

O'Connell Public School P & C Association Minutes

4.5.2021, 7:30pm, Zoom remote meeting

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 (Jess):

For the remote meeting parents online are asked to remember P & C Zoom protocols as follows -

- Please remember, no children are to be present for the P & C meeting as sensitive matters may be discussed*
- Please, listen without interrupting and have microphones muted unless you need to speak*
- We are still developing new protocols for the online Zoom meetings, thank you for your patience*

Present: Jess Taylor, Stina Ivers, Claire Elbourne, Lian Wong, Aaron Faulds, Mitch Hardy, Jen Precians, Sally Webb, Mel McKellar, Shana Read, Trish Forsyth

1. WELCOME AND PREVIOUS MINUTES

Meeting open at 7:36pm.

- 1.1 **Welcome and opening remarks** Jess Taylor –
- 1.2 **Apologies** –
- 1.3 **Approval of Minutes of previous meeting 12/3/21** – Passed by Mel McKellar, seconded by Aaron Faulds.
- 1.4 **Business Arising from Previous Minutes** (Chair) –

2. PRIORITY BUSINESS

- 2.1 **Handover from former Executive Committee**
 - 2.1.1 Constitution for Incorporated P&C Association & By-Laws – confirmed O'Connell P&C uses standard constitution only, no by-laws.
 - 2.1.2 Audit – Jen is arranging audit up to end of March 2021. New P&C to find new auditor for the following year.
 - 2.1.3 P&C Federation: update member register – done; provide latest audit – Lian to submit when complete.

- 2.1.4 Australian Charities & Not-for-profits Commission (ACNC): update member register – done; update governing document with Prescribed Constitution – Lian to submit; Financial Report 2018 and Annual Information Statement 2018 not yet submitted – Lian to follow up with Iain/Jen.
- 2.1.5 Australian Business Register: apply for new ABN as ‘other incorporated entity’ – done.
- 2.1.6 Change bank account signatories: Commonwealth – Shana awaiting confirmation of Netbank access; Greater Bank – Shana to follow up.
- 2.1.7 Insurances – confirmed currently there is only one lot. Additional discussion on potential student insurance – see 3.1.2 below.
- 2.1.8 Protocol for correspondence: email, P&C box in office – usually Secretary or President will check before meetings. Lian and Jess to meet to review current contents of box.
- 2.1.9 Treasurer handover – new Treasurer’s report completed.

2.2 **Fish River Festival –**

- Trish has spoken to the pub – they are keen for the FRF to be held there again. Trish will develop action plan before the next O’Connell Valley Community Group meeting in June. This will also outline jobs for the P&C.
- Biggest task P&C is responsible for is food stall. The rest of the festival organisation falls with Trish and Sandra.
- OVCG are looking into funding with Borg. Trish has applied for a number of grants and didn’t get any, but has received a lot of funding previously – P&C were refunded all their expenses, and also claimed volunteer hours. Money was put aside to pay for music, stage. Sound engineer to be paid by P&C because he doesn’t have an ABN so school can’t pay him directly.
- There is money sitting in P&C account – approx. \$2.5-3k for running future FRF. One of the biggest costs this year will be the tent. Previously have been able to borrow a tent, but this is no longer available, so will need to look at hiring tent from JD Events.
- Another role for the P&C is to organise the raffle, with kids selling tickets
- No jumping castle this year (COVID) but this is not P&C run anyway.
- RFS usually help with parking.
- Kids look after collecting money for entry and raffle tickets.
- P&C organise setting up food stall, hiring cooler, pie warmer (if we choose).
- Market stalls – Laura from the pub previously arranged this – so P&C may now need to arrange.
- Any restrictions on what we can sell food-wise? In the past have done pulled pork rolls, bacon and egg rolls, steak sandwiches, sausage sandwiches, slushie machine, popcorn, fizzy drinks (pub let P&C sell these). Mel has list of quantities for past orders. Mel recommends speaking to pub to make sure there are not double ups for catering. Pies more effort than they were worth.

- Trish will organise meeting with Lionel (pub) after June OVCG meeting. Members of P&C can come along too so everyone is on the same page with food etc.

2.3 Oval work –

- Progress payment of \$5,000 due. Included in Treasurer's Report below.
- P&C to confirm quote (Trish thinks around \$17.5k all up?) and how much P&C have agreed to contribute. Work was partly funded by grant. Minutes from meeting 12/3/21 notes:
 - 1.6 **Oval** - \$12 000 is already committed to the oval works to ensure invoices for works previously ordered are covered.

2.4 Potential fundraising

2.4.1 Sockable / Jolly Soles –

- Sockable all online, not much profit. Jolly Soles need to buy stock upfront, but potentially around \$700 profit (based on estimate of 2 pairs per family).
- P&C agreed to go ahead with investigating Jolly Soles further -
 - Need to check how many families are willing to take boxes to sell.
 - Initial purchase of 15 boxes sounds reasonable, but may need more. Jess will put together information to include in school newsletter to gauge interest and get a better idea of numbers.
 - Aim to be finished in say 6 weeks, before next fundraiser (Trivia).
 - Could have some boxes stored at school. Some kids could sell jointly at an event. Other families with avenue to sell directly may like to have their own box. Year 6s could package up and organise as a school activity.

2.4.2 Pie Drive –

- Jess has discussed possibility for O'Connell Avenue Café to make pies - awaiting price list from Dyaine.
- Sal said Chris Ringrose will make pies again for O'Connell. Good pies and also does gluten free.
- Possibly run at end of term 2 for pies to be delivered in term 3.
- To be discussed further when we have more info.

2.4.3 Trivia Night –

- End of term 2 / beginning of term 3.
- Previously held at Kelso Hotel for Friday dinner, tickets \$20 including a meal which pub charges \$10 for. Auctions, raffles, lucky door prizes, David Craig, Liam and Scott Burns will MC. Pat Bird also helped on night with auction.
- Mel recommends Jess speak to Peta O'Hara first – she will advise available dates, times. Need at least 80 tickets to be worthwhile for the pub. Not sure how COVID affects this – Peta can advise. Mel can give contact details for Peta.
- Agreed to start organising Trivia.

- Mel suggested adding \$5 to ticket prices and buying prizes rather than asking for donations. Also supports local businesses.

2.4.4 Generally – Sal and Mel advised to be wary of running too many fundraisers. Noted to space out so families aren't overloaded.

2.5 Grant applications –

- Jess has put in 2 applications with CSU – one for kitchen garden and one for dramatic play space for dress ups. Will find out in June.
- Essential Energy also have grants going for \$2500. Applications close on 10/5/21. Open to suggestions for what we could apply for. Sal suggested they may be able to help with buying things for Fish River Festival. Trish asked if funds could be used to help fund an event. Jess to send link to Sandra to explore potential ideas.

2.6 Sports uniforms –

- Is it an option to change white polo shirt to something different? There is a Department policy for uniform change – Trish will provide further information, noting a lot of work is involved (surveys, consultation, 3-4 year transition period).
- Uniforms were last revisited about 3 years ago.
- Trish noted having the sports uniform shirt a different colour from the normal school uniform shirt looks quite smart, but is not opposed to the change.
- Note new sports shirts made from material that doesn't breathe, when last reviewed.
- Trish to provide Department policy for uniform change, and Lian to forward to P&C Executive Committee for further discussion.

2.7 Mini bus –

- Would need a bus big enough to fit a class, about a 22 seater. Will need a driver. With rego, it's probably not economically viable. Cheaper to hire mini buses, or maintain relationship with Kelso to use theirs and pay for petrol, when we can.
- Sal suggested a bigger bus may be more useful, to take school to events e.g. swimming carnival, excursions. Meadow Flat uses Fenton's Bus Service, but not for swimming carnivals. Swimming carnivals not a big issue for O'Connell as parents usually bring kids and stay for the day. If parents want to pursue using a bus, school can run a survey.
- Mitch thinks minibus would be good for short trips, but expense of buying makes it not really feasible. Borrowing Kelso's bus probably best option at this point in time. Can always hire bus with a driver. Only \$150 for a day if Mitch can drive the bus, plus fuel.

2.8 Government funded school bus (to/from school each day) –

- Trish revisited this last year, and when they ran the numbers the Government said it was too expensive. Trish to touch base with Ministry of Transport again.
- Newman's bus company worked out routes and numbers. In their proposal the bus would sit at the school during the day.

- High school kids may need to advocate too so we have additional support. Oberon High already have buses sorted. Kelso High kids from Carlwood Rd and Mutton Falls Rd don't currently have bus to the pub.
- Petitions only count as one signature, so individual families will need to message separately to build a case.
- School will send survey again to see how many people would access the bus.

2.9 Before and after school care –

- Has gone to tender, and tenders have now closed.
- A pilot project is planned, looking at ways they can provide before and after school care, hopefully on site at O'Connell. May be a different way of doing it, e.g. in town or church hall and bus children in/out.
- Because it will be Department funded, they are looking at best way to provide before and after school care to all schools in Bathurst.
- Should know in two weeks who successful tenderer is, and then how they might run it. Hoping to have in place by next term, but not sure what it will look like.

3. REPORTS

3.1 Principal's Report –

- 3.1.1 Check-in Assessment with years 4 and 6, in literacy and numeracy. Compared with last year, both cohorts have improved, and overwhelming majority of components are better than state average. School has been focussing heavily on reading and numeracy at school and at home, good to see results.
- 3.1.2 Forest Day –
- a. Trish will complete certification for Forest Days in Brisbane at the beginning of June.
 - b. Mel noted disclaimers on permission note for Forest Day. Trish advised this is no different to being on the playground at school, and confirmed NSW schools do have ambulance cover for school related activities, including excursions. Disclaimer has always applied, but hasn't previously been published on notes, though WHS has advised this now needs to be on all notes for excursions and sporting events.
 - c. Yarrabin has public liability insurance.
 - d. A previous P&C chose to pay for additional student insurance, about \$5 per child, so kids were covered whenever they were at school, on excursions or at sporting events. To be investigated further.
- 3.1.3 Great results with Cross Country, and high uptake for try outs at district level. Sporting is really a feature at the moment.
- 3.1.4 Mid-week Masterchef. Huge success the last two weeks. Feedback from children involved in cooking was fantastic – very proud of what they accomplished. Looking to be a great program. \$100 a week to feed 49 people first week, then 70 the second week. Thanks to P&C for offering to support the program.

- 3.1.5 STEPS at end of term. Creative Arts Festival in August 13 (Trish to check date) involving all small schools – dancing, singing, comedy corner. Visual Arts festival will be 2 weeks earlier, in Education Week.
- 3.2 **Financial Reports** (Treasurer) Shana Read/Jen Precians
 - 3.2.1 Treasurer's Report as of 4.5.2021 - attached.
 - 3.2.2 Term deposit rolled over at end of April for another 6 months.
 - 3.2.3 Total payments of \$7,232.55 proposed – passed by Lian, seconded by Stina.
- 4. **OTHER BUSINESS** (Chair)
 - 4.1 Monthly P&C newsletter to go out with normal school newsletter – agreed to trial. Hardcopy newsletters preferred by some families – would be good to have the option.
 - 4.2 Sentral – now up and running. School have set up for reports for Semester 1. Parent app will be available later in the year or early next year.
- 5. **CLOSE AND NEXT MEETING** (Chair) – Next meeting Tuesday 1 June, time TBC. Close meeting at 9:05pm.

Attachments

- 1. Treasurer's report (4.5.21)