



March General P&C Meeting Minutes

Stanmore Public School – P&C

100 Cambridge St, Stanmore NSW 2048

Meeting Title: March General Meeting

Location: Staff Room, above the office

Date: Tuesday 19 March 2019

Time: 7pm

Chair: Jackie Greenwood.

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| Attendees: | Fiona D, Kendall, Blake L, Lara, Kelly H, Nadene K, Jackie G, Sonia M, Di G, Suzy L, Cameron W, Derek, Louise H, Janet D, Lisa M |
| Apologies | David N, Todd C, Fran L, Carol K, Jo R, Louise P, Jennifer E, Matt C |

| Item | Description | Lead Officer |
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| 1 | Acknowledgement to Country President's Welcome and Report Jackie gave an overview of the agenda. | Jackie Greenwood |

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| 2 | <p>Principal's Report</p> <p>Kelly Higlett appeared on behalf of Mrs Larkin who is on sick leave. She presented the plan for the work on the oval. This includes creating a dry creek bed to direct water, building a fort, installing a grinding stone as alternative to children's popular activity of digging, instilling timber barriers to stop balls going to the out of bounds area, reading circle and planting. The oval has been redone twice in Mrs Higlett's experience. Fiona reported the deterioration is due to the irrigation system breaking and the drought. The quote is for \$89,000, which can be broken into stages if needed.</p> <p>Sonia asked about risk of future demountable being built in this area. Parents reported that Fran would resist demountable being built on green area, and would use the car park first if necessary.</p> <p>Ms Higlett presented the plans for the Tennis court. They have received three quotes - \$36,000, \$29,000, and \$25,000 which is preferable with the best scope of works. The plan is to install a blue surface and new fencing. The tennis court is used as part of the playground and is used at lunch, also it is used during sports time, before and after school tennis (with 10-12 students in lessons at a time), and show case rehearsals. Parents asked about having a multipurpose court. Ms Higlett reported that the COLA is a multipurpose sports area. Louise said that tennis is a dying sport in schools, and that this would be a low return in investment. It was suggested that we make this a multi functional space for sports such as volleyball and futsal, with removable items. Kelly will pass this onto Fran.</p> <p>It was suggested that we get 3 quotes for the oval plans. Blake has a contact with a father from Skyline Landscape. It was suggested that we ask for 3 quotes if the P&C is to invest in this project. Nadene suggested emphasizing teaching & learning.</p> <p>Janet asked about Newington use of COLA. This is part of a reciprocal agreement where we use their hall and courts.</p> <p>Kendall, who is new to the school from another school, has been underwhelmed about communication about how school works, and has had to put in effort to find out information. He suggested having a welcome pack and a liaison person. He suggested including a map of the school and better describing the location of P&C meetings. It was commented that the Kindergarten pack is very thorough. Lara commented that the Class parents can act as a point of contact however this system starts a few weeks into term.</p> <p>Louise reported concerns about the safety of the contractors' scaffolding. Kelly said that the work was behind. Lisa reported she spoke to project manager and sent regular photos of her concerns. Fiona said they didn't have enough workers. She suggested that we lobby politicians regarding concerns about the assets system.</p> | Kelly Higlett |
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| 3 | <p>Secretary's Report</p> <p>The P&C endorsed the minutes of the February meeting (proposed by Jackie; seconded by Fiona).</p> <p>Suzy reported on attending the P&C Conference. Fiona indicated she would be interested in attending next year.</p> <p><u>Action Register</u></p> <ul style="list-style-type: none"> • Culottes - No update, there may be a delay due to new owners of Pickles. • Street Library - This will be installed when Fran returns. Suzy asked for kids book donations of children's books to fill the library for the launch and use for photos. Suzy asked about possible dates for the Mayor visit. Kelly said that if the launch is at lunchtime then they are not available on Tuesday. • Traffic Calming (blisters, zebra crossing and 40k zone). Suzy has made a number of attempts to locate the correspondence confirming the approval of the 40k zone on Trafalgar st. It was pointed out that the RMS would have it on file. Jackie said she had called and they had no knowledge of this. Lisa said that she could follow up with the RMS Speed zone section. Janet was waiting to get reply from Fran about the blisters. She has spoken to three councillors verbally, and they are generally supportive. Fiona can provide information to Janet. The proposal is to improve the zebra crossing and move it away from the corners and install blisters to improve vision at driveway gate. Lisa suggested this would result in a loss of parking spaces, and suggested that a no standing zone would be more appropriate for this street close to the crossing. Lis and Janet will discuss the options. Janet suggested we include all three issues (including 40k zone) when contacting council. • Website - David has proposed forming a working group together to put proposal. Please let us know if anyone interested. Fiona suggested contacting the people who have attended meetings and had input on this (Nick, Lindsey). • Long term plan for school meeting - We need to check with Fran as to whether a date has been set with the Director. • Audit - To be discussed in Treasurer's report • Seeking Grants committee - Rachel Power, who has writing skills, has expressed interest. Janet reported that the City of Sydney and IWC offer free training for grants. Janet could assist but not lead an application. | Suzy Leslie |
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| 4 | <p>Treasurer's Report</p> <p>See attached written report.</p> <p>The Audit being conducted is very thorough for a fixed fee. The Auditor David Mansfield has inspected BBQ. The financials have been approved and there is a draft management letter. Some queries. There have been no material findings, with some issues as expected for P&C and Canteen.</p> <p>The opening balance \$33,281, with \$44,000 for the canteen account.</p> <p>There is currently \$60,368 available.</p> | Di Groves |
| 5 | <p>Sub-committee Reports</p> <p>5.1 Communications - Nothing to report</p> <p>5.2 Music - Meeting arranged and Louise with update next meeting.</p> <p>5.3 Fundraising & events</p> <p>Jackie reported a history of the P&C not funding operational costs due to the risk of not being able to sustain repeated expenditure across future years. There is a preference for once off investments such as capital works.</p> <ul style="list-style-type: none"> • Fundraising meeting review - Sonia reported that we held a successful meeting with 20 people attending including many new faces. We developed a plan for the year. The fundraising calendar will include the upcoming K2 Disco. We discussed Movie Night but the date booked conflicts with camp. Kendal suggested the Federal Election will be on the 18th May. Mother's Day is on 10th May. There is support for holding another Trivia Night, with comedy being another strong option. The P&C will assist with the School's Book week. Father's Day will be on 30th August. We don't want to conflict with Showcase. The school will organise a Skipathon, and the Halloween Disco. Sonia is planning another Christmas Carols and Movie night. The history of the BNO was outlined. • Class parent drinks review - Eight class parents attended and some members of the P&C executive. This was a nice event. A parent raised the differences in methods of communication (email/ facebook/ whatsapp), however the P&C doesn't wish to be too prescriptive. The role of the Class parent is to support parents and send P&C information. • State Election March 23 - This is well organised. There are 5 volunteer spots to be filled. We discussed the forecast weather. There will be a BBQ, Cake stall, coffee and TASK doing face painting. Children will be able to do busking. There will be Election Day relish made on Friday in the Kitchen, with labels designed by Gwen. | |

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Sub-committee Reports continued

- K2 Disco

Resolution to approve a further \$1,500 for expenses including \$60 overspend for glow items, \$1,200 for canteen, \$50 for hairspray. Proposed by Lisa, seconded by Janet.

Tattoos have been found in storage. The ticket sales will cover the costs. A number of parents raised concerns about the environmental impact of glow sticks. Lara suggested an alternative would be torches. Lara will draft a by-law about sustainability.

- Big Night Out

Cameron reported they had looked at venues. The Marrickville Bowling Club is the most appropriate venue and there are many dates available. It fits 350 people standing. The plan is to have food optional using the bistro.

It was discussed that the ticket price should reflect whether food is provided. There are options such as providing cheese platters and/or entry drinks. There will be decorations to a theme. The model is to make money from the ticket price, rather than alcohol. There is a low flat cost for the venue.

The secretary will forward Cameron's email onto P&C members. The projected numbers indicate \$11,000 profit. A parent suggested asking for a percentage of bar takings.

The format of the evening will include DJ, dancing, silent and live auctions using screens and online bidding, and the liquor lock. There will be entertainment provided. The fundraising target will be \$20-30,000. We would like to identify what this will be spent on.

The model will be selling a higher number of tickets at a lower price. Derek suggested that food and drink is labor intensive, and they will focus more on entertainment.

Suzy raised the commission free sale. Blake said that he will offer a commission free sale this year, and indicated a preference for the money to go towards technology/ innovation fund. This could include identified need for whiteboards. He said that this did not need to be connected to the BNO.

We discussed booking a date of 17th August, in Week 4 of Term 3. If this is not available the backup will be the 10th August. The BNO committee will need helpers. There were 4 volunteers identified from the fundraising meeting.

We raised a resolution to spend \$250 on booking the venue of Marrickville Bowling Club - moved by Sonia, Jackie seconded.

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Sub committee Reports continued

5.4 Grants - Nothing to report

5.5 Sponsorship - Nothing to report

5.6 Pre-loved Uniform Shop - Nothing to report

5.7 Lost Property - KTR parents have done first hand back. KFI parents have agreed to do Term 2.

Louise reported that Wilkins has a very good Lost property system - tracking app, which notifies parents when items arrive in lost property. Sonia requested that we check the privacy of the tracking.

We discussed that we increase awareness of helping return items to lost property. Parents suggested that we could ask students to help return items. We discussed involving the Student Council. Jackie will follow up with Nicole Morris. Sonia raise rewarding classes with no returns, and suggested having a prize to choose the movie, or having a pizza party.

5.8 SAKG - Fiona has finalised a grant from 2016. There was a media event exercise and team building for the company that funded Stephanie Alexander. Dept of Education filmed the Tomato festival.

5.10 Recycling - Fiona reported that she has found that Rockdale steel provide a bin for recycled items, and we receive the 10c refund. P&C expressed support.

5.11 OSHC - Nothing to report

5.12 Ethics - Ethics classes have commenced and going well. There are 9 classes this year, down from 10 last year due to space constraints. Parents expressed concern that there is fewer classes and that Year 2 is missing a class. Parents asked how many Scripture classes there are and how spaces are allocated between ethics and scripture. Jackie said she would follow up.

General Business

- List targets for Fundraising 2019

The School has identified the Oval, Tennis Court, Shade sails for K2 area, and converting the Library into a multipurpose space.

The whiteboards have been identified and there are 5 close to immediate failure. The new version is a panel. These are a priority as they are used throughout the day, as a tool for engagement, interactive, and lesson plans written around using the whiteboards. The school is able to fund the panels however they are only able to replace when they fail and not before. There are 18 whiteboards in total. These were all funded by the P&C originally over 2 years. 12 more whiteboards will be needed to be replaced in the future. Blake raised concerns that this was a significant cost, however the P&C Secretary notified members giving 10 days notice, and the school community was informed via SNIP.

Resolution to spend up to \$35,000 on new interactive whiteboard replacements for the classrooms whose white boards are failing. Proposed by Jackie, Seconded by Suzy. The P&C members voted in favour (with no objections) and the resolution was passed.

P&C members indicated a desire to spend our existing money. It was suggested that we could ask parents what fundraising targets they would prefer using a poll.

Parents raised the school voluntary contributions and asked how the school spends this money. Parents asked for more transparency. Jackie said she had asked previously and will ask again. Louise suggested that we request a future plan with transparency as to what the school fund, so we can identify what is most appropriate for grants, and what the P&C will fund. Parents mentioned that the Department of Education require that a parent representative be on a committee on finances.

Blake will submit a proposal about commission free sale and technology funding. Parents suggested having a "Sponsor a screen" at a fundraising event. There may be relevant grant, and this could be a target for the BNO. Nadene suggested that we focus on learning and wellbeing outcomes for seeking grant funding.

A parent raised the P&C making the IT purchases, however there are limits on what IT equipment can be linked on the system, and a procurement policy to follow.

Resolution to allow each classroom and specialist teacher \$400 for classroom resources (35 in total which will be \$14,000) - proposed by Jackie, seconded by Lisa.

Resolution to allow SAKG staff (both Dimitra and Fiona) to be able to spend up to \$400 per month on items they might need, without having to raise a resolution at a P&C meeting - proposed Jackie, Janet seconded.

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| | <p>Janet reported that a small Westconnex protest of parents and children has been arranged outside the school to support nearby affected schools (such as St Peters, Haberfield and Rozelle PS) and about the issue of the unfiltered stacks affecting air quality in Stanmore. This event will be attended by Councillor Steer, Councillor Lockie, and local member Jackie Leong. This will be on Thursday morning at 8:30am before school. There is press interest and they plan to take a photo of children in school uniform wearing paper masks. She requested the P&C publicise the event. The P&C agreed to let parents know about the event on the P&C website and via Class parents.</p> | |
| 7 | <p>Next Meeting</p> <p>The next P&C meeting will be on 7pm Tuesday 30th April 2019 (Week 1, Term 2). Other items on the agenda will be moved to this meeting due to time constraints.</p> | |

Summary of resolutions passed

Resolutions

- Minutes of the February meeting passed (Proposed by Jackie; Seconded by Fiona).
- Resolution to spend \$250 on booking the venue of Marrickville Bowling Club (Proposed by Sonia, Jackie seconded).
- Resolution to approve a further \$1,500 for expenses including \$60 overspend for glow items, \$1,200 for canteen, \$50 for hairspray. (Proposed by Lisa; seconded by Janet).
- Resolution to approve expenditure up to \$35,000 on new interactive whiteboard replacements for the classrooms whose whiteboards are failing. (Proposed by Jackie; Seconded by Suzy).
- Resolution to allow each classroom and specialist teacher \$400 in expenditure for classroom resources (35 in total which will be \$14,000) (Proposed by Jackie; Seconded by Lisa).
- Resolution to allow SAKG staff (both Dimitra and Fiona) to be able to spend up to \$400 per month on items they might need, without having to raise a resolution at a P&C meeting - (Proposed Jackie; Janet seconded).

Items for actions register

| Action Item | Owner | Deadline |
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| Tennis Court plan - request for multipurpose court to be considered | Kelly, Fran | April |
| Improve communication for new families | | This year |
| Street Library - Arrange date with Mayor and Fran. Collect Children's books for launch | Suzy | Term 1 |
| Traffic Calming - blisters, zebra crossing, 40k zone | Lisa, Janet | April |
| Website working Group | David, Matt | April |
| Book BNO date | Cameron, Derek | April |
| Forward Cameron's BNO Email | Suzy | This week |
| Proposal for Commission free property Sale - Belle Property | Blake | April |
| Lost property tracking app | Louise H | April |

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| Involved Student Council with Lost property | Jackie | April |
| Check allocation of rooms for Ethics and Scripture | Jackie | April |
| Provide \$35000 to school to invest in panels to replace whiteboards | Treasurer | April |
| Finance Committee with parent representative | Jackie, Fran | April |
| How are voluntary contributions spent | Jackie, Fran | April |
| Summary of how teacher resources are spent (\$400) | Jackie, Fran | April |
| Draft a by-law/ policy about sustainability | Lara | Term 4 |
| Westconnex protest - publicise the event on the P&C website and via Class parents. | Comms | Thursday |