



MINUTES – P&C Meeting 4, 21 September 2020

Attendance & apologies

Attendees:

Anna Lloyd (President), Rachel Fergus (Secretary), Ursula Heinrich (Treasurer), George Grose (Indigenous Representative), Jill Jeremy, Miro Cujic, Jennifer Li, Ian Poulton, Lowenna Holt, Garth Stone (Sustainability Representative), Andy Hough, Sarah McIlveen

Apologies:

Stephen Reed (Principal), Amanda Tattersall (Vice President), David Sawkins (Vice President), Kathryn Michie (Sustainability Representative), Kerri Dawson (Learning Support), Alastair Jeremy

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 3 dated 20 July 2020 was proposed by Anna, seconded by George, all in favour, approved. (Minutes prepared by Secretary Rachel Fergus.)

Update from Principal

Principal Stephen Reed (on annual leave at the time of the meeting) provided a written update from the school on the school's external validation process, drop offs and pick-ups, the reading research project and road safety around the school:

https://drive.google.com/file/d/1ctIPQnJCZ_4jMZu0jRMecCmNwUtF1thV/view?usp=sharing

Anna acknowledged how well the school has done in the external validation process, and congratulated Stephen and staff on their achievement regarding the very strong external validation outcomes.

Fundraising update

Anna provided an update on fundraising this year:

- VP and Infrastructure Advisor David Sawkins has been speaking to MP Jamie Parker about a City of Sydney grant, and we should find out in a month or so whether we are successful.
- Sponsorship Coordinator Justine Ball has approached Cobden Hayson, and we're waiting to hear about possible further support.
- The video of students and the playground, originally intended to support promotion of an online fundraiser, has been filmed and is being edited on a volunteer basis by a company also employed to do work for David's business. Given competing work priorities, it was not able to be finished in time to launch the campaign when we hoped (17 Aug - 28 Sept). As previously agreed, we also thought it was important to give a good amount of time between fundraising efforts this year.
- Given this, the executive is proposing making the Fun Run the major fundraiser this year, with proceeds going direct to the school (for contractual reasons) to spend on the next stage of the playground.



- The video can also be used to bolster the fun run promotion, or alternatively it can be saved to support promotion for a campaign next year. No strong opinions were voiced; the executive will therefore make a decision once the video is complete.

Anna also acknowledged the phenomenal amount of work David has put into the P&C this year, and in previous years, in bringing the playground works to fruition; seconded by George.

Fun run update

George provided an update on the colour fun run, which is being organised as a joint project between the P&C's Indigenous collective and the school, as it was last year - through Everydayhero:

- Stephen has confirmed prizes can be offered this year, which will be handed out on the day of the fun run.
- Wil from the canteen has also kindly offered to donate canteen money, that can be used as an incentive for the class with the most registrations.
- Everydayhero has advised prize allocations need to be finalised by 13 November and fundraising finalised by 30 November.
- Term 4 starts 12 October, and George and Stephen will meet then.
- Planning a 4 week promotion/campaign, from first week back at school - both online and book fundraising.
- A hard copy letter will be distributed to students with all the details.
- To address concerns about online privacy, Everydayhero has advised tht parents can create an online family profile using the family name, rather than an individual students' name. That way it can be more safely shared on social media - eg to encourage donations from outside our own community, including overseas family.

Treasurer vacancy / seeking expressions of interest in 2021 executive roles

Anna announced that Treasurer Ursula Heinrich has now left Sydney, as she has moved with her family to the south coast. Anna thanked her for all her hard work for the P&C this year and wished her all the best for her sea change.

Ursula has kindly offered to help with any outstanding matters this year, before this executive hands over at the end of the year.

She has also arranged for our finances to be audited ahead of the November AGM and prepared a draft budget for 2021 (see below).

Anna explained the executive would now need to look for a new Treasurer, and Andy Hough volunteered to step into the role. A Fellow of the Institute of Chartered Accounts in England and Wales (ICAEW), Andy has spent his whole professional career in Mergers and Acquisitions and since moving to Australia in 2007 has worked for Deloitte. His daughter Lexi started at FLPS in Kindy this year.

George proposed a motion to approve Andy to fill the Treasury position on a casual basis, ahead of the election at the AGM, Rachel seconded, all in favour.

Anna thanked Andy for his offer.

It was agreed Ursula will provide a written resignation notice, in line with the P&C Federation prescribed constitution.



Anna then addressed the need to consider broader succession planning, as the current executive will leave their roles following the AGM on 16 November:

- She will call for expressions of interest to the community, and also ask Stephen if he can suggest any parents that might be interested in the roles.
- She also noted the current executive believes it would be ideal to have new parents that haven't had an executive role before to bring new ideas and enthusiasm to the P&C, but that it could also be beneficial for one of the current executive team to stay on in the role next year.

Funding, Spending & Approvals

[August 2020 accounts](#)

Approve the appointment of an auditor for the 2019-20 audit

Ursula has identified a parent at the school, Colm Phelan, as suitable to audit the 2019-2020 accounts.

Colm is the father of Sadie (Year 2) and Dorrit (going to pre-school in January). He's a qualified accountant (ACCA which is a UK based body) and from Ireland originally, but has lived in Australia for the past 17 years. He's worked in advertising, hospitality and is currently CFO of an independent supermarket retail group.

Anna proposed a motion to approve Colm's appointment as auditor of the P&C accounts for the 2019-2020 financial year, ahead of the AGM in November; Ursula seconded, all in favour.

Anna thanked Colm in advance for his work.

Approve budget for 2020/21 financial year

The draft budget is here:

https://drive.google.com/file/d/14nfR_0wO8XOff2z8Fgpwtl69DagvBmOy/view?usp=sharing

Anna reiterated that the P&C's opportunities to raise funds this year have been severely impacted, and there are still some unknowns about possible income for this current financial year. However to avoid holding up any activity she proposed seeking approval on this budget - acknowledging its gaps and unknowns.

She also noted the school had requested some financial support for stage 3 end-of-year activities in lieu of the camp (cancelled due to COVID) - eg disco, dinner, painted river mural, yearbook - with teachers confirming they'd most like us to cover the farewell disco and a BBQ. The draft budget includes \$2k for this.

Ursula confirmed the P&C currently held approximately \$36k in its bank account.

In the discussion that followed:

- George proposed giving \$5k instead of \$2k to the school - splitting funds between student activities and to show appreciation for the teachers.
- Lowenna suggested normally parents would pay for camp, and asked if they should also cover the replacement activities. Anna explained her understanding the school was keen to avoid putting parents under financial pressure at this time.
- George proposed holding off making a decision, as it's possible COVID restrictions will be altered when school returns for term 4.



- Jill explained there's normally two events for Year 6 - a meal with teachers and a disco - with costs covered by the school and fundraising from students. And the P&C then organises and funds an end of year event for the whole school, noting that's unlikely to be possible this year.

Anna proposed to table the budget and a decision on how much the P&C should contribute to stage 3 activities until the October meeting, subject to more information provided by all parties.

Further discussion about fundraising then followed:

- Sponsorships generally require benefits in return - such as Cobden Hayson featuring in Halloween Disco promotion. George suggested the fun run letter might be an opportunity for sponsorship / logo placement in return for funds.
- The P&C's inability to offer a tax deduction for donations could limit how much we can raise. Jill suggested it may be possible for sizeable donations to be tax deductible if donations are made direct to the school's library fund. Rachel will ask Stephen about this and confirm.
- The need to be realistic at this disrupted time: agreed to put our energy into the fun run being a spectacular success, and even if funds raised are constrained the kids will still have a great time.
- Garth mentioned he'd contacted a brewery about an online virtual event, and asked if something like an online beer tasting would be appropriate for the P&C. Lowenna pointed to previous discussions about alcohol-related events where it had been agreed it was not appropriate for the P&C to fundraise in this way. It would also mean teachers would be unable to attend.
- Garth suggested approaching a local supermarket about donations in exchange for online orders from Flodge families. Ursula noted Colm (who is auditing our finances - see above) is the CFO for a grocery chain and it could be worth discussing the idea. Garth agreed to look into the idea. Jill noted the Hillview Farm arrangement lined up with the school, and that the P&C would want to avoid doubling up / treading on toes.
- George mentioned at a different school, Wil (canteen) had been auctioned for \$800 to cook a meal at someone's house - which could be worth keeping in mind once COVID restrictions lift.
- Garth also suggested it is worth considering businesses that are doing well in the pandemic - to approach with ideas for fundraising.

Retrospective approval on Welcome BBQ overspend

Anna sought retrospective approval on an overspend of \$ 693.61 at the Welcome BBQ (the budget was \$1500, but \$2,193.61 was spent). She noted the recorded 2019 Welcome BBQ spend doesn't include meat or payment for RSA bar staff, and has just half the cost of groceries spent in 2020. Anna proposed, Ursula seconded, all in favour.

Anna also proposed the executive's recommendation for future Welcome BBQs, the P&C should cover the cost of food, but people should be asked to purchase their drinks. Jill seconded, all in favour. Rachel will update the P&C handbook accordingly, for the incoming executive.

P&C Zoom account

In June, the executive also agreed to sign up to a 12 month Zoom account for \$119, part of a discounted fee arrangement offered by the P&C Federation. George moved to approve, Jill seconded, all in favour.

Reports

Principal (Stephen Reed)

See written update above.



Music Committee (Emily Mcknight)

[Treasurer's report 2020-21](#) (Lia Singh)

Grants (Bec Schepers)

No report provided.

Infrastructure (David Sawkins)

No report provided.

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 line with the Sustainability Committee's update for the school newsletter:

https://drive.google.com/file/d/1zU8Q73_gLdiy6sG5kmRr_d5KQRbRoA9U/view?usp=sharing

In discussion that followed, Anna thanked the team for all their work, and their achievements, noting it has yielded strong results and is terrific for the students and the school community.

She also noted that a lot of the waste that's coming to school is unpacked food - food scraps - which indicates significant buy-in from parents, who must be making a real effort.

George asked about prices for moving compost offsite. Garth confirmed this was being funded by the school: \$26.05 per week, plus \$260 upfront costs for compostable liners for the bin.

Languages (Jill Hung)

Written report provided:

Our French class is back to campus in term 4! Spanish class keeps continuing and the teacher works well with two groups, one beginner and one intermediate. We are still in discussion with Steve if we will have Mandarin and will keep all updated.

Sponsorship (Justine Ball)

No report provided.

Other business

Assemblies

George asked for the P&C executive to follow up with Stephen about parents being able to observe assemblies over Zoom. Rachel will seek an update from Stephen.

Cash box



Ursula has handed over the Treasurer's files etc to Rachel, including a small metal cash box that is locked but is missing the key. Rachel will seek to force open the box and report its contents at the next meeting (filming the opening to ensure transparency).

Bank signatories

Jill asked who the current P&C signatories are, and if Ursula's departure will impact the ability of the P&C to issue cheques. Ursula confirmed Bill (former Treasurer), Flavia (former President) and Jill (former Secretary) remain signatories; of the current executive Anna, Ursula and Rachel do have online banking access, but the original plan for us to go to the bank with Bill to become signatories was interrupted by COVID and never happened. As it's a relatively complex process, and we don't expect to need to issue many more cheques this year, Ursula suggests now waiting until the new Treasurer and executive are in place and making them the next signatories.

Close

Meeting closed at 8.15pm.

The next meeting is on 19 October 2020.