



Russell Lea Public School P&C Meeting Minutes

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General Meeting Agenda

8 March 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. OOSH
 - 5.4. Uniform
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. Anthony Mak
Secretary	5. Sonja Screpis		
Attendees			
Laura Woodall Megan Varlow Dan Sprange Giuseppina Thillainathan Sarah Di Leo Elise Tcharkhedian Mina Kanaridis Michelle Andrews Matt Bowden Jemma Siomos		Luke Robertson Ebony Russell Daniela Terruso Vinita Thavarajah Justine O'Hara Romina Vadala Christy Ko Janet Le Alice Chang Kenny Chow	

1. Welcome

- Meeting opened at 7.32pm and Acknowledgement of Country

Apologies – Livia Sendelbeck, Anthony Mak, Davina Kite, Rebecca Nichols.

2. Opening by P&C President

- Thank you for joining via Zoom. Welcome to any new participants
- Thank you to helpers for the Welcome Event and thanks to the Year 6 students that helped with greeting visitors and school show rounds.

- NSW P&C Federation celebrated its 100 Years this month and a celebration zoom was organised.

Minutes of previous meeting

Motion	M220301	That the P&C pass the previous minutes with amendment	
Moved		Seconded	Outcome
Narelle Horton		Wendy Shih	Carried

3. Matters arising

- Approval of \$7,000 towards a Health & Wellbeing at February Meeting – Feedback from Dan and teachers: [urstrong](#) program identified. It helps kids build positive and strong friendships.
- Gift for Mrs Hall – in process

Correspondence

IN	P&C Magazine – also online Labour Candidate for Reid sent an email Introduction	OUT	Nil
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4. Reports

4.1 Principal Report

- Fire Alarms – having problems with the fire alarm system
- Thanks to the P&C for getting the signs up in Wangal, acknowledging the Wangal people
- Wellbeing Wall – acknowledging students for strengths
- Working Bee – aim to get parents together to help in the gardens as soon as possible
- Working hard to open up as many extra curricular activities as possible. Basketball and Italian have had a great response so far.
- Zone Swimming carnival tomorrow
- Thanks to new Class Parents for 2022
- Mr V – putting together a Harmony Day performance. Also looking at Boxercise classes for the kids. Any thoughts or opinions on Boxercise as an activity?
- Harmony Day will be open to parents
- Covid – have been lucky so far with staff and covid, but someone has just tested positive recently so will need to manage that. Casual staff are still quite difficult to find.

5. Treasurer's report

- Matt Bowden – covered the treasurer's report
- See attached treasurer's report for February 2022
- As of the 28th February 2022 the P&C has \$153,000 in the bank
- Key revenue – Uniform Store
- Key expenses – 2022 Year 6 Shirts, Uniforms and Started Gun for races
- To do:
 - Complete handover

6. OOSH Liaison – Ebony Russell

- Helen has sent thru a report
- Fawelld Belinda Maroun as Area Manager. New Area Manager.
- Increase in numbers this year. Especially Monday, Tuesday and Wednesdays after school
- Limit the intake of casual bookings due to the shortage of staff in the childcare sector.
- Casual bookings need to be 1 week out from the date
- Absences – need to notify OOSH as soon as possible.
- Service NSW \$500 vouchers available for families attending OOSH – email your voucher to Helen at OOSH.

- Vacation Care for April will be made available Mid-March. Those families that wish to use it need to be enrolment with OOSH beforehand.
- When School is advised of a positive Covid case, OOSH is also notified.
- Ebony is checking on the enrolment process for OOSH. If you have used OOSH previously, you may still have a valid enrolment.

7. Grants – Davina and Rebecca (covered by Narelle)

- Westconnex Grant – Currently reviewing the Westconnex grant for March second round for Yarning Circle application. Quotes received for this previously plus a new one will be included in an updated application.

8. Subcommittee Reports

1. Canteen Coordinator – Laura Woodall

- Canteen was closed a week ago because Kirsty and her family were in isolation
- Spriggy schools cut off for orders is 7.30am on day required

2. Uniform Shop – Evy & Lauren (covered by Narelle)

- Reviewed Spriggy Schools Uniform Shop option and it currently does not meet our requirements. Will review again once they have enhanced their technical functionality around reporting
- Swimming Caps – now out of stock, to reorder later in the year for 2023 zone requirements.

3. Hospitality Committee –

- Easter Hat Parade – Friday the 8th of April
 - Morning Tea to be served after parade
 - Sarah Di Leo, Louise Lam, Joni Burling have volunteered to be on committee
Looking for other volunteers to help with the morning tea

4. Fundraising/ Events

- Hot Cross Buns from Loftus Pies - \$6.50 per half a dozen. Now live on Flexischools. Orders due by 30th March
- Pie Drive scheduled for Term 2.
- Trivia Night – New date – 29th July!
- Colour Run – Term 4 – date suggested Thursday 20th October
- Disco – early December – will revisit in a few months

5. Playground Enhancements - Sonja

- Nothing to report
- Yarning Circle is part of the playground enhancements

6. Year 6 – 2022 All Stars - Narelle

- T-shirts came in today
- Jackets have just been ordered
- Year 6 – Easter Raffle fundraiser confirmed, will be drawn at end of parade
- Year 6 Parent Committee meeting this week

7. 90th Anniversary – Mrs G and Mrs Pike – Date TBA

- Commemorative Booklet is printed.
- Still waiting to coordinate a date

Projects and Priorities for the Year

- (ongoing) House logos and leaderboard. Anika has volunteered to help with the design. Dan & Mr Britain will work on this with her. Highlights Character Strengths, Sporting Achievements and Academic Achievements
- (ongoing) Yarning Circle
- (new) P&C Logo revamp (Michelle Turchini has volunteered to help alongside Anika Martin)
- (new) School Logo – focus group to discuss refresh of school logo. New logo can then be uniform across letterhead/with compliments slips / website etc – to have logo in correct file format for reproduction – new lectern etc – branding on marquee at school rep events etc. A focus group will be formed in the coming months to carry out this process in a respective manner. Michelle will carry out design work once outcome has been reached.

Funding Applications

1. App licenses for 2022
2. K-2 English Syllabus Books for \$20,000 over 2 years
3. Stage 2 – English Curriculum Delivery Catch Up Readers

Motion	M220303	Reimburse the School for 2022 App licences \$15,118.70	
Moved		Seconded	Outcome
Narelle Horton		Megan Varlow	Carried

Discussion: Proposal submitted by Ms Dolan for new K-2 English Syllabus - \$20,000 over 2 year
P&C Exec comments: how are other schools managing this expense? What is the school contributing? Could we look at funding it in increments?

Parent comments: Daniela Terruso supports the proposal as it sets up the children for their future. We are helping to build the future of the school as well as kids who are currently at RLPS. Others agreed that K-2 is an important starting point for quality and excellence. This will help with Y3-6 later.

Outcome: Approved \$5k for current semester and to review in June for Semester 2 as the P&C will support the roll out of these books as needed.

Motion	M220304	K-2 English Syllabus books up for a Semester amount of \$5,000	
Moved		Seconded	Outcome
Narelle Horton		Megan Varlow	Carried

Motion	M220305	Stage 2 – English Curriculum Delivery Catch Up Readers. Up to \$1,456	
Moved		Seconded	Outcome
Narelle Horton		Daniela Terruso	Carried

General Business

- Class Parents are finalised and the P&C Contact Directory is almost ready to share
- Wangal Signage is Installed. Acknowledgement of Country sign – Currently written in English. Possibly could be written in Indigenous language
- School Apps – Are there any that could help with preparation with Naplan? School doesn't specifically prepare for Naplan as the curriculum should cover off the learning. Some practice tests will be given to get children used to the format.
- Romina – Scripture times – In the interest of having the kids fresh with teachers in the morning rather than in scripture. We need to ask all of the Scripture teachers and Ethics Teachers who are usually volunteers if they would like to change the time. Might be difficult, especially with current Ethics teachers (who attended meeting and voiced concern) as they need to go to work after their classes. Dan will ask the Scripture/ Ethics Teacher volunteers.
- Playgroup has restarted on Fridays with Jemma Siomos – 10.15-10.45 in School Hall.

- Choir will be lead by Livia Sendelbeck – Lunchtime Tuesdays from Term 2
- Harmony Day – 21st of March. Performance of Harmony Day Celebrations date to be confirmed
- Dance performances – 31st of March
- Easter Hat Parade – 8th of April
- Russell Lea Ski Team – Dan has details with a parent who can coordinate. We need 4-5 skiers.
- Mothers Day Stall – Wed or Thurs in first week of May. Need helpers. Sarah Di Leo and Giuseppina have volunteered. If anyone else wants to volunteer, email the P&C.

9. Meeting Closed (9.04 pm)

10. Next Meeting:

The next P&C General meeting for 2022 will be held on Tuesday 10th of May 2022 in the School Hall.

ACTION ITEMS

WHO?	WHAT?
Davina & Bec	Submit grant for Westconnex
Narelle	Purchase fridge for Canteen
Livia	Organise present for Mrs Hall
Dan/Laura	Survey Ethics and Scripture volunteers about timings of the session

Russell Lea OOSH
P & C Report | February 2022

Dear P&C,

At the end of last year, Weldon farewelled Area Manager Belinda Maroun.

We welcomed Kelera Mar-Drauyawa to Weldon in February. Kelera has commenced with Weldon as the Area Manager – Out of School Hours Programs.

Kelera comes to Weldon with experience from previous leadership roles that she has held in both Early Years Learning and Out of School Hours across several types of organisations.

Numbers

We have had an increase in numbers this year especially in after school care; on Monday, Wednesday, and Thursday we are almost at capacity with limited permanent spots available. Before school care numbers have dropped.

Casual Bookings

We have had to limit the intake of casual bookings due to the shortage of educators within the industry. If you require a casual booking, please inform OOSH as soon as possible; this will assist us to find staff to accommodate families.

Absences

If your child is absent from OOSH, please notify the service as soon as possible. It is important that we are made aware of any absences as this will limit the time, we spend looking for children.

Service NSW \$500.00 Vouchers

The Service NSW \$500.00 vouchers are available for families attending OOSH. Once you have applied for the voucher, please email it to rlmcs@weldon.com.au or contact Helen on 0437 769 929.

Vacation Care

The upcoming April Vacation Care program will be available to families mid-March 2022. Families wishing to utilise the Vacation Care program, must be enrolled into the service.

Vacation Care operating hours are: 8:00 am to 5:00 pm

Regards,

Helen Mantokas

RLPS P&C Association

Financial Report

February 2022

Financial Highlights

As at 28 February, P&C had a total of \$153,312 across the 3 accounts.

Completed Financial Activities – Feb 2022:

- Completed 5 payments in Feb 2022.

Key Revenue in Feb 2022:

- \$11,804 – Uniform Store

Key costs paid in Feb 2022:

- \$3,300 – 2022 Year 6 Shirts
- \$3,119 – Uniforms
- \$676 – Starter Gun for Swimming
- \$376 – Final 2021 Year6 reimbursement

Planned Financial Activities – Mar 2022:

- Finalise NSW Revenue status for RLPS P&C.
- Handover to 2022 RLPS P&C Treasurer.

Transaction Highlights:

- Aged Payables \$87 – Narelle for Xero Subscription and 2022 Welcome Event

Profit and Loss

Russell Lea P&C Association 1 February 2022 to 28 February 2022

28 Feb 22

Income

Interest Income	3
Memberships	7
Uniform Shop	11,804
Year 6 collections for Year End activities	250
Total Income	12,064

Less Cost of Sales

Flexi School Fees	267
Other event catering COS	43
Y6Fund Raising COS	3,300
Total Cost of Sales	3,610

Gross Profit

8,454

Less Operating Expenses

Bank fees	59
Subscriptions	44
Total Operating Expenses	103

Net Profit

8,351

Balance Sheet

Russell Lea P&C Association As at 28 February 2022

28 Feb 2022

31 Jan 2022

Assets

	28 Feb 2022	31 Jan 2022
Bank		
Building Fund	454	454
Cheque Account	75,270	71,048
Term Deposit	77,588	77,585
Total Bank	153,312	149,087
Current Assets		
Inventory	67,550	64,965
Total Current Assets	67,550	64,965
Fixed Assets		
Computer Equipment	677	-
Office Equipment	1,553	1,553
Total Fixed Assets	2,229	1,553
Total Assets	223,091	215,605

Liabilities

Current Liabilities		
Accounts Payable	87	951
Total Current Liabilities	87	951
Total Liabilities	87	951
Net Assets	223,004	214,653

Equity

Current Year Earnings	13,630	5,279
Retained Earnings	209,374	209,374
Total Equity	223,004	214,653