



**General P&C Meeting Minutes**

Tuesday 20 June, 2023

7:30pm via Zoom

**1. Welcome and Administration**

**7:30pm (7:34pm)**

- Welcome and Acknowledgement of Country.
- Attendees and apologies  
 P&C Exec: OL, SD, HC, MC  
 School Exec: GH, ST  
 Attendees: DN, AM, AC, AD, BB, DZ, DR, EI, KH, LB, SS, MG, JM  
 Apologies: DW, SF, SD, LH
- 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 16 May 2023  
 Motion moved by OL, seconded by HC & BB, motion carried.

P&C President

**2. School Reports**

**7:40pm**

Principal report and comments

|                    |   |
|--------------------|---|
| Disco              | Thank you to disco organisers and volunteers, very successful event, kids had a fantastic time and still talking about it.  |
| School Photography | Still trying to get photos delivered, latest update is we should have by end of term but not confident. Will be ringing GM tomorrow. Incompetent and unable to provide the service we have paid for. Sandra has been tasked with looking for an alternative provider. Will get Alison to assist once Sandra has got a list of companies to set up meetings and look at moving away from this company.   |
| Playground         | Equipment to be manufactured 21/8 and soon after build will commence. Anticipated August commencement, 3 week build by Moduplay for first stage of playground upgrade.<br>AM – question about senior playground and tape and foam falling off.<br>GH – foam placed to stop steel bar, broken in parts and needs to be replaced. Foam needed to stop kids from hitting bar if they fall. There is red tape on top – kids shouldn't be climbing that high as it is 4m and kids have been picking the tape off. It is being used quite generously after school hours. Not supposed to be on it but hard to police and those kids are under the supervision of their parents. |
| Parraweena Oval    | Council advised that asbestos remediation not happening until Sept/Oct school holidays. Also artificial surface and rebuild of  |



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## Parents & Citizens Association

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|                 | playground equipment. AD contacted council to see what equipment is being installed. AD said council couldn't tell her much, whole existing structure is being demolished, will install seating, playground and water (Assume a bubbler?). AD asked for more specifics but hasn't heard back.   |
| Parent Hub      | Excited to offer an opportunity for community to come together and grow something organically. No governance, fundraising, or bank accounts. Just a social share space, perhaps speakers and playgroup may get up and running again. PUPIL has had 60-70 parents showing up, saying that they want to come in and connect with other parents. |
| Working Bee     | All organised and materials purchased, just need people to turn up. Korean language school parents will be helping out. Many school leaders and Yr 6 have indicated they will come in. Asked for RSVP in newsletter for catering purposes. Have identified jobs for people to do.   |
| Student Reports | End of semester reports to be published on Monday in electronic form and then hard copy later.<br>DN – question re do kindly get reports?<br>GH – yes they get a full report.   |

### 3. P&C Reports

#### President's Report

7.50pm

Olivia Lee

OL - No written report but general thanks to disco organisers for great event. Had a conversation with Jade commending organisation and how fun it was. Have not worked out yet how much it has raised.

AM – can you ensure next disco they have budget outlined to present? When you ask for money you need to provide a breakdown, no expenses spent unnecessarily as there were decorations in the container, they should have given a break-down so we could make an informed decision when we voted.

OL - The next disco won't have food for sale as the kids weren't actually dancing in the disco - they were outside hanging with their friends and lining up for food, this has been relayed to organisers.

GH – there is opportunity to review disco format, as kids aren't spending a lot of time in the disco itself. Centrepiece seems to be the lollie stalls - issues with kids losing money, little children trying to manage money, better way we can manage disco and achieve same objectives.

OL – I have passed this feedback onto organiser and asked whether they want to run the next one with new format.

DN – agree with nutritional aspect, opportunity to look at how we do it moving forward, should we have a working group? Ideas generation? Or has that already been done?

OL – for now left with current organisers as to whether they want to implement changes or not do it anymore. Sounds 50/50 whether they want to continue, and I will leave it with them for now and wait for them to get back to me before we move on. I will come back to you next meeting on whether they want to continue.



Treasurer's Report

Hei Jin Choi

For disco, can't tell how much we spent/raised as we haven't done reimbursements yet, but looking at \$5-5.5K, just a rough estimate.

Society account \$1,792.77, Bank account \$139,605.40 (will decrease after disco reimbursement)

OL - do we know whether Lowes money has come in?

AM – (logged in) – not there.

OL – they required invoice on letterhead, did this last month. I don't see what the problem is. I will chase Lowes.

Grants

Dionne White

No updates.

**4. Business carried forward from the previous minutes**

**8:10pm**

| Item | Issue/Topic /Updates   | Responsibility |
|------|--|----------------|
| 1    | <p>2023 Major Fundraiser - Colour Run 5 September 2023</p> <ul style="list-style-type: none"> <li>- <b>Motion:</b> approve budget for Colour Run.</li> <li>- Vote on what we are fundraising for.</li> <li>-</li> </ul> <p>Alison went into container and spent 45 min cleaning up before she could find headbands, need everyone following events to keep container clean and organized.</p> <p>Colour Run budget –</p> <p>1000 headbands needed (already have 542)<br/>           10 x boxes of colour powder \$800<br/>           Sprinklers –2m dinosaur, 2m pink elephant, smaller ape, giant unicorn, pump \$270<br/>           Bubbles machines - batteries and solution.<br/>           Proposed budget \$3200.<br/>           Cost covered by entry fee, \$5 / \$10 per child?<br/>           Usually raise \$30K. Prizes donated.</p> <p>SL – could parents participate for premium entry fee? It was discussed last year as an idea for this year.</p> <p>AM – we need 50 parents to volunteer with running event, it won't work.</p> <p><b>Motion: Approve budget of \$3200 for colour run. Motion carried.</b></p> <p>OL – what are we fundraising for?<br/>           Fan, cricket nets, any other suggestions before we vote?</p> | Alison Mackey  |



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|  | <p>HC – old uniform shop is being used for learning engagement, could we look at air conditioning for that room?</p> <p>GH – already getting quotes for that, that’s happening.</p> <p>GH – we are so close to finishing playground, 2 more stages of playground waiting to go, could we continue to focus on the playground?</p> <p>OL – what is the amount needed for the other stages?</p> <p>GH – we need to get committee back together to work out what we need for Stage 2 as probably won’t get over the line with 4m skyclimber. Stage 3 plan looks good.</p> <p>AM - \$130K in the bank is flagged for playground. Happy to do this one event for something else. Have we got the quotes for other items?</p> <p>GH - Fan \$27K, crickets nets \$84K.</p> <p>AM – we can raise enough money in this one fundraiser for the fans.</p> <p><b>Motion – vote for fans, yes or no. “Yes to fans” motion carried.</b></p> <p>SL – request for clarity on playground upgrades and whether the money is there or not? I thought we had raised the money and now its just waiting.</p> <p>OL – I don’t know how much money is needed to finish the plan.</p> <p>SL – what is the cost of stages 2 &amp; 3?</p> <p>AM – is school putting in money for stages 2 &amp;3?</p> <p>GH – no.</p> <p>SL – stage 1 has been paid, has stages 2 &amp; 3 been raised for? I am confused on whether we have the money and why we keep fundraising.</p> <p>GH – need to go back and look at costings for stages 2 &amp; 3. Total was \$300K, stage 1 was \$150K.</p> <p>AD – we talked about subcommittee meeting to re design plans to remove sky climber so we don’t really know at all the cost.</p> <p>GH – need to get P&amp;C certainty on what its going to cost.</p> <p>OL – or draw plan based on our budget?</p> |  |
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|   | <p>GH – if we have \$180K we can probably complete the build within the \$180K.</p>   |                 |
| 2 | <p>Meals for volunteers</p> <ul style="list-style-type: none"><li>- <b>Motion:</b> provision of meals for volunteers</li></ul> <p>AM - opposed to it. People don't volunteer to get something out of it. Before everyone starts voting think about logistics, how do you do it? (gave examples)</p> <p>OL – an allowable budget, not a must for every event.</p> <p>AD – what about a \$500 per year volunteer budget that can be pulled from for events when people want it?</p> <p>HC –All these little fundraisers are not making that much money, so we would be running one event to cover the volunteer food budget. Doesn't make sense. I agree with Alison.</p> <p>OL – I think we are overthinking this. Its just a fund to show gratitude when the occasion is needed. We need to allow people autonomy as the organiser of an event. Gratitude of trusting them, that they should know what to spend on. Its about trust, we are parents and not going to overspend. If people are not comfortable voting now?</p> <p>SL – people have been voting, but hard to work out whether there are 10 yeses, many with contingencies / comments / wanting detail.</p> <p>DN – can I suggest we don't vote as there is a lot of differing opinion and need some guidelines on what we are voting for. Its not right to vote when we don't have all the information.</p> <p><b>Vote on motion adjourned to next meeting.</b></p> | Olivia Lee      |
| 3 | <p>Working Bee 24 June 2023</p> <ul style="list-style-type: none"><li>- <b>Motion:</b> approve budget for bbq &amp; snacks</li></ul> <p>OL - Not sure of amount as we don't know how many turning up. Sam will go buy sausages on the day once we know number of people staying for lunch. I'm thinking \$500 to be approved for bbq. I don't know how much that will provide but seems reasonable, doesn't have to be all spent.</p> <p>AD – its not going to be that much. We won't spend more than \$200.</p> <p>GH – we do staff breakfast for \$100, 70 people.</p> <p>OL – ok, \$200. Thank you to GH, AD and school staff for doing a</p>  | Angela Davidson |



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|   | <p>lot of work on putting together the working bee. Do we need to provide drinks?</p> <p>GH – we have water bottles on standby.</p> <p><b>Motion: approve budget of \$200 for bbq, motion carried (9 yes votes, 0 no votes)</b></p>   |            |
| 4 | <p>Fathers Day Stall 29 August 2023</p> <ul style="list-style-type: none"><li>- <b>Motion: approve budget of \$6000 for Fathers Day Stall.</b></li></ul> <p>LB - Budget of \$6K, estimated from cost of mothers day stall, prices have gone up from last year. Are we able to use local mum who can make things at cost effective price?</p> <p>OL- as long as you are within budget can source from wherever.</p> <p>AM – yes – has always been the position that we prefer you to source local.</p> <p>LB – if anyone keen to learn structure of this event I am struggling to continue this. Send the P&amp;C an email or come and find me.</p> <p>AD – can go in P&amp;C section of newsletter.</p> <p><b>Motion: approve budget of \$6000 for Fathers Day stall, motion carried. (10 yes votes, 0 no votes).</b></p> | Lucy Biro  |
| 5 | <p>Yr 3-6 Athletics Carnival 1 Aug 2023 - P&amp;C run canteen?</p> <ul style="list-style-type: none"><li>- Budget</li><li>- Volunteers</li></ul> <p>Olivia / Sahba will run canteen with healthy menu, don't have budget yet.</p> <p>SL – I put on this agenda as next meeting is 25 July and will only allow you 1 week to get budget approved and organize.</p> <p>OL – Sahba has come up with menu, worked with nutritionist.</p> <p>GH – we will be running tabloid alongside carnival which will draw kids away from area. May make canteen not viable.</p> <p>OL – Lets say \$1000 for budget and we will work from there. I'll let know next meeting if it needs to be revised.</p> <p><b>Motion: Approve budget of \$1000 for athletics carnival canteen, motion carried (11 yes votes, 0 no votes).</b></p>      | Olivia Lee |



- **Meeting Dates 2023 P&C**

**Noting**

The next meeting will be 25 July 2023.

Scheduled meeting dates for 2023:

Tues 15 Aug 2023

Tues 19 Sept 2023

Tues 17 Oct 2023

Tues 21 Nov 2023

- **General Business**

**8.45pm**

New non-agenda items raised for discussion

#### Education Week Award Ceremony – Graham Holmes

Will be asking for nominations of people in community who have contributed to the school or added significant value. Further information to come out next week.

#### Education Week Showcase – Sue Taylor

I will be sending out save the date communication soon. Will take place week 3 of next term. A range of events being planned including showcase concerts and other events. More information will come shortly. Education week is 31 July – 4 August.

#### Proposal to move AGM back to February – Olivia Lee

OL - Trying to get audit done between September - November is difficult as we are so busy with end of year events. There was a vote to change our financial year to Oct 1 to 30 Sept, to allow more time for planning for the following year. With our charity status our financial period is still Jan-Dec. So when I report I have to re-do the book to report to charity status people. Last year they did the book to 31 Oct (which isn't even our financial year).

AM – When you have an AGM in February the new person doesn't take over the reins until March and can't vote on anything until April, so having the meeting the year before allows exec time to plan for the next year.

OL – that makes sense but we tried it and the books are a problem. We had \$50k of grant money held back as it wasn't reported. P&C Federation have advised that if there is a change in the committee the first thing that needs to happen is accounts be checked before being handed it over. At AGM accounts need to be checked by accountant. You guys had no energy to do books at end of year as as you were too busy working on the end of year fundraisers. Better time to do books is in Jan/Feb and then the brave new person can take over from Feb. This also works in with charity status which is Jan – Dec. It's a money thing / accounting thing.



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OL proposes motion for next meeting to move AGM to February and have our financial year as Jan-Dec. Will put wording of motion in next meeting's agenda so it can be voted on.

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- **Meeting End**

**9.00pm**

(9:19pm)