

# Surveyors Creek Public School P&C Minutes

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Date: Wednesday 19 August 2020  
Location: Penrith Golf Club  
Chaired by: Nicole Hancock  
Minutes taken by: Melissa Ryan  
Meeting opened: 6:47pm

Attendees: Nicole Hancock, Lisa Cammans, Kim Griffiths, Sam Shepherd, Leanne Smyth, Mel Ryan

Apologies: Catherine McCann-Smith, Kathy Brown, Cherie Lilley, Nicole Franzke, Raelene Chaffen, Amy Fusitua

## **MINUTES**

The minutes of the meeting on 1 July were accepted without error or omission.

Moved: Kim Griffiths  
Seconded: Leanne Smyth

## **BUSINESS ARISING**

- Nil

## **CORRESPONDENCE IN**

- Rebel statement - \$472.08 in credit
- P&C Federation membership renewal

## **CORRESPONDENCE OUT**

- Nil

## **CUBBYOOSH UPDATE**

- There are recent to the drop off/pick up arrangements at school following the new restrictions from the department of education and NSW health
- From Wednesday 19 August, families are to use the kiss and drop area near the front gates and call CubbyOOSH via mobile number provided and a staff member to come to the gate to collect or drop off students. Parents are not be using the car park entry gates for safety reasons or coming onto the school grounds to collect students
- This has been communicated on their Facebook group and a letter sent home with attending students

## **P&C REPORTS:**

### **Canteen**

- All is going well so far this term and there has been minimal issues with ordering lunch on the wrong day.
- This week the wind broke the plastic screens that were being used for over the counter sales. The school has ordered Perspex shields that will be fixed to each of the 3 serving windows.
- Cherie was concerned that not all students were getting the opportunity to purchase over the counter at recess and lunch with the reduced window service however discussion with volunteers confirmed that students are being served in a timely manner with some returning multiple times to use the money.

## Treasurer

- Main Account Balance: \$63,251.19
- Canteen Balance: \$10,657.59
  
- One outstanding cheque for \$109.00 which Leanne will follow up with Cherie about
- P&C membership and insurance for 2020-2021 has been paid \$860.00

## Fundraising

- No update for 2020

## Uniforms

- No update from Nicole Franzke  
**ACTION:** Nicole H to contact Nicole F to confirming Kindy numbers for 2021 and NF to liaise with Lowes to ensure they will have enough stock available

## PRINCIPAL'S REPORT

- School photos will be taking place in October. There will be no Year 6 group photo this year
- Seeking ideas on how we can survey the community for feedback for the 'Situation Analysis and School Improvement Plan'
- Will also be doing the 'Tell Them From Me' survey later in the year

## GENERAL BUSINESS

### P&C Membership Renewal and Insurance

- When searching for the 2019-2020 policy information to review and duplicate, it came to light that unfortunately our membership and insurance policy was never finalised or paid.
- Membership and insurance for 2020-2021 was actioned and paid straight away.
- Mel captured screen shots of the membership questionnaire and emailed to the P&C Gmail account for record. This information has also been saved to the P&C Dropbox secretary information.  
**ACTION:** Going forward **ALL** P&C communication is to take place from the P&C Gmail account for traceability and accountability.

### Kindy 2021 Communication

- It was noted there has been a lack in school communication with new families enrolled for Kindy 2021. What is happening with Kindy and how can the P&C help? Specific questions were directed around
  - School information packs
  - Uniform information and the option to purchase from the clothing pool
  - P&C membership
  - Banking information
  - Canteen information and request for volunteers
  - Kindy library days
- The following suggestions were raised as ideas to support new Kindy students and families
  - Host virtual 'library days' via Zoom for families to log in, have story time, meet other students and meet teachers
  - Have the school to create virtual tours of the school to show students and families what our school looks like and where to find things
  - Create a 'Day in the Life of a Kindy student' video to show new students' what school will look like when they attend next year

**ACTION:** Kathy to discuss with Early Stage One AP and then contact Nicole H to discuss possible ways

that the P&C can assist and get involved to assist new families.

#### Student Moral & Wellbeing

- We need to do something to assist lifting the student's spirits and give them something to look forward to since all activities have been cancelled.
- Talk around arranging a mufti-day, crazy hair/crazy sock day were discussed as easy work arounds. These would not need to be fundraising events but just a fun day on the calendar for the students to look forward to.
- It was noted that other schools in the area held such days  
**ACTION:** Kathy to discuss with staff and contact Nicole H with outcome

#### Parent/Teacher Interviews & Communication

- Due to COVID and restrictions in place, some families missed out on getting their interviews with their child's teacher. Is there an option for those that missed out (or the whole school) to have online meetings and receive updates on their child's progress?
- Parents are missing the connection with their child's teacher due to onsite restrictions and not all families are receiving consistent classroom communication from teachers.
- There needs to be consistency across ALL teachers with regards communication. Given current times and restrictions, teachers need to adapt to new ways of engaging and connecting with families.
- It would be ideal to have a standardised approach to communication on various social platforms (ie seesaw) to keep families connected and ensure they are not missing information from students. This would not be required or expected daily but a weekly/fortnightly class update from teachers would be a good starting point  
**ACTION:** Kathy to discuss with school leadership and staff and contact Nicole H with outcome.

#### Back Gate

- It's been noted that on two recent mornings, there was no teacher present at the back gate to greet students with hand sanitizer. A group of year 4 students stood and waited for a teacher to arrive before entering.
- It's been noted the back gate has been closed early on a handful of occasions and students have needed to walk around to the front gate.
- There has been no teacher presence of an afternoon and students have been running across the road to parents awaiting cars. Request for a reminder in the school newsletter next week.  
**ACTION:** Kathy to include a note in the school newsletter for 26 August reminding parents/families not to call students across the road.

#### Red Day

- Cherie would like to propose a Red Day to take place in Term 3 on a non canteen day as she currently has stock on hand in the canteen which was purchased for this year. Funds from the day will be donated to Year 6  
**ACTION:** Kathy to discuss with school leadership and staff and contact Nicole H with outcome

#### Motivate – Year 6 Celebration Day

- Kim raised an idea for a 'Year 6 Celebration Day' with the company 'Motiv8sports' who currently run various programs during school holidays <https://motiv8sports.com.au/>
- The day would be for year 6 students only. It would be a day of fun and various outdoor activities
- Motivate would come to the school with their own pre-sterilised equipment and run the whole day for the students with minimum teacher involvement required for the day to run.  
**ACTION:** Kathy to discuss with school leadership and staff and contact Nicole H with outcome

#### Term 4 – Parents on Site

- It was discussed at the last meeting that if restrictions reduced, there would be a review for parents to attend on site in the afternoons only. Will this still be considered an option as it's felt we are

losing our community connection as families are not having the chance to chat and meet each other

**ACTION:** Kathy to update at the next meeting

#### AGM

- We need to hold another meeting in week 9 to discuss what our AGM is going to look like this year. Last year we had overwhelming attendance, many were new parents.
- We need to work out a way to publicise and communicate the meeting to encourage new members to join for 2021.

**ACTION:** Kathy to discuss with school leadership and staff and contact Nicole H with outcome

Meeting concluded at 8:12pm

#### Next meeting

- Wednesday 16th September from 6:30pm – Venue TBC