

AGENDA AND MINUTES – P&C Meeting (Term 2), 20th June 2023

Agenda for P&C Meeting on Tuesday the 20th June

Welcome and Introduction - 15min

- 1) Welcome and formal opening of meeting
- 2) Apologies
- 3) Minutes from previous meeting & business arising from the previous meeting
- 4) Correspondence

Reports

- 5) President's report (5 min)
- 6) Treasurer's report (5 min)
- 7) Principal's report (10 min)
- 8) Music Committee Report (5 min)
- 9) Sustainability Committee Report (5min)

Other Business

- 10) Fundraising Priorities at Forest Lodge (10 min)
- 11) The Indigenous Voice to Parliament(15 min)
- 12) General Business (5 min)

Attendance

Attendees:

Garth Stone (President), Kerri Dawson (Secretary), Maria del Mar (Social Media), Melanie Cordwell (Comms Officer), Julie Warda (Principal), Sara Jeffers, Rob Hyson, (*online*): George Grose (Vice President), Dominic Knight, Irene Lin, Jaana Quaintance-James, Lucy Dawes, Liz.

Meeting opened at 7.03

Previous Actions:

Date Raised	Details	Owner
7th Feb	Explore other nominees for the remaining VP position.	George / Garth

Welcome and Introduction

1. Welcome and formal opening of meeting
 Acknowledgement of country given by George, we acknowledge the Gadigal people on whose land we meet.
 Garth explained how the meeting will run and a few rules to ensure it runs efficiently and smoothly. We will use the parking lot to capture any ideas to return to at the end, to support us sticking to the agenda.

2. Apologies
 Eugenia Munro - Music Coordinator unable to attend tonight.

3. Minutes from previous meeting & business arising from the previous meeting
 Acceptance of previous minutes, acceptance moved by George, seconded by Garth..

4. Correspondence
 Nothing to report.

5) Presidents report (Garth's slide)

- Website has been updated, improved layout, sponsors page, Flodge Files blog has been kicked off. The blog is open to sub committees to share updates, or other information that would be of interest to our community. Email mail@flodge.net.au if you have a contribution or suggestion!

Positive Community Building

- Mar our social media manager is unwell and will be away for Term 3 - **callout** for anyone who may be able to put their hand up to support social media and comms while Mar is away. Please get in touch if you can offer your support!

6) Treasurer's Report (Garth Stone, in Andy's absence)

P&C has just over \$51k in the bank, with \$40 from the grant received for shade sails.

Quotes received for the shade sails as originally planned are in the order of ~\$150k. The school is looking at a different use for the grant that still meets the grant purpose - a smaller shade cloth to be installed outside of the hall, over the handball courts area.

This leaves ~\$11k available - highlights the need for our next round of fundraising!

Financial report:

FOREST LODGE P&C TREASURERS REPORT: to May 2023	
Income	
Colour fun run	\$100.00
Miscellaneous income from Paypal account	\$446.08
Thank you BBQ term 3 merch sales & FLASCA contribution	\$2,491.80
Pizza in July pub quiz	\$5,432.45
Halloween disco & raffle	\$21,095.76
Commissions from Cobden and Hayson	\$18,000.00
State Election BBQ - March 2023	\$10,805.63
Mrs Warda welcome BBQ soft drink & candy sales	\$110.11
P&C memberships	\$38.00
Yr 6 Grad Disco parent contribution	\$40.00
CrossFit RJ sponsorship - Jon Gomez 80k run	\$48.60
Artisans Market Glebe donation	\$300.00
Bank interest	\$252.67
Grant funding - building works	\$40,000.00
Other	\$18.00
Total Income	\$99,179.10

Expenses	
Thank you BBQ term 3	\$589.88
Pizza in July pub quiz	\$196.00
Halloween disco & raffle	\$20,068.95
State Election BBQ - March 2023	\$2,448.59
Bank charges	\$265.78
Insurance	\$1,551.00
Yr 6 Grad Disco	\$1,040.00
Small gift for retiring auditor	\$88.37
Support staff Xmas gift	\$320.98
School staff Xmas dinner	\$700.00
CrossFit RJ sponsorship - Jon Gomez 80k run	\$21.14
Kindy Tissues and Tears	\$165.00
P&C meeting expenses	\$190.05
IT	\$154.00
Total Expenses	\$27,799.74

Contributions	
Net Federal election BBQ proceeds to school	\$7,283.06
Net colour fun run proceeds to school	\$10,573.75
Halloween raffle takings to the school	\$8,369.57
Music 4 All contribution to the school	\$20,000.00
Total Contributions	\$46,226.38
Bank Balance: 1 July 2022	\$26,502.11
Add: Total Income	\$99,179.10
Less: Total Expenses & Contributions	(\$74,026.12)
Closing Balance	\$51,655.09
Bank Balance 31 May 2023	\$51,655.09

7) Principals report

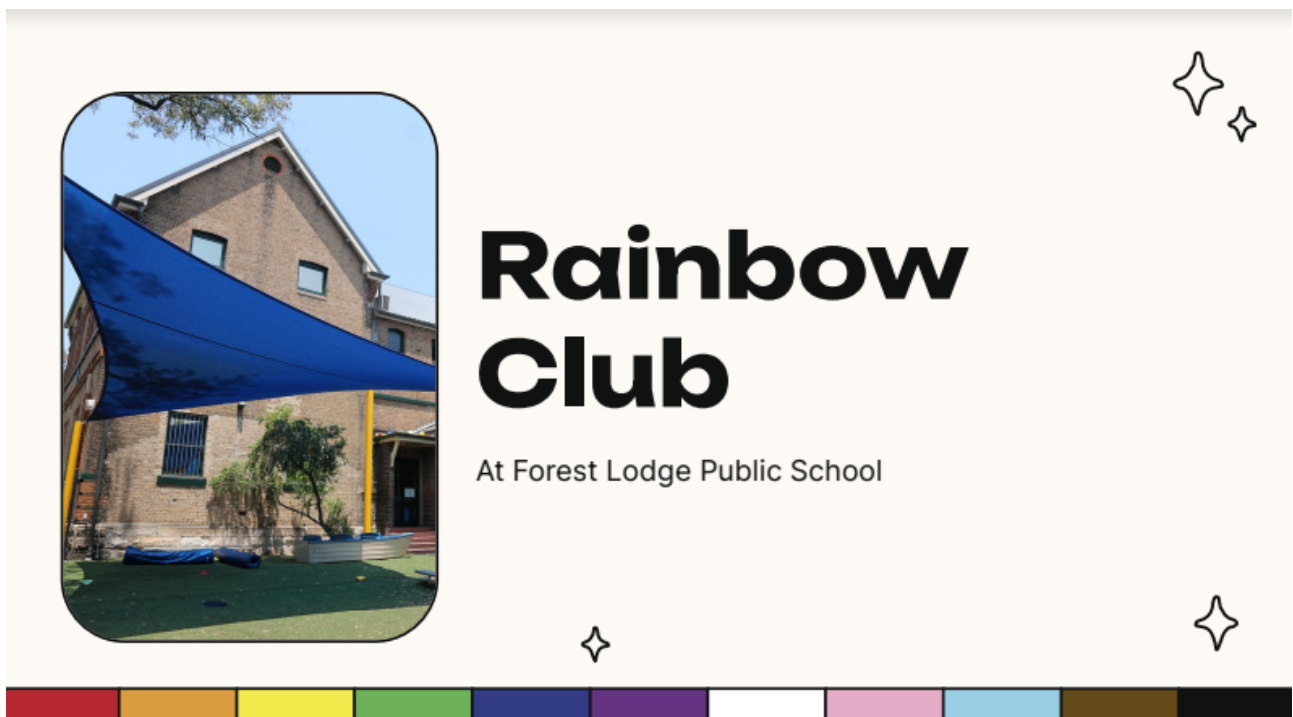
- Julie talked about her fundraising priorities, three key areas:
 - a) Initiating the OT partnership with Sydney University to have OT students performing their placements in the school. This would support fine motor skills, social and emotional regulation, and assessments of children. Intention to focus on Y1-3 where students were most impacted by Covid. A partnership with teachers to add those OT skills and knowledge into the classroom. (The OT partnership was originally proposed in Term 4 2022 by Jill Jeremy and Stephen Reed).
 - b) Teacher learning environment - a space in briar bank to add furniture, tv/screen to support teachers to focus on their professional learning.
 - c) Continuation of the music classes taught to all students (note this is separate from the instrument and band music program).

Positive Community Building

- Forest Lodge has submitted an application for variation of the last day of school in Term 4 - it's a non-teaching day but teachers will be off site and school completely closed. Comms will be shared closer to the time but no impact on classes.
- Student reports are under review, looking at getting the right information and reducing workload for teachers. Parents will have a chance to comment and give feedback.
- Scripture scheduling - it's held first thing in the morning which is prime learning time. Want to look at moving it to later in the day. Updates will be shared once those discussions have happened.
- Seesaw sign up - as communicated in the newsletter the school is signing up to Seesaw with local storage. Working on finer details, it will provide an improved communication platform for teacher-parent comms, it will be for all years.

Sonia Shuttleworth presented on staff initiative:

- Teachers would like to start a club for LGBTQA+ school members - including kids from families connected to the community. It could get together once a week or fortnight. To be facilitated by teachers.
- If parents have questions please contact Sonia, she would be happy to receive emails and discuss, as well as via Julie.
- Presentation shared below:



Positive Community Building



Proposal

- A 'rainbow club' (name TBD) for students in years 4-6 who identify as LGBTQIA+, friends and allies.
- Held once a fortnight at lunchtime in a classroom.
- To be facilitated by teachers.



Rationale

- To provide a **welcoming space** for LGBTQIA+ students to come together and take pride in their identity.
- There are a number of students at our school, including those in years 4-6, who identify as LGBTQIA+ and/or gender diverse.
- To further enhance FLPS' **welcoming environment** and its support of all students.
- To engage in **bullying prevention** by:
 - organising school-wide events that celebrate diversity.
 - nominating and suggesting books for classrooms that encourage education about diverse families.
- Complements teaching of **PDHPE syllabus** (e.g Stage 2 Standing up for the rights of myself and others and Stage 3 Safe and unsafe relationships.)
- Aligns with the following **department policies**:
 - *Transgender students in schools*
 - *Student Welfare*





Structure and scope



Structure

To plan activities:

- Organise for Wear it Purple Day (August 25)
- Choose and suggest age-appropriate books related to LGBTQIA+ themes for each stage and write summaries/reviews
- Fundraising ideas to support charities.



Scope

The proposed club is not:

- An education forum
- A group sharing forum
- Group discussions will be facilitated with a focus on activities, broader issues and events, rather than personal experiences.
- Student welfare issues will be communicated to relevant staff.



8) Music Committee Report

Currently the Music Program has 110 students involved across 7 ensembles.

This term is brimming with performance opportunities for our young musicians:

- All ensembles participated in the Mother's Day BBQ Band Breakfast on May 12th, 2023
- Recorder Consort participated in the Festival of Instrumental Music at Sydney Opera House on Tuesday June 13 th and even made it on National Television for the Sunrise segment.
- Training and Concert Band will be involved in the Inner West Music Festival run by Burwood Girls HS this Sunday June 25.
- The Advanced String Ensemble was successful in their audition for the Iron Cove PA Festival and will perform two items in the Seymour Center in late July.
- We are still awaiting the result for the Senior Choir audition for Schools Spec 2023. It will be released in week 10 Term 2.

9) Sustainability Committee Report (Jaana)

- Committee has been running for the last three years.
- Meets regularly with student leaders to support their sustainability priorities
- Priorities for this year:
 - Trees
 - recycling and food scraps
 - Sustainability of the canteen
- Working with Jo Rawlings to plan the school environment day
 - There will be four activities for students
 - City of Sydney, "where our waste goes"

Positive Community Building

- Art activity
- Tree planting activity - planning for off site tree planting for older kids. There is not much space left within the school, so working with CoS to plan another location Ross St playground, Orphan Creek, St James Park. OR another gardening activity at school if an external site can't be approved.
- Childrens clothes swap using tokens
- Request for funding for trees, one per family to provide to each student to take home. There is some funding from Toyota and CoS, up to 150 trees so far. Request for \$500 from P&C.
- Callout to parents to parents to support on 28th July!

George mentioned that planting saplings at school is problematic, they usually don't survive little kids feet. Natives would be preferred. Jaana - yes natives are intended.

Kerri suggested a sustainability blog post for the webpage.

Garth moved a motion to provide \$500 for trees for the sustainability committee. George seconded, all in favour.

10) Fundraising Priorities at Forest Lodge

Priorities discussed with Julie Warda:

1. Music class continuation
2. OT program
3. Teacher Learning Space

Garth shared the current fundraising activities:

- **Pizza & PJs this Friday!** Run by the music committee.
 - All 140 tickets were sold and we are at full capacity.
 - This event will help us to replace some music stands and have extra funds for school hire instruments service and repair.
- Term 3 Events
 - **Pizza in July Trivia Night** - Saturday 29th of July @ Forest Lodge Hotel
 - Save the date announcement on Friday, tickets on sale early next term
 - Repeat of successful trivia night held last year
 - Silent auction to be held at the event
 - Fundraising target of \$6,000
 - ***NEW* FLODGE Comedy Night** - Saturday 16th of September @ FPLS School Hall
 - - Organised by Comedy for a Cause, 4 comedians perform
 - - Adults only event, alcohol will be served
 - - Capacity for 150 people, estimated net profit on ticket sales \$4,000 - \$5,500
 - - Potential to increase this with raffle / silent auction / art auction / bar sales

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Discussion points:

- Suggestion to use a community hall for the event, might allow for more people and reduced ticket price? Organiser suggested in the order of 150 to 200 people works best.
- Auction suggestion - “Principal for the day” “music for the day”, suggestion from Orange Grove school.
- Question on “Comedy for a Cause” - They take \$12 per ticket and we get the profits. At ~\$40 per ticket we could make \$4000 just on ticket sales. Glebe School auctioned art and made over \$15k. Trivia night / pizza in July at Forest Lodge Hotel, 29th July. - raised ~\$6000 last year. Looking for sponsorship, would like to run a silent auction → need donations of auction items!
- Dominic offered he may be able to support or suggest other ways as well, Garth and Dominic to have an offline conversation.
- Chairs in the hall can be challenging as there are rows of 6 not individual chairs? To be reviewed.

Sponsorships:

- **Cobden & Hayson**
 - George arranged introduction between Ben Southwell & Julie Warda
 - Included a fabulous photo opportunity with the big cheque!
 - This partnership raised \$18,000 for the school last year, let’s continue to support.
 - Ben has been invited to present at our next P&C meeting



- ***NEW* Flare**
 - A new partnership including an initial sponsorship of P&C events up to \$3,500
 - Initial details of proposed referral program in following slides
 - Flare HR have been invited to present at next P&C meeting

Info from Flare:

Positive Community Building

Flare HR is a free service that employers use to easily provide a number of benefits to their employees to increase their take home pay. This includes purchasing new / used cars at a significantly reduced cost, saving up to 50% on mobile phone plans and offering cash backs on purchases with major retailers. The whole process is easy to implement and use owing to Flare's leading class technology which is used by 160,000 employers and over 1.5 million employees in Australia.

Flare HR is offering to work with the school to provide sponsorship of P&C events and an ongoing revenue stream for the P&C and in turn the school. The ongoing revenue would be via a referral program i.e., members of the school community recommending Flare for consideration by their corporate employer or using Flare for their own small business.

Many Australians don't know about some of the substantial pre-tax benefits (also called salary sacrificing) that are available to them

Novated Leasing

A novated lease in Australia is a three-way agreement between an employee, employer, and a finance company, usually for vehicle leasing. The employee chooses a vehicle, and the employer leases it from the finance company. Then, through a "novation agreement", the lease obligations are transferred to the employee. Payments are typically deducted from the employee's pre-tax salary (salary sacrificing), potentially reducing their taxable income. These payments often cover running costs like maintenance, insurance, and registration.

For the employer, a novated lease is a low-risk, minimal-administration way to enhance employee benefits, as the lease allows for potential tax advantages and simplified vehicle management for employees without placing significant burdens on the employer.

FBT-Exempt Work Items

Fringe Benefits Tax (FBT) is a tax employers pay on certain benefits they provide to their employees.


As these costs are taken out of the employee's pre-tax salary, the savings can be close to 50% off the retail price. Work related benefits are exempt from this tax like:

- Mobile phones & subscriptions
- Laptops
- Protective clothing
- Briefcase or laptop bag

Forest Lodge P&C can activate new annual revenue streams

	Conversion Funnel
Students	300
Employed Parents/guardians/support per student	1.4
Total Unique Employers from students' parents/guardians (students x employed parents)	420
Est rate of employers agreeing to Flare benefits	10%
Number of employers with Flare benefits (employer rate x unique employers)	42
Average number of employees per employer	50
Total employees (employers with Flare benefits x avg # of employees)	2100
Est Novated leasing take up per annum	2%
Novated leases (novated leasing take up x total employees)	42
P&C referral fee per novated lease	\$1,000
P&C Earnings per annum	\$42,000

This is the typical calculated funnel that we see with our partners



Positive Community Building

11) The Indigenous Voice to Parliament

- Yarrma (Welcome)
- Election BBQ = Funding = Opportunity for P&C funding closing the gap between Indigenous and non indigenous students.

What is the information night?

- Firstly the information night is:
 - * Nonpartisan, non-political not a place to tell anyone how to vote
 - * Event put on by FLPS working group just like last year learning support movie and panel night.

The event has two element for parents and P&Cs:

Part one:

- History about referendum, 1967
- History of Aboriginal affairs
- What reconciliation is doing in schools

Part two:

- What is Forest Lodge P&C doing? E.g., using BBQ money to support in school programs (subject to motion support)
- Sharing of information on what other p&cs are doing to support reconciliation.
- Q&A for parents to ask questions.

We are aiming for a simple statement that we support reconciliation and will do this by hosting an information session about the upcoming referendum

1. The Forest Lodge P&C supports reconciliation, and will host a non-partisan information session about the upcoming referendum. The information session will share on the history of referendums and the Australian Constitution, and the Uluru Statement and proposed Voice.

SECOND ACTION

2. Forest Lodge P&C will use profits from fundraising by the school on the day of the 2023 referendum day to support reconciliation education and closing the gap in our school community.

The P&C will receive proposals on how the funds should be allocated, and the P&C exec will work with the FLPS indigenous education committee to decide how to allocate the funds and bring a motion to a meeting of the P&C.

Positive Community Building

Discussion:

- When will it be? Info night will be hosted online, targeting August pending schedule confirmation with speakers.
- Question to Julie - what audience would be ok to include? Julie recognises the work put into the session and making it non-partisan, agrees that inviting neighboring P&Cs. P&C can also contact neighboring P&Cs to share with their school community to join the session as well.
- Dominic - pleased to see the evolution of this discussion and the focus on education in a non-partisan way, at this important moment in history. Supportive of the positive approach to forming actions that can be taken at the school.
- George moved that the proposed motion is accepted, seconded by Dominic. All in favour.

12) Other Business

- Garth - equipment to continue to run hybrid meetings - requesting funds to purchase better equipment for the P&C. Estimated \$250 to fund a webcam, room microphone. Garth moved motion to use this money, Rob seconded, all in favour.

Meeting closed at 8:30pm.