



## **MINUTES – P&C Meeting 3, 20 July 2020**

### **Attendance & apologies**

#### Attendees:

Stephen Reed (Principal), Anna Lloyd (President), Amanda Tattersall (Vice President), David Sawkins (Vice President), Ursula Heinrich (Treasurer), Rachel Fergus (Secretary), George Grose (Indigenous Representative), Jill Jeremy, Miro Cujic, Jennifer Li, Anthony Jucha, Ian Poulton, Kerri Dawson (Learning Support), Lowenna Holt, Garth Stone (Sustainability Representative), Kathryn Michie (Sustainability Representative)

#### Apologies:

Flavia Morello (Communications Officer)

### **Meeting opened**

Meeting opened at 7.02pm.

### **Acknowledgement of Country**

George gave the Acknowledgement of Country.

### **Approval of previous minutes**

Motion to approve the minutes of Meeting 2 dated 15 June 2020 was proposed by Anna, seconded by Amanda, all in favour, approved. (Minutes prepared by Secretary Rachel Fergus.)

### **Update from Principal**

Principal Stephen Reed provided an update from the school on a number of topics.

### Term 3 Guidelines released by DoE Friday 17 July

Main points taken from document:

- Schools continue to be safe and operations are in line with Australian Health Protection Principal Committee (AHPPC) and NSW Health guidelines
- All students should be learning on-campus unless they are unwell or have a medical certificate to support their absence
- Non-essential adults are still not permitted on school grounds or at school events; this includes parents and carers except for face-to-face parent/teacher meetings that are essential (e.g. to discuss disciplinary or other welfare matters)
- Schools should ensure school pick up and drop off arrangements enable parents to physically distance from one another and from staff and to have strategies to avoid large congregations during school pick up and drop offs.

### Activities on hold until further notice

A small number of activities remain on hold and will be reconsidered during Term 3:

- Kindergarten orientation
- School camps
- Excursions - other than field trips
- Gathering of large groups of staff (from either one school or from multiple schools) for face-to-face conferences, all day professional learning activities, meetings or planning sessions. Refer to the [Physical distancing guidelines](#).



- Parent and carer attendance at assemblies and other school events (schools may consider planning Year 12 graduation ceremonies adopting current restrictions and considering best and worst-case scenarios or delaying until later in the year; further advice will be issued if restrictions are relaxed later in the term)
- Parent and carer volunteers – e.g. parent reading helpers
- School-based activities that involve large gathering of adults; these include parent/community gatherings such as parent functions, working bees, fundraisers, school BBQs, large parent information evenings, and large on-site cultural events
- Certain large arts and sports events are cancelled or delayed.

#### NSW Education & Transport joint study:

Based on above advice, the school will be continuing with staggered drop offs / pick ups. We have been selected to participate in a study to determine whether:

- Student safety has increased due to reduced traffic
- There is calmer traffic flow during parent drop off and pick up times
- There is a decrease in inappropriate behaviours
- There is a decrease in congestion and accidents, especially where the school is located on a main street.

#### School infrastructure:

- K-1 playground improvements are 50% completed; there was a slight hold up from assets and the weather
- These improvements will create many more opportunities for play and activities for students.

#### Activities re-commencing:

- Majority of all extracurricular activities
- Wil's canteen will be up and running from the start of Term 3.

Overall we will again be monitoring the COVID-19 situation and will evolve with the situation as we did in term 1 & 2.

#### **Fundraising goals and activities**

P&C Vice President and Infrastructure Advisor David Sawkins outlined the next stage of playground improvements to be undertaken in 2021, that will be the focus of our fundraising efforts this year. He explained:

- Current playground improvements will be completed and handed over to the school on Friday 31 July (photos of works in progress attached at end)
- Stage 2 plans are likely to be undertaken June/July 2021, and can be viewed here: <https://drive.google.com/file/d/1S1Bd8Bzdsy43ftHXgRQAxkXkE-IrunuU/view?usp=sharing>
- These are concept plans that can be used for our fundraising push to show people how their contribution will be used.

P&C President Anna Lloyd then confirmed a P&C fundraising target of \$40,000 for 2020.

She noted the executive propose that this be achieved through a combination of:

- A direct online donation campaign (using a platform such as GoFundMe or Give Now)
- The fun run
- Grants



- Potential contribution from FLASCA (David noted this has been tabled for consideration at a FLASCA meeting)

She confirmed the Halloween Disco is currently uncertain, due to distancing requirements.

She outlined the benefits of and broad plan for an online campaign for direct donations:

- It could raise a significant proportion of funds that the P&C would ideally contribute to next year's playground improvements
- It wouldn't require enormous investment from anyone - ideal given COVID restrictions and a lack of volunteers for the event coordinator role
- Timing could coincide with the completion of the current playground - ie up and running by 17 August and promote it for 6 weeks until 28 September
- The campaign would require sensitive communication, so those who can contribute and would find it enjoyable to do so can, and those who aren't in a position to don't feel pressured or obliged.

### Discussion

Jill agreed with the plan, agreeing it wouldn't require too much work from anyone - and also opens up the possibility for donations from family overseas.

Kathryn asked if there was a way to provide donations directly to the school to avoid associated fees when using an established platform like GoFundMe. Ursula advised using a platform would be logistically easier - and also allow for different forms of payment. David suggested looking into [Give Now](#) which may be cheaper than GoFundMe. Amanda pointed to the GoFundMe terms that indicate it has no platform fee: <https://www.gofundme.com/c/how-it-works>.

Kerri noted the importance of a clear target and where the funds would be spent, using photos of improvements done to date.

David suggested the P&C could work with Stephen and the school to create videos and photos with students using the new equipment to promote the campaign, and there was general agreement this was a good idea if parents provided consent. George suggested the photos of the playground improvements had received good feedback on the P&C's Facebook platforms, and these platforms should be used to promote the campaign along with the school's channels. Amanda confirmed a coordinated communications plan was intended.

George requested the video and photography should reflect the diversity of the school community, which received general approval.

Jill suggested there may also be other grants available, and offered to research available opportunities. Rachel will put Jill in touch with our grants coordinator Bec Schepers to discuss. Garth confirmed the sustainability committee is also looking into potential grants to apply for, and will consider if there are opportunities that could also support the playground improvements.

George thanked Stephen and David for all their efforts pushing through the playground works. This was supported by Anna.

Anna raised a motion to approve the general plan (including a 6 week online donation campaign, followed by a 4 week break without any requests to our community, before fun run promotion begins), George seconded, all in favour, approved.



## **Fun run**

P&C Indigenous coordinator George Grose provided an update on planning for the fun run. He noted:

- The organisers have taken on board feedback about communications, and confirmed parents will receive 5 emails per campaign (eg launch email, reminders) - along with confirmation emails when participants receive a donation
- The event is confirmed for 11 December
- Planning for 5 weeks promotion leading up to the run
- The event will meet the Level 3 restrictions school is under
- Online profiles for fundraising can be set to protect children's identity - eg using the family name rather than a student's full name.

Anna proposed a motion to approve a fun run in December organised by the Indigenous Group, George seconded, all in favour, approved.

## **Funding, Spending & Approvals**

### Materials to implement the planned waste audit - Sustainability Committee request for funding

A trial waste audit was conducted with a small group of students at the end of Term 2. To scale this to the entire school, the committee needs to purchase six sets of hanging scales to weigh the bags of waste. At \$23.50 each, that is a total of \$141 for six (discount may be available).

Anna proposed a motion to approve, George seconded, all in favour, approved.

### Treasurer's reports

The P&C Treasurer's Report and Music Committee Treasurer's Report to 30 June 2020 will be audited and approval sought at the AGM.

### Welcome BBQ

The executive will seek post approval on Welcome BBQ spend that exceeded the budget at the next meeting.

## **Reports**

### Principal (Stephen Reed)

*See update above.*

### Music Committee (Emily Mcknight)

*No report provided.*

### Grants (Bec Schepers)

*No report provided.*

### Infrastructure (David Sawkins)

*See update above.*

### Playground and Garden (Mic Everett, Rob Hynson)

*No report provided.*

### Indigenous (George Grose)

*Verbal report on fun run - see discussion above.*



Learning Support (Kerri Dawson)

*No report provided.*

Sustainability (Kathryn Michie and Garth Stone)

*Verbal report provided in request for funding (see above).*

Languages (Jill Hung)

*No report provided.*

Sponsorship (Justine Ball)

*No report provided.*

**Other business**

Assemblies

On request, Stephen advised that last term the school trialled assemblies using Zoom, and that it was currently unclear if parents could be invited to join in assemblies held this way. He will discuss with the executive, and advise in due course.

School drop offs and pick ups

On request, Stephen confirmed the school will manage the school gates as happened last term, with more teachers on gates to support students entering the school. External gates will be locked around 9.20am, and pool gates will be closed when teachers leave the area.

George and Lowenna asked about school gates being left or propped open without teacher supervision; Stephen confirmed the gates should remain closed when teachers aren't in place, with additional hand sanitiser available.

Kathryn noted that given COVID transmission risks, it is good to have the gates open for arrival and departure - with supervision.

Lowenna asked about staggered pick up time at the end of the day, noting the departure of some stage 3 students leaving at an earlier time could be disruptive to the class. Stephen advised if a stage 3 student is an only child at the school, they are expected to stay until 3pm.

George noted police had attended Charles Street due to cars being banked up at drop off time, and requested communication with the school community about appropriate parking/drop off areas. Stephen agreed to address this in future communication. Jill advised the school's official drop off point is Ross Street Gate, while acknowledging people do still drop off on Charles Street. Stephen will take the matter on notice and provide clarity.

Playground equipment

Miro asked about making available equipment that is set lower for younger children; Stephen advised that would be coming in due course.

Lowenna asked about platforms around the monkey bars. David confirmed the platforms have been removed, but the monkey bars have been lowered to the same height as previously.

Australian Charities Not-for-profit Commission Annual Information Statement



Submitted 14 June 2020.

Insurance

Renewed 17 July 2020.

**Close**

Meeting closed at 8.04pm.

The next meeting is on 17 August 2020.



**Attachment - 4 photos showing playground improvements currently underway**





