

GENERAL MEETING MINUTES

Lennox Head Public School P&C Association

Location: Club Lennox

Date: Tuesday 13 September 2022

Time: Meeting opened 6:09pm

1. REGULAR ITEMS

1.1 Acknowledgement of Country

K. Dicker

1.2 Attendance and Apologies

Present: K. Dicker, I. Yap, D. Langfield, J. Lachmann, E. Taylor, E. McKenzie, S. Leonard, S. Tatum, L. Jeffers, T. Ranyard

Apologies: K. Smith, K. Nimmo

1.3 Presentation and confirmation of previous meeting minutes

Motion to approve the minutes of 9.8.22 made by K. Dicker. Second I. Yap

2. MATTERS ARISING FROM PREVIOUS MEETING

2.1 School build update

D. Langfield reported that DoE is actively looking at three sites. No details about the sites have been released. There have been no further PRG meetings. **Action:** L. Jeffers to write to DoE to seek update*. I. Yapp will share information from her private correspondence with C. Vidler.

2.2 Canteen

2.2.1 Staffing

S. Tatum will be retiring soon, and the position of Canteen Coordinator has been advertised. Karen also as requested to stop working at the Canteen, and is waiting for staff replacement. There has been one enquiry in response to the advertisement, but no applications yet. If none forthcoming by the end of the week then perhaps advertise elsewhere. **Action:** K. Dicker will enquire with editor of the Lennox Wave.

2.2.2 Volunteer numbers after messaging campaign

Thank you to all who contributed to this, especially K. Dicker putting together the graphics. Unfortunately S. Tatum reported there have been no new volunteers.

2.2.3 Alterations to the canteen. D. Langfield has enquired about canteen equipment to be replaced as part of the refurbishment, but has not heard back. **Action:** D. Langfield to follow up.

2.3 Fundraising money from Easter Raffle

\$282 was donated to Upper Coopers Creek Public School. A photo and thank you email have been received. The money was spent on balls and a parachute. **Action:** S. Leonard to share photo on P&C facebook page. This agenda item to remain until money is all donated.

2.4 Calendar of P&C events.

I. Yap has completed this for 2022 and 2023 using a Google spreadsheet.

2.5 P&C funding for Maths resources

D. Langfield requests \$2000 for Stage 2 maths resources. Motion to provide \$2000 for Stage 2 maths resources. Moved by J. Lachmann. Second I. Yapp.

2.6 Fundraising

2.6.1 Fathers Day Stall summary

Great effort from all involved. Profit \$328, this includes all purchases that were made even if not sold. Remaining stock will sell at 100% profit next year.

L. Jeffers read out written feedback from K. Nimmo who was unable to be present. This is summarised as follows:

- Mix of showbag style packs and individual items worked well. Feedback from parents has been positive and they liked the local element.
- One order was not placed and the shortage was not discovered until late. If it were not for this then everything would have been very streamlined. Two factors contributed: 1) not having a consistent drop off point 2) having to go through a third person for ordering.
- Need to allocate task of checking off the stock in future.
- Surfer packs and mystery bags were a big hit. Chocolates were popular but not the savoury packs – don't do savoury next year.
- Suggest some "carer" packs next year, non-gendered, for kids who do not have a Dad.
- Significant number of kids with no money.
- Lots of volunteers keen to help. Suggest creating a list of volunteers for future events.

Action: (sorry these action items have not been allocated). 1. Create list of people keen to help with future events. 2. Review quantities for next year and assess what we need more or less of. 3. Add order cutoff dates to P&C calendar.

2.6.2 Halloween theme disco event Thu 27 October

Disco to run in two stages: 5:00-6:00 and 6:30-7:30. Hall is booked and DJ Vic is booked. Sausage sizzle, to be eaten outside. Drinks can be water cooler instead of poppas, to minimise waste. Cost of entry TBC. T. Ranyard reported that P&C already has insurance that covers this event. It had been considered that teachers are not required, so as not to add to their workload. However, staff presence could be nice for the kids, and also a safety precaution as the staff know the kids and special requirements. Advice from D. Langfield: Create boundaries, and sit kids down to tell them where they can or cannot go. Decorations difficult to attach inside and not necessary as DJ provides lights. Risk assessment will need to be completed. Someone qualified to manage first aid and EpiPens etc. **Action:** Call out for parent volunteers first week back. D. Langfield to ask for interest for staff disco attendance at Executive meeting. K. Smith to request food donations from Woolworths, local shops. K. Smith to write announcement for School Stream once entry fee is finalised.

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

This will be done in Term 4.

2.7 P&C Participation at B Ward meetings

K. Dicker reported that B Ward meets four times per year. This is the main interface between community non-profit organisations and Council. This would be an opportunity to build relationships with other organisations and potentially access venues for P&C events. I. Yapp is willing to attend but cannot, due to other commitments on meeting days. At this stage no one else has put themselves forward. **Action:** I. Yapp to put in application for the P&C to attend, in case someone should like to in the future.*

*amendment due to discussions in the days after the meeting: If a P&C member volunteers to attend the B Ward meetings, then I. Yap will fill in the application form.

3. REPORTS

3.1 Principal

Received and attached.

3.2 Treasurer

Received and attached.

T. Ranyard will set up an account with Woolworths. Insurances have been paid.

Pay rises have been given to canteen employees as per award rate.

3.2.1 ACNC Annual Report – This has been lodged.

3.3 Canteen

Received and attached.

Congratulations to S. Tatum on her recently received an award as part of Education Week, and thank you for her excellent work as Canteen Coordinator. Whoever takes this position in the future will have big shoes to fill.

4. GENERAL BUSINESS

4.1 Parliamentary Inquiry update.

Questions from the Inquiry were sent to the DoE. I. Yap reported that answers from the Education Minister are now available on the website

<https://www.parliament.nsw.gov.au/lcdocs/other/17633/Letter,%20Hon%20Sarah%20Mitchell%20MLC,%20Minister%20for%20Education%20and%20Early%20Learning%20to%20the%20committee.pdf>

The inquiry concludes next month.

4.2 Update of School Captains board and Achievers board

D. Langfield reported that these could not be updated during COVID restrictions, but will be done soon.

5. CLOSURE AND DATE OF NEXT MEETING

Next meeting: Tuesday 11 October

Meeting closed: 7:30

P and C Meeting – Term 3 week 9 – Tuesday 13 August- Principals Report

- Updates – tree works were finally completed and lots of mulch has now been spread around the school.
- Fixed playground equipment finally had new Softfall paced into it so students can now use this again.
- I am reaching out to assets to ask if we can potentially have artificial turf in a big patch of our playground. There was grass planted last year, but this is now mostly gone due to being a high traffic area, lots of rain and the ground being so compacted. Will see how this goes.
- Safe On social information sessions for students Stage 2 and 3 – Term 4 week 3 – 26 October – held during school time.
- Education week awards were presented at Southern Cross university on Thursday September 1. Congratulations to students – Elyse R. Archie D and Emery M. Teacher/Education awards – Karen Armstrong, Angela dyer, Cathy Price and Deb Langfield. Principal award – Deb Langfield, Community Award- sue Tatum
- 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 5 days. The isolation rules have now changed 5 days for everyone if you have COVID – but if still unwell can't return.
- APCI position – Tahlia Stafford was successful in gaining this position. Thanks, Kerren for being our parent rep on this panel.
- Term 4 begins for everyone on Monday 10 October
- Kinder O - next term – 25 October, 1 November and 8 November. Parent session will be Tuesday 8 November in the library.
- I will be away all of week 4 Term 4 due to attending a national Principal conference in Sydney.
- K-2 Swimming – weeks 8 and 9 in term 4 – notes to come. All should be able to attend as most still have their \$500 flood relief grant to use. If students were not in the LGA's at the time of the floods they do not have these funds – eg new enrolments
- Kinder matinee (for students) and evening performance – 7 and 8 December – school hall – more details to come.
- Major Presentation day – Friday 16 December
- Last day of term 4 is Monday 19 December
- Currently looking at what class structure /organisation might look like in 2023 – but still a bit unsure re exact numbers of students – we will work on this next term.
- Teachers have been doing lots of professional Learning on new K-2 syllabus in English and Maths that is starting next year – some classes have been trialling units etc. will be mandatory from next year.
- New behaviour strategy being rolled in term 4. We will need to update our procedures slightly this will need to be endorsed by p and C at some point – but not until term 2 next year – for us no major changes to what we currently do.
- Stage 3 excursion was held last week for the first time in 2 years – although exhausting for everyone – on the whole the students were great and had a wonderful time. I think Australia zoo and the planetarium were two highlights for many. Well done to the Stage 3 team, especially Mr O'Connor for his organisation.

- NAPLAN – these results have been distributed to parents .we are now going over these results really carefully – as it seems after 2 interrupted years of learning there is not as much growth as we would expect and some areas that may need additional intervention – eg some grammar and punctuation areas and some numeracy areas and writing. We will do through the data and look at what we need to potentially improve upon
 - or change.
 - End of year parent survey is also ready for aprents to access please – we will send this link via schoolstream also. <https://nsw.tellthemfromme.com/survey/splash/8y3v9>
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 - First day of school 2023 – teachers attend Friday 27 Jan and Monday 30 Jan – students start years 1-6 on Tuesday 31 January. Kinders will do Best start testing first
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Canteen Report September 2022

Since my last report the canteen has held 2 special days. The Athletics Carnival was deferred from term 2. There were 176 orders with a gross profit of about \$780. Another special day was held in Education week. There were 127 orders (parents were able to order on their child's order). The gross profit was about \$715.

As most people now know, I am retiring at the end of the year. Applications are now open. I have enjoyed my years at the school, but after 16 years, it's time. I want to thank everyone that supported me over this time. Thanks to the P and C who have been so supportive of me and have helped me transition towards retirement. A special big thank you to the many volunteers who have given up their time to help me. It's been a struggle at times, but the canteen has been able to operate 5 days because of their help. And lastly a big Thank you to Deb Langfield, who has ridden the highs and a few lows with me. You have always offered your support and given me plenty of work over the years.

I think I still have another special day in me, so stayed tuned.

Lennox Head Public School P & C Association
Balance Sheet
As of September 13, 2022

Sep 13, 22

ASSETS**Current Assets****Chequing/Savings**

10100 · CBA Cheque Account	12,205.49
10200 · CBA Passbook Account	3,416.92
10300 · Southern Cross Credit Union	22,093.14

Total Chequing/Savings 37,715.55

Other Current Assets

10400 · Petty Cash - Fundraising	95.10
10500 · Petty Cash - Canteen	48.50
10600 · Sundry Debtor	-267.60
11000 · Stock on Hand - Food	1,441.22
11010 · Stock on Hand - Uniforms	596.90

Total Other Current Assets 1,914.12

Total Current Assets 39,629.67

TOTAL ASSETS

39,629.67

LIABILITIES**Current Liabilities****Other Current Liabilities**

20100 · PAYG Withholding Payable	384.00
20200 · Superannuation Payable	754.75
20300 · Provision - Long Service Leave	4,212.13
20400 · Other Accounts Payable	966.63

Total Other Current Liabilities 6,317.51

Total Current Liabilities 6,317.51

TOTAL LIABILITIES

6,317.51

NET ASSETS

33,312.16

EQUITY

32000 · Retained Earnings	21,145.10
Net Income	12,167.06

TOTAL EQUITY 33,312.16