

Surveyors Creek Public School P&C Minutes

Date: Thursday 19 November 2020
Location: Surveyors Creek Public School Library
Chair: Nicole Hancock
Minutes: Melissa Ryan
Meeting opened: 6:50pm

Attendees: Nicole Hancock, Melissa Ryan, Lisa Cammans, Samantha Shepherd, Leanne Hallows Smyth, Nikki Sutherland, Kathy Browne, Catherine Mc-Cann-Smith, Theresa Oliver, Bellinda Boyd, Lysa McRae, Cherie Lilley, Diane Clarke, Nicole Franzke, Raelene Chaffen, Nicole Bridges

Apologies: Kim Griffiths, Kelly Touma, Nicole Timbs, Glenda Pagacs, CubbyOOSH

MINUTES

The minutes of the meeting on 16 September were accepted without error or omission.

Moved: Samantha Shepherd
Seconded: Raelene Chaffen

BUSINESS ARISING

- Nil

CORRESPONDENCE IN

- Rebel statement - \$712.75
- Fundraising and promotional material both hard copies and emails
- P&C Federation information and update emails

CORRESPONDENCE OUT

- N/A

CUBBY OOSH UPDATE – Angel Raffan (emailed update)

- New programs for term 4 have commenced. This term they are exploring multicultural, creative and food tasks. The programs have the students engaged and interested. They seem much happier and have been less agitated and bored
 - o Monday Cooking classes. So far students have made nachos, 'dirt desserts, and cucumber raita
 - o Tuesday Dance Classes. A third-party person attends to teach the students hip hop classes and choreograph a dance
 - o Wednesday Creative Day. Students have made Venetian masks and created Aboriginal style paintings
 - o Thursday Code Commanders. A third-party person attends to create buildings with students introduce electricity
 - o Friday STEM Day. Students partake in scientific experiments including making catapults, growing crystals and much more
- CubbyOOH is still final phase for placing a new NS and 2IC. Announcements to come soon. All the staff have been working hard to maintain the centre and keep it running smoothly and efficiently.
- Numbers at the centre are great with quite a few new attendees
- Enrolments for Kindy 2021 have been coming through
- Kiss and drop of a morning and afternoon, is still working well. Most parents now using the correct bay and avoiding the bus zone

P&C REPORTS:

Canteen

- Cherie is in her final weeks as our canteen coordinator. THANK YOU again for all your time and effort over the years, you will be dearly missed by parents, students and staff.
- The canteen coordinator role
 - o This role receives a small reimbursement for time and effort, the current interested party (a grandparent to the school) who is looking to take on the role in 2021 has queried if payment to her can be split and issued via cheque AND gift cards (rather than cheque only).
 - o This was discussed by committee members present and went to vote
 - Unanimous vote by all members
 - Payment is to be made via cheque OR gift card only, no split payment to be issued.
 - o The current interested party is unable to deposit the canteen earnings for the week on Friday afternoons as per the current routine. She has queried if she is able to deposit the funds on Monday mornings instead?
 - o This was discussed by committee members present and went to vote
 - Unanimous vote by all members
 - All canteen funds must be deposited on Friday afternoons. Funds are not be taken home over the weekend.
- Cherie has provided a timetable of all volunteers for 2021 as part of her handover
- Nicole H advised that we also have two additional parents who are interested in taking over the canteen coordinator role in a shared capacity should the current interest decide not to or be able to take on this role for 2021.
- Last lunch order dates
 - o Friday 27 November Years 3-6
 - o Wednesday 2 December Years K-2
 - o Friday 4 December Over the counter sales only no lunch orders

ACTION:

- Nicole Hancock to speak to the current and the two additional interested parents and advise of all member feedback with regards to payment and banking and provide an update at the final meeting for 2020

Treasurer

- Main Account Balance: \$58,891.19
- Canteen Balance: \$18,759.97

Uniform

- Nicole F advised there are currently delivery delays due to COVID however Lowes are hoping for stock to arrive by the end of the month/early December. There is currently stock in the Penrith store
- Raelene advised that sales from the clothing pool went well on kindy orientation night. Will have this out again for the next session.
- Clothing pool is currently not open to all students however Kathy has advised if students are in desperate need of items, parents can send an envelope to school with money enclosed requesting the item and size. A member of staff from the office will collect and send home with student
- Quality of the current shirts available at Lowes are lower than previously available from Back to Basics. They do not wash as nicely, fade quickly and the collars pillar very easily.

ACTION

- Kathy to include information about the clothing pool in the next newsletter

- Nicole F to pass on Lowes contact information to Lysa McRae.
- Lysa to contact Lowes and discuss shirt quality

Fundraising

- A parent has queried whether funds from those that paid for Mother's Day, will be refunded especially to those in year 6 and not at the school next year. Nicole H advised that two members of the P&C committee and Phillipa from the office, went through all payments received. Calls were then made by Phillipa to families to confirm whether they would like to collect the funds themselves or whether could be sent home with students.

ACTION

- Nicole to contact Phillipa to ensure that all funds were returned to families

PRINCIPAL'S REPORT

- Staff development days are changing in 2021. There will now be two in January and only 1 in December.
 - o 27 and 28 January 2021
 - o 17 December 2021
- End of year 'Celebration of Learning'
 - o Assembly will be taking place 8 December. The timing of the day has communicated in the school newsletter. The timetable has been put in place to ensure the school is compliant with NSW Covid restriction guidelines
 - o One parent from each family will be invited to attend on the day. Calls will be made to those receiving awards
 - o Parents will be allowed to take photos of their children this year
 - o A slide show of recipients will be placed on the school's website
- Year 6 Graduation
 - o The assembly is taking place 11 December and will commence at 9.30am. All wanting to leave early to get ready for the formal must be collected no later than 11am.
 - o Parents will not be able to attend the graduation assembly this year. Unfortunately, as numbers will not allow with Covid restrictions.
 - o The school is currently looking into options to have this held virtually so that parents do not miss out. Options currently being investigated are Facebook live stream or a YouTube live stream
 - o There has been a request for professional/nice photos be taken of all graduating students that can be given to families due to not being allowed on site.
 - o The formal will be held at Leonay Golf Club. This will be a kiss and drop process only, parents cannot stay on site.
 - o Students have chosen their colours for year. Need to review current decorations available
 - o Farewell tunnel will be held with students only this year. Students will line the path and clap as students go past. Looking at options to try and include parents, it might be possible to have parents/families on the outside of the school fence and have students walk past.
 - o Leanne would like to include photos from the graduation and farewell given the lack of photos taken throughout this year. Students will be presented with their booklets on their final day. Lena Maiden is aware of this
- Planning and Classes for 2021
 - o Numbers are currently borderline. Kindy numbers are currently at 64
 - o The school is funding an additional teacher and asking to keep a demountable.
 - o The proposed 2/3 class has been dropped
 - o There will three classes from each year
 - o Reduced class numbers across years 3-6
 - o Currently working on student/teacher relationships and forming classes

- Classes for 2021 will be sent home with reports as per previous years
- Books for all students have been ordered
- School is funding the cost of all program subscriptions to ensure all students have access (approx. \$35K)
- School will continue and fund all intervention programs such as mini lit and quick smart
- Parents will only be funding excursions and the school contribution. The contribution will be communicated with families early 2021. An itemised list to go home detailing what the contribution assists in funding
- Review of awards program to ensure all teachers are issuing quality awards on a regular basis
- New play area for the oval. Quote came in at \$70K. Currently working out some cheaper alternatives that can be put in place
- Veggie garden is going well. Emma attends one day a week to work with students. Kathy will buy into the program to have continued support. Cost is approx. \$25K
- Post Covid hoping to have a community BBQ Day to invite families in and show off the school and help to rebuild connection.
- Student Analysis
 - Catherine and executive team are pulling together all data recently received and will present finding to staff
 - The school currently has 111 students that are on the NCCD 'Nationally Consistent Collection of Data'. (The NCCD on school students with a disability is a fair and consistent way for Australian schools to collect information that reflects the support or adjustments being provided for students whose learning is impacted by a disability).
 - Data shows we are a highly complex school, not from support but across mainstream (1 in 5 students require additional support to do a disability)
 - Reviewing literacy and numeracy data
 - Need to complete a four-year school improvement plan with targets to hit in 2023. This will be with consultation with the school community before its confirmed
 - The 'Tell Them from Me' survey had interesting results with constructive feedback
 - Stage 3 completed reviewing the '2 stars and 1 Wish' data and had to present their findings to Kathy which have all been taken on board for consideration. The task was well received by both students and staff
 - Zoom meetings with families are currently on hold. Lack of time available with Kathy attending a personal matter
 - The P&C only are welcome to Thursday 17 December 3.30 – 5.30pm at Twin Creeks where staff will present data to the executive committee.
- What Works Best
 - All staff attending professional learning modules as part of the school's improvement plan
 - Our school focuses on eight practices for effective teaching. All details have been provided in the school newsletter
- Meeting with Executive Director Deb Summerhayes & Director Kay Rigas
 - Our school has been recognised in Reading and Numeracy after the school showed amazing improvement following the years 3 and 5 check in assessments. All results communicated in the newsletter detailing the state average and our school results.
 - Our school had the best results when compared to others in our area
 - Before the check in assessments, Kathy and Catherine spoke with students to assist in easing anxiety and explain what to expect and explained that by them trying their very best and taking their time will help drive change within the school.
 - Back the Front Maths has been a great success. We have been the only NSW school running this program and others are soon to follow. Michelle Blackwell has done a great job leading this program. The cost of this program is approx. \$50K

GENERAL BUSINESS

Rebel Statement

- Rebel statement is currently at \$712.75, we have been granted an extended expiry
- School has requested for new
 - o Electric ball bumps x 2/3
 - o Tennis balls, ping pong balls paddles and balls

ACTION:

- Nicole N to purchase items and deliver to school

P&C Committee

- Nicole H has been reviewing our current P&C operational set up. At present we can do not host virtual meetings or alike as we are not a P&C Incorporated.
- Most importantly, with our P&C not currently being 'incorporated', it means each committee member is responsible for any and all monies collected. It becomes a personal liability. This was not a known piece of information to most of the committee members present at the meeting.
- Having our P&C become incorporated will provide protection for our valued volunteers and we will also be able to then apply for various government grants for assistance.

ACTION:

- Nicole H to review all information with regards to making the change to our P&C and present all the pros and cons and possible costs at our first meeting in 2021

Meeting concluded at 8.40pm

NEXT MEETING

- Wednesday 9 December Penrith Golf Club from 6pm for dinner with meeting commencing at 6.30pm

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

RECONCILIATION REPORT
4 November 2020

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:		1-1110		
Date of Bank Statement:		31 October 2020		
Last Reconciled:		19/08/2020		
Last Reconciled Balance:		\$63,251.19		
Cleared Cheques:				
926	24/08/2020	Andrews Insurance Services		\$860.00
927	18/09/2020	Cherie Lilley		\$2,500.00
			Total:	\$3,360.00

Cleared Deposits:

			Total:	\$0.00
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Outstanding Cheques

				\$0.00
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Reconciliation

Account Balance on 31/10/2020:	\$59,891.19
Deduct outstanding cheques	<u>\$0.00</u>
Subtotal:	\$59,891.19
Add outstanding deposits:	<u>\$0.00</u>
Expected balance on Statement:	\$59,891.19

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 St Andrews Drive
 GLENMORE PARK NSW 2745

RECONCILIATION REPORT
 4 November 2020

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:		1-1110		
Date of Bank Statement:		31 October 2020		
Last Reconciled:		29/05/2020		
Last Reconciled Balance:		\$10,657.57		
Cleared Cheques:				
1333	06/08/2020	Metropolitan Confectionery		\$591.64
1334	07/08/2020	Cafos		\$531.47
1335	11/08/2020	Woolworths		\$120.23
1336	18/08/2020	Metro Ice Cream		\$109.35
1337	03/09/2020	Woolworths		\$73.34
1338	15/09/2020	Metro Ice Cream		\$117.25
1339	22/09/2020	Cafos		\$1,503.30
1340	11/09/2020	Metropolitan Confectionery		\$2,107.32
1341	18/09/2020	Metro Ice Cream		\$117.25
1342	02/10/2020	Woolworths		\$89.73
1343	16/10/2020	Metropolitan Confectionery		\$1,270.53
1344	09/10/2020	Cafos		\$1,281.23
1345	30/10/2020	TBA		\$144.99
Total:			\$0.00	\$8,057.63
DD	31/08/2020	Lactalis Australia		\$57.69
DD	05/10/2020	Lactalis Australia		\$197.09
Total:			\$0.00	\$254.78

Cleared Deposits:

07/08/2020	Deposit - Notes	\$495.00
07/08/2020	Deposit - Coins	\$1,166.30
14/08/2020	Deposit - Notes	\$615.00
14/08/2020	Deposit - Coins	\$927.90
21/08/2020	Deposit - Notes	\$510.00
21/08/2020	Deposit - Coins	\$841.45
28/08/2020	Deposit - Notes	\$660.00
28/08/2020	Deposit - Coins	\$1,099.25
04/09/2020	Deposit - Notes	\$600.00
04/09/2020	Deposit - Coins	\$1,078.65
11/09/2020	Deposit - Notes	\$650.00
11/09/2020	Deposit - Coins	\$1,068.45
18/09/2020	Deposit - Notes	\$660.00
18/09/2020	Deposit - Coins	\$1,046.55
25/09/2020	Deposit - Notes	\$585.00
25/09/2020	Deposit - Coins	\$1,172.85
16/10/2020	Deposit - Notes	\$670.00
16/10/2020	Deposit - Coins	\$983.55
23/10/2020	Deposit - Notes	\$670.00
23/10/2020	Deposit - Coins	\$876.65
30/10/2020	Deposit - Notes	\$685.00
30/10/2020	Deposit - Coins	\$884.45

Total: \$17,451.05

Outstanding Cheques Total: \$0

Outstanding Deposits Total: \$0

Reconciliation

Account Balance on 31/10/2020: \$18,439.70
Deduct outstanding cheques \$ 0.00
Subtotal: \$18,439.70

Add outstanding deposits: \$ 0.00
Expected balance on Statement: \$18,439.70