



Russell Lea Public School P&C Meeting Minutes

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Contact us Via Email russell.lea.public.pc@gmail.com

General Meeting Agenda

9 August 2022

1. Welcome members and guests
2. Minutes of previous meetings - passed
3. Matters arising
4. Correspondence
5. Reports
 - 5.1. Principal
 - 5.2. Treasurer
 - 5.3. Subcommittees
6. Updates
7. General Business
8. Action Items

Meeting Attendance

Executive			
President (Chair)	1. Narelle Horton	Vice President	2. Livia Sendelbeck
Vice President	3. Wendy Shih	Treasurer	4. Matt Bowden (apologies)
Secretary	5. Sonja Screpis		
Attendees			
Laura Woodall Dan Sprange Jacqui Manning Mrs G		Jemma Siomos Elise Tcharkhedian Megan Varlow	

1. Welcome and Opening by P&C President

- Meeting opened at 7.35pm and Acknowledgement of Country

Apologies – Romina Vadala Davina Kite, Matt Bowden, Rebecca Nichols, Mina Karadis

- Thank You to everyone that came to the Trivia Night and supported the evening, raffle, silent auction.
- Thank you for the school for the special NAIDOC day

2. Minutes of Previous Meeting

Motion	M220801	Propose that the committee pass the previous meeting's minutes with no amendments	
Moved		Seconded	Outcome
Narelle Horton		Megan Varlow	Carried

3. Matters arising

Discussion about after school activities still pending, to be discussed in General Business

4. Correspondence

IN	Lismore Public School P&C Thank You Letter and Certificate	OUT	Letter to Education Minister regarding Teacher Shortages; also submitted to Parliamentary Inquiry Letter to Education Minister on Lack of School Counsellor at RLPS
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5. Reports

5.1 Principal Report

- Thank You to P&C for URSTRONG funding. Friendship Day 10 August. Has been great with the kids. Main thought is that it is bringing kindness into the community.
- Athletics Carnival – first one without SportsPro – parents volunteered and were a great help managing activities 57 students heading off to Zone.
- Staffing 2023 – 3 teaching positions which includes 2 assistant principal positions are available. One AP position to be centrally appointed. Merit Selection Panel in place for other applications. Daniela Terruso, parent rep for the panel, is on board for sessions
- Announcement by Dept of Education to employ teacher assistants which could be parents from the local area. Awaiting details on how that affects our school.

5.2 Treasurer's report

- See attached treasurer's report for July 2022
- As of the 31st of July 2022 the P&C has \$138,564 in the bank
- Completed 16 Payments in July
- \$13,500 that we have committed to spend and need to reimburse the school for when reconciliation carried out.

5.3 OOSH Liaison – Ebony Russell

- Nothing to report or feed back

5.4 Grants – Davina and Rebecca

- Nothing to report

5.5 Subcommittee Reports

1. Canteen Coordinator – Laura Woodall

- None

2. Uniform Shop – Evy & Lauren

- Met with the Uniform Supplier regarding the cost increases - approx 5-7% per item
- Evy currently negotiating with the Supplier to get best possible outcome for parents

6. School Events 2022

- Book Week/ Fair – 22 August 2022
- P&C to host morning tea, seeking volunteers to assist (no social committee lead as yet)
- Book Buck\$ – parents can pre-purchase vouchers via Flexischools for kids to spend at the Book Fair if they are unable to accompany their child (P&C assisting with this)
- Kindy Orientation – Thursday 20th Oct/ 27th Oct & 3rd November
- 2022 Kindy classes are to be approached to help manage morning teas and be on hand to chat with incoming Kindy 2023 parents

7. Fundraising/ Events

- Results from the Trivia Night- great success, fun evening for all. Profit estimated at \$17k from silent auction, games, raffle etc.
- Colour Fun Run - Thursday 20th October, Nield Park is preferred location. To make it a fun event with music – details tbc
- Christmas Fundraiser – Olive Oil and Balsamic Vinegar – approved to go ahead.
- Disco – mid November, avoid School Spec and dance and choir performance evening

8. Funding Requests – Application to review

- Nature Trail and Yarning Circle – P&C Contribution discussed and approved
Have \$13,000 in grants for Yarning Circle. Need another \$12,000 for the Nature Trail

Motion	M220802	P&C release \$25,000 of funds for Nature Trail and Yarning Circle	
Moved		Seconded	Outcome
Narelle Horton		Laura Woodall	Carried

Fete 2023 Discussion

- Fete – yes or no. Resounding Yes for the school and the community
- Date Saturday 4th November?
- Need to review framework for fetes going forward. Potentially best to assign stalls to a class or stage to manage to ensure coverage. Action on current P&C exec and previous fete coordinators to review old fete documentation and update for future use

Fathers Day Stall

- Thursday 1st September
- \$12 per child - Online sales via Flexischools

9. General Business

- Updates on after school activity discussion – requests for singing and drama after school. Current providers are already committed elsewhere and introducing new providers would clash with our existing drama and choir arrangements
- Looking into Writing Workshops
- Kindy Parent Buddy Coordinator for 2023 – Wendy looking for volunteers
- Disco – Friday night – 18th of November
- School Spectacular – 25th/ 26th of November, P&C co-contribute to cost of school attendance
- Band Soiree – rescheduled from 1 Sept to 15th Sept – 6-7pm
- Dance & Choir Performance Night TBA
- Archive Rooms – Mrs G & Mrs Pike could be there on the Orientation Days – will look at Book Week event to open the Museum to families to visit.
- World Teacher Day – Friday 28th October – last year the school funded a celebration lunch. This year the P&C would like to provide a nice lunch for teachers as a thank you.

Estimate of Food Truck for 30 x \$50 = \$1,500

Motion	M220803	P&C to pay for a food truck up to \$1,500	
Moved		Seconded	Outcome
Narelle Horton		Laura Woodall	Carried

10. Meeting Closed (9.18 pm)

11. Next Meeting:

The next P&C General meeting for 2022 will be held on Tuesday 13th of September 2022 in the School Hall.

ACTION ITEMS

WHO?	WHAT?
Narelle	Book Week Bookbuck\$ via Flexischools
Narelle	Kindy Orientation requirements
P&C Exec	Review fete handbooks and brainstorm new framework for future fete management
Dan	Writing workshop enquiry

RLPS P&C Association

Financial Report

July 2022

Financial Highlights

As at 31 July, P&C had a total of \$138,564 across the 3 accounts.

Completed Financial Activities – July 2022:

- Completed 16 payments in July 2022.

Key Revenue in July 2022:

- \$1,540 – Trivia night (cash timing, more to come in August)
- \$1,062 – Uniform Store

Key costs paid in July 2022:

- \$7,110 – Canada Bay Club (Trivia night)
- \$5,396 – Uniform purchases
- \$765 – Fathers day store purchases
- \$732 – Annual insurance
- \$405 – Mrs Hall Gift
- \$530 – Other miscellaneous

Planned Financial Activities – August 2022:

- None this month

Transaction Highlights:

- Profit (2021/2022) on Trivia night expected to be about \$14k
- Profit on 2022 Raffle expected to be around \$8k
- Bank balance (9/8/22) is \$164k reflecting approximately \$24k cash from raffle and trivia received after July at the beginning of August