



# Russell Lea Public School P&C

Lithgow Street, Russell Lea NSW 2046. Phone: 9713 8267 www.rlps-pandc.com

## General Meeting Agenda

11 February 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. Social
  - 5.4. OOSH
  - 5.5. Uniform
6. Updates:
7. Discussion items:
8. General Business

## Meeting Attendance

<b>Executive</b>			
Vice President (chair)	1. Narelle Horton	Treasurer	2. Amando Buenaventura
Secretary	3. Sonja Screpis		
<b>Members 2020</b>			
4. Megan Varlow	5. Jenna Corucci	6. Rosanne Reid	7. Mary-Anne Springall
8. Laura Woodall	9. Belinda Civitarese	10. Jing Liu	11. Janet Le
12. Hazel Bergstedt	13. Elise Tcharkhedian	14. Chou Duong	15. Roberta Costello
16. Justine Cameron	17. Jill Farish	18. Glen Grunfelder	19. Dan Sprange
20. Debbie Bell	21. Davina Kite	22. Ebony Russell	23. Joanna Sharma
24. Jimin Park	25. Rebecca Nichols	26. Giuseppina Thillainathan	27. Christina Turner
28. Catherine Dobbins	29. Samantha Filocamo	30.	31.
<b>Guests</b>			
32.	33.	34.	35.

## Apologies

Jacqui Manning  
Liz Maniscalco

Livia Sendelbeck  
Justine O'Hara

Natalie Borozan

## 1. Welcome

- Meeting opened at 19:43pm
- Acknowledgment of Country and Opening Comments from Chair  
<from Narelle> Welcome to new parents, thanks to teachers and parents involved in Swimming Carnival. Thanks to Tea & Tissues helpers

## 2. Minutes of previous meeting

Motion	M110220-1	That the P&C pass the previous minutes without amendment	
Moved		Seconded	Outcome
Debbie Bell		Davina Kite	Carried

3. Matters arising

- Nil

4. Correspondence

IN	P&C Association Parent & Citizen Journal Term 1 Vol 72 Megadeck Staging - brochure following 2019 Presentation Day order	OUT	Nil
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5. Reports

5.1 Principal's report

Swimming Carnival

- Great success. Many children going to Zone.
- Possible Change of venue in the future due to sun protection
- Automated timing available at proposed new venue
- Thanks to lifesavers and all parents involved in timekeeping and marshalling etc

Thanks

- Tea & Tissues – parents for helping organise
- Uniform shop – Michelle Foley managed for the past couple of years and during transition – thanks

Parking

- Road Safety – please be aware of residents and child safety

Building

- Still working through some of the defects
- Smooth start to the year so far – teachers feel confident in building surroundings

Meet the Teacher – Wed 19 Feb

- Great opportunity to meet your child's teacher and ask questions. Not an in-depth interview opportunity – just an overview. If you need in-depth interview please arrange a separate time with your teacher, or there is an opportunity at the end of Term 1 for Parent Teacher Interviews

Staffing

- Annalise Fedele now permanent staff. Jess Minette (teacher from Beauty Point)
- Professional learning – Apple experts came to work with the staff in a workshop and creating apps.

Enrolments

- Already getting requests for 2021 – some out of area enrolment requests also

Assemblies

- Assembly schedule now provided by school – parents welcome to attend. Check your child's schedule
- Fairly low key event

Newsletters

- How can the children see the newsletter? Perhaps the new noticeboards that will be put up. Teachers could read to the children in class. **ACTION**

5.2 Treasurer's report

- See attached treasurer's report
- Financial report as at 11 February 2020
- Two major events funds have been collected. Some cheques have been cancelled due to overpayment.

- Kennards Hire - \$971
- Independent Letterbox - \$1,290.54
- Sydney Dunk Tanks – \$860.00
- Not much has come through from the Uniform Shop – sales mainly in November 2019
- Improve processes for payments. Some double drawn cheques and payments.
- Electronic payments now available! (YAY!)
- Bank account healthy. Proposing to move \$50,000 from General Account to Term Deposit
- 2 insurance companies. Public Liability - Covers external events and children too. Check they are up-to-date. Annual payments – Amando to review - **ACTION**

Motion	M110220-2	Propose a motion to transfer \$50,000 from General Account to Term Deposit	
Moved		Seconded	Outcome
Narelle Horton		Davina Kite	Carried

### 5.3 Sub Committee Reports

#### Uniform shop (Evy & Lauren – report sent)

- Placing orders this term for three transition pieces: V neck jumper, Piped Skort and Piped Track Pants
- Keeping current dress for at least another 4-5 years. Lots of stock. New orders placed when current stock runs low
- Updates being made to Uniform Look Book. Available on the P&C website, Flexischools and Skoolbag

#### OOSH (Davina Kite)

- Increased licence approved to care for 106 children. Have use of two indoor spaces now as well as Hall and Playground
- Mary-Anne Springall – issues around security with the gates wide open, Area Manager spoke to Mary Anne, but nothing has been implemented and no response to follow ups. Suggested Pincode on gates for added security.
- 90% of vacation care was cancelled over the holidays. Vacation care wasn't great value eg \$90 to go to Ryde Aquatic Centre and they only had 2 hours at the pool and the rest of the day at school. There possibly weren't many vacation care enrolments due to lack of an exciting schedule (kids didn't really want to go), not great value and the whole schedule wasn't promoted to the whole school – not just OOSH enrolments.
- OOSH needs to promote their activities and vacation care to the wider school community
- Feedback - Pre-enrolment process is difficult and then it is difficult to change days. Davina said this should get easier now that OOSH has been approved for more spaces.
- Follow up with OOSH and report back to P&C - **ACTION**

#### Canteen (Laura Woodall)

- Looking at more days as the school grows

#### Social Committee (Laura Woodall)

- Looking for new recruits for the Social Committee to run things like the Easter Hat Parade, Tissues and Tea, Family Welcome Day.

#### Ethics Committee (Laura Woodall)

- Do you or any of your Friends, family, parents etc that would like to volunteer to teach Ethics. Available on a Tuesday morning. Lots of Support provided. Lesson plans are already prepared.

#### Lost Property

- Check Lost Property regularly. A lot of things have names on them already. Debbie Bell to sort through by class - **ACTION**

#### Cake & Surprise

- Gwenno Hopkin coordinating this year and looking to refresh how it is run
- Previously each Friday but looking to avoid clashes with Stewart House fundraising and other school events. Possibly look to school leaders to help engage other students in C&S draw on the Friday it is run
- Tickets – 1 ticket for \$1, 3 for \$2. Money goes to the P&C charity account.

#### 6. Vacant Roles

- At the last AGM there were some open vacancies –
  - Grants Officer – submitting Grants for the school eg Clubs NSW, Council Grants, Sustainability Grants.
  - Fathers Day Stall Coordinator - \$10 gift. Kids purchase items. Need someone to coordinate
  - Narelle To put a call out in next newsletter - **ACTION**

#### 7. 2020 Welcome Event – 3pm Saturday 7<sup>th</sup> March

- Afternoon tea – everyone to bring a plate to share in Wangal area
- Potential kids activities on basketball court

#### 8. Discussion items

##### Contact Directory

- Contact Directory – contacts summary by class of parent details, email, phone etc so that everyone can see who is in their class – helps with communication. P&C also uses this for their correspondence to parents.
- This has previously been a manual process. Narelle has created a link to send to everyone to enter their own details. Need to add their information for each child they have at school as it populates a report by class.
- Class Parent – communication channel for their class. Now more of a Social Coordinator Role. Class Social Coordinator role involves organising a Class Picnic, Mums/ Dads Nights out, WhatsApp Group. Need to outline Job Description to recruit parents to the role **ACTION**
- Team older years parents with Kindy Parents Class Parent if there is a request/need for guidance

##### Funding Priorities for 2020

- Audio, sounds system, staging - Quote
- Shading in the Orchard area
- Shade for the Hall window – commercial window tinting – as requested by OOSH
- Outdoor Play Equipment

The P&C supported in 2019:

- Volleyball Nets
- 3D printer
- Robots/STEM
- Air Conditioning for admin block

Ongoing – P&C continues with \$23,000 a year in direct school support for things like subscriptions to Literacy Planet/ Mathletics for every child at Russell Lea Public School.

# Meeting Minutes 11 February 2020

Location: School Hall, Lithgow St Russell Lea

Russell Lea Public School  
P&C Association  
Chair: - Narelle Horton

## 1. Social and Fundraising Events for 2020

- Fun Run in October 2020 – preferably on a Friday
- Parent Social Night – Trivia Night – fundraiser – date TBA
- Other potential ideas Comedy Night; Mums Night/ Dads Night
- Any other suggestions? Take a vote next meeting

## 2. General business

- Year 6 “The Legends” - Parent Committee – Year 6 Yearbook, t-shirt and jacket – all underway
- String Ensemble – Mondays at Lunchtime with tutor. Contact Debbie Bell if your child is interested. P&C still subsidising this.
- Choir – Jacqui investigating and for discussion at March meeting **ACTION**

Extracurricular activities held at school: (contact details on P&C website)

- Dance Classes at school in the morning – Danielle from Dreamfeet
- Band – through TSA - mornings and lunchtimes
- Art Club – Ebony Russell – before and after school, run per term

Motion	M110220-3	Propose a motion to reimburse for end of year P&C presents for 2019 – total of \$50.00	
Moved		Seconded	Outcome
Debbie Bell		Laura Woodall	Carried

Motion	M110220-4	Propose a motion for P&C to continue to subsidise String Ensemble	
Moved		Seconded	Outcome
Narelle Horton		Janet	Carried

## 3. P&C Facilities

- General Assistant’s Storeroom/Bunker: quotes underway via DoE Assets for partitioning off school storage versus P&C area. Shelving needs to be put up. Screws required.
- Need to sort and organise P&C items: fete/general P&C items/uniform shop stock. Ongoing project
- Discussion regarding P&C noticeboard and ensuring it is kept up to date. Agreement to proceed with purchase and to mount outside hall above bubblers.
- Consideration to be given that children may want to view School Newsletters so these could be printed and posted on noticeboard

Motion	M110220-5	Propose a motion for P&C to fund a noticeboard up to \$800.	
Moved		Seconded	Outcome
Narelle Horton		Davina Kite	Carried

## 4. Clean Up Day – Friday the 28<sup>th</sup> February

- Mrs G is onto it. Registered

## 5. Parking & Road Safety

- Still a road safety issue with Double Parking in Kiss & Drop Area. Need to reiterate the rules of this area to the parent body.

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- A-Frame notifying people of the rules was discussed Dec 2019 meeting but suggestion for canvas sign going across the whole fence at Kiss & Drop to be adopted instead **ACTION**
- Extra pedestrian crossings – Barnstaple Road and McCulloch St. Parents need to write to council to campaign for additional crossings. Create a template to send to council. **ACTION**

### 6. Swimming Carnival - caps

- Purchase caps for Zone participants. Ask for them to be returned after use or held for future use

Motion	M110220-6	Propose a motion for P&C to purchase swimming caps for Zone representatives – up to \$400	
Moved		Seconded	Outcome
Narelle Horton		Davina Kite	Carried

### 7. Supporting Stewart House

- Mrs G has some fundraising events planned for 2020

### 8. Meeting Closed (9:37 pm)

### 9. Next Meeting:

The next P&C General meeting will be held on Tuesday 10 March 2020, 7.30pm, in the school library, Russell Lea Public School, Lithgow St, Russell Lea.

### 10. Matters Arising

#### ACTION ITEMS

WHO?	WHAT?
Davina Kite	Follow up with OOSH and report back to P&C
Dan Sprange/ Mrs G	Read Newsletters to kids in class
Amando	Term Deposit
Amando	Review Insurance Quotes
Jacqui	Choir opportunities for the school
Narelle	Class Social Coordinator description
Narelle	Send out Contact Directory link
Debbie Bell	Clean out P&C Facilities – organise a group to help do this
Narelle/ Sonja	Order P&C Noticeboard – up to \$800
Sonja	Quote/ design for canvas signage for road safety
Dan Sprange	Quote for mounting the painting of Mrs Pike in the Library or another suitable
Sonja	Road Safety Information to be distributed to parent body
Sonja	Template for letter to council/ RTA regarding extra crossing
Narelle	Process swimming caps order for Zone representatives – up to \$400
Debbie	Process Lost Property and put into class groups where possible – can this be outsourced to some of the kids?