

## **Surveyors Creek Public School P&C Minutes**

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Date: Wednesday 23<sup>rd</sup> March 2022

Location: Surveyors Creek School Library

Chair: Nicole Hancock

Minutes: Samantha Shepherd

Meeting opened: 7:05pm trailing a zoom meeting tonight for parents that can not attend.

Attendees: Samantha Shepherd, Lisa Cammans, Stephanie Quigley, Nicole Earley, Jessica, Gibbs, Elanor Hobbs, Rebecca Stagg, Lysa McRae, Kim Griffiths, Prabhjot Kau, Priscilla Quinlan, Diane Clark, Nicole Franzke, Nicole Hancock, Kathy Browne, Catherine Smith

Apologies: Melanie Dewberry, Melissa Ryan, Raelene Chaffen, Tracey Sullivan, Kelly Touma

### **MINUTES**

The minutes of the meeting on Wednesday 23.2.22 were accepted without errors or omission.

Moved: Lisa Cammans

Seconded: Nicole E

### **BUSINESS ARISING**

- **Air Conditioners discussed at last meeting minutes.**
  - o Three quotes have been presented for five new air conditioners for the school.
  - o **These are from** Costa, Krisp Air and DMS
  - o The original quotes were for three different types of air conditioners.
  - o Miss Alison Woodgate researched the air conditioner brands given and found one of them that rated very well. The Mitsubishi Heavy Duty Split system.
  - o Alison then went back to the three companies for a quote for this system.
  - o These Quotes are for 5 Mitsubishi heavy duty split air conditioning systems;
    - DMS \$12650
    - Costa \$11125
    - Krisp Air didn't indorse or want to put in a heavy-duty split air conditioner system.
  - o The school is requesting to go halves with the P&C for the purchase of the 5 new air conditioning units.
  - o Kathy Browne and Catherine Smith said although there is a difference in price, they would rather go with DMS as they know the rest of the schools air conditioning systems and they are the first company in a long while to do a complete and competent service to the current air conditioning systems in the school.
  - o The quotes include warranty and removing of the existing units
  - o DMS total cost to the P&C will be \$6325

Nicole Hancock put forward a motion for the P&C to contribute 50% to the replacement of five new air conditioning units to the school at the cost of \$6325 less GST through approving the DMS Quote.

Motion was accepted by all financial member in attendance

No financial members opposed the motion

## **CORRESPONDENCE IN**

- Emails
- Fundraising
- P&C federation material
- Rebel Statement
  - o Current balance at \$793.15
  - o \$115.03 was used for 7 stop watches for the school.
  - o We need to use \$582.80 soon or it will expire.
  - o It was discussed to purchase some Penrith Panthers Jerseys for fundraising. 1x Adult male, 1x female, 1x child to utilise for the school's 20 year anniversary celebrations later in the year.
- Insurance Email
- P&C Federation emails and fundraising

## **CORRESPONDENCE OUT**

- Easter Raffle Tickets
- Mother's Day Note

## **CUBBY OOSH UPDATE**

- Jess from Cubbyoosh attended tonight's meeting
- Vacation care is open for booking and looking at going on more excursion due to restrictions of covid easing.
- Cubbyoosh is accepting the NSW \$500 vouchers which is increasing the numbers of Vacation care
- The service is currently hiring new staff and interviewing some looking promising with one starting shortly
- Parents are continuing to do kiss and drop and parents are liking this
- The curtain and rod are fixed on the stage in the hall
- The service numbers are currently 60 in the mornings and 70 in the afternoons
- The service is struggling with parents not notifying on when children are absent
- Children's behaviour is improving, and the children are enjoying the program with several activities going to keep the children busy.

## **P&C REPORTS:**

### **Canteen**

- Canteen has started opening for lunch orders only and this decision was made due to covid regulations at the time.
- The canteen is running well
- The canteen has been open for a week not much to report
- Looking to go forward for term two and how that will look.
- Opening for over the counter Sales
  - o The question was asked Can we return to over-the-counter service and lunch orders?
  - o Kathy Browne asked the question do we need to do over the counter sales?
    - Not having over the counter sales has decreased the rubbish in the playground.
    - Children are not coming to class with half eaten ice blocks.
  - o The suggestion came through that we only open for over the counter lunch time sales.
  - o Mel Ryan via zoom brought forward that having a canteen open with over the counter sales has positive benefits for children

- It helps the child learning about money and purchasing things starting in Kindy
- It develops the children's confidence in being able to go up to the canteen and ask to purchase something they would like.
  - It was decided that from Term 2 we will trial opening for over the counter sales for lunch time only and re-evaluate at a later date.
- Serving Breakfast with milk and cheese and bacon rolls
  - The canteen has had a lot of requests for breakfast with cheese and bacon rolls and milk can we start doing this again?
- Sales will begin from Term 2 for over the counter for breakfast and lunch only plus lunch orders
- There is an Issue with a fridge, the upright fridge has completely stopped working and we need to look at the supplier and see if the fridge can be replaced. Mel is looking into that.
- Kathy Browne added they are replacing the roof of the canteen Kathy has a meeting next Tuesday with the department and will find out the date of the replacement of the roof an when it will go ahead. This may mean the canteen will have to close but we are unaware of how long as this may need to be done in the school holidays.
- Student with food allergies has been raised and we are looking at changing products brands of the chicken nuggets with no egg and milk. The product change will be in place for all students
- When the next price list comes out it will be added to the menu egg and dairy free.

#### **ACTION**

- Kathy to advise on the roof being repaired
- Mel to looking into repairs of the upright fridge
- New price list to add food allergens on nuggets

#### **Treasurer**

- Main Account Balance: \$60672.59
- Canteen Balance: \$5352.29
- Stephanie Quigley became a financial member and paid gold coin donation.
- We have gone to paperless statements.
- Issue with authorisation on accounts that two people need to be in the same room at the same time.

#### **ACTION**

#### **Uniform**

- Lowes Uniform Stock
  - Low stock of zip jackets size 8, 10 & 14
  - Low stock of tracksuit pants 6,8 & 10
  - Nicole has a stock on hand report and it states stock is coming in but no date available.
- Licencing Agreement with Lowes
  - Kathy sent the licencing agreement from Lowes through to Nicole
  - Expires 2023, the agreement states that they should be paying the school everything with logo and no logo.

- Kathy said they have been paying the school as well as vouchers.
- The contract said that we need to approve price rise, however no one recalls a discussion in regards to this.
- Termination of 12 months or more
- If we can look at staying at Lowes and tell them, we are not happy with the uniform.
- We can look at other suppliers this can be a contract with the school and the supplier or the supplier and the school.
- School beanie
  - We received a sample from Nicole the company she works at for price mark would be around \$8 to \$10 no minimum amount required to order.
  - Putting out an order form to see if parents are interested in the beanies before placing the orders.
- Clothing Pool
  - Looking at Clothing Pool to start in Term 2 and we will discuss days later.
- Year 6 shirt have been ordered and are expected term 2

### **ACTION**

- Nicole to address the issues with quality of the uniform with Lowes
- Kathy to look at the contract further with the department and find out who further the contract.
- Look at clothing pool to start in term two
- Note for Beanies to go out to families

### **Fundraising**

- Easter raffle tickets have been sent out a lot have been returned and it will be drawn at the K-2 Ester hat parade next Friday 1<sup>st</sup> April 2022.
- Mother's Day Ordering has been ordered and notes have been sent out and notes have come out for orders.
- Parent have asked about Discos. Discussed with teaching staff and Kathy and they are happy for us to arrange a disco for end of Term 2 Covid pending and DJ pending.
- School asked about the running of Mothers Day Stall. We said it will be the same as 2021 Mother Day stall with siblings coming up together as all teachers and parents agreed it worked well.

### **ACTION**

- School Disco for Term 2 Covid Pending

### **PRINCIPAL'S REPORT**

- Covid
  - Kathy had a webinar this afternoon with what the next few weeks of covid with the new variant of covid with it being very transmittable. RAT kits will be handed out to families.
  - Dep of Ed are Looking at Case by case and they are looking at schools on who is login and absent from Covid.
  - Some school will ride through and other school with be affected dramatically.
  - Community has been supportive in keeping sick children away
- Share our Space
  - School will be open to the community Public Good Friday, Saturday, Sunday and Easter Monday.

- School Boundaries
  - o Kathy went to the boundary meeting for Mulgoa rise public school
  - o Our boundaries have changed
  - o Packages will be sent out to the community by the end of Term 2
  - o Siblings can attend out of area. Kathy confirmed this in her meeting
  
- Whole school evaluation date changes
  - o Changed to 20<sup>th</sup> September 2022
  - o The school will be asking the community for input
  
- 20<sup>th</sup> Anniversary
  - o Kathy has talked to staff about the anniversary
  - o Term 4 we will need representation from the P&C in the committee
  
- New inclusive, engaging, and respectful policy that is the new behaviour, wellbeing, and restrictive practise policy. Information will be sent out. These all now need to be put into a plan

### **GENERAL BUSINESS**

- Question was asked What are we doing for CAPA
  - o Kathy Browne stated we are slowly starting off with these things we are not doing choir this year but are doing dance group K-2 & 3-6
  - o Nikki Sutherland via Zoom stated that Zone teams have gone out to represent the school and we are doing gala days Cricket this term and next term OZ Tag and netball. Term 4 will be left blank for any make up/ rain out days
- Year 6 fundraising Nikki Sutherland will be putting out notes for the committee next term and looking into this.
- Di went through the parent helper tags some have expired, it was requested that we ensure that all volunteers have completed the 100 point checks and supplied all documents to the office prior to attending the school to help.
- The electrical people have contacted Kathy, election may be called 14<sup>th</sup> May 2022

Meeting concluded at: 8:38pm

### **NEXT MEETING**

Wednesday 18<sup>th</sup> May 2022 at 6:30pm.