

# Russell Lea Public School P&C



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## General Meeting Agenda

10 November 2020

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. Uniform
6. Updates:
7. Discussion items:
8. General Business

## Meeting Attendance

Executive			
President (Chair)	1. Jacqui Manning	Vice President	2. Liz Maniscalco
Vice President	3. Narelle Horton	Treasurer	4. Amando Buenaventura
Secretary	5. Sonja Screpis		
Attendees			
Michelle Turchini		Maria Sgouras	
Roberta Costello		Megan Varlow	
Davina Kite		Livia Sendelbeck	
Guisseppina T		Chau Dong	
Lee Carnemolla		Rosie Reid	
Anna Lee		Janet Le	
Jody Fowler		Anika Martin	
Suzy Hori		Greg Weller	
Wendy Shih		Elise Tchaikhedian	
Debbie Bell		Stephanie Bainat	
		Dan Sprange	

## Apologies

1. Welcome
  - Meeting opened at 7.16pm. Online Zoom meeting.

## 2. Minutes of previous meeting

Motion	M100501	That the P&C pass the previous minutes without amendment	
Moved	Seconded	Outcome	
Jacqui Manning	Liz Maniscalco	Carried	

## 3. Matters arising

- Nil

## Correspondence

IN	OUT
Nil	Nil

## 4. Reports

### 4.1 Principal Report

#### COVID-19

- New guidelines from the Dept
  - Still cant' have parents coming onto school as usual
  - Parents will be able to come in for things like P&C AGM or presentation day

#### Reports

- Week 9 – parents will get them
- Teachers working through reports at the moment

#### Situational Analysis

- Keep reviewing regarding school development. Includes focus groups, internal and external data.
- Will feed into 2021-2024 school plan

#### School Hours changing

- Survey - Most people wanted to change the hours.
- 2022 – the hours will start at 9am and finish at 3pm.

#### Anaphylaxis

- Families need to be aware if what they send to school
- Preference is not to have high allergen foods into school – Nutella and peanut butter probably shouldn't come into school for lunch.
- Will get eggs removed from the menu for canteen

## 5. Treasurer's report

- See attached treasurer's report
- October – did a stocktake of inventory for uniforms. Value of inventory items was \$46,537
- Amando given all records and files to auditor for our yearly review
- For November – the first priority will be the Annual Report after Year End audit. Will include Notes to Members

## 6. Other Matters

- Thanks – Wendy Shih – Kindy Buddies for Kindy Parents
- Playground Equipment Group
- Roberta Costello – Parent Liaison for OOSH
- Thanks to Evy & Lauren for their work with uniform shop and kindy parents
- Thanks to Belinda Civitarese for the Tea Towel Xmas Gifts
- Thanks to the Stage 5 children that raised \$714.30 from the cake stall and they are donating this to the library for books.

### 1. OOSH

- Meet with Helen once a month
- Looking at opening and sharing digital channels for OOSH
  - Digital newsletter
  - Facebook Group
- Kindy Orientation plan for 2021

### 2. Playground Equipment

- Sonja to be in touch shortly
- Won't start working on this until 2021

### 3. Other

- P&C Executive Positions that will be available in 2021 – position descriptions available shortly
- AGM will occur in December
- Need to pay \$1 membership and have attended at least 1 meeting to vote.

Motion	M100502	Library Books - \$330
Moved		Seconded Outcome
Jacqui Manning		Debbie Bell Carried

Motion	M100503	Purchase of K-2 Readers - \$7,500
Moved		Seconded Outcome
Jacqui Manning		Davina Kite Carried

Motion	M100504	Library Books – in lieu of the Book Fair - \$2,500. Note: Dan will look into whether the kids can donate the books to the library.
Moved		Seconded Outcome
Jacqui Manning		Liz Maniscalco Carried

Motion	M100505	Purchase of K-2 Readers - \$7,500
Moved		Seconded Outcome
Jacqui Manning		Megan Varlow Carried

Motion	M100506	Purchase of 26 Young Emu Books for Stage 2 -
Moved		Seconded Outcome
Jacqui Manning		Davina Kite Carried

Motion	M100507	Purchase of Column Wraps for the school with School Values – Value of up to \$5,000
Moved		Seconded Outcome
Jacqui Manning		Annika Carried

7. Meeting Closed (9.09 pm)

8. Next Meeting:

The next P&C General meeting will be held on Tuesday 13<sup>th</sup> October 2020, 7.30pm. Zoom Meeting

Matters Arising

**ACTION ITEMS**

WHO?	WHAT?
Narelle	Send Draft Revenue Policy for review by P&C Committee
Narelle	Send job descriptions for review by P&C Committee
Justine Cameron	Review insurance policies
	Set up Zoom Account for P&C
Jacqui Manning	Year 6 activities under COVID
Jacqui Manning	P&C voluntary contribution – wording on invoice/ communication
Jacqui Manning	Review Amando's formal payment policy for sub-committees
Sonja	Playground Committee – Bec Ho
Sonja/ Laura	Social Media Policy - draft