

O'Connell Public School P & C Association Minutes

08.03.2022, 7:30pm, meeting via Zoom

All agenda items are to be notified to the Secretary or President two weeks before the meeting and, if required, accompanied by a written report, and a written proposed motion.

Our Parents and Citizens Association aims to improve the academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio-economic status.

President reads out:

For the remote meeting, parents online are asked that no children are present for the P&C meeting as sensitive matters may be discussed, and please have microphones muted unless you need to speak.

1. WELCOME AND PREVIOUS MINUTES

Meeting open at 7:41pm.

1.1 Welcome and opening remarks –

1.2 Present – Trish Forsyth, Stina Ivers, Claire Elbourne, Shana Read, Lian Wong, Mel McKellar.

1.3 Apologies – Mitch Hardy.

1.4 Approval of Minutes of previous meeting 08.02.2022 – Approved by Shana, seconded by Claire.

2. PRIORITY BUSINESS

2.1 Fundraisers/events

2.1.1 Motorcycle Club Morning Tea – Saturday 9 April 2022. Approximately 40 motor cyclists, arriving 9:30am and leaving at 10:30am. Rally Convener Ian Wood (0414 556 677, iangeraldine1@gmail.com) will confirm numbers and pay a week beforehand (\$13 per person). Church Hall confirmed as venue. Payment of \$100 bond & \$100 fee TBC - LW to call to follow up.

P&C to put out a call in the newsletter and Facebook page, or directly ask people to help prepare food. Food can be dropped off at school at AGM or pickup on Friday before. Plan to arrive on the day at 8:30am. One or two people to stay for duration.

2.1.2 Swag Raffle – Winner is Maree Owens. \$652 dollars raised, after expenses deducted.

Allocation of funds: Mitch noted the Bunnings fundraiser contributed \$30 per child for Stage 3 camp, and suggested the raffle funds could be used to contribute \$25/30 per child for Stage 1 and 2 excursions, so all students in K-6 are assisted. P&C to review budget and discuss at next meeting.

2.2 Kitchen garden and outdoor kitchen –

- CSU grant funding of \$1000 already paid to P&C.
- Project completion date extended to end of March 2022. Advise CSU if we need to extend again.
- Already done:
 - Area cleared
 - Garden beds relocated
 - Chicken coop built
- To do:
 - Benches: Ideally 2x 3m long stainless steel benches with cupboards underneath, but these are prohibitively expensive when new and difficult to find second hand. Marianne's brother-in-law has offered to make timber benches for the cost of the materials, estimated at around \$800, no labour costs. A stainless steel bench top can be added in future. No need for concrete slab or sink at this stage. Trish would like splashback above benches to hang utensils. Motion to agree to estimated cost of \$800, with formal quote to be provided for approval, moved by Lian, seconded by Stina. Timing to be advised next week.
 - Vertical garden: Brenton Ivers has offered to attach timber pallets to tank stand. Need to fill with potting mix and plant with herbs etc.
 - Organise plaque to acknowledge CSU's contribution, as described in grant application.
 - Take photos of work in progress and completed work, and acknowledge CSU's contribution in newsletter – to be included in report for grant completion report.
- Other items which can be deferred until after the grant deadline:
 - Shade structure
 - New external power point on office wall, closer to benches

2.3 School bus (to/from school each day) –

- 2.3.1 The school can run another survey at pickup to gauge interest. Newmans and Ministry of Transport need to know addresses, ages and how many students are interested. Shana noted offset from conveyance allowance/subsidy should be considered too.

2.4 P&C Admin

- 2.4.1 AGM – proposed date Friday 8 April 2022, after Easter Hat Parade. To be run as a social event with morning tea, considering we haven't had the Welcome BBQ. To be advertised in next week's newsletter, with reminders as approaching the date.
- 2.4.2 An additional Vice President is required – now seeking volunteers/nominations.

- 2.4.3 Audit required for the period from 1 April 2021 to 31 March 2022. The audit is required before the AGM according to the Constitution, but we note this has not been done in previous years. P&C agreed to offer to pay for audit/check of books. Trish suggested Libby Milligan.
- 2.4.4 Student Accident/Injury Insurance – information included in newsletter, Mitch to run survey at pick-up.
- 2.4.5 CSU Community University Partnership grants: Kris Schubert has offered to run a one-day songwriting and recording workshop on a weekend with Smith & Jones. Lian to submit application on behalf of the Kris and the P&C.

3. REPORTS

3.1 Principal's Report –

Great Forest Day with Wiradjuri elders.

Great success with district swimming, with a number making it through to western region.

Stage 3 excursion going ahead.

Literacy and numeracy check in assessments will begin for years 4 and 6 over the next week.

Carla has finished up as GA. Staff Noticeboard applications for temporary position closed last week. Hoping to fill permanent position by end of year.

Need a parent rep on panel to choose applicant for new Assistant Principal, Curriculum and Instruction (CAPI), a new position within the school. Stina has generously volunteered.

3.2 Financial Report (Treasurer) Shana Read –

3.2.1 Treasurer's Report – see attachment 1.

3.2.2 The school has queried outstanding payments from P&C.

Upon review of previous P&C Minutes and report provided by the school (collated in Attachment 2) we have compiled the following summary (+ = school owes P&C, - = P&C owes school):

• Oval path works	+ \$ 3,490
• SchoolTV subscription	- \$ 540
• 50% Sentral	- \$ 1,745
• Masterchef ingredients	- \$ 1,050
• Footsteps	- \$ 13
• School photos	+ \$ 35
• Swimming scheme & bus hire	- \$ 2,000
• <u>Presentation Night & Year 6 Dinner</u>	<u>- \$ 2,500</u>
TOTAL	- \$ 4,323

Some items listed in Attachment 2 have either been paid for directly by the P&C (additional path drainage works and Forest Day sausages) or did not proceed (Year 6 Fun Day jumping castle and Fish River Festival) so are excluded from the above calculations.

The above was approved by the school, and the P&C will arrange payment of \$4,323.

3.2.3 School's proposed budget for P&C contributions (provided by Marianne in email 10 March 2022), to be reviewed by the Executive Committee for discussion at next meeting:

• 50% of Sentral (total \$3650)	\$ 1825
• SchoolTV	\$ 600
• Masterchef	\$ 1500
• Presentation Night and Year 6 Dinner	\$ 2500
• Swimming Scheme & Bus hire	\$ 2000
• <u>SLSO (support teacher)</u>	<u>\$ 9800</u>
TOTAL	\$ 18,225

3.3 Reports from Committees and Representatives

3.3.1 Canteen Committee:

- Kate and Tass are thinking of changing the format as it is difficult to find volunteers.
- Issues when kids turn up expecting to be fed and haven't brought lunch, so more consistency is preferable.

3.3.2 Uniforms:

- Invoice from Safeline to be paid – Shana will follow up.
- New volunteer needed to take over from Donna, who suggested handing over in June as it's generally the quietest time.
- Donna suggested giving the new uniform coordinator access to view the P&C account to see what payments have been made.
- Only 3 backpacks left. Probably don't need to order more for a while but it is usually a fairly big account, so Donna will give notice to the P&C before doing so.

4. OTHER BUSINESS

4.1 Potential grant for Fish River Festival: Country Arts Support Program, run by Arts OutWest. Funding of up to \$3000 for arts activity for communities in Central West NSW, run between 1 June to 31 December 2022. Applications close 21 April 2022. Kris Schubert to forward information to Trish.

5. **CLOSE AND NEXT MEETING** Next meeting will be the AGM: Friday 8th, held on site at 10am after Easter Hat Parade and morning tea. Meeting close 8:57pm.

Attachments

1. Treasurer's Report
2. Summary of Minutes and Reports re: P&C funds transfers