



Russell Lea Public School P&C Meeting Minutes

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General Meeting Agenda

14 June 2022

- Welcome members and guests
- Minutes of previous meetings - passed
- Matters arising
- Correspondence
- Reports
 - Principal
 - Treasurer
 - OOSH / Grants / Uniform Shop / Other Subcommittees
- Updates/Discussions and Funding Requests
- General Business
- Action Items

Meeting Attendance

Executive			
President (Chair)	1. Narelle Horton	Vice President	2. Livia Sendelbeck (apologies)
Vice President	3. Wendy Shih	Treasurer	4. Matt Bowden (minutes)
Secretary	5. Sonja Screpis (apologies)		
Attendees			
Dan Sprange Mrs G Elise Tcharkheduan Jemma Siomos Megan Varlow		Mina Kanadis Rebecca Nichols Catherine Dobbins Antonella Guido Marisa Zammit	

1. Welcome and Opening by P&C President

- Meeting opened at 7.41pm and Acknowledgement of Country

Apologies – Sonja Screpis, Livia Sendelbeck, Cheryl Palmer-Barrett, Jacqui Manning, Ebony Russell, Laura Woodall, Davina Kite, Mrs Pike

- Thank you for wonderful anniversary celebrations. A lot of effort went in from teachers and students.
- Thank you to the parents that came to chat with prospective parents at the Open Day morning tea.

2. Minutes of previous meeting

Motion	M220601	That the P&C pass the previous minutes with amendment	
Moved		Seconded	Outcome
Narelle Horton		Rebecca Nichols	Carried

3. Matters arising

RLIS banner to RLPS banner for Anzac Day quote received from Mrs G. Defer until Term 3 by which time a second quote will be obtained to meet funding guidelines.

4. Correspondence

IN	P&C Federation wrote to confirm membership including insurance are up for renewal by 1 August.	OUT	Nil
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5. Reports

5.1 Principal Report

- Positive feedback on open day and anniversary celebrations.
- Reports due out soon for S1. Changes to reports. Numeracy, literacy, general only. Lots of absences in term 1 (teachers and students) so hard to assess accurately. Feedback welcome.
- Library opening up during lunchtime 1-2 days a week from next term.
- Negotiations in software company Compass. Replace Skoolbag, Flexischools, accounting, comms into one single IT platform. Australian based. Uniform shop needs to be consulted to make it work. Good feedback from parent at Riverview. Continuous monitoring of child performance. Question on payment functionality.
- Phone calls/email absences. If you don't get a response, they have still received it. Only respond if action is required (eg 3 days absence requires medical certificate).
- Struggling with staffing. No school counsellor. Few days haven't been able to fill with casual teachers and classes are split over other classes. Try to avoid learning support being taken away but over time there will be disadvantages for children who require additional support.

5.2 Treasurer's report

- See attached treasurer's report for May 2022.
- As at 31 May, P&C had a total of \$137,652 across the 3 accounts.

5.3 OOSH Liaison (report from Helen read by Narelle)

- Vacation Care for July is out. Families wishing to use vacation care for July should enrol with OOSH
- The numbers for after school care have increased once again. Parents requiring casual care on Monday and Thursday afternoon will need to contact the program in advance.
- Casual bookings are NOT offered on Wednesday afternoons.
- Casual before school care is still available Monday to Friday .
- Casual Bookings can be offered pending on the support educators on the day.

5.4 Grants Officers

- \$10k to yarnning circle from WestConnex successful
- Unfortunately, company who provided a quote has gone under. Sourcing other quotes.
- Life education garden grant \$1k by July. Could work into a vege garden project
- Get a grant timeline and capital expenditure for next 12 months

5.5 Canteen Coordinator

- Noting to report

5.6 Subcommittee Reports

Uniform Shop

- Looking to introduce new items – Scrunchies and Soccer socks
- Yeronga advised prices are going up on many items. Yet to confirm exact value. Uniform shop is not a revenue stream for P&C, we look to cover costs only. Meeting this Friday with Yeronga to discuss.

Fundraising/ Events

- Pie Drive orders closing soon. Numbers are down on last year which is surprising. Feedback was very positive in 2021.
- Idea discussed for Christmas fundraising. Might skip Gingerbread House Kits. Olive Oil (Lomodo from Mudgee) where students draw the label. RRP \$20 P&C make \$7 per bottle.

6. Update: Trivia Night – 29th July

- Team helping with organisation/set up.
- Donations for raffle and silent auction coming in.
- Capacity for 200 – 20 tables x 10 people.
- Tickets on sale this coming week.

7. Update: Road Safety/Pedestrian Crossing/s

- Wendy reported that funding for crossing on Barnstaple now in the council’s budget.
- P&C invited to attend July meeting to represent our interest.
- Community consultation period (4-6 wks) is required before work commences. Could be finalised prior to Christmas.
- Brent Street crossing is secondary concern but we will still campaign for it in next year’s council budget.

8. Funding Requests

- Ms Mynett submitted request for Decodable Readers for Kindy (which is part of new K-2 Curriculum)
- Motion approved in March to cover up to \$5k for books for the new K-2 Curriculum for Semester 1. To date, \$2875.17 has been spent on book purchases. Extend the \$5k already passed, by an additional \$1k to cover this request.
- Agreed to simply track all expenses relating to K-2 Syllabus as estimated to be \$20k over 2-year period. Raise as separate motions as they need to purchase books arise.

Motion	M220602	K-2 Curriculum – Semester 1 expense estimate increased from \$5k to \$6k to cover this current request	
Moved		Seconded	Outcome
Narelle Horton		Elise Tcharkheduan	Carried

Discussion following a question from Miss Lee - are the black music stands owned by the school or TSA? Mrs G and Dan confirmed they belong to TSA. No need for school to hold supply of Wenger music stands and trolley at this stage.

Motion	M220603	\$1k for additional Father Day Merchandise purchases	
Moved		Seconded	Outcome
Wendy Shih		Megan Varlow	Carried

9. Discussion: Requirement for additional after school activity offerings.

- Due to lack of casual booking availability at OOSH the P&C were asked to discuss options.
- School is open to ideas if there is parent demand. Can be administrative burden but happy to consider.
- Music, writing workshops, coding, sport at Neild Park are some ideas to consider.
- It was noted that the areas can’t clash with OOSH space and duration of activity needs to be long enough to give parents an alternative to after school care, not just a short activity.

10. Discussion: School Staffing and School Counsellor

- No allocation. Meant to be 1 -1.5 day a week. RLPS is only local school without support.
- How do you become a base school? To consider applying for this status. However, issue is that school support team is understaffed.
- P&C to write letter to politicians – state education minister, state opposition education minister, local state member, P&C Federation, Federal member – on behalf of the parent body.

11. General Business

- Zoom license renewed for July onwards – discussed holding alternative F2F and Zoom meetings in 2023 to include more parents.
- Guest Speakers to increase parent attendance – teacher attendance/presentations bring in the crowds (phonics, maths strategies). Parent workshops (must be face to face) to be researched.
- Open day/classroom visits for parents – may happen later in the year now that school is open to visitors.
- Archive/Museum Room to be opened for special sessions to allow interested current and past parents and students to attend. Dates/times to be confirmed by the school in future.
- Question about outcome of survey on 'Share our Space' initiative – govt department did not push it. If approached again, Dan has the parent feedback to use to demonstrate community's wishes. 93% of respondents were not in favour of the idea.

Next Meeting: Tuesday 9th of August

Meeting Closed (9.53 pm)

ACTION ITEMS

WHO?	WHAT?
Narelle	Second costing on new Russell Lea Public School banner for Anzac Day march
Dan	Meet with OOSH regarding lack of casual bookings and other matters discussed
Dan	Contact Bernard Cohen about writing classes
All	Viable options for after school activities
Narelle	Draft and submit letter re: School Counsellor Issue
All	Suggestions/recommendations for guest speakers

RLPS P&C Association

Financial Report

May 2022

Financial Highlights

As at 31 May, P&C had a total of \$137,652 across the 3 accounts.

Completed Financial Activities – May 2022:

- Completed 15 payments in May 2022.

Key Revenue in May 2022:

- \$10,221 – Parent P&C donations
- \$10,000 – Westconnex grant (cash pending)
- \$6,181 – Uniform Store
- \$5,040 – Mothers' Day Stall
- \$4,995 – Year 6 collections

Key costs paid in May 2022:

- \$20,441 – RLPS approved funding reimbursement
- \$8,269 – Uniform purchases
- \$3,151 – Year 6 bomber jackets
- \$1,315 – Lismore P&C donation
- \$522 – Year 6 BBQ costs
- \$240 – Canada Bay Club deposit (Trivia)

Planned Financial Activities – June 2022:

- None this month

Transaction Highlights:

- None this month

Balance Sheet

Russell Lea P&C Association As at 31 May 2022

31 MAY 2022

Assets

Bank

Building Fund	453.51
Cheque Account	59,600.39
Term Deposit	77,597.90
Total Bank	137,651.80

Current Assets

Accounts Receivable	10,000.00
Inventory	86,424.17
Total Current Assets	96,424.17

Fixed Assets

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

Total Assets 237,299.97

Net Assets

237,299.97

Equity

Current Year Earnings	27,925.92
Retained Earnings	209,374.05
Total Equity	237,299.97

Profit and Loss

Russell Lea P&C Association For the month ended 31 May 2022

	MAY 2022	YEAR TO DATE
Trading Income		
Cake and surprise	-	1,865.15
Community Grants	10,000.00	10,000.00
Donations - Non DGR	20.00	655.40
Donations - Parents terms 1-4	10,220.50	11,859.00
Interest Income	3.19	22.52
Memberships	1.00	14.00
Mothers Day	5,039.80	5,039.80
Other event catering	-	5,494.50
Raffle	110.00	110.00
Uniform Shop	6,181.50	50,381.50
Year 6 collections for Year End activities	4,995.30	10,629.65
Total Trading Income	36,571.29	96,071.52
Cost of Sales		
Flexi School Fees	265.80	1,265.47
Freight COS	58.00	104.04
Mothers Day COS	-	5,012.10
Other event catering COS	-	3,916.06
Trivia Night COS	240.00	240.00
Uniform costs COS	3,092.65	4,012.71
Welcome BBQ Picnic COS	50.00	50.00
Y6Fund Raising COS	521.50	8,516.67
Total Cost of Sales	4,227.95	23,117.05
Gross Profit	32,343.34	72,954.47
Operating Expenses		
Bank fees	83.84	507.28
Catering - Other events (non income earning)	-	17.34
Courier & Postage	-	50.00
Direct support - Books	4,331.77	6,730.22
Direct support - Reading Eggs and Mathletics	15,118.70	23,365.40
Direct support - School activities	-	120.00
Direct support - School Equipment	1,166.39	5,273.48
Direct support - School support	-	2,491.78
Donations	1,315.00	2,325.00
General Expenses	-	3,294.20
Gifts	-	441.79
Subscriptions	206.00	412.06
Total Operating Expenses	22,221.70	45,028.55
Net Profit	10,121.64	27,925.92