



General P&C Meeting Minutes

Tuesday 25 July, 2023

7:30pm via Zoom

1. Welcome and Administration

7:40pm

- Welcome and Acknowledgement of Country.
- Attendees and apologies

P&C President

21 attendees

Sam Fewings apologies

- Rules of Engagement on Zoom
 - Everyone on mute unless invited to speak
 - When speaking, introduce speaker
 - Use the chat function to raise issues / concerns / ideas and seek an opportunity to speak
- **Motion 1:** Adoption of previous minutes from 20 June 2023
Moved by OL, seconded by HC, motion carried.

2. Discussion with Lowes Representatives (Tim Bryant and Angela in attendance from Lowes)

Minutes of discussion contained in Annexure.

3. School Reports

8:28pm

Principal report and comments

- Working bee - well attended event. 80-90 people throughout the period doing work. Community feel and lots done - mulching, gurneying, gardens weeded. P&C provision of bbq was a lovely way to bring everyone together and thank them for their work. Comments that we should do this more often, maybe once a term. Something to talk about moving forward as to how frequently we can do this.
- School photography contract – meeting on Friday morning, AM will be attending.
- Playground upgrade – begins 21 August, 3 week build. Fenced off area. First stage completed mid-Sept weather permitting.
- Parraweena oval – contractor has indicated 30 Sept start date. Wrapped up by end of October.
- Parent hub commences tomorrow. 9-10.30am, morning tea provided.
- Application for wellbeing officer – 3 year funding from fed govt. used to be called chaplaincy program. Person to support the development of positive wellbeing in students. \$20,000 a year for 3 years. Would be great to have this resource on the ground. Need to tick box that parents want wellbeing officer. <Many yes in comments of support. No opposition.>
- Year 6 gift committee – we need a parent rep for this. Will go to general parent community.

4. P&C Reports

President's Report

Olivia Lee

- Great working bee would be good to keep it as a tradition for the school.



- Voice Academy would like to offer their classes to our school. Would like P&C to help market about their class. Are there any objections? <objections were voiced>. GH – if they want to do something through school they need to go through school and community use agreement and be charged accordingly. Send them in my direction and I can look at it.
- P&C Federation – didn't come back with satisfactory responses to my demanding questions regarding school infrastructure. I will publish in our minutes.
- We have recorded our financials to ACNC.
- Kellyville Ridge Public School asked who we used as dj at our disco.
- Little fill IFundraising platform – sent email that I will include in agenda for next time.
- Renewing insurance. HC has been looking at insurance policy and HC will address that in her treasurer report.
- A parent is interested in holding night markets at school, somewhere late in November on Saturday. How do we go about asking for school space to do stalls on a Saturday?
 GH – we can talk about it at our next meeting. There are some hoops to jump through but it is achievable. Insurances would need to be talked about. I need to get some advice on it.

Treasurer's Report

Hei Jin Choi

- Financials attached to agenda.
- Insurance – I reviewed details of what is covered and isn't covered, doesn't seem to give much coverage. For example, we insure for dishonesty but do not insure our stock. Need to review insurance and get more coverage. Will talk to some insurance companies and come back with findings to discuss at next meeting.

Grants

Dionne White

Not much to update, great to see playground ahead of schedule. Need to do completion report once complete. Keep eyes open for new grant opportunities.

5. Business carried forward from the previous minutes

8:10pm

Item	Issue/Topic /Updates	Responsibility
1	Lowes uniforms supply and quality issues - Representative from Lowes will be in attendance See annexure for minutes of Lowes Discussion	
2	2023 Major fundraiser - Colour Run 12 September 2023 Have ordered headbands, colour powder, inflatables, bubbles. Need help with sponsorships for prizes. Dionne will do obstacle course, Sue T will organize iceblocks, Nadine will organize ice blocks on the day. ST – do you have preferred back up date if weather not suitable? Settled on 18 September as back up date. AD – who is comms person this year? AM – is comms person this year. AD – when you want signmee sent out let me know.	Alison Mackey
3	Yr 3-6 Athletics Carnival 1 Aug 2023 - P&C run canteen - Budget update	Olivia Lee, Sahba



	<p>- Volunteers Budget around \$400-500. Very small canteen, simple menu, no confectionery. Coffee van, and canteen with water, Gatorade, fruits. Don't know the appetite for fruit so not too much spent. Volunteers not needed as small canteen, will be manned by OL, SD and Cynthie.</p>	
4	<p>Meals for volunteers Motion: P&C includes an annual budget allowance for volunteers appreciation of \$500. OL – not a must spend, just an allowance/budget to allow us to show appreciation for volunteers. AM – I rang Federation and they don't agree with it. They said an extraordinary amount to give away. Further discussion was held. Motion voted on – 2 yes, 5 no, 6 abstained.</p>	Olivia Lee
5	<p>Financial year & AGM Motion: amend P&C Financial Year to Jan – Dec to match charity status reporting, AGM to take place in February OL – will make reporting easier, one set of numbers to report. DW – question raised over whether motion can be voted on at this meeting. AM – motion needs to be explicitly stated and voted on at the following meeting. OL – the way we have been doing it is a bit weird but I have checked with Federation and they have assured me that what we are doing is ok. But we can do voting at next meeting.</p>	Olivia Lee
6	<p>Request for Education Week Showcase to be livestreamed SD – request showcase be livestreamed as there is so much going on at school at the moment it is hard for parents to attend everything. ST – showcase will be videoed and made available to school community to watch after.</p>	Shanna Day
7	<p>K-2 Athletics Carnival 5 September 2023 – P&C bbq / stall? Decided that P&C will not do anything, just book in coffee van. Cake stall won't work with Parraweena oval being closed off. ST will speak to canteen to increase what they have available on the day.</p>	

● **Meeting Dates 2023 P&C**

Noting

The next meeting will be 15 August 2023.

Scheduled meeting dates for 2023:

Tues 19 Sept 2023



Baulkham Hills North Public School
Parents & Citizens Association

Tues 17 Oct 2023

Tues 21 Nov 2023

- **General Business** **8.45pm**
 - New non-agenda items raised for discussion

 - Financials Grants: see example from model Farms high school.
https://modelfarms-h.schools.nsw.gov.au/content/dam/doi/sws/schools/m/modelfarms-h/about-our-school/p-c/p-and-c-2023/Financial_Grant_Policy_and_Application_For_m_13.6.23.pdf
 - P&C did provide a \$500 support to a student in 31/8/2022 to attend the National Swimming Carnival
 - Propose a budget of \$1200 per annum to be set aside

Due to time constraints, move this item to next meeting.

 - MG – feedback regarding kindy 100 days celebration – disappointed parents. No notice of celebration, and not the celebration parents were expecting.
ST – apologise for parent's disappointment, mega maths day has strong educational rationale, didn't want to impose another dress up day on families.
Looking into why gap between when signmee was sent and received.

- **Meeting End** **9:39pm**



Annexure – Minutes of Lowes Discussion

Sandra Burgin (school office) advised that survey responses were sent prior to Angela and Tim to respond. 12% of school population responded to survey, not all negative.

- Lowes sizing – bigger sizes than what we are used to.

Lowes response– Lowes standard sizing used over 50 years, all suppliers have their own sizing, no Australian Standard on sizing.

Different suppliers have different specs. Only firm size measurement is a waist and neck measurement.

Sandra's comment – parents know they can try the clothing on in store or if too big can return to get a different size.

- Blocker pants – no double stitching.

Lowes response – Other types of pants are still available in the store.

- Boys long sleeve shirts – material seems much thinner, not easy to clean.

Lowes response – shirts are made by biggest clothing manufacturer in Australia, factory in Indonesia, also make quality fabric for Van Heussen, from a quality perspective - best quality you can get, may not be as thick as previous but quality is there. If people have a problem with the shirts – bring them back to store and we will look after customers if there are any problems. They have very below industry standard for returns on those garments.

- Holds – items only held for 5 days.

Lowes response - can arrange for longer. No problem.

- Girls blouse unavailable

Lowes response – Angela assured blouse is now available.

- Tracksuit tops and bottoms are different colours.

Lowes response - will look into. Wondering if someone had old style and new style together, can't 100% guarantee colour match. If not matching please take back to store.

Tracksuit tops and bottoms are made from same fabric, so they shouldn't be different.

- Different sizes not available – Sandra said "I think that that has been sorted".
- Green fleece jackets – thinner quality than what we are used to.

Lowes response - something we will look into. We have different suppliers that can provide a thicker fleece.

- Beare and Ley quality not same as Cowan and Lewis.

Lowes response - this was signed off by school on in tender process. Every garment sample was provided and signed off, everyone was happy and put into bulk production.

OL comment – we are comparing against what we had before to what Lowes now provides. What we were used to for over 10 years was made exclusively for us and sourced for us.

Lowes response – let me know what garment it is that quality is not what you are used to, and that will provide a good starting point. But will come at quality price. I think the quality we have presented is superior.

- School hats lose colour after a couple of washes.

Lowes response – will look into, a couple of schools have that hat, may need to go to a different supplier if needed.

- PE shirts – wearing out after a couple of washes.

Lowes response – would like to see a sample of this, they should bring back to store if they have this issue so it can be investigated; or if there are a few samples of this Angela can come and pick up from school to see if there is a quality issue. Until the survey results were provided Lowes weren't aware of an issue, nothing had been returned to store.

Tim (Lowes) – if you find a quality issue let us know so we can jump in and fix it.

- Price – Sandra said "all part of tender and signed off on those prices".



Lowes response – there were time restraints on discussion on uniform, we did what was easy to manage, with view to review uniform down the track. We have a large range and can customise garments if you want a heavier fabric.

- OL – question for Lowes - what is quality control process between school and Lowes?

Lowes response - when we receive returned garments first sign of something wrong. Store will manage returns. 1-2 returns will have garments replaced, once a number of garments being returned we know there is a bulk issue and we take it up with supplier. Only usually happens when we customise and use new fabrics not used before.

- AM – question for Lowes - when do we get paid for the stock that was on consignment?

Conversation back and forward regarding invoice.

Tim (Lowes) – so the payment hasn't been made? Apologise as this is the first heard of this. Will get it sorted tomorrow.

- KH – Lowes said nothing has been returned at the store, but that is not true. I was in store for 30 minutes and saw 2 parents try to return items and they were told couldn't return as past 30 days. Parents upset with response.

Tim (Lowes) – I agree, do you have the details?

KH – I don't know who they were but there were 2 occasions when I was in the store for 30 minutes.

Tim (Lowes) - if they bring this up with account manager they can reach out to myself or Angela to make sure it gets sorted as I wouldn't accept that.

OL - You are not hearing us, we want a certain quality we have been used to for 10 years, you are not meeting the quality which is what we are trying to tell you. We have invited you to this meeting to let you know we expect a certain quality and you have not given it to us.

Tim (Lowes) – garments being returned will let us know there is a quality issue. But if its feedback on quality, I can't respond unless we have a whole lot of garments coming back with quality / fault. If the issue is you aren't happy with particular garments, that will come up in the review and we can look at different sourcing, weights, fabrics. Quality vs faulty is a different issue.

OL – I was on the approving process of the garments – for example, the boys pants - actual fabrics are different. Feels like jeans. Its not what we approved. We approved normal pants that are thinner with a double knee.

Tim (Lowes) – so this should be looked at in the review.

Angela (Lowes) – pants approved by the school were the skags pants with double knee, however our most popular basic pants are the blockers. Preference instore is for the blockers. I can actually put forward the sales figures. As far as sales are concerned they are the most popular pants that parents are buying, not the double knee. Sandra brought to my attention that parents said we were selling blockers and not double knee. Both were in stock, we can't control what parents are buying. We are more than happy to put in the skags, but they are still buying the blockers, not the skags.

OL – it is blockers on the shelf, not the skags, so that is why they are buying the blockers.

Angela (Lowes) – The garments we are providing are exactly the same as the sample that was signed off by the committee. There has been no alteration.

Clare – what is available in the store is what we have to buy. Material is thin, when I touch the shirt I was surprised. Even though I buy it doesn't mean I am satisfied with the quality. It is the uniform so I have to buy it.

Angela (Lowes) – the uniform we are providing is the same as the sample that was signed off. Now we know 12% are not happy we can look at alternatives and solutions to find something you are happy with. The fabric we are providing now is what was signed off by the school.



Clare – do we still have sample so we can compare to what is being provided? Compared to previous uniform there is great difference.

Tim (Lowes) – once garments signed off, samples held by head office and we go through production process. We get pre-shipping samples, which get signed off. Garment spec techs get samples from bulk shipment and measure/weight, check colour is on spec for bulk production. They work with the garment that is signed off by school. Shirts are a bulk item sold across many schools, if the school/community wants a more customised shirt we can look at this in the review. We are happy to start review process whenever you are ready.

GH – uniform survey conducted by school, recommendations came from that review, we gave Lowes 12 month grace period before we started to implement recommendations from that review.

SD – in response to Lowes comment that skags are not as popular as blockers, I just took the pants off the school rack in the size he needed, I was unaware there were different kinds of pants available, and I got the blocker pants. Parents are not aware that the pants are different. I had a quality issue with the pants and returned to shop and exchanged. In response to comment that blockers are selling more it may be because the blocker pants are on the school shelf.

Tim (Lowes) – skags should be in the school racks, not blockers. Will check this.

OL – Lowes originally didn't have double knee available so everyone had to buy blockers, so sales would indicate blockers as more popular as that was the only thing available, that explains sales numbers. The double knee feels like jeans, def not skags – that is not what we approved.

Tim (Lowes) – skags as a supplier was out of stock at one stage but they weren't far off. We know skags are the official pant, if parents are buying the other pants in store that can't be helped, but if it is because the wrong pants are on the shelf we will look into this.

OL – for the uniform review – will there be review of general uniform style, and review of Lowes supply?

GH – would be smart to do both at the same review - will set up a review process with Tim.

OL – parent has made comment that double knee was not skags and very scratchy material.

Tim – first thing on my agenda tomorrow is to get to bottom of skags issue as that is what was signed off.