

P&C ASSOCIATION AGM and MEETING MINUTES

Date: Tuesday 1st December 2020

Venue: School Library and remote Zoom session

Attendance: Mel Saunders (Mel S), James Brisebois (JB), Aaron Holborow (AH), Matt Soltau (MS), Rob Feltscheer (RF), Kim Feltscheer (KF), Ada Lyras (AL), Jenni Davies, Laura Williamson, Jocelyn Huxley Colin Huxley, David Taylor (Deputy), Jane Lomas (Deputy)

Principal: Justin Hong

Apologies: Nick Davies, Jude Nichol, Yolande Van Vuuren,

Welcome

The meeting was officially opened by the P&C President (Mel Saunders) at 7.10pm on Tuesday December 1st 2020

Principal's Report (Justin Hong):

1. Mr Hong extended a warm welcome to being back on site for this meeting
2. **Restrictions for 2021** – Mr Hong was notified yesterday that we are now allowed to have 50 adults outside and 30 indoor from next school year.
3. Appreciation and congratulations for all the successes that the school has had this year with dance teams, a 2nd place finish in the regional chess competition and the Environmental Award.
4. Today was Orientation Day for the 2021 Year 7 students. 211 attended, with the final intake number expected to be approximately 220-230 students (incl Integrated Study Students). This will be the biggest year group in the school.
5. Congratulations to Jane Lomas who will be Deputy for Year 7 next year.
6. Parent Questionnaire results so far:
 - 166 responses to the questionnaire
 - 43% were paying voluntary contributions
 - 9% attended P&C meetings
 - 10% assisted the P&C
 - 26% signed up for P&C Team App
 - 41% were unable to support the P&C
 - Suggestions were made for improvements to the school community including:
 - Allowing kids to be involved with voluntary work within the school
 - Having a cultural performance night, parent social events, BBQ's
 - Closer links to local businesses/community consultation
 - Mobile phone ban

- Staggering meeting times and days for the P&C
 - Improving the look of the school
 - Utilisation of parent communication channels:
 - Good use of email
 - Occasional use of parent portal, website, telephone, newsletter
 - Rare use of the Facebook and Instagram pages, Team App and Electronic Noticeboard on the school grounds
 - Largely speaking, parents are happy with communication but feel that communication with teachers could be improved. Mr Hong acknowledged this issue but recognized that teachers have a very high workload and that their primary focus is student care. However, the school is addressing the issue and aims to improve communication channels.
 - Satisfaction with the teaching and learning that the children receive is high. 60% of parents rate this 8-10/10 with only 10% in the lowest brackets of satisfaction. The school aims to continue improving these statistics.
 - In response to asking what parents would support in the case of students misusing mobile phones at school the most popular responses were in favour of lunchtime detention, having a warning letter sent home and receiving a phone call from the teacher.
7. Mobile phone use and misuse at school is a key issue for the school at present. School is keen for students to self-regulate however recognize that this is not always successful and other measures need to be in place to support school rules and minimize the disruption in the classroom when these issues arise. Suggestions have been made regarding the use of various technologies currently being trialed in other schools. These will be investigated further as the school is keen to implement firmer rules from 2021. It is recognized that parent involvement is key to any mobile phone protocols being enforced. The details of this are still to be decided. Internally, the school is also aiming to ensure continuity of expectation within the different classrooms.
8. The next 4yr Strategic Plan is due. It has been noted that:
- School enrolments have doubled in the last few years
 - Growth data is continuing to improve all the time
 - It is disappointing not to have the NAPLAN data from this year for comparison
 - Only 4 students left the school to go to Freshwater Campus this year, compared to 60 students in 2016
 - A great deal of effort has gone into turning the school around
 - Parents comments on the questionnaire have been supportive of the last plan
 - School is committed to evolving these areas further
9. Mr Hong has asked the P&C to consider taking over selling the school backpacks on the school's behalf. This would provide the P&C with another revenue source. P&C will discuss this further.

Treasurer's Report (Matt Soltau):

Combined with the President's report below.

President's Report (Mel Saunders):

Expenditure has been greater than expected due to extra landscaping, garden bed removal to create more space, extension of the path and furniture footings. Due to the nature of the excavation required to complete this job there is little that we can do to minimize the cost with volunteer help however we will be able to help with a general clean-up of the area and with the removal of vines on the walls.

1. International Gardens update:
Manna Landscapes Selected
Total costs = \$19,273.65 (excl. GST)
Date for works to start – 11th January proposed, 1 week!
2. Laying of Concrete foundations for furniture in gardens:
Michael Moore Building Quoted
Total Costs = \$12,800 (excl. GST)
Date for works – 11th January, completed this week.
3. Furniture for International Gardens:
Scully Outdoor Furniture Selected
Total Costs = \$7,620 (excl. GST)
4. Front of school upgrade update:
Michael Moore Building Selected
Total Costs = \$7,000 (excl. GST)
Date for works – 11th January, completed this week
5. Fundraiser Update:
Belle Property donated \$500!
Total raised to date = \$2,030
6. Other Business:

End of year Teachers Gifts purchased:
Total spend \$1,079.10

Canteen Team Gift Vouchers for Christmas Bonus:
\$250 Lisa
\$150 Julie
\$150 Tanja
Total Spend \$550

Income and Expenditure summary for December 2020 - January 2021

EXPENDITURE:

\$19,273.65 – Landscaping
\$12,800.00 – Concrete footings
\$ 7,620.00 – Garden furniture
\$ 7,000.00 – Front of school upgrade
\$ 1,079.10 – Teacher gifts
\$ 550.00 – Canteen Team Christmas Vouchers

\$48, 322.75 – TOTAL

INCOME:

\$93,000.00 – Current P&C Bank Balance, which includes the allocation of funds as below:
\$2,800.00 – BAND
\$11,600.00 – DREAM BIG (female program)

Mel is proposing that we use the \$11,600 Dream Big allocated funds for the garden renovations as this is having a direct impact to the wellbeing of our female integrated studies students.

\$90,200.00 – P&C Funds
\$20,000.00 – Canteen Profit (Now to end of year)
\$ 2,030.00 – Fundraiser (to date)
\$ 964.00 – Government Grant for Recycling Station Communications Strategy

\$113,194.00 – TOTAL

\$113,194.00 - \$48,322.75 = \$64,871.25 P&C Funds moving into 2021

Vote in agreement of the above expenditure was unanimous with all present both online and in person.

It is noted that now the P&C is incorporated we will need to have an external audit conducted by an independent Accountant/Bookkeeper. Mel and Matt will discuss this separately.

Mel recommended that moving into 2021 the focus will be on volunteer projects rather than costly investments. However the school does have some project ideas that the P&C will be asked to contribute towards e.g. the installation of the COLA over the basketball courts and a sound recording studio.

Other Business:

1. Mr Hong has applied for the Cooler Classroom Project for A/C installation in all the classrooms. This is a scheme through the Dept. of Education that is of very high quality and includes the installation of solar panels.
2. School desperately needs another indoor sports hall/performance venue. Mr Hong is trying to progress this. Mel has volunteered help from the P&C as required to support this application.

3. Road safety – as discussed previously in P&C meetings throughout 2020. School has been advised that there will be 2 road proposals for review, both of which meet our requirements and should be completed by mid-2021.
4. School Uniform changes – Mel has received samples of both shorts and long pant options for the girls to be reviewed. It has also been suggested that the girls should be able to wear the white polo shirt instead of the blouse. It is recognized that equality and gender neutrality is an important development for the school uniform requirements.

Overall, despite all the challenges presented with COVID, this has been a very successful year.

Close:

The meeting was officially closed at 8.30pm

Next Meeting:

TBC