

Surveyors Creek Public School P&C Minutes

Date: Wednesday 16 September 2020
Location: Penrith Golf Club
Chaired by: Nicole Hancock
Minutes taken by: Melissa Ryan
Meeting opened: 6:37pm

Attendees: Nicole Hancock, Melissa Ryan, Kathy Brown, Kim Griffiths, Raelene Chaffen, Sam Shepherd, Nicole Franzke Leanne Smyth, Cherie Lilley
Apologies: Amy Fusitua, Lisa Cammans

MINUTES

The minutes of the meeting on 19 August were accepted without error or omission.

Moved: Kim Griffiths
Seconded: Nicole Hancock

BUSINESS ARISING

- Nil

CORRESPONDENCE IN

- Rebel statement - \$472.08
- Fundraising and promotional material

CORRESPONDENCE OUT

- N/A

CUBBY OOSH UPDATE – Amy Fusitua (emailed update)

- New programs now running and have been received well by students. They have people come out and facilitate different activities each day such as brick masters, Lego, craft and cooking classes
- The new drop off and pick-ups routine is working well for most however they are continually reminding a small number of families to use to the correct kiss and drop area and to not use the staff car park unless they have made specific special arrangements
- They have started taking enrolments for 2021
- Vacation care is open for the October school holidays

P&C REPORTS:

Canteen

- Sadly, Cherie advised that she will be stepping away from her Canteen Coordinator role at the end of 2020 after managing the canteen for 6 years. (Thank you for all your efforts Cherie, you will be dearly missed)
- Currently seeking someone to take over as Canteen Coordinator who can commit to the two days a week, each term. Cherie is meeting with a grandmother of the school next week to show the running of the canteen and go through the daily requirements to confirm interest
- We still are running low on volunteers. COVID has made it slightly more challenging with sick volunteers being unwell or children being unwell.
- Over the counter sales have been high and ordering on Wednesday's for K-2 and Friday's 3-6 have been consistent and still working well.
- Confirming year 6 students can not use the canteen. Volunteers and students can not mix

ACTION:

- Kim to create a canteen coordinator job specification
- Mel to create a letter to go home with students 23 September, seeking interest for a new canteen coordinator and to contact the P&C President.
- School to share letter on Facebook page and Kim to then share on each year page including Kindy 2021

Treasurer

- Main Account Balance: \$62,391.19
- Canteen Balance: \$14,809.77
- Leanne advised that the Department advised hadn't received paperwork which had previously been sent however it has since been rectified and all documentation is now received.

Uniforms

- No update

PRINCIPAL'S REPORT

- In the process of the school improvement plan with a situation analysis across wellbeing, the vision, HR, finance and community connection. A condensed version of the plan will be communicated to the community for review. The plan will be in place for 4 years to achieve the target rather than the previous norm of 3 years.
- The 'Tell Them from Me' survey is still available for families to complete anonymously. There is a link on the school's website and Facebook page. The survey takes approx. 15 mins to complete
- The school toilets will be deep cleaned during the holidays especially the boys to remove the smell. New air fresheners had been placed in the toilets and by the end of the day they had been covered in wet toilet paper by students and needed to be replaced.
- Stage 3 will be surveying their families with 2 stars and 1 wish – what two things does the school do well and something to be improved or added.
- Zoom Cafe calls with families will commence from 20 September and will use the 2 stars and 1 wish concept.
- Matt Hislop will be sending home a survey with all students for families to complete with regards to numeracy and literacy
 - o 48% to achieve top 2 levels for reading
 - o 40.9% to achieve top 2 levels for maths
 - o Nikki and Matt will review 3-6 data
 - o Jane Borg will review K-2 data
- We have agreed to be the back up school for HSC exams should Glenmore Park High require this if a COVID deep clean is needed of their school
- The basketball court will be resurfaced during the school holidays and will be purple and blue
- An adventure playground will be constructed during the school holidays in the playground on the dirty patch under the trees. It will consist of bridges, boats, steppingstones and may have seating placed around the outside (still to be confirmed). Kathy confirmed this is a school funded project
- Michael Shipley is leaving the school at the end of term 3. Brooke Warwick will be covering the class
- Year 6 2020
 - o Formals been approved to go ahead. Teachers/parents can start the planning process – no guarantee on the event taking place – will depend on government guidelines at the time of event
 - o No parents will be allowed to attend the function whether on or offsite
 - o There will no dancing allowed in accordance with COVID guidelines
 - o Year 5 will not be able to attend the formal this year
 - o Leanne advised that parents are happy to pay a cover charge to assist in the formal going ahead and assist in covering costs due to reduced fundraising

- o Any fundraising that takes place now until the formal date, will be used to assist in covering the cost of the yearbook, bears and gift to the school
 - o Confirmed the last day of term 3 will be crazy hair and sock day with a gold coin donation
 - Classes for 2021
 - o Numbers have dropped for next year which means we will lose a teacher however Kathy advised the school will cover the cost of a teacher for 2021 to ensure we keep 21 classes and keep a demountable
 - o There will be one composite class which will be 2/3
 - o Information for 2021 classes will be communicated in the school newsletter
 - o Primary classes will be reduced numbers approx. 25/26 per class
 - The school will once again cover the cost of the following for 2021
 - o School book packs
 - o Bug club
 - o Athletics
 - o Literacy pro
 - Will ask for families to pay a school contribution for 2021. This did not happen this year due to COVID.
 - Kathy and Catherine are reviewing all profession learning via 'What works best'
 - There will be a new behaviour strategy in place for 2021. The strategy will see no students in K-2 suspended and those in years 3-6 can be suspended for a maximum of 10 days.
 - Post COVID and in accordance with government guidelines the school will look to have parents back on site in the afternoons only. The mornings have been working well using kiss and drop and has assisted in reducing anxiety in children not wanting to leave parents
 - Naplan
 - o There was a year 5 check in static test completed this term, for NSW schools only
 - o Out of 40 questions for numeracy the students were above for 20 questions and overall the results have improved
 - o Year 3 will take the static test week commencing 20 September
 - Back Gate
 - o There is no policy from the Teachers Federation or the Dept of Education, that states that teachers/schools are to staff the gates, there is no legal responsibility
 - o Teachers are on the gates of a morning since COVID to ensure sanitising regulations are taking place before students enter the school grounds. It was noted the mornings when there was no teacher present before students entered was a Monday and they were potentially held up at Monday muster.
 - o Teachers were pulled off the gates of an afternoon as staff were being abused by members of the community and it posed a potential risk
 - Ribbons and Banners
 - o The principal awards will now be viewed as a 'white award' can be used to achieve a ribbon or banner.
 - o Program awards issued to students cannot be counted as a white award
 - o Awards are now being centrally tracked in the system
 - o Quality of awards being issued, and the frequency in which they are received will be reviewed
 - Kindy 2021
 - o Kindy information packs are being prepared and will be available for families to collect from the front office. These will include information on the school, P&C, canteen etc
 - o The school is in the process of creating videos that will then be available via the school's website
 - o Will look to hold story reading session via Zoom for new families to the school only.
 - School reports will be resume to their normal process pre COVID. These will be issued at the end of term 4 and will once again advise of the student's class for next year.
 - Red Day will take place the last day of term as a normal P&C run day (not a year 6 fundraiser)
- ACTION:**
- Kim to share survey across each year groups Facebook page

- A note to be added to the school newsletter 23 September around the safe crossing of roads and parking in appropriate designated parking areas
- Note to go home with students advising of Crazy Hair & Sock Day
- School to do a Facebook post advising of Red Day

GENERAL BUSINESS

AGM

- Meeting will be held 4 November from 6.30pm
- Will look to host via Zoom to allow new parents to attend the meeting as a work around venue booking restrictions

ACTION:

- Committee to discuss offline and confirm how the meeting will be run.
- Will advise Kathy and if held via Zoom and have the school post a Facebook message asking those interested in joining for 2021 to contact the P&C via email

Kiss and Drop / Bus Bay

- It was noted that buses are not using the correct bus bays and have been abusing parents for using the new Kiss and Drop bay.

ACTION:

- Kathy to contact Busways to discuss this issue and insure all drivers are aware of the change

Thankyou Gifts

- Gifts to be purchased for Cherie and Leanne to thank them for their involvement with the P&C and presented at the final meeting for the year
 - o Cherie \$200
 - Moved Kim Griffiths
 - Seconded Nicole Franzke
 - o Leanne \$50
 - Moved Kim Griffiths
 - Seconded Nicole Franzke

Meeting concluded at 8.15pm

NEXT MEETING

- Wednesday 4 November 2020 @ 6.30pm – venue TBC

SURVEYORS CREEK PUBLIC SCHOOL P & C
St Andrews Drive
GLENMORE PARK NSW 2745

RECONCILIATION REPORT

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:		1-1110		
Date of Bank Statement:		31 July 2020		
Last Reconciled:		29/05/2020		
Last Reconciled Balance:		\$63,584.84		
Cleared Cheques:				
925	8/7/2020	Woolsworth Corp		\$333.65
			Total:	<u>\$333.65</u>
Cleared Deposits:				
			Total:	\$0.00
Outstanding Cheques				
				<u>\$0.00</u>

Reconciliation

Account Balance on 31/07/2020:	\$63,251.19
Deduct outstanding cheques	<u>\$0.00</u>
Subtotal:	\$63,251.19
Add outstanding deposits:	<u>\$0.00</u>
Expected balance on Statement:	\$63,251.19

SURVEYORS CREEK PUBLIC SCHOOL P & C
St Andrews Drive
GLENMORE PARK NSW 2745

RECONCILIATION REPORT

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:		1-1110		
Date of Bank Statement:		31 July 2020		
Last Reconciled:		29/05/2020		
Last Reconciled Balance:		\$6,045.25		
Cleared Cheques:				
				\$0.00
		Total:	\$0.00	\$0.00
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DD	04/05/2020	Lactalis Australia		\$230.24
		Total:	\$0.00	\$230.24
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Cleared Deposits:				
24/07/2020		Deposit - Notes	\$640.00	
24/07/2020		Deposit - Coins	\$854.05	
31/07/2020		Deposit - Notes	\$505.00	
31/07/2020		Deposit - Coins	\$992.00	
		Total:	\$2,991.05	

Outstanding Cheques

1333	Metropolitan Confectionery	\$591.64
1334	Cafos	\$531.47
1335	Woolworths	\$120.23
1336	TBA	\$109.35
	Total:	<u>\$1,352.69</u>

Outstanding Deposits

07/08/2020	Cash Deposit	\$495.00
07/08/2020	Cash Deposit	\$1,166.30
14/08/2020	Cash Deposit	\$615.00
14/08/2020	Cash Deposit	\$927.90
	Total:	<u>\$3,204.20</u>

Reconciliation

Account Balance on 31/07/2020:	\$8,806.06
Deduct outstanding cheques	<u>\$1,352.69</u>
Subtotal:	\$7,453.37
Add outstanding deposits:	<u>\$3,204.20</u>
Expected balance on Statement:	\$10,657.57