

AGENDA AND MINUTES – P&C Meeting (Term 2), 1st August 2023

Agenda for P&C Meeting on Tuesday the 1st August

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 Updates (5min)
- 11) Future events to discuss (20 min)
- 12) Update on the Voice Info Session (5 min)
- 13) General Business (5 min)

Attendance

Attendees:

Garth Stone (President), George Grose (Vice President), andy Hough (Treasurer), Kerri Dawson (Secretary), Melanie Cordwell (Comms Officer), Julie Warda (Principal), Zelva Dammerel, Desleigh L, Janna Quaintance-James, Michael Gotsbacher, Joanna DeGroot, Sean Nichols.

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)

- Music fundraiser night pizza and movie night held 23rd June - bananas but fantastic fun!
- Pizza and Trivia night held 29th July - slightly lower attendance this year but still a lot of fun.
- Met with Glebe PS P&C President, very insightful to share experiences.
- School environment day 28th July a great success, supported by the P&C Sustainability Committee, congratulations to the team.

Positive Community Building

- Sponsors callout! Thank you to the community members who are supporting us through their local businesses.
- George suggested we could include sponsors in the school newsletter to thank them "Friends of the P&C". Garth commented that we also want to update on the website.



6) Treasurer's Report (Andy Hough)

- Full financial year report provided: \$103706.95 raised over the 12 months including fundraising, grants, sponsorship.
- Expenses shared including event costs. Profit: ~\$77k and \$46k contributed to the school in the 12 months to end June.
- Just under \$13k in the bank currently (excluding \$40k that is the grant only for shade cloth).

Financial report:

Positive Community Building

FOREST LODGE P&C TREASURERS REPORT: to June 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 '22 pub quiz	\$5,432.45
Halloween disco & raffle	\$21,095.76
Commissions from Cobden and Hayson	\$19,500.00
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	\$314.32
Grant funding - building works	\$40,000.00
Grant funding - DSS	\$2,000.00
Pizza in July '23 pub quiz	\$78.30
Commissions on Flodge merchandise sales	\$887.90
Other	\$18.00
Total Income	\$103,706.95

Expenses

Thank you BBQ term 3	\$589.88
Pizza in July pub quiz	\$196.00
Halloween disco & raffle	\$20,768.65
State Election BBQ - March 2023	\$3,670.54
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	\$1,470.53
Total Expenses	\$31,037.92

Positive Community Building

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	\$103,706.95
Less: Total Expenses & Contributions	(\$77,264.30)
Closing Balance	\$52,944.76
Bank Balance 30 June 2023	\$52,944.76
Profits from events held between 1 July 22 - 30 June 23	
Pizza in July	\$5,236.45
Halloween disco & raffle	\$327.11
Thank you BBQ	\$1,901.92
State Election BBQ	\$7,135.09
Total	\$14,600.57

7) Principals report

- Very happy to see how well the environment went last week! Keen to continue the theme with more that parents and community can take part in.
- Trivia night was a lot of fun! Including a parent who hadn't met Julie asked what her job was 😊
- Communication, aware this has been a very busy start of term with a lot of comms and events happening! This is a work in progress to improve communication channels and make it as clear as possible.
- Education week this week
 - There will be an "IT support" desk available so parents can drop in to get help if they have difficulties with Sentral or other school apps & tools.
 - Thank you to P&C for setting up a morning tea/info desk.
- Looking at extracurricular activities - discussed languages and planning to send out an EOI to parents on interest to learn Spanish, and also asking what sort of activities parents would be interested in as extracurricular activities.
- Garth asked how long the morning tea should go for - Julie said estimate around 8:45 to around 10:15.
- George asked when the video for aboriginal recognition can be shared in the school newsletter, it was supposed to be included for NAIDOC week. Julie will follow up again.

8) Music Committee Report

- Fathers Day BBQ on September 1st

Positive Community Building

- Stringtime Players performed at Iron Cove Performing Arts Festival at Seymour Centre last Thursday 27/07
- Both Training and Concert Bands played at Inner West Schools Music Festival in late June
- Training Band won a \$75.00 voucher from Optimum Percussions
- The Senior Choir was successful in their audition to Schools Spectacular
- Pizza and PJs Night was a great success and we raised around \$2500
- Next Music Committee meeting is on Monday 13/08/23 at 7:30 pm

9) Sustainability Committee Report (Jaana)

- 28th July saw the school environment day supported by the Sust. committee, and Jo Rawlings who organised in the school.
- Bike recycling collection, clothing swap, tree planting, City of Sydney recycling talk.
- The day generated a great buzz of excitement around the various activities!
- The day demonstrated there is a great opportunity to engage the children in recycling and environmental initiatives.
- Clothes swap was very speedy but successful, with items remaining being donated.
- General feeling that the day can be an annual event.
- Garth congratulated the sust. committee on their efforts and drive to organise the event, this is a great example of the way a sub-committee can take an event and run with it!
- Julie commented that the day was great, very happy to support this at the school! Communication is something we can look at to improve the timing of messaging, and targeting when it is K-2 vs 3-6.
- George and Zelda commented it was a great day and hope to see more of it again. Clothing swap was really well done.



10) Fundraising Updates

Positive Community Building

Pizza & PJs

- Well attended, lots of excitement, not to mention loads of popcorn & pizza
- Great feedback from the students (not sure how many actually watched the film!)
- Thanks to all volunteers and \$2,500 raised for the Music Committee

Pizza & PJs Trivia Night

- Close to 40 parents and carers attended, really well run quiz, great food and super fun !
- Silent auction went really well and we received a generous \$500 donation from the Forest Lodge Hotel
- Thank you to all sponsors of the silent auction
- Big shout out to Andy for organising, we raised \$4,500 for the P&C

11) Future Events to Discuss

Comedy Night

- Decided to road-test the idea with comedy for a cause. Potential to run it in-house in future years to increase our margin. To be run in the school hall, adults only event!
- Decision to move from Term 3 to Term 4
- New date is Saturday 11th of November
- Adults only event, alcohol will be served
- 150 tickets to be sold, once line-up announced we will start promoting !!!

School Book Fair

- We have been invited to run a food stall at the University of Sydney Book Fair
- Date is Saturday 9th of September
- Suggestion is that we run a cake stall
- We know that our Forest Lodge Public School community can bake !

Garth proposed a motion to support the cake sale, Zelda seconded, all in favour! Garth will share more details.

George suggested that we could target Y5 & 6 students to help run the stall, with a portion of the funds raised available to support their end of year disco.

Colour Fun Run

- Looking for members of the school community to organise this in Term 4
- Option is to use a company to organise but we may have missed the boat for this
- We need a small group of volunteers to organise the colour fun run this year - contact George or Kerri to get involved.
- Last year we raised \$11K from this event

Garth - we have heard from Glebe they were able to raise \$30k using the 3rd party company that incentivized kids via prizes to raise more money. Glebe reported 10% of funds goes on materials, and up to 30% for prizes.

George shared that we did use the 3rd party company a few years ago the first time we did the colour fun run, the experience was that the company takes approx. half the fundraising to cover their expenses and the prizes. Last year permission was granted by the council to use Federal Park.

Agreed to pursue the colour fun run in Term 4. Kerri, George, Joanna to discuss to document the information from last year.

Halloween Disco

- If this is to go ahead this year then we also need a group of volunteers to run the event
- We could also look at alternatives e.g., an alternate disco, no food just drinks, etc
- Agreed to send out the request for parents who would like to run the event, otherwise likely will be removed from the calendar.

From the perspective of fundraising whilst still providing an event for the student the colour fun run is the priority.

The disco idea could be run at any time of year, a learning from Glebe PS - they run a start of year disco in Term 1, and use it as a P&C info channel with QR codes for whatsapp groups, P&C role explanations etc. A really good way to get the information to parents at the start of the year when people are looking to get involved!

Zelva commented the kids would just love a disco, the food and halloween theme is probably not so much of a necessity!

12) Update on the Voice to Parliament Information Night

George shared that our proposal to hold an information night with other inner west schools has been picked up and some have chosen to do similar and ensure that funds raised from a voting BBQ can be used for indigenous initiatives. Currently waiting for feedback from the speaker to lock in a date for the information night.

13) General Business

Joanna asked about the “Be You” program and Grow Your Mind. Julie advised that the Be You survey was done again this year, the exec met at the beginning of this term to start to review the results. Grow Your Mind is definitely ongoing and in full swing at the school.

Discussion on format for future meetings and how to get more parents involved. Suggestions included have some nibbles available, specific topics that would be of interest to parents. Suggested that next session could include Ben Southwell to highlight his sponsorship (has been key funding for the music program this year) and Ms Kate Tuite to talk about the music program that has started this year. Another future topic could be on learning support areas such as school processes and supports, community supports etc.

Meeting closed at 8:30pm.