



May General Meeting P&C Minutes

Stanmore Public School – P&C

100 Cambridge St, Stanmore NSW 2048

Meeting Title: May General Meeting

Location: Staff Room, above the office

Date: Tuesday 21 April 2019

Time: 7pm

Chair: Jackie Greenwood

Attendees:	Suzy, Jackie, Fiona, Clare, Sonia, Louise, Lara, David, Lisa, Rachel, Di, Janet, Todd
Apologies	Simone, Louise, Cameron, Gwen, Blake

Item	Description	Lead Officer
1	<p>Acknowledgement to Country</p> <p>President's Welcome and Report</p> <p>Jackie reported that it has been a big week for Stanmore.</p> <p>Mother's Day was a lovely event. There was excellent feedback on the Stalls. Jackie noted that for pictures posted on social media that we need to be mindful of consent for publishing online photos of children. It was suggested that there could be games for kids or craft.</p> <p>The Movie night was a great community event with a lovely atmosphere. \$1000 was made from food sales. Jackie thanked volunteers. A grandparent lost a special blanket and wrote a thank you card with a donation.</p> <p>From Election Day we estimate that we made \$95000, more than State election. We sold fewer burgers, more relish, and second hand books \$750. There was positive feedback left on Square. Kate made a lovely fabric sign for the Cake stall.</p>	Jackie Greenwood

2	<p>Secretary's Report</p> <p>The P&C endorsed the minutes of the April meeting (proposed by Jackie; seconded by Fiona). Four P&C members present had read the minutes. It was agreed that the minutes could be briefer with less detail and still be effective.</p> <p><u>Correspondence</u> Motion submission made to P&C Federation AGM.</p> <p><u>Action Register</u></p> <ul style="list-style-type: none"> • Culottes - No progress on updating the design of the culottes. Parents reported delays with receiving uniforms from Pickles. P&C to contact Pickles - Jackie to phone. • Traffic Calming (blisters, zebra crossing and 40k zone). Received 200 responses to survey - mostly from Stanmore parents, Newington and ELC also invited. The survey will close this week to collate the data. Then we will arrange a meeting with Council with Lisa present (on a Thursday). • Long term plan for school meeting - Meeting arranged with the Director and P&C Executive to discuss the plan for hall & buildings. • Audit - There are two outstanding issues - including a discrepancy between daily and weekly takings, and Xero and Westpac records. Todd (former Treasurer) is assisting. Di to give the auditor a deadline. • Commission free sale - No Update. • The online Lost property system costs \$3.50 per item. Jackie has consulted other schools and they have reported that it has not fixed the problem. Laundry markers have been given to PLUS previously. Abandoned items are found around the playground. The issue is with children and parents not caring about lost items. It was suggested that the SRC could get involved and hold another workshop where we engage students in identifying a solution. Children need to look after their belongings, and not continue buying new items. There is an ongoing issue with children taking other hats. Last years 3-6 Showcase featured children dressed as Lost Property. 	Suzy Leslie
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2	<p><u>Action Register continued</u></p> <ul style="list-style-type: none"> • Public School Parent nomination - Fran has agreed to assist. It was suggested that Michelle Baboujon could also assist. • OSHC Tender - There is a current embargo on all tenders as the Department is changing tender documents and tender process. Three schools are going through this process - including Wilkins which has an online survey. The community will be surveyed, which will shape the criteria. Then there will be an open tender to select one provider whether that be for profit/ non profit/ P&C run. Mrs Larkin has clarified that the reported deadline of giving 6 mth notice to IWC is in fact not in the license agreement. Parents reported concerns as to whether there would be enough spaces. There will be 270 places. Currently there are 2 areas with 2 sets staff. Rozelle is currently the largest OSHC service (approx 270), and it has separation of children by Stages. A parent raised concern with that approach regarding siblings. There are strict space ratios for OSHC services. This could affect other onsite activities (after school classes), which act as a form of care. Currently the Library is used after school by a language class. We do not know the timeline but it will be this year. • Website - David said he has started replicating the whole website using Wix. Wix has been designed for people who don't use technology. He will present at the next meeting. He suggested using Try booking or Eventbrite for one smaller event as a trial. The motivation to change the website is based on having future volunteers who are able to manage the website and that the school website is being updated. • Street Library - The next Street Library one needs to be painted and installed. There is strong turnover of books. The leftover children's books from the election book stall will be stored for the Street Library. • Extra-curricular Scholarship - Need to investigate further. 	Suzy Leslie
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3	<p>Principal's Report</p> <p>Mrs Larkin was unable to attend due to illness or send a replacement teacher. It was suggested that we request a back up teacher roster and/or that she send a written report. A parent asked where the savings had come from to enable the funding of the oval or tennis court.</p>	
4	<p>Treasurer's Report</p> <p><u>April Report</u></p> <p>See attached written report.</p> <p>The banking from the weekend has been done today, and thus is not showing in the account. Need to do cheques to school.</p> <p>It was suggested that it would be helpful to have access to the school safe for large quantities of cash as we are a soft target.</p> <p>It was suggested that we have a cash management plan where we remove money throughout the day. Possibly the P&C could have a safe in the canteen.</p> <p>It was raised that the Canteen Bookkeeping is hours of work and could warrant a paid staff member.</p>	Di Groves

5	<p>Fundraising & Events Report</p> <p>Fundraising targets - It was raised that the school needs more laptops for Naplan. Rachel pointed out that the Department of Education will need to provide adequate IT for all schools given online testing. She said that teachers and parents need to complain about lack of infrastructure.</p> <p>Movie night - The sponsors ads are to go out in SNIP, Website, and Facebook.</p> <p>Federal Election - It was hard to get volunteers and cakes. This may be due to having two elections close together and drawing from a very small group of volunteers.</p> <p>Volunteer engagement - We need to engage new parents with a focus on year 1 and 2. Jackie commented that in a school of more than 400 families (note 600 families), it was hard to find 40 volunteers. There were only 2 volunteers who signed up for movie night. There was 3 (out of 4 needed) volunteers for Mothers' day. This issue is also due to the increased size of the school - there is diffusion of responsibility.</p> <p>It was suggested that we allocate people or target year groups to tasks so it is harder to opt out. Suzy raised the technique used at Australia St of approaching parents in the playground to sign up volunteers. It was suggested that Lisa B would be very effective at this. It was suggested that we engage with Class parents.</p> <p>Big Night Out - BNO will be on Saturday 17th August, at the Marrickville bowling club. There will be non allocated seating. There will be a small menu for preordering food. The theme will be "Going Green". They will need volunteers for logistics and theme. There is a small group for fundraising. There will be a presentation at the next meeting. It was suggested that we seek entertainment through school community. David noted that Kendall has a band. There is not a need approval for additional funds at this stage.</p> <p>BNO Sponsorship - Need to arrange a meeting with David.</p>	Sonia Matiuk, Lara Hopkins, Jackie Greenwood
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5	<p>Fundraising Report continued</p> <p>BNO Fundraising - This year will take a targeted approach, based on what has been popular in previous years. These include holiday homes, restaurants, Chef master class, approaching parents such as Annabel Crabb, Tim from Nova. There will be a silent auction, with a few live auctions. They need to sort out entertainment. There will be a box raffle with tickets sold at school. We will have the Liquor lock. A parents suggested having a Photo booth, by gold coin donation.</p> <p>Trivia - Gwen has the Empire booked for 14 and 21st June, with one evening to focus on K-2, and the other 3-6. They plan to test out Empire trivia person. She would like to involve Damien. It will be a simple event, and is likely to sell out. It will be requested to waive the minimum spend.</p>	
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6	<p>General Business</p> <p>Mrs Larkin will include a message about STEM/ STEAM in SNIP. Louise will attend the next meeting.</p> <p><u>Sustainability policy</u></p> <p>Lara is motivated by observing waste from events. She would like P&C events to avoid single use plastic. This year the K2 Disco sold reusable glow items where can replace battery. A parents suggested that children “do not need plastic junk” at events. It would be worthwhile seeking childrens’ opinion. This is about the message it sends to kids.</p> <p>The aim of the Sustainability Events policy is that it is achievable, appeal to all, and acts as a “guideline”. It was suggested that there be an opening statement that the P&C values sustainability over making money.</p> <p>It was suggested that we record tips about bins for large events. There has been a history of difficulty with getting enough bins, there needs to be more frequent collection. The Summer hill PS Election had a refill water station. This was considered for Stanmore Federal Election however Lara ran out of time. There are excess sushi containers in the storeroom - it was suggested that someone contact Reverse Garbage.</p> <p>A parent asked if the school has a sustainability policy. It was suggested that the P&C could ask the school to not to use balloons. Jackie mentioned that Anna Riley who works for Environment Department had formerly planned to produce education campaign for SPS. Multicultural food day was raised as a source of single use waste, as was the Easter hat parade.</p> <p>There is NSW Eco schools grant funding of up to \$35000. David said that Felicity can write the application if she is given the idea. The deadline is 1st July. It was suggested that we could invite Craig Rehausel to do a waste activity. This could involve clothing/ uniforms. Jackie proposed conducting a waste audit where we weighed waste. There is an issue where cleaners putting leaves in red bin.</p> <p>This draft policy has support from a number of parents not present at the meeting. It will be reviewed and brought to the next meeting.</p>	<p>Jackie</p> <p>Lara Hopkins</p>
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5	<p>General business continued</p> <p>Bus lane parking. These are used on Fridays for PSSA and excursion. If vary times there would be regulations requiring signpost and adequate notice, would need to go to council committee. The recent experience of Camp was noted where the buses were delayed due to illegal parking.</p> <p>There is a Sydney Water grant, with deadline 31 May. Fiona suggested replacing the Henry Parkes heritage sign that was stolen. Rachel could assist.</p> <p>Fiona also raised having signs that discourage theft from garden - Janet could arrange to make recycled signs.</p>	Janet
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Sub-committee Reports

7.1 Communication - Website discussed above. Suzy raised that Instagram could be helpful in target school community, and thanking businesses/ sponsors. Suzy suggested there would be experienced social media parents who could volunteer eg Annika. Jackie raised there ought to be strict parameters/ guidelines - could use Department of Education ones as starting post, and Suzy to contact Australia St for further information.

7.2 Grants - My Community Grant was submitted by Sonia. This will then go to a voting process. She suggested that we mention the application to sponsors to broaden support. We will be told the result in September.

7.3 SAKG - SAKG raised \$85 from Grissini and cookbook sales.

7.4 Sponsorship; 7.5 Pre-loved Uniform Shop; 7.6 Lost Property; 7.7 Recycling; 7.8 OSHC - No update

7.9 Music - Louise submitted a written report, see attached. It has been suggested having the Ensemble Name on event poster. There will be a Skills Day for ensemble across two sessions. Bow and Blow was popular but did not lead to more enrolments. It was helpful having teachers talk about bands. We would like to encourage more performances, and build this into events. There will be a Scholarship meeting with Bridget, Louise, and Suzy.

7.10 Ethics - Rachel has struggled to move her class outside given latecomers, and trialed class in the playground. One week there was 8 planes and the class was hard to engage, however on another week there was no planes. She finds that all her students want to speak. Rachel wants to have a teacher in room who can support with behaviour. Rachel said that Jan has said that 2 different scriptures can't be in the same place (the Library).

A parent asked about the waiting lists for Ethics. Unfortunately non scripture has enduring appeal. Rachel suggests that if we had Stage classes this would reduce behaviour management issues by breaking up friendship groups. There is a history of child behaviour issues with substitute teachers, and there is old fashioned discipline culture.

7	<p>Next Meeting</p> <p>The next P&C meeting will be on 7pm Tuesday 16th June 2019 (Week 8, Term 2).</p>	
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Summary of resolutions passed
<p>Resolutions</p> <ul style="list-style-type: none"> • The P&C endorsed the minutes of the April meeting (proposed by Jackie; seconded by Fiona).

Items for actions register		
Action Item	Owner	Deadline
Follow up with Pickles regarding	Jackie	June
Collate the traffic survey data. Arrange a meeting with Council with Lisa present (on a Thursday).	Jackie, Lisa	June
Wix website presentation	David	June
Audit	Di	
Contact SRC - hold another workshop where we engage students in identifying a solution.		
Public School Parent nomination	Fran, Fiona, Suzy	
Safe, Event Cash management plan, Canteen Bookkeeping	Di	
Volunteer engagement - focus on year 1 and 2.	All	
Update Sustainability policy	Lara	
NSW Eco schools grant	Jackie, Felicity, Rachel	
Sydney Water grant	Fiona, Rachel	

Instagram	Suzy	
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