



# Russell Lea Public School P&C

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## General Meeting Agenda

18 June 2019

Item	Speaker
1. Welcome	Chair
2. Minutes of the Previous Meeting	Chair
3. Matters Arising	Chair
4. Correspondence	Secretary
5. Reports	
5.1. Principal	Principal
5.2. Treasurer	Treasurer
5.3. Sub Committees	Committee Coordinators
5.4. OOSH Liaison	OOSH Liaison Officer
5.5. School Transition	Chair
6. Update: Uniform Review Committee	Chair
7. Update: RLPS Yearbook	Chair
8. Discussion: Gifts and Acknowledgments	Chair
9. Discussion: School Choir	
10. Discussion: School Drop Off/Pick up Zone	Chair
11. Discussion: Air Conditioning quotation	Chair
12. Discussion: Fete Committee Update	Marisa and Livia
13. General Business	Secretary
14. Close	Chair

## Attendance

Executive			
President (Chair)	Jacqui Manning	Treasurer	Amando Buenaventura
Vice President	Narelle Horton	Vice President	Liz Maniscalco
Secretary	Lindsay Springall		

## Apologies

Veronica Williamson  
Lindsay Springall

1. Welcome
  - Meeting opened at 19:35
2. Minutes of previous meeting

Motion	M090419-1	Pass the previous minutes	
Moved		Seconded	Outcome
		Liz Maniscalco	Passed

## 3. Matters arising

Art wall - as this was discussed at last meeting: project took Ebony and her family a weekend to paper and paste the wall. Thank-you gift given to Ebony for all her efforts. Ebony gave thanks to everyone who helped - staff, students etc as it couldn't be done without that support.

Twenty students yet to have their portrait completed

Art work to be replicated elsewhere so the portraits can be reused in a different format - possibly tiles

## 4. Correspondence

IN	Nil	OUT	Nil
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## 5. Reports

### Principal

- Teachers are increasing their networks and profiles attending and presenting at various events –
  - Edutech – Ms Fedele, Mr Brittain, Ms Aguisanda
  - University of Sydney Master Students presentation by Miss Tang on best practice in teaching literacy
- Co teaching network presentation held here at RLPS - best practice in team teaching/co-teaching. Lots of requests from other schools to come and visit us
- Parking – observation that parents don't seem too concerned about incorrectly using the No Parking Area bay. Council will visit so be aware, as it is essentially a kiss and drop zone. No Parking Signage means a two minute limit, not to leave car by more than 3 metres. A kiss and drop zone was requested in planning stages of the school so we were given what we wanted but it does need to be used correctly.
- Building update:
  - End of August - for playground, most likely Term 4.
  - Library - not ideal set up so meeting taking place with architect 19/06 and modifications pending. Won't be functional for a number of weeks.
  - Level 1 - will be ready soon – to be used for some extracurricular activities initially; classroom for Mrs G
- Student Reports –
  - Written comment for each Key Learning Area which is new - would like feedback from parents
  - While more work for teachers, collaboration is happening so it's been a positive for the teachers
- Language classes - Mandarin – been in touch with an interactive school that offers live link up with native country speakers - demo potentially at next meeting - tbc

### Treasurer

- Election Day takings discussed
- Signatories for CBA account organised at last. Secure tokens administered to Amando, Jacqui awaiting hers. Cheques been issued in the interim. Overdue accounts paid.
- Journalised P&C donations collected by the school.
- Business debit card can soon be organised for Jacqui
- Uniform shop inventory - how to order guide for Flexischools to be prepared

### Sub committees

#### 1. Social committee

Nothing to discuss at this meeting but Jacqui thanked Laura as she was not present at last meeting when thanks were given for May events

#### 2. Uniform shop (Jacqui)

- No report this month

#### 3. OOSH (Davina)

- Helen's report read by Davina. Inspection from Department of Education. Happy with process and layout but 69 children instead of 70 students. Ashleigh on 7 week leave - hope she returns.
- Vacation care online via Book Me /Mon 22 July service operating
- Absences - reminder for parents to notify OOSH of any absences so that staff are not looking for absent children
- Electronic Sign in - reminder to sign in/out children ensuring it is the correct session
- Parent concerns raised at tonight's meeting include:
  - spray and wipe being used by children / glass jugs broken when trolleys being pushed between hall and OOSH office/kitchen
  - children on iPads and iPhones unsupervised
  - no communication from staff when parents arrive regarding any issues, specifically injuries
  - there seems to be minimal supervision or concerns about areas where there is no educator supervision

- food options - concerns raised that food not being enjoyed by students
- Davina and Jacqui to raise these concerns with Helen in a face to face meeting

#### 4. Uniform Review Sub committee

- Uniform options displayed in admin office for past 2 or so weeks
- 101 voting forms returned from 160 families so good response rate
- 80% responses were positive
- Some concerns over loss of girls winter tunic and grey trousers/shorts as part of boys uniform
- Russell Lea appliqué to be removed from skirt
- Stage 2 kids liked options - thought they seemed comfortable

#### Gifts and acknowledgements

- Gift for Dan's new baby
- Gift and Acknowledgement of Ebony's efforts on the portrait art wall

#### Yearbook

- Decision that was made and agreed by P&C Exec and Senior Staff was communicated. Decision was to only produce a Year 6 graduation yearbook. This is based on what is the norm at other schools and significant workload involved in preparing a whole school yearbook.
- Recommendation that a group of parents from graduating cohort should assist with production of the yearbook each year

#### School Drop Off/Pick up Zone

- discussed in principal's report as noted above. Jacqui to include reminder in P&C newsletter

#### General Business

##### 1) Teaching Staff Thank You

- Suggestion by Davina and Evy for the P&C to put on a fancy morning tea as a thank you for staff for transitioning children from old school to new school etc
  - cakes and fresh produce to be sourced locally and staff room to be decorated by Evy and Davina - Date to be confirmed

Motion	Chair	M090419-2	P&C to fund staff morning tea to a total of \$150
Moved		Seconded Rebecca Nichols	Outcome - passed

##### 2) School canteen

- Kirsty would like to implement some eco friendly changes for RLPS in term 3
  - Soy sauce single use 'fish' to be removed from service. A bottle of Soy Sauce to be available at canteen counter for students to use
  - No plastic cutlery - children bring own or purchase bamboo cutlery on flexischools
  - Bamboo and bio packaging
- Comments and feedback requested

Motion	Chair	M090419-3	Agreed to implement no single use plastic soy sauce vials and no plastic cutlery in Term 3
Moved		Seconded Marisa Zammit	Outcome - passed

##### 3). Performing Arts Night

- Night for the arts - junior and senior band and all dancing groups - to be scheduled in Term 3

##### 4). Spotlight Festival at Seymour Centre

**Meeting Minutes**  
**18 June 2019**

**Location: School Hall, Lithgow St Russell Lea**

**Russell Lea Public School**  
**P&C Association**  
**Chair: - Jacqui Manning**

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- mention of dance performances currently taking place during this fortnight, good luck to all involved
- 5) Choir
- still in investigation phase. Lots of goodwill to have a choir but the week is fully scheduled with dance and music before and after school. Lunch times are quite difficult.
  - majority agreed that parents would be happy to pay if the choir session was an alternative to OOSH
- 6) Aircon for admin block
- quotations underway. Initial rough quote received was \$80k
  - Jacqui to prepare note regarding tax deductible donations to building fund prior to EOFY to be sent out asap
- 7) Sustainability Grant
- Mrs G reported that RLPS applied for and was awarded a Canada Bay Council grant of \$1000
  - gardening group to hopefully start in term 3 - Mrs G looking for volunteers to help
- 8) Presentation of Lifetime Membership Badge to Mrs Pike
- In thanks fo Mrs Pike's continual support and significant contributions to the school and parent community over the past 40 years

*Meeting Closed (9:35pm)*

**Next Meeting:**

The next P&C General meeting will be held on Tuesday 13 August, 7.30pm, in the school hall, Russell Lea Public School, Lithgow St, Russell Lea.

**Matters Arising**