

General Meeting Minutes

Lennox Head Public School Parents and Citizens Association

11th August 2020, 6pm, ZOOM

Welcome

Attendance - Deb Langfield, Tonya Ranyard, Bronwyn Thirkell, Sue Tatum, Amanda Top, Carmen, Sophie Leonard, Kerren Kernaghan.

Presentation and confirmation of previous meeting minutes Tonya accepted, Kerryn seconded

Matters arising from previous minutes

- Year 6 end of year – Bronwyn thinks they are tracking along nicely and we will look into a later date what the end of year will look like.

Reports

- Principal's Report
 - See attached
 - Deb sought some support from the P&C as the school has had to recently spend \$40,000 on new Interactive Whiteboards unexpectedly but would also appreciate support towards reader books and learning support resources.
- Canteen Report
 - See attached
 - The canteen oven is having issues if we can keep some money aside to put towards it if necessary
- Treasurers Report
 - See attached report
 - Tonya proposed to donate \$25,000 to the school to contribute financing the replaced Interactive whiteboards, reading books and learning support resources proposed. Kerryn accepted and Amanda seconded.

General Business

- Online Canteen ordering – Sophie had a brief look into a possible online ordering system that could promote sales and make it easier for families. Sue was worried of technical difficulties. Amanda said Alstonville and Xavier use Flexischool an online school system. Deb said Sentral (existing online Department of Education system) may have it. Further investigation required.
- Plant based canteen initiative – Sophie to forward to sue to look at
- Kerren proposed a thank you gift for 2 specific helpers for their ongoing volunteer help during COVID and both staff development days helping Sue. It was agreed a dinner gift voucher would be sourced by Kerryn.
- School Principals day – Sophie apologised the P&C had missed it having not met prior to it last Friday. Deb was very grateful for the day she had, the staff and students had organized some special treats for her on the day and she felt very humbled and appreciated.

- Sunrise Crescent footpath – as per previous letter to council. They will be moving the sunrise crescent footpath development to this financial year. Jeff Johnson asked for Jacqui to write letter to be published in the ave, everyone approved.
- There is a grant available from Roads and Maritime for community groups, Tonya will look into further. Applications close 31st Aug
- Bronwyn asked is there some sort of social media support for the older children that could support the difficulties being faced.
- Bronwyn also asked if the School could incorporate more cultural safety and understanding as she feels it is lacking, engaging the local indigenous community.
- Deb advised an Aboriginal Education team has been developed and are quite keen to look at local stories and engage in professional development.
- Book fair merchandise – Jacqui asked could book fair merchandise be limited to books only instead of the toys and plastic extras. Deb advised the merchandise comes as a pack but Jenny Blair is currently working with the local book shop for Book club which may see a reduction. The school was very happy to have \$4000 worth of sales during Book Week this year which is fantastic considering parents were unable to come on site this year.
- Book packs – A parent email requesting a possible list of items needed each year instead of books packs so that items from previous years could be used. Deb advised the school wont be using the same company as the last 2 years due to the difficulties faced and would be seeking another, more reliable business. The difficulty sending a list home is with the consistency of resources being received, through the business everyone receives the same resources specific to the needs of their class.
- Cookie dough fundraiser – sends home cookie dough directly to homes, no contact for families to make their own cookies. Tonya will look into further.

Next Meeting

Tuesday 8th September 2020 Zoom 6pm

Meeting closed 7.02pm

Principal Report – P and C Meeting Term 3 week 4 2020

- **Update** – A big thank you from all staff for the great luncheon you provided for us all on SDD – great job Sue and all of your helpers. It was greatly appreciated.
- Since our last meeting things on site have been relatively smooth. Generally people are not sending sick children – but if they are sent unwell we are sending them home. Students are very compliant in the way we are doing things and just go about learning every day. There has been some great things happening in classrooms and last week for Education week – lots of varied activities and of course our Book Parade. Due to the rain we were unable to hold our treasure hunt, but will do so on an afternoon sometime soon. Well done once again to Mrs Blair for all of her efforts to make this successful. All of the photos have been placed on the website in the image gallery– you need to keep clicking on the button that says more images to continue to load photos.
- **Enrolments** can now be done online – on the tab at the top of the webpage, parents then just need to bring documentation in to show proof of address, birth certificates and immunisation status. This should streamline the process for everyone. Reminder we are still closed to out of zone enrolments – I may not be able to accept siblings at this point if they are no longer in zone, plus there is no longer a sibling reason. Looking at data we will quite likely have around 510 students next year. If we get approximately 10 more than that we will require an additional class.
- **Sickness/protocols – current hygiene standards** – as you have been previously informed if children are unwell they are not to attend school. If your child becomes unwell whilst at school, you will receive a call to come and collect them. This has been communicated on several occasions. Teachers are being incredibly vigilant with this. They are also staying away if they are unwell. We have some students and staff who need to be particularly careful with their own health, so we are being super cautious. Rest assured we are doing everything we can to ensure the safety of everyone on site at all times.
- **Road Safety** – reminded parents again this week re expectations outside the fence – I have had people complain about this. Technically I can't do anything re adult behaviour outside the fence – but remember adults are role models for students. Safety is our priority and we don't want any injuries to occur.
- **Build Update** – as you would be aware we currently have no action in this space. Long story short – even though the AHIP to have maintenance and build start was approved – JALI have said they don't want the build to go ahead at present and want information re maintenance– I believe they have concerns re the engagement I believe of some of the registered Aboriginal parties. I met with infrastructure a couple of weeks ago and said if the build wasn't going ahead they needed to start on some maintenance tasks – eg COLA leaks. I also indicated we would be in a much better place if the whole project had never started. That is buildings would have been added as needed and maintenance would have occurred. I understand that more meetings are happening with JALI this week discussing plans moving forward. I have indicated that we just need some communication to go out to the whole school community, that has not been forthcoming as yet.....so we will wait.

- **School Photos** – information and envelopes regarding school photos were sent home with students today. Please ensure you return the envelopes on school photo day Thursday 20 August. Some photos will also be taken on Friday 21 August if required.
- **New School Planning Cycle** – for 2021- 2024 – a new format which has been released to schools. Previous school plans and annual school reports can be found on the school website – under about our school – school planning and reporting. A new 4 year cycle which will align with the school excellence framework. One target for all schools will be Student Growth and Attainment (Literacy and Numeracy) – which most schools would be doing anyway. Other 2 we get to choose – possibly around high expectations, leadership, systems, wellbeing students and staff - all yet to be determined. Once staff have decided will go to community for consultation. Currently we are at the situational analysis stage. Within this we will look at enrolment, student performance, wellbeing, human resources, and finance.

What is a situational analysis?

A situational analysis is an authentic and rigorous assessment of your school's current state and is used to inform your school's improvement journey in learning, teaching and leading.

The situational analysis is a key component of the School Excellence cycle and is an essential step in the development of a Strategic Improvement Plan (SIP) that will effectively prioritise your school's identified areas for growth.

Conducting a situational analysis allows your school to develop a rich and highly contextualised understanding of your school's current situation.

As part of this situational analysis, every school collects qualitative and quantitative data, collates evidence, collaborates widely, and engages with research. The following process is the suggested option available to schools.

Through a process of 'looking inward', 'looking outward' and 'looking forward', a situational analysis answers the questions:

- 'Where are we now?'
- 'Where do we want to be?'
- 'How good can we be?'

A situational Analysis is

- an identification of the needs of your students, your teachers and your school
- underpinned by relevant and reliable data
- a process to establish a common understanding of where your school is at

- a consideration of your school's performance in relation to its targets and improvement measures
- inclusive of the learning needs of your teachers and leaders as well as your students
- collaborative and consultative
- a process that engages all staff in looking forward and determining future directions for the school.

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- **Restrictions Moving Forward** – we are still unsure as to what term 4 may look like in terms of what we will be able to do with assemblies, end of year events and orientation sessions. It is possible that events may be students only, but we really don't know. There are still quite strict rules around big events and even the way food etc is done – eg we can't have share platters would have to be sit down meals etc – so we will wait and see what we can and can't do – certainly a very different year to usual and who knows it may still be the same next year as well. We did have dates set for orientation for Kinder in term 4 – weeks 2 ,3 and 4 – Tuesdays... so looking at alternatives to our usual format. It may just be one session just with children and videos re information for parents will be uploaded to our website perhaps. High school transitions are also on hold at this point.
- **Social Media** – just a reminder to monitor what your children are doing in this space. Have been reports of children saying inappropriate things re others – can be considered bullying. Difficult for us to police when out of hours, but we will if the issues come into school. It is a big responsibility to let your children into this space – so you need to be checking what they are doing and who they are talking to/messaging.
- **Funds** – as indicated last meeting – we have had to purchase new electronic boards – I have now had to purchase quite a few – approximately \$40,000.00. If the P and C felt they might like to reimburse us for some of this that would be greatly appreciated. It is my understanding that funds should be spent in the year they are raised – so students/families that raised the money see some benefit from their efforts.

CANTEEN REPORT

11 AUGUST 2020

The canteen has a balance of \$22180.

As we are still under restrictions the takings have not been as high, but last week (being August) was the closest to a pre covid weekly takings. Hopefully that will become the norm.

The oven in the canteen is struggling a bit, door doesn't close properly, one element blows the fuse. I'm happy to continue on with it at the moment, hoping that we will get one with new build, however if there is no rebuild, we may need to consider one in the future.