



Surveyors Creek Public School

Parents & Citizens Association

MINUTES OF THE SURVEYORS CREEK PUBLIC SCHOOL P&C ANNUAL GENERAL MEETING

Wednesday 1st December 2021
Surveyors Creek Public School Library

Attendees: Sam Shepherd, Nicole Hancock, Raelene Chaffen, Nicole Earley, Nikki Sutherland, Kathy Browne, Catherine Smith, Nicole Franzke, Diane Clarke, Tracey Sullivan, Lisa Cammans, Lysa McRae

Apologies: Mel Ryan, Kim Griffiths, Melanie Dewberry, Pricilla Quinlan, Nicole Timbs

1. Meeting opened at 7:22pm with Nicole Hancock as Chair.
2. Attendees all welcomed to the 2021 AGM.
3. The Chair recognised and thanked all 2021 office holders for their service.

President:	Nicole Hancock
Vice Presidents:	Kim Griffith Melanie Dewberry Nicole Franzke Mel Ryan
Secretary:	Samantha Shepherd
Treasurer:	Lisa Cammans
Fundraising:	Raelene Chaffen
Uniform:	Lysa McRae

4. All positions were declared vacant.
5. The election for office holders was then conducted by Nicole Hancock.

Nominations for 2021 were received for the following positions:

President:	Nicole Hancock	Moved: Sam Shepherd Seconded: Raelene
Vice Presidents:	Mel Ryan	Moved: Samantha Shepherd Seconded: Nicole Hancock
	Melanie Dewberry	Moved: Raelene

		Seconded: Samantha Shepherd
	Nicole Franzke	Moved: Samantha Shepherd Seconded: Nicole Hancock
	Kim Griffiths	Moved: Raelene Chaffen Seconded: Sam Shepherd
Secretary:	Samantha Shepherd	Moved: Nicole Hancock Seconded: Lisa Cammans
Treasurer:	Lisa Cammans	Moved: Samantha Shepherd Seconded: Nicole Hancock
Fundraising:	Raelene Chaffen	Moved: Nicole Hancock Seconded: Lisa Cammans
Uniform:	Nicole Earley	Moved: Nicole Hancock Seconded: Samantha Shepherd

All nominees were elected unopposed.

General Business

1. The incoming authorised operators on the bank account are:

- I. President Nicole Hancock
- II. Secretary Samantha Shepherd
- III. Treasurer Lisa Cammans
- IV. Vice Presidents Kim Griffiths
Melanie Dewberry

2. The above-named signatories are authorised to operate the following two signatory accounts with the Commonwealth Bank:

Account Number ██████████
BSB ██████████

Account Number ██████████
BSB ██████████

AMG concluded at 7:38pm

The 2022 AGM Minutes are endorsed by:

Nicole Hancock
President 2022

Samantha Shepherd
Secretary 2022

Surveyors Creek Public School P&C Minutes

Date: Wednesday 1st 2021
Location: Surveyors Creek School Library
Chair: Nicole Hancock
Minutes: Samantha Shepherd
Meeting opened: 6:10pm

Attendees: Sam Shepherd, Nicole Hancock, Raelene Chaffen, Nicole Earley, Nikki Sutherland, Kathy Browne, Catherine Smith, Nicole Franzke, Diane Clarke, Tracey Sullivan, Lisa Cammans, Philippe Barro, Lysa McRae

Apologies: Mel Ryan, Kim Griffiths, Melanie Dewberry, Pricilla Quinlan, Nicole Timbs

MINUTES

The minutes of the meeting on Wednesday 23rd June 2021 were accepted without error or omission.

Moved: Sam Shepherd

Seconded: Raelene Chaffen

BUSINESS ARISING

- Rebel Statements \$1006.82 looking at using the money for gift for fundraising next year for prizes
- Fundraising Emails
- Federation Emails
- Parent Emails

CORRESPONDENCE IN

- Rebel statement.
- Fundraising Emails.
- P&C Federation emails.
- Email from Nicole Earley

CORRESPONDENCE OUT

- NIL

CUBBY OOSH UPDATE

- Numbers on August 1st 15 children in afternoon and morning now afternoon 60 to 70 steady Monday, Thursday and Friday. Morning numbers are increasing.
- Numbers are still low due to parents working at home
- Vacation Care is climbing however still low due to parents working at home over the holidays.
- Program they are using sustainable materials to make things. The students have been engaging in music.
- There are some behavioural issues due to sensory overload. An area has now been set up like a forte as a quiet zone for children to relax with rules such as no food in the area, running on the stage etc.
- Looking at supervision and tag teaming both indoor and outdoor areas with staff.
- Kathy Browne and Catherine Smith have had to go and talk to the children about rules and behaviours are the same at Cubby OOSH and to School.

- Reenforcing the rule after coming back from lock down
- The centre has a garden for the children they are watering the garden and using resources to make for the area.

P&C REPORTS:

Canteen

- Kim Griffith and Melanie Dewberry sent through a canteen report
- It has certainly been another trying year with the past 6 months unable to operate...
- Despite this, we started the year strong, jumping in the deep end taking over as Canteen Manager in the 1st weeks of term 1 & have enjoyed the challenge ever since.
- We have been lucky enough to engage in a new group of parents this year which helped us see an increase in volunteer numbers. This has been great. These new parents & carers have worked alongside our seasoned professionals with ease, making our jobs that much easier when it comes to rostering & knowing there was always someone on hand to help.
- In house we have worked hard to update many of our reporting & operating procedures & have also focused on making volunteering in the canteen, engaging, rewarding & most importantly fruitful for our P&C as well as the school.
- Kim Griffiths and Melanie Dewberry would like to thank absolutely everyone for their contributions of time to help us in keeping the canteen operational, without our volunteers, we would be lost!
- Kim Griffiths and Melanie Dewberry are looking forward into 2022,
- There will be a bit of a changing of the guard as we farewell a handful of our core mums who have children all finishing Yr 6 this year. We would like to extend our gratitude to these parents for being such a big part of our community for so many years. They will all be greatly missed.
- Kim Griffiths and Melanie Dewberry have full confidence we will be able to continue to operate the school canteen efficiently in 2022, albeit perhaps slightly different to what we have traditionally seen... We will look at exactly how the canteen will need to resume closer to the end of January & work with the school to ensure we are following the most up to date regulations in regard to year groups etc that may still be in place.
- Kim Griffiths and Melanie Dewberry will also put together a cover letter for all volunteers adding in the need to be double vaccinated for them to be able to come into the canteen, this will be added to the already in place requirements regarding the WWCC process we have in place.
- Unfortunately, there isn't too much more to report on at this time in regard to the canteen this year so I will take this final chance to say a big thank you to everyone who has been a part of our canteen community in 2021. Thank you for accepting Mel & I as the new Canteen Managers & embracing all our new "How to make a hamburger or wrap" posters & daily "to do list" signs. It has been a privilege & I look forward to working alongside you all again in the new year! Here's to a lockdown free 2022!

ACTION

Need to go in and check outdate stock and looking at donating to Mamalama

Treasurer

- Main Account Balance: 53084.21
- Canteen Balance: 11400.00
- Lisa is following up on Canteen invoices with Kim and Melanie.
- \$7500 will be transferred into main account from Canteen
- Account Authority has been set up and we will begin the process for 2022
- Lisa Cammans said that due to her daughter finishing school at the end of 2022 an advertisement for Treasurer for 2023 needs to be put out next year.
- Lisa Cammans stated that they need to begin looking at doing an audit for the P&C in 2022

ACTION

- 2022 Account Authority
- 2022 Audit

Uniform

- Lysa McRea went into Lowes
 - Uniform store has good stock of all sizes
 - They are getting new stock in December a big delivery for new school year
- We will begin to start looking at beanies for 2022
 - This information is in the last meeting minutes from June 2021

ACTION

- 2022 to begin looking at Beanies for Winter

Fundraising

- We have received a lot of fundraising email.
- There has been no fundraising due to Covid Restrictions and lock down

ACTION

No action required

PRINCIPAL'S REPORT

- There will be staffing changes for 2022.
 - Some pregnant they are going off in term 1.
 - A teacher moving to the independent system.
 - Tracy Fox will be retiring Term 1.
 - Still looking at filling staff and hoping to have this completed as soon as possible.

- There will be a teachers strike next Tuesday, the school will be open with minimal supervision.
- New Cable Link for the school
 - Kathy Browne has just signed off on \$190 000 on cable link for the whole school this will make the school comfortable for next 10 years
 - School Finances are looking good.
 - Kathy is hoping this will happen over the school holidays.
 - There will be WIFI points placed outside the classroom for outdoor learn.
- Sandpit has just been signed off to repair it and Kathy is hoping this can be fixed soon for the sandpit to be opened. There has been a delay due to the rain.
- New Park area has been a success the stage 3 has been using the park and have been enjoying the area, classes have been using the area for classwork and outdoor learning.
- The Ministers of Education School Visit.
 - This minister will be attending the school on Tuesday 14th December 2021 to present an award to Hayley Shepherd who won the Christmas Ministers Card competition.
- Students are tracking well academically
 - The school has been looking at internal data for year 2 and year 4 for next year 3 and 5 that will be doing Naplan.
 - The schools goal is to prepare the student to be ready for when they go to high school.
- Roll Over day Monday 13th December 2021 from 10am
- Bubble picnic day will be Wednesday 15th December 2021, students have been asked to bring their own picnic.
- Reports to go home next Wednesday 8th December 2021 with letter for next year's teachers.
- Mulgoa Rise public School
 - Won't start building until next year.
 - The school will be opening for 400 children.
 - This may affect our numbers as some students have younger siblings in the zoned area and may leave Surveyors.
- School numbers are lower for next year and there is one less teacher for next year and Kathy Browne will be finding an extra teacher
- School has covid money for tutoring 141 thousand to help children effected for from covid
- In the morning the school have been having a passive morning with children sitting and chatting to their friends. This has worked well for entering the classroom.
- 2022 will be a big year for the school
 - It's the school's 20th anniversary. There will be a committee for this and will be working on this next term.
 - The school will be going through EV 30th June 2021 school will be asking for parents' support.
- Zoom meeting have been working well with parents to get feed back over covid and we will be doing more of this term 1.
- Kathy Browne had a meeting for maintenance the school canteen and hall have both leaked over the big down fall of rain. Kathy Browne had put in the insurance claim and will be contacting Matt Bell for the repairs. Looking at getting all the outdoor parts painted.
- Celebration of learning next week Thursday 9th and Friday 10th December 2021
 - Parents of the children receiving awards will be getting a call for parents to join the zoom.
 - Nikki Sutherland will be looking at streaming them. Nikki will be starting them earlier to give parents time to get in.
 - The assemblies will be in cohorts groups due to Covid.
- Year 6 End of Year Celebrations
 - Kathy Browne spoke to the parents via zoom about their farewell it will be at Leonay.
 - They will be holding their graduation at the farewell.

- There will be an arch for the year 6 on their last day however with year 5 only due to Covid rulings. The rest of the children from the school will be in their bubble spaces and clapping the year 6 children. The Year 6 parents will be able to watch their children come out of the school however Kathy will be asking parents to stand on the other side of the road to avoid blocking the gates. Support children will be going first.
- Due to Covid restrictions and no overnight camps Year 6 will be going to Cables.
- Leadership Team for 2022
 - The student did their speeches via zoom this year teachers reported that this went well as students in the classroom were taking notes.
 - The students then voted using an online system, voting for any 8 students they wished.
 - The 8 students have then been interviewed by a panel consisting of Kathy Browne, Nikki Sutherland, Nicole Hancock and the 2021 Captains.
 - Captains will be announced in 2022 hoping that parents can attend this assemble. The sports captain will also be announced at this assemble.
- Kathy Browne would like to thank the school community for being so supportive in regard to the Covid guideline and supporting the school during covid and online learning.
- Looking at putting electronic gates in the car park and the gates to enter the school.
- Information regarding restrictive practices is being distributed. Such as doors aren't allowed to be locked.

GENERAL BUSINESS

- o Lysa McCrea asked about 2022 Year 6 shirts. The AP for 2022 stage 3 has already began looking into year 6 shirts and the plan is to organise them early. L
- o As part of the P&C Nicole Hancock thanked the staff and the school for their effort this year with Covid and Online Learning.

Meeting concluded at: 7:20pm

NEXT MEETING

