1,054)	-	- 1,054
		4,257	(45,615)	49,872

- **General P&C Revenue:**
    - YTD Revenue of $53k and Net Profit of $4k.
    - Year-to-date performance reflects **typical seasonal timing of fundraising and expenses**, with some activities to occur later in the year. Recent events include the Welcome BBQ and World Food Fair – both community events rather than fundraising – both events more or less broke even. Mother's Day events will be run this week and the accounts reflect $1.1k purchases ahead of the event. $2.7k has also been paid to secure the boats for the Vivid Cruise ahead of selling tickets to raise money for the P&C.
    - $25k has been raised through sponsorships with some more potential funding to come from a new Business Community initiative that Patrick is leading.
- **Canteen Operations:** The current forecast assumes that the canteen will be outsourced from the start of Term 3 – if this does not happen, our FY26 Net Profit forecast will need to be reduced as the canteen is running at a loss. Last term's meeting indicated the canteen loss for FY26 was likely to be ~$41k, but this has been revised to ~$62k – the primary driver of this change is the gross profit margin has reduced by 14% from last term and 10% from the prior year – this may potentially be due to increased supplier costs and minimal increases in prices. YTD Canteen Revenue is $97k and Net Profit -$42k (loss).
- **Uniform Operations:** Uniform sales remain strong with YTD revenue of $95k and Net Profit of $15k. Over the next few months, I will need to monitor the sale of firsthand uniforms closely to ensure we remain under the $150k revenue threshold for GST

exemption. I am not clear what options we would have if we were to exceed this amount so I would look to the committee to work through options together.

- The current FY26 Net Profit forecast of $73k indicates the P&C is **tracking broadly in line with expectations**, with no major financial risks identified at this stage. If the additional Lane Cove Council, State and Federal grants come through, this forecast will need to be adjusted to reflect these.

Funding Priorities

FY26 Funding Priorities	95,000	Table Tennis Table, 2 Murals, Rainbow Stairs, Handball Courts, Hopscotch, Big Games, Sanitary Products for Yr5/6 Students, Home Readers, Instruments
FY 26 Forecast	73,398	as at 30 April 2026
Shortfall	**21,602**	
Cash Reserves available for Investment	**166,944**	
Cash Reserves available for Investment less Shortfall	**145,342**	

- The current FY26 forecast of $73k will cover 77% of the funding priorities with the remaining 23% needing to be covered by cash reserves available for investment

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Key Takeaways

- The P&C is **financially stable**, with strong cash reserves.
- **Spending this year reflects intentional investment back into the school**, aligned to funding priorities.
- We will continue to **monitor fundraising performance and costs closely** through the remainder of the year.

HISTORICAL REVENUE & PROFIT/LOSS ANALYSIS					
					As at April 26
		FY23	FY24	FY25	FY26 YTD
SPLIT OF GENERAL P&C REVENUE					
General fundraising		5,389	3,032	0	0
Government Grants		55,000	0	22,000	0
Interest		5,024	6,405	1,005	7,778
Sponsorship		25,100	12,250	6,050	25,125
Donation		1,300	300	1,200	2,600
Parent Contributons		88,436	75,689	64,071	
Other				16	
General P&C (Parent Contributions, Sponsorships)		**180,248**	**97,676**	**94,342**	**35,503**
Special Events:					
Bake Sale		0	2,332		0
Christmas Trees		0	1,222	847	625
Cookbook		0	7,247	177	0
Welcome BBQ		0	1,991	1,244	2,650
Election Day BBQ		0	0	4,681	0
Mother's Day		9,599	10,581	9,768	0
Gala Evening		8,905	0	0	10,860
Father's Day		2,679	1,713	2,411	0
Fun Run		93,416	89,313	80,973	0
K-2 Disco		1,706	0	0	0
Trivia		6,564	10,915	14,717	0
World Food Fair (WFF)		2,880	3,717	1,538	2,018
Multi-Cultural Belonging Day		0	0	0	1,375
Vivid Cruise		7,366	11,876	9,224	
Special Event Income		**133,115**	**140,906**	**125,579**	**17,527**
Total General P&C Revenue		**313,363**	**238,582**	**219,921**	**53,030**
Revenue from Operations:					
Canteen		158,325	197,012	172,949	96,820
Music		17,205	15,985	49,680	15,350
Uniform		154,019	155,164	145,193	94,955
REVENUE FROM OPERATIONS		**329,548**	**368,161**	**367,821**	**207,124**
TOTAL REVENUE		**642,911**	**606,743**	**587,742**	**260,154**

	FY23	FY24	FY25	FY26 YTD
SPLIT OF GENERAL P&C& EVENT NET PROFIT				
General P&C	143,249	78,186	60,036	13,409
Less: Contributions to School	-166,261	-265,414	-188,633	-1,187
Bake Sale	0	2,332	0	0
Christmas Trees	0	1,051	847	526
Cookbook	0	-4,612	158	0
Welcome BBQ	0	1,440	-5	-710
Election Day BBQ	0	0	3,984	0
Mother's Day	6,485	2,010	5,544	-1,130
Gala Evening	7,884	0	0	2,699
Father's Day	1,398	567	363	0
Fun Run	55,624	56,917	53,791	-7,650
K-2 Disco	649	0	0	-1,054
Trivia	6,564	10,061	11,746	0
World Food Fair (WFF)	1,877	1,976	-20	960
Multi-Cultural Belonging Day	0	0	0	1,045
Vivid Cruise	4,866	6,775	6,574	-2,650
TOTAL GENERAL P&C PROFIT/(LOSS)	**62,333**	**-108,711**	**-45,615**	**4,257**
Proft/(Loss) from Operations:				
Canteen	-2,181	-1,657	-17,477	-42,296
Music	-21,256	-8,958	36,245	2,844
Uniform	31,694	27,680	20,078	15,405
TOTAL PROFIT/LOSS	**70,590**	**-91,646**	**-6,769**	**-19,790**

Year ended 30 September 26 (YTD 30 Apr)

LANE COVE PUBLIC SCHOOL P&C

REVENUE				
Committee	**FY26 YTD $**	**FY25 $**	**% Movement**	
General P&C	53,030	219,920	-76%	
Canteen	96,820	172,949	-44%	
Music	15,350	49,680	-69%	
Uniform	94,955	145,193	-35%	
Total	**260,154**	**587,741**	**-56%**	
Comments on Revenue	-			
FY26 contributions not yet received (come via school - expect August/Sept)				

NET PROFIT				
Committee	**FY26 YTD $**	**FY25 $**	**% Movement**	
General P&C	4,257	(45,615)	-109%	
Canteen	(42,296)	(17,477)	142%	
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Uniform	15,405	20,078	-23%	
Total	**(19,790)**	**(6,768)**	**192%**	
Add back Donations to school	1,187	188,633		
Net Profit from operations	**- 18,603**	**181,864**		
Comments				
Includes $9K depreciation adjustment per year end review				

		FY26 YTD	**FY25**	
	FY26 SPLIT OF GENERAL P&C REVENUE	**$**	**$**	**Movement**
>>>>>	General P&C (Parent Contributions, Sponsorships)	35,503	94,341.89	- 58,839
	Christmas Trees	625	846.77	- 221
	Cookbook	-	177.00	- 177
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	K-2 Disco	(1,054)	-	- 1,054
		4,257	**(45,615)**	**49,872**

Balance Sheet

LANE COVE PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION

As at 30 Apri 26

DRAFT ONLY

Account	30-Apr-26	30-Sep-25	Movement	Comments
Assets				
Bank				
Debit Card Canteen	488.75	1,139.70	(650.95)	
Westpac AU 032085524757	82,849.49	82,779.43	70.06	
Westpac Canteen	34,441.53	42,724.13	(8,282.60)	
Westpac Invest P & C	33,717.45	33,702.57	14.88	
Westpac Music Program	17,995.01	11,836.79	6,158.22	
Westpac P & C Association	15,663.93	35,809.48	(20,145.55)	
Westpac Uniform Shop	62,276.80	31,147.78	31,129.02	
Total Bank	**247,432.96**	**239,139.88**	**8,293.08**	
Current Assets				
Accrued Income	0.00	64071	(64,071.00)	FY25 balance includes receivable amount from LCPS
Float - Petty Cash Canteen	50.00	50.00	0.00	
Float Uniform Shop [11510]	300.00	300.00	0.00	
Inventory Uniform Shop	(6,872.77)	3,798.35	(10,671.12)	Retained earnings opening balance adj was posted to this account
Membership fees to LCPS Association	(128.00)	(115.00)	(13.00)	
Inventory Canteen	3,108.42	3,108.42	0.00	
Petty Cash-Raffle Ticket Float	0.00	50.00	(50.00)	
Term Deposit $200000 - 032085 502398	228,146.90	220,453.96	7,692.94	
Trade Debtors Music Program & Uniform Shop	13,916.00	6,974.00	6,942.00	
Uniform Shop Inventory	86,125.72	85,155.40	970.32	
Total Current Assets	**324,646.27**	**383,846.13**	**(59,199.86)**	
Fixed Assets				
Band Instruments - Brass, Woodwind, Acoustic Keyboards	8,453.00	4,435.00	4,018.00	
Band Instruments - Percussion & Electric Keyboards	16,132.37	16,002.30	130.07	
Fixed Assets Canteen	17,241.10	15,802.88	1,438.22	
Fixed Assets P & C	737.00	3,578.16	(2,841.16)	
Instrument at cost - Band Instruments	42,333.82	42,331.89	1.93	
Instruments at Costs - Strings	9,635.65	10,961.85	(1,326.20)	
Instruments Combined	60,304.00	129,251.33	(68,947.33)	Includes tidy up of difference between FAR and Xero per Parvinder recommendation
Music Equipment	9,405.85	9,405.85	0.00	
Music Stands	2,639.72	2,639.72	0.00	
Musical equipment -Percussion	298.78	298.73	0.05	
Scores	8,241.49	8,241.49	0.00	
Stringed Instruments - Cellos, Violas & Violins	3,241.36	1,915.16	1,326.20	
Accumulated Depreciation - Band Instruments - Brass, Woodwind & Acoustic Keyboard	(2,543.10)	(2,047.39)	(495.71)	
Accumulation Depreciation - Band Instruments - Percussion & Electric Keyboards	(16,116.37)	(15,364.22)	(752.15)	
Accumulated Depreciation Canteen	(10,921.58)	(9,916.27)	(1,005.31)	
Acc Depn P & C	(737.00)	(2,139.95)	1,402.95	
Accumulated Depreciation - Band instruments	(32,348.43)	(30,220.13)	(2,128.30)	
Accumulated Depreciation - Instruments at Cost Strings	(9,146.04)	(8,992.12)	(153.92)	
Accumulated Depreciation - Instruments Combined	(60,300.00)	(129,262.33)	68,962.33	Includes tidy up of difference between FAR and Xero BS amounts per Parvinder recommendation
Accumulated Depreciation - Music Equipment	(8,469.47)	(7,650.55)	(818.92)	
Accumulated Depreciation - Music Stands	(2,639.72)	(2,639.72)	0.00	
Accumulated depreciation - Musical Equipment Percussion	(298.78)	(298.78)	0.00	
Accumulated Depreciation - Scores	(8,241.49)	(8,241.49)	0.00	
Accumulated Depreciation - Stringed Instruments - Cellos, Violas, Violins	(1,900.15)	(1,756.77)	(143.38)	
Total Fixed Assets	**25,002.01**	**26,334.64**	**(1,332.63)**	Reflects movement in accumulated depreciation
Non-current Assets				
Computer Equipment Canteen	356.00	356.00	0.00	Depreciation adj of $9.8K posted to fully depreciate these items which are not in the FAR (per year end review recommendation)
Computer Equip Uniform Shop	1,207.95	1,207.95	0.00	
Kitchen Equipment Canteen	18,670.06	18,670.06	0.00	
Instrument cases	3,178.46	3,178.46	0.00	
Music Vests	10,736.30	10,736.30	0.00	
Acc Depn Canteen	(19,026.06)	(14,878.96)	(4,147.10)	
Acc Depn Uniform Shop	(1,207.95)	0.00	(1,207.95)	
Accumulated Depreciation - Instrument Cases	(3,178.46)	(2,488.60)	(689.86)	

Balance Sheet

LANE COVE PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION

As at 30 Apri 26

DRAFT ONLY

	Account	30-Apr-26	30-Sep-25		
	Accumulated Depreciation - Music Vests	(10,736.30)	(6,935.40)	(3,800.90)	
	Suspense [19990]	2,773.00	7,359.50	(4,586.50)	Uniform shop Munch Monitor receivable amounts (to be matched with weekly MM deposit (paid Wednesdays)
	Total Non-current Assets	**2,773.00**	**17,205.31**	**(14,432.31)**	
Total Assets		**599,854.24**	**666,525.96**	**(66,671.72)**	
Liabilities					
	Current Liabilities				
	Accrued Expenses P & C	0.00	38,442.60	(38,442.60)	FY25 balance includes payable invoices to school (return of parent contributions to LCPS)
	PAYG withholding Canteen	148.26	2,157.54	(2,009.28)	April balance only icnldues PAYG from 1 payrun
	Rounding	0.01	0.02	(0.01)	
	Super Payable Canteen	89.77	0.00	89.77	
	Super Salary Sacrifice Payable	100.04	0.00	100.04	Current balance reflects super due to be paid end April 25. Sept 25 balance nil as super was paid prior to year end.
	Trade Creditors	28,458.89	9,086.31	19,372.58	Spartan invoices payable (payment terms are EOM following montjh of invoice-due 30 Apr)
	Total Current Liabilities	**28,796.97**	**49,686.47**	**(20,889.50)**	
	Non-current Liabilities				
	Instrument Deposit	3,100.00	2,000.00	1,100.00	
	Long Service Leave Accrual [22220]	4,375.90	20,910.71	(16,534.81)	Reduction due to payout of Long Service Leave on termination of canteen employee Jan 26.
	Suspense [29000]	0.00	0.00	0.00	
Tota	**Total Non-current Liabilities**	**7,475.90**	**22,910.71**		
		36,272.87	**72,597.18**		
	Net Assets	**563,581.37**	**593,928.78**		
Equity					
	Current Year Earnings	(19,790.29)	(6,768.31)		
	Retained Earnings [30800]	422,094.81	428,863.12		
Tota	Retained Earnings [30888]	161,276.85	161,276.85		
		563,581.37	**583,371.66**		