

GENERAL MEETING MINUTES

Lennox Head Public School P&C Association

Location: Club Lennox Sports

Date: Tuesday 9 August 2022

Time: 6:07pm

1. REGULAR ITEMS

1.1 Acknowledgement of Country

1.2 Attendance and Apologies

Present: L. Jeffers, K. Smith, D. Langfield, K. Nimmo, K. Dicker, L. Kaloran, E. McKenzie, S. Leonard, I. Yap

Apologies: J. Lachmann, T. Ranyard

1.3 Presentation and confirmation of previous meeting minutes

Presented. 1st K. Nimmo, 2nd L. Jeffers

2. MATTERS ARISING FROM PREVIOUS MEETING

2.1 School build update - D. Langfield advised Project Reference Group meeting was postponed due to no new updates, over 100 Expressions of Interest were received for potential school site.

2.2 LHPS website link to School Infrastructure NSW - Link is now live on the Parent Information page on the school website, investigating whether additional text can be included to inform parents of where to find information regarding the school infrastructure project.

2.3 Canteen

2.3.1 Staffing - More volunteers are required to assist at the canteen. Volunteers need to complete security checks prior to commencement. Aim to recruit volunteers by communicating through other channels - Lennox Community FB page, Sanctuary Village, Ballina Headlands Leisure Park. **Follow up:** K. Smith to prepare messaging, with Sue as point of contact; K. Dicker to make the messaging visually presentable; K. Nimmo to take photos of canteen to included in the messaging.

P&C to advertise ASAP a permanent part time position with the possibility of going full time. **Follow up:** T. Ranyard to discuss with Sue and finalise departure plans

2.3.2 Canteen refurbishment - There are plans to refurbish the canteen however the scope of works has yet to be advised. Work to refurbish the canteen has to be conducted over the school holidays, most likely over Christmas/summer break. **Follow up:** D. Langfield will inform the P&C of the equipment included in the refurbishment.

2.4 Fundraising money from Easter Raffle - Upper Coopers Creek Public School is seeking sports equipment to the value of \$282. Motion passed for the donation, 1st E. McKenzie 2nd S. Leonard. **Follow up:** This will be standing meeting agenda item until the funds are fully utilised.

2.5 Ideas for building a connected school community - Parent/children drop off re-introduced on 8 Aug. Other ideas to consider - Kindy BBQ event, Meet the Parents event, start of term newsletter with upcoming dates of school events [Follow up](#): I. Yap to create a calendar of P&C events.

3. REPORTS

3.1 Principals Report - Stage 2 is seeking \$2,000 for Maths resources. [Follow up](#): To be discussed at next meeting along with the Treasurers Report for available funds.

3.2 Treasurer

3.2.1 ACNC Annual Report - To be raised at next meeting

3.3 Canteen - To be raised at next meeting

4. GENERAL BUSINESS

4.1 Project Reference Group update - delivered by Deb in 2.1

4.2 Parliamentary Inquiry update - Since her visit to the school, the Hon. Catherine Cusack MLC has been advocating to Minister Sarah Mitchell for the Dep of Education to co-design solutions regarding the school infrastructure project with both the school community and the wider community. Minister Mitchell has accepted Catherine's invitation to visit LHPS the next time she visits the Northern Rivers. The P&C wishes to thank the Hon. Catherine Cusack MLC for advocating on behalf of the school and the community.

4.3 Fundraising planning meeting recap & future fundraising plans

Fundraising to be a standing meeting agenda item. Fundraising sub-committee to present ideas/plans for fundraising at P&C meetings for discussion and resolution. K. Dicker will join sub-committee.

Ideas:

- a) Tuff Nutters afternoon session in late Oct 2022, rent is \$2500 + GST between 4-7pm, 3 sessions, ticket prices range between \$15-\$20 / hour
- b) Hold a Community Fete/Fair (eg Christmas), students could participate by creating stalls - aim to organise this for Christmas 2023
- c) Colour Run in 2023 - location required, time of year to be identified (cooler period during daylight saving)
- d) Disco and Street Party (potentially closing off Mackney Lane)
- e) Disco
- f) Movie night - location required
- g) Dinner en blanc or themed dinner concept for adults - attendees to BYO food and beverages, tables and cutlery. Alcohol permit exemptions available for non-profit organisations. Entertainment and decorations supplied by P&C. There are restrictions with the service of alcohol on Dep of Education premises.
- h) Ballina Shire Council has a funding scheme called [Financial Assistance For Community Groups](#). Applications open in Feb 2023.

Follow up:

- 1) K. Smith to contact D. Langfield regarding Halloween theme disco event on Thu 27 Oct
- 2) K. Dicker to check alcohol zoning regulations in Lennox and closing Mackney Lane for street party
- 3) T. Ranyard to collect Fair/Fete planning book from Gemma
- 4) S. Leonard to check venue availability for Colour Run with Sport and Rec
- 5) I. Yap to contact K. Dicker regarding P&C participation at B Ward meetings

4.4 Father Day stall – communications, logistics.

Stock ordered and currently stored at school. Volunteers to pack and operate the stall have been recruited. Gifts will be packed at Preschool on Sun 28 Aug.

4.5 Options for paying for merchandise expenses directly from P&C accounts

T. Ranyard to close CBA account and open Southern Cross account.

5. OTHER BUSINESS

K. Dicker advised that a 2 hour parking limit will be introduced in Park Lane, and a 4 hour parking limit will be introduced at the Community Centre. The aim is to create more parking opportunities.

6. CLOSURE AND DATE OF NEXT MEETING

Next meeting: 13 Sep 2022

Meeting closed: 8.20pm

P and C Meeting – Term 3 week 4 – Tuesday 9 August- Principals Report

- Welcome back to term 3.
- Updates – canteen will be getting a complete refurb(I am yet to hear if we that is P and C will need to contribute anything – that is equipment- or if everything is replaced. This will need to be done in a holiday break to get it completed – so either next holiday or xmas break) There will also be some painting done in office area and new carpets etc – plus some other areas to be determined. 3R classroom received new carpet today(a lot of mould in corners). Tree works that were started in the holidays – were stopped by Council – a small disagreement here over who can do what – consequently the tree contractors need to return to complete works – hopefully this week. Big Fig (not native) has been poisoned and will be removed. Other trees were pruned and 2 others that are dying will be removed.
- School infrastructure link is on the website under parent information.
- Numbers have gone in for 2023 – we are projecting around 490 on current information. So that will be 20 classes. We have been told we keep our 2021 staffing allocation from next year and for 2 years following completion of build – however if numbers increase we have to be staffed accordingly. Although as of today we have 490 students – has been a small drop.

- Still some confusion re the zone change and what that means for siblings – an update was sent out via schoolstream last week. Happy to answer questions from parents if they are unsure. People can still apply as an OOZ just needs very good reason to be approved.
- Held a Safe On social evening for parents which the school paid \$700 for. Unfortunately, only 7 parents attended which was disappointing as I put this on 0 as we had some issues with Stage 3 students doing inappropriate things online out of school time. We are trying to get a student session some time this term or early term 4 – but may be tricky to get a spot.
- Drop off arrangements – as indicated in communication last week – parents are welcome to walk in to drop students off at K-2 classes- stage 2 and 3 to the hall where bags are placed – this is just in the morning. It is a drop and go. No one is to be in the playground. We will monitor to see if we need to make any amendments. Afternoon – pick up is still at gates.
- It is been noted that particularly at K-2 assemblies – that parents do not stand when the national anthem is being played. This is quite disrespectful – we should all stand when any anthem is played- - as role models we need to be doing this please.
- Illness – thanks to everyone for ensuring children stay away when they are unwell. Reminder if COVID is in your house – please let us know that and if you need additional tests we have those as students can come to school – but must test every morning for 5 days. Of course, if they have COVID also let us know and register with Service NSW and still must stay away for the 7 days.
- Sport – had some queries re ample notice for parents. We do our best to try and make this a week – but with so many field closures, then other things happening in schools, it is sometimes tricky to do this. We are doing our best to at least ensure students get to participate.
- Newsletter – we are not reinstating this. In a recent digital classroom audit – one of the questions we were asked was this – that is do we have one – they said good when we answered this. All of the same information that used to be in the newsletter goes onto the school website each week or is sent in schoolstream messages. Happy to remind people to check the website. We are certainly well aware of what goes into a newsletter – we did them for years. What we do now is much more effective. We actually have less questions now re events – as we knew very few people were reading the newsletter that took a lot of time to put together. We are currently involved in some training so that we use more of the capabilities of the SENTRAL portal – we will have the parent side of this set up for next year. You can have this on your phone as an APP. Once we have this we will stop using schoolstream. As we can send messages /reminders to class groups, individual students etc and parents can respond and send messages.
- Book parade next Wednesday beginning at 10am – under the COLA. Should be done by 11:30am
- Open day – Wednesday 24 August - times 9:30-10:30am – ES1 and S1, 10:30-11:30am – S2 and S3. Parents are welcome to visit classrooms at this time. Please don't attend if unwell. Parents can stay for a picnic lunch. I think Sue was going to do a special lunch day. Band and or choir will play for parents at 12ish, that is bell will go end of lunch – children return to classes – parents can see performance in the hall before leaving.
- Update on casuals – we have struggled some days – which has meant we have collapsed programs or split classes on a couple of occasions. We do our best to cover classes but not always possible.
- APCI position – was recently advertised for our school. This position closes on Wednesday – will be to start in 2023 – a full time position. Assistant Principals, Curriculum and Instruction will support strong instructional leadership models in all schools, coordinating professional

learning for teachers, monitoring student outcomes, and supporting families to be key partners in student learning. They are leaders in this area working with teachers to ensure best practice. Panel will meet and a decision will be made after following the process.

- Lost property is constantly full – over half of all items have no names. Or some have names of previous students that they have gotten second hand. I used to use a company called STUCKONYOU for my children’s things. Labels for lunchboxes and also iron on clothing labels eg 18 iron on labels \$15.95 ... or currently have a value pack - \$49.95 – they also have a fundraising section..... I think there are other companies as well – thought it might enable more things to be labelled
 - 9 Large Name Labels
 - 20 Shoe Labels
 - 100 Mini Name Labels
 - 100 Mini Iron On Labels
 - 1 Classic Large Bag Tag
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- School photos 2023 – Term 2 week 2 – May 4 and 5
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