



Russell Lea Public School P&C Meeting Minutes

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General Meeting Agenda

10 May 2022

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

Meeting Attendance

Executive			
President	1. Narelle Horton (apologies)	Vice President (Chair)	2. Livia Sendelbeck
Vice President	3. Wendy Shih	Treasurer	4. Matt Bowden
Secretary	5. Sonja Screpis		
Attendees			
Laura Woodall Dan Sprange Elise Tcharkheduan		Mrs G Justine O'Hara Mina Kanidis	

1. Welcome & Opening Comments

- Meeting opened at 7.37pm and Acknowledgement of Country

Apologies – Megan Varlow, Narelle Horton, Jacqui Manning, Jemma Siomos, Romina Vadalo, Davina Kite, Ebony Russell

- Thank you to Wendy and team for Mother's Day Stall
- Thanks to the school for the Mother's Day breakfast
- Canteen fridge has arrived! Was very useful for the Mother's Day breakfast

2. Minutes of previous meeting

Motion	M220501	That the P&C pass the previous minutes with amendment	
Moved		Seconded	Outcome
Livia Sendelbeck		Laura Woodall	Carried

3. Matters arising

- None

4. Correspondence

IN	Invitation from City of Canada Bay Council for a webinar on the upcoming NSW government Plastics Ban	OUT	Nil
	Lismore Public School P&C Thank You Letter		

5. Reports

5.1 Principal's Report

- Naplan Started today - 10 May 2022. No technical issues.
- **Annual School Survey**
 - Annual School Survey – online now
 - Annual School Report will be published at the end of this Term. Part of the school development process
 - Still some catching up on the deliverables due to Covid.
 - Still difficult to find staff
- Open Day Celebrations – 8th of June. Opening of the Lesley Pike library.
- Landscaping of the school yard – Our school maintenance is only Part Time. Landscaping company hired to help with maintenance. May require more time/ funding for school landscaping. Will discuss with the P&C.
- Wellbeing program that P&C are funding – U R Strong – will work with the teachers to build on social skills for children. Have come in and provided material and are working with the teachers. Cost is \$4,800. International program. Teachers run the program and it is part of their professional development.

5.2 Treasurer's report

- See attached balance sheet & Profit & Loss Report for April 2022
- As of the 30th of April 2022 the P&C has \$145,799 in the bank
- Finalised handover with outgoing Treasurer
- Bank authority updated with Commonwealth Bank
- Key Revenue in April 2022: \$3,692 – Uniform Store; \$1,425 – Year 6 Easter Raffle; \$1,060 – Hot cross buns; \$635 – Lismore P&C cash donations
- Key costs paid in April 2022: \$5,012 – Mothers' day gifts; \$1,436 – Uniform purchases; \$743 – Hot cross buns

5.3 OOSH Liaison – Chair

- Vacation care went well – positive feedback from children and families.
- Unable to take casual bookings due to pre-bookings
- Families wishing to use vacation care for July should enrol with OOSH
- Numbers for after school care have increased
- Casual bookings limited due to the shortage of educators in the industry
- Absences – notify the service as soon as possible
- Reminder to Parents: Children need to be signed in and out of service at drop off and pick up

5.4 Grants (Chair)

- Westconnex Grant – Has been submitted. Waiting to hear back.
- Canada Bay Council – Wangal signs – acquittal submitted to Council as project completed
- Canada Bay Club – acquittal prepared to submit with change in scope noted for ramp for Yarning Circle

5.5 Subcommittee Reports

1. **Canteen Coordinator – Laura Woodall**
 - Nothing to report

2. **Uniform Shop (Chair)**
 - Second hand uniform shop – gold coin sale provided and income of \$632.50
 - Old Winter Tunics – will approach Cronulla Public School to see if they would like to buy our excess stock

3. **Hospitality Committee (Chair)**
 - Great team helping at Easter Hat Parade led by Jodie Fowler
 - Still need to appoint a Committee Lead/ leaders. Advertise role in the next newsletter and via Whatsapp groups

4. **Fundraising/ Events (Livia/Sonja/Wendy/Megan)**
 - Hot Cross Buns made \$317.50 profit
 - Mother’s Day Stall – well received. Future things to note: Reminders for families who don’t choose to participate/ purchase – if there are kids who are not in financial position to purchase, the P&C will have some Mother’s Day gifts available for them. Some kids were very disappointed when they couldn’t pick a gift for their mum.
 - Pie Drive on track for June
 - Election Day Cake Stall 21 May – Year 6 offered cake stall opportunity as it requires huge resources / motivation from P&C team and helpers, for minimal return

5. **Year 6 – 2022 All Stars Organising Committee – Laura Woodall**
 - Jackets have been received. Kids love them!
 - Election Day BBQ and Sweet Treats Stall – Getting organised for 21 May. Year 6 families managing BBQ, baking and donating lollies. Any help from other year groups is most welcome if they would like to bake

6. **90th Anniversary – Mrs G and Mrs Pike – NEW Date 2pm 8th of June**
 - NEW Date 2pm 8th of June
 - Event in the hall with a performance
 - Officially open the library
 - Afternoon tea

6. Lismore Public School fundraiser

- Thank you to all who support the gold coin fundraiser - \$655.40 raised has been banked. With P&C matching it, we will be sending LPS P&C \$1315 which they intend to use for an excursion or fun activity for the students. Letter received from Lismore confirming bank details and thanking RLPS for our assistance. They will share photos when they use our funds.

Motion	M220502	Donation \$1, 315 to be transferred to Lismore Public P&C	
Moved		Seconded	Outcome
Livia Sendelbeck		Wendy Shih	Carried

7. Trivia Night Update – Friday 29th July

- Confirmed with Canada Bay Club – Matt to pay deposit
- Save the Date to go out shortly
- Start canvassing for donations with previous businesses – call out to families again

- Limit the amount of silent auction items to 20-30 items. Will need prizes for trivia and other activities on the night
- Contacted sponsors to let them know what is happening
- Tickets will be released 4-6 weeks out from the event around mid-June. Around 100-150 tickets available
- Will need help with silent auction/ decorations etc – will look to call out for volunteers

8. Projects and Priorities for the Year

- P&C Logo/ branding template – gumnut logo to be kept – Michelle Turchini
- School House logos – provided to Principal and School Logo Committee for feedback. Dan is very impressed with the logos
- Yarning Circle – discussion about proceeding prior to outcome of grant. To check with Grants Officers about expected outcome communication date. Discussion about a staged approach. Revisit at June or July meeting when there is more information

9. Succession Planning for P&C

- Has been difficult to engage school community to help with P&C events. Now that Covid and lockdowns have finished, hopefully have more events and more engagement
- When new families come for Orientation, could include sign up sheets for P&C
- Assign classes to tasks/ morning tea/ etc

P&C Exec Positions

- We are raising this now to allow time for people to consider and get involved alongside the current Exec team. Majority of exec are unlikely to stand again for 2023.
- Suggestion – good to provide a job description and hours commitment. With Committee Leads – perhaps we just encourage people to join the committee instead of having one person who leads it all.

10. Funding Applications

As per application prepared by Annabelle Lee. Class set of percussion and sound scape instruments requested.

Motion	M220503	Musical instruments to the value of \$3,500	
Moved		Seconded	Outcome
Livia Sendelbeck		Justine O’Hara	Carried

11. General Business

- Working Bee – landscaping contractors currently onsite. See how they go over the next month. Working Bee could occur in Spring. Principal to let us know.
- Scripture/SRE/Ethics timing –reporting back on discussion at March meeting where it was suggested that these classes could be held in the afternoon to allow for maximum class learning time in the morning session. Principal surveyed the providers – volunteer ethics teachers and scripture teachers - confirmed could not move the times due to their work commitments
- Playgroup – Jemma needs help on Fridays as there are too many tasks for one person, especially setting up as well as packing away. Suggested rostering parents if regulars. To monitor.
- Feedback from parents - Such a great Mother’s Day stall! Should we get a class to organise Mother’s Day stall/ Father’s Day stall in the future to relieve the pressure from the same volunteers? Other schools tend to do this.
- Commemoration Anzac Sunday – 24 of our students attended. Our banner is outdated as it still says Russell Lea Infants School. Need to update. Mrs G to look into it. Could occur with the logo revamp/ printing of house banners

12. Meeting Closed (9.14 pm)

13. Next Meeting:

The next P&C General meeting for 2022 will be held on Tuesday 14th of June 2022 in the School Hall.

ACTION ITEMS

WHO?	WHAT?
Mrs G	Costing on new Russell Lea Public School banner

RLPS P&C Association

Financial Report

April 2022

Financial Highlights

As at 30 April, P&C had a total of \$145,799 across the 3 accounts.

Completed Financial Activities – April 2022:

- Completed 4 payments in April 2022.
- Finalised handover with outgoing Treasurer
- Bank authority updated with Commonwealth Bank

Key Revenue in April 2022:

- \$3,692 – Uniform Store
- \$1,425 – Year 6 Easter Raffle
- \$1,060 – Hot cross buns
- \$635 – Lismore P&C cash donations

Key costs paid in April 2022:

- \$5,012 – Mothers' day gifts
- \$1,436 – Uniform purchases
- \$743 – Hot cross buns

Planned Financial Activities – May 2022:

- Finalise transfer to Lismore P&C

Transaction Highlights:

- None this month

Balance Sheet

Russell Lea P&C Association As at 30 April 2022

30 APR 2022

Assets

Bank

Building Fund	453.51
Cheque Account	67,750.81
Term Deposit	77,594.71
Total Bank	145,799.03

Current Assets

Inventory	78,155.30
Total Current Assets	78,155.30

Fixed Assets

Computer Equipment	676.50
Office Equipment	2,547.50
Total Fixed Assets	3,224.00

Total Assets	227,178.33
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Net Assets	227,178.33
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Equity

Current Year Earnings	17,804.28
Retained Earnings	209,374.05
Total Equity	227,178.33

Profit and Loss

Russell Lea P&C Association For the month ended 30 April 2022

	APR 2022	YEAR TO DATE
Trading Income		
Cake and surprise	-	1,865.15
Donations - Non DGR	635.40	635.40
Donations - Parents terms 1-4	-	1,638.50
Interest Income	3.29	19.33
Memberships	-	13.00
Other event catering	1,059.50	5,494.50
Uniform Shop	3,691.50	44,200.00
Year 6 collections for Year End activities	1,425.85	5,634.35
Total Trading Income	6,815.54	59,500.23
Cost of Sales		
Flexi School Fees	75.19	999.67
Freight COS	-	46.04
Mothers Day COS	-	5,012.10
Other event catering COS	742.50	3,916.06
Uniform costs COS	-	920.06
Y6Fund Raising COS	-	7,995.17
Total Cost of Sales	817.69	18,889.10
Gross Profit	5,997.85	40,611.13
Operating Expenses		
Bank fees	66.18	423.44
Catering - Other events (non income earning)	-	17.34
Courier & Postage	-	50.00
Direct support - Books	-	2,398.45
Direct support - Reading Eggs and Mathletics	-	8,246.70
Direct support - School activities	-	120.00
Direct support - School Equipment	-	4,107.09
Direct support - School support	-	2,491.78
Donations	-	1,010.00
General Expenses	-	3,294.20
Gifts	-	441.79
Subscriptions	-	206.06
Total Operating Expenses	66.18	22,806.85
Net Profit	5,931.67	17,804.28