

AGENDA AND MINUTES

P&C Meeting (Term 4), 28th November 2023 and AGM

Agenda for P&C Meeting on Tuesday the 28th November

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) Principal's report (10 min)
- 6) President's report (10 min)
- 7) Treasurer's report (5 min)
- 8) Music Committee Report (5 min)
- 9) Any other sub-committee reports (5min)

Workshop

- 10) Retro on 2023 / Planning for 2024 40 min
 - > Successes, Challenges & Learning for 2023
 - > Planning for 2024:
 - * Fundraising priorities - what for and how much?
 - * Events - how many and when?
 - * Communications - what's the approach?
 - * Structure of the P&C - what works for FLODGE?
 - * [what else] ????

11) Other Business

- > Motion for funds for Year 6 Farewell
- > Motion to move next AGM to early Term 3
- > AGM - Election of Office Bearers
- > Other Business

Attendance

Attendees:

Garth Stone (President), George Grose (Vice President), Andy Hough (Treasurer), Melanie Cordwell (Comms Officer), Julie Warda (Principal), Jaana, Nathan, Maria, Nic, Danica, Emma, Andrew, Joanne, Sharon, Mel

Meeting opened at 19:11

Welcome and Introduction

1. Welcome and formal opening of meeting
Acknowledgement of country given by [George Gross](#).
2. Apologies
Secretary Kerri Dawson unable to attend tonight, minutes taken by Mel Cordwell.
3. Minutes from previous meeting & business arising from the previous meeting
Acceptance of previous minutes, acceptance moved by [Garth](#), seconded by [Andy](#).
4. Correspondence
Nothing to report.

5) Principal's report (10 min)

Reflecting on past 3 terms in the school

Term 2 was data collection from staff admin and teaching

Term 3 focus on improving communication with school community

Working on streamlining events and communication

Term 4 working with the executive team – phasing out text books to ensure more inclusivity

Highlight 1: The students are amazing and curious. Make her proud

Highlight 2: Professional development space

Highlight 3: Clearing the decks – sharp focus on literacy

Open door policy is striking a chord with students

Changes in 2024

Student voice is a focus – empower students to have their unique voice

2 new teachers – Ms Walker and Ms Rees are taking new roles

Penny Rees: RFF program: release from face to face

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Creative and critical thinking (STEM)

In class support for K-2

Sentral offline by end of 2024, replaced by School bytes

Seesaw for the learning platform

Feedback on how to access School Bytes

6) President's report (10 min)

- Rocky start to 2023, started from behind
- Interim principal also lead to challenges in planning for the year
- But appreciate handbooks and corporate knowledge from past P&C members
- Not all about fundraising – successful considering slow start
- Thanks to parent groups for stepping up to organise fundraising and events
- Comms team very supportive but more to be learnt
- Overachieving on fundraising

Thanks to all the support from the community, highlights included –

- Working with and getting to know Kerri, Andy, Mar & Mel
- Getting to know and working with Julie Warda
- The work the P&C did around the Voice
- Working with the many volunteers at events
- Seeing the Halloween Disco team make magic happen
- Getting to know Ben Southwell
- The Trivia & Comedy Nights
- Overachieving on fundraising despite the challenges

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The President's thank you slides -

Thank you !



- **Kerri Dawson**, for general support throughout the year in Secretary role, including the Colour Fun Run
- **Andy Hough**, for all his magic numbers and for organising the Trivia Night
- **Maria del Mar & Melanie Cordwell**, for all of their work not just on comms, but on building a sense of community on comms channels, managing WhatsApp groups, the website & the newsletters and for all of their support this year
- **Bec Sheppers**, for quietly working in the background with Julie and I on grants applications
- **Jaana Quaintance James**, for ongoing support and for organising the Halloween Disco & World Environment Day
- **George Gross**, for organising the Colour Fun Run (CFR) and the legacy of CobdynHayson partnership and the CFR
- **Shane Herron Little**, for working with Andy on the financial audit
- **Kate Buric**, for helping to organise the Sydney Uni cake stall and the Y6 Farewell Party
- **The Music Committee**, for the Mother's & Father's Day BBQ's and Pizza in July
- **The Sustainability Committee**, for quietly achieving in the background

Thank you to all the volunteers!



To all the volunteers who supported 11 events this year !!!!

- State Election BBQ & cake sale
- Welcome BBQ for Julie Warda
- Pizza in July pub quiz
- Mother's Day BBQ
- Father's Day BBQ
- Pizza & PJ's
- Uni open day bake sale
- Voice Referendum BBQ
- Halloween disco
- Comedy Night
- Colour Fun Run



Thank you to our Sponsors !!!



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Key Learnings –

- There needs to be a strong, functioning working relationship between the President & the VP/s
- More participation at P&C meetings is needed
- Communications, need to figure this out
- You can't do everything, reach out to the community (and not just via WhatsApp)
- We need to find a better way to ask for and engage volunteers (the same people volunteer)
- The importance of a plan up front!!!

In 2024:

- Looking for more participation from parents
- Planning for the year ahead

7) Treasurer's report (5 min)

- Audit report received today
- 7 events were held – most in the 2nd half of the year
- Revenue raised \$50015, costs \$13925 and profit \$36590
- Costs for Halloween were reduced by having food trucks rather than catering

P&C fundraising in 2023

The Flodge community has raised just over \$36,500 in 2023 to support learning at FLPS

Event	Month	Revenue	Costs	Profit
State Election BBQ & cake sale	Mar	\$10,805	\$3,670	\$7,135
Pizza in July pub quiz	Jul	\$4,250	\$290	\$3,960
Uni open day bake sale	Sep	\$1,720	\$375	\$1,345
Voice Referendum BBQ & cake sale	Oct	\$6,475	\$1,915	\$4,560
Halloween disco	Oct	\$12,115	\$5,110	\$7,005
Comedy night	Nov	\$3,100	\$240	\$2,860
Colour fun run	Nov	\$12,050	\$2,325	\$9,725
TOTAL		\$50,015	\$13,925	\$36,590

8) Music Committee Report (5 min)

- Eugenia is moving on from director and chair
- Garth is moving to chair role for Music committee
- Challenges with engagement
- Setting up strong for 2024

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9) Any other sub-committee reports (5min)

- Sustainability - No report.
- Learning Support & Inclusion - group has continued to meet, new members welcome!
Email to flpslearninguniquely@gmail.com to get in touch with Kerri and the group.
- Indigenous Committee - No report.

10) Retro on 2023 / Planning for 2024 40 min

- **What went well?**



Key takeaways....

- Despite challenges and lack of initial plan, fundraising was successful
- Events were fun, great sense of community built this year
- Halloween Disco a great success
- Positive feedback on P&C meetings and leadership

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2023 What could have been improved?



Key takeaways....

- Engagement a challenge
- Communications overwhelming and could be improved despite great work on whatsapp groups
- Work needed on better explaining fundraising goals
- Many of the volunteers are the same people over and over again
- Low attendance at P&C meetings

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2024 Fundraising Priorities:



Key takeaways....

- Music program seen as a success this year
- Discussion about sports funding and continuing to ensure sport is a priority
- Programs / initiatives that support stem
- Languages also seen as an area people want to see supported

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2024 Communications



Key takeaways....

- More is less
- Too much comms coming through
- Look at reducing WhatsApp duplication
- Clearly communicate plan for the year, this should reduce need for comms overall
- Agree on mix of comms and how to use them

11) General Business

- Motion to support funding the year 6 Farewell, as has been done in previous years. Spend up to \$1800 to support Yr 6 Raised by Garth and seconded by George. Passed by all
- Motion to hold the 2024 AGM in early Term 3. The desire is to promote a longer and smooth handover for the incoming committee. Experience has shown that a new committee starting up in Feb is very challenging, after the long summer break. The decision to change the AGM schedule must be voted for at an AGM. Raised by Garth, seconded by X – Passed by all
- Motion to release profits raised during the referendum BBQ for closing the gap initiatives - Specific motion not passed because the specific activities these funds will support were not able to be identified. However, it was agreed that it should be noted in the minutes

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that the \$4,560 profit from the referendum BBQ will set aside specifically for activities to support reconciliation and closing the gap in the school.

- Motion to release profits raised during colour fun run to support the music teacher
This motion was passed.
- Annual Election of Office Bearers - call for nominations

Election of the Office Bearer Positions:

- President – Jaana and Nathan nominated, if there is two VPs to support
- The Vice-President #1 -
- Vice-President #2 -
- The Treasurer – Andy Hough
- Secretary – Kerri will continue until someone found to step in and support
- Communication Officer – Sharon and Joanne

Post meeting update – two volunteers have come forward for Vice President Role, to be formally nominated/approved at the next meeting. Extraordinary AGM will be called for the executions to take place.

Sub-committee positions (election not needed at AGM):

- Playground and Gardening Representative – [Rob Hynson existing](#)
- Learning Support Representative - [Kerri Dawson existing](#)
- Joint Sustainability Representative –
- Events and Fundraising Representative -
- Grants Coordinator – [Bec Schepers existing](#)
- Language Coordinator - [Michael Gotsbacher existing](#)
- Infrastructure advisor – [Dave Sawkins existing](#)
- Social Media / Parent Liaison Coordinator –
- Indigenous Representative –
- Raffle Coordinator -

Meeting closed 20:48

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