



Russell Lea Public School P&C Meeting Minutes

www.rlps-pandc.com | www.facebook.com/RussellLeaPublicSchool

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

General Meeting Agenda

8 February 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. Grants
 - 5.5. Subcommittees
6. Updates/Discussions
7. Funding Requests
8. General Business
9. 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			
Dan Sprange Laura Woodall Mrs G Mrs Abdul Khaleck Ebony Russell Jacqui Manning Anika Martin Giuseppina Thillainathan Janet Le Jeremy Harrison		Rebecca Nichols Megan Varlow Jessica Squadrito Mina Kanadis Claresta Hartley Matt Bowden Romina Vadala Mel Brennan Jasmina Stepanovic Justine O'Hara	

1. Welcome

- Meeting opened at 7.38pm and Acknowledgement of Country
- Welcome to New Parents and Kindy parents. Welcome to new teachers!
- Thank yous: Thank you to Laura for running Tea & Tissues for new kindy parents

Apologies – Davina Kite, Elise Chauncy, Anthony Mak, Belinda Civitarese

2. Minutes of previous meeting

Motion	M220201	That the P&C pass the previous minutes with amendment	
Moved		Seconded	Outcome
Narelle Horton		Jacqui Manning	Carried

3. Matters arising

No Actions

4. Correspondence

IN	Nil	OUT	Nil
----	-----	-----	-----

5. Reports

5.1 Principal Report

- Trying to make things as normal, as possible for the kids
- Activities – great uptake by families for Italian and basketball classes
- Swimming carnival – unfortunately weather wasn't great, but kids were able to compete
- Covid – clear guidelines from the Dept of Education NSW
 - Procedure is that we report cases when we are informed
 - If you are concerned about contact with Covid cases, contact the school
- Visit from Deputy Secretary of School Performance from the Dept of Education NSW, Murat Dizdar
- Enrolment numbers – we're getting bigger and a lot more diverse in numbers
- School plan is current – focus is on teachers professional learning and their progress
- Class parents – anyone who would like to become a class parent, please contact your teacher
- New teachers – Ms Bronte Fordham to the Stage 1 team, Mr Matthew Robertson to Stage 2, Mr Alex Viera to PDHPE RFF
 - Question: Which teachers are permanent? They are all on temporary contracts.
 - Office Manager Liz Keast was permanently appointed to Russell Lea this week
- February 14 - Meet The Teacher via Zoom 3:30-5:30pm

5.2 Treasurer's report

- See attached treasurer's report for December 2021 – January 2022
- As of the 31st January 2022 the P&C has \$149,087 in the bank
- Matthew Bowden has volunteered to become the new P&C Treasurer starting from the 1st of April 2022. Welcome Matt!! Anthony Mak to provide handover during coming weeks.
- Key revenue – Uniform Store, Year 6 fundraising, cake from Election Day Stall
- Key expenses – Year 6 Fundraising and Formal Night, 90 Year School Book, school webcams
- To do:
 - Complete payments for Feb 2022
 - Update handover documentation and start handover to Matt

5.3 OOSH Liaison – Ebony Russell

- Add Helen to P&C email list for Meeting Minutes and Agenda
- No report from OOSH this early in the term but Helen has been working with new students to get them settled during the first weeks of school

5.4 Grants – Davina and Rebecca

- Westconnex Grant – Unsuccessful. Feedback was that our landscaping quotation was too high
- We were encouraged to re-apply in the March round so we will try to obtain a third quotation and possibly include higher first quote with second and third quotes.

5.5 Subcommittee Reports

Canteen Coordinator – Laura Woodall

- Canteen days. Order via Spriggy Schools app. Monday/ Thursday/ Friday
- Order cut off time is now 7.30am on day of, earlier as school is now 9am - 3pm

Uniform Shop – Evy & Lauren (covered by Narelle)

- Review Spriggy Schools to see if it's appropriate
- Very busy with kindy orders
- The School Photographer has provided a uniform poster which can be used to update website and lookbook
- Class photos on 7 March 2022
 - Girls can wear polo shirts for school uniform in the School Photos
- Still in a 5 year transition from our old uniform from 2020 – 2025.

Hospitality Committee – Open Position

- Looking for a Hospitality Lead or Co-leads and Committee
- Next event would be the Easter Hat Parade if it is permitted

Fundraising/ Sponsorship

- Trivia Night for parents – postponed until restrictions ease
- Organise Fun Run for students later in the year
- Any volunteers to help with fundraising? Looking for ideas too. Email russell.lea.public.pc@gmail.com
- Mothers Day Stall and Fathers Day Stalls will be managed by Wendy
- Easter Bun Drive, Pie Drive, Gingerbread House or Olive Oil gift set are likely

Motion	M220202	Mothers Day Stall merchandise - budget of \$5,000	
Moved		Seconded	Outcome
Narelle Horton		Rebecca Nichols	Carried

Playground Enhancements - Sonja

- Nothing to report

Year 6 – 2022 All Stars - Narelle

- Looking for volunteers to help with the jackets and other activities
- Year 6 Graduation - 15th of December 2022 at Canada Bay Club
- Year 6 Fundraise to buy a present for the school and assist with yearbook costs

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

- Commemorative Booklet is printed
- Will look to revisit the Anniversary in the next month or so – will depend on Covid Restrictions.
- Justine O’Hara knows an 84 year old plastic surgeon who came to RL Infants School

6. Projects and Priorities for the Year

- House logos and leader board - 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
 - Should find out if we could produce unique designs for the House logos which the school owns the copyright to
- Yarning Circle – trying for the grant again. Getting some more quotes

- P&C to subsidise Wellbeing Programs - proposal of \$5,500 for the year based on approx. \$15 per child. Discussion around options and administering the subsidy equitably. All parents supportive. School to coordinate appropriate program/s.

Motion	M220203	School Wellbeing Programs – Subsidy of \$7,000 (2022) approved	
Moved		Seconded	Outcome
Narelle Horton		Megan Varlow	Carried

7. P&C Funding Application Requests – Starter Pistol & Amp

Request: At the school swimming carnival, there was no starting pistol. Voice prompts to start the races which was challenging for timekeepers to hear 50m away. P&C to purchase starter kit.

Motion	M220204	Starter Pistol & Amplifier	
Moved		Seconded	Outcome
Narelle Horton		Megan Varlow	Carried

8. General Business

- Welcome Event – 3pm Saturday 19th February 2022

For all school families to catch up and meet. Aim to hold at Russell Lea Public School grounds with P&C potentially hiring as a community group rather than local park. To confirm arrangements.

Other

- String Ensemble – for kids who are currently doing violin lessons. Register interest now
- Playgroup – will restart when COVID restrictions are lifted
- Wangal Acknowledgment of Country – work in progress with sign company
- Honour Board – artwork for 2022 student leaders names confirmed, to be installed soon
- Fridge purchase for canteen – pending
- Yoga and Drama Classes TBA. Art Classes from Term 2 onwards. Dance for Kindy students is from Term 2 onwards. Music lessons recommended with band starting next week. Junior band starts Term 2. Teaching Services Australia will teach Year 3 and upwards on chosen instrument
- Choir – Pulse Alive now confirmed as going ahead on 14-15 March. Choir needs to practice for the event, info to parents pending
- Iron Cove Festival is back on for 2022
- P&C Contact Directory – great initial response, reminder required. This is our main method of getting family details for communication from P&C
- Snap and Report to Canada Bay Council the long grass on McCulloch & Whittall Streets
- Working Bee with school families – looking at dates/when permissible
- Suggestion - First Aid course for Stage 3 students
- Mrs Hall is quite ill and won't be back at school this year. P&C will arrange a gift for her.

Road Safety - Dan

- Need to be careful - Parents with kids walking between cars to cross Whittall St. Very dangerous
- No double parking at drop off zone! Fines apply. Council rangers will be coming to the school in the next few weeks.

9. Meeting Closed (9.30 pm)

Next Meeting: The next P&C General meeting is on Tuesday 8th of March 2022 in the School Hall.

ACTION ITEMS

WHO?	WHAT?
Narelle	Signage for Wangal – Acknowledgement of Country & Artwork
Narelle	Purchase fridge for Canteen (ideally during sale)
Narelle	Advertise Hospitality Vacancy in Newsletter
Livia	Organise present for Mrs Hall from P&C

RLPS P&C Association

Financial Report

December 2021 / January 2022

Financial Highlights

As at 31 January, P&C had a total of \$149,087 across the 3 accounts.

Completed Financial Activities – Dec 2021 / Jan 2022:

- Fixed Inventory YE adjustment corrections.
- Submission of Annual Report to ACNC for 2021 Reporting period

Key Revenue in Dec 2021 / Jan 2022:

- \$7,212 – Uniform Store (2022 Kindy Packs)
- \$4,385 – Gingerbread House
- \$1,865 – Cake from Election Day
- \$3,315 – Year 6 Fundraising (Zoooper Dooper & Election Day BBQ)
- \$1,030 – Uniform Store in Jan 2022

Key costs paid in Dec 2021 / Jan 2022:

- \$4,017 – Year 6 Fundraising and Formal Night
- \$1,938 – 90 Year School Year Book
- \$795 – School Webcam
- \$448 – AGM related gifts
- \$134 – Admin related fees (Bank & FlexiSchool) in Jan 2022

Planned Financial Activities – Feb 2022:

- Complete payments due for Feb 2022
- Update handover documentation for future reference.

Transaction Highlights:

- N/A

Profit and Loss

Russell Lea P&C Association 1 January 2022 to 31 January 2022

	31 Jan 22	31 Dec 21
Income		
Cake and surprise	-	1,865
Interest Income	3	3
Memberships	-	1
Other event catering	-	4,385
Uniform Shop	1,030	7,212
Year 6 collections for Year End activities	-	3,316
Total Income	1,033	16,782
Less Cost of Sales		
Flexi School Fees	31	311
Other event catering COS	-	361
Y6Fund Raising COS	-	4,117
Total Cost of Sales	31	4,790
Gross Profit	1,002	11,993
Less Operating Expenses		
Bank fees	103	110
General Expenses	-	2,739
Gifts	-	442
Subscriptions	41	41
Total Operating Expenses	143	3,331
Net Profit	859	8,662

Balance Sheet

Russell Lea P&C Association As at 31 January 2022

31 Jan 2022 31 Dec 2021

Assets

	31 Jan 2022	31 Dec 2021
Bank		
Building Fund	454	454
Cheque Account	71,048	70,055
Term Deposit	77,585	77,582
Total Bank	149,087	148,091
Current Assets		
Accounts Receivable	-	97
Inventory	64,965	64,431
Total Current Assets	64,965	64,528
Fixed Assets		
Office Equipment	1,553	1,553
Total Fixed Assets	1,553	1,553
Total Assets	215,605	214,171

Liabilities

Current Liabilities		
Accounts Payable	951	376
Total Current Liabilities	951	376
Total Liabilities	951	376
Net Assets	214,653	213,794

Equity

Current Year Earnings	5,279	4,420
Retained Earnings	209,374	209,374
Total Equity	214,653	213,794