

Surveyors Creek Public School P&C Minutes

Date: Wednesday 12th May 2021
Location: SCPS Library
Chair: Nicole Hancock
Minutes: Samantha Shepherd
Meeting opened: 6:25pm

Attendees: Melissa Ryan, Lysa McRae, Nicole Hancock, Sam Shepherd, Lisa Cammans, Kim Griffiths, Diane Clark, Nikki Sutherland, Raelene Chaffen, Kathy Browne, Catherine Smith

Apologies: Melanie Dewberry, Kelly Touma, Nicole Franzke

MINUTES

The minutes of the meeting on 17th March 2021 were accepted without error or omission.

Moved: Nicole Hancock
Seconded: Lisa Cammans

BUSINESS ARISING

- Melissa Ryan has stepped down from the Secretary Role as of Tuesday 12th May 2021.
- Samantha Shepherd has stepped down from the Vice Presidents Role as of Tuesday 12th May 2021.
- Samantha Shepherd has agreed to take on the Secretary Role.
 - o Nicole Hancock nominated Samantha Shepherd for the role
 - First Lisa Cammans
 - Second Melissa Ryan
 - Samantha accepted the role
- Melissa Ryan has agreed to take on the Vice President Role.
 - o Nicole Hancock nominated Melissa Ryan for the role
 - First Lisa Cammans
 - Second Kim Griffiths
 - Melissa accepted the role

CORRESPONDENCE IN

- Rebel statement \$1,122.68
- Letter and Cheque for \$500 from Leading Image for school photos.
- P&C Federation emails.

CORRESPONDENCE OUT

- NIL

CUBBY OOSH UPDATE

- No Cubby OOSH Update.

P&C REPORTS:

Canteen

- The Canteen is doing well banking \$2000 per week.
- Whole school lunch orders are going well with the trend of Friday's being the busiest day for lunch orders.
- Wednesday's are being used for restocking and odd jobs due to the lower level of lunch orders.

- The healthy canteen is up for renewal.
 - o Kim and Melanie are in the process of completing the paperwork for it.
 - o Kim will be getting Kelly Touma to read over the paperwork as she helped Cherie last time.
 - o Once the paperwork is complete Kim will send this off.
- The new supplier is working well, a few teething issues however these have been rectified.
- Seven new mums have signed up to help in the canteen and are going well.
- New oven should be here at the end of the month.
- The people for the new stainless steel bench tops have come for a quote and we are now waiting to hear back.
 - o Catherine Smith will chase up the quote.
- Water damage to the canteen during the storm.
 - o The roof of the canteen has been replaced, repaired and is safe.
 - o The ceiling needs to be repaired and we are waiting for them to come back and do this. Catherine Smith has said this should be done on a non-canteen day.
- The original air conditioning unit is no longer operating.
 - o Catherine Smith will get the air conditioning person that is attending the school tomorrow 13.5.21 to look at the air conditioning unit.
- There is one or two families that have been continuing to pay the canteen with foreign currency, sometimes this is being missed at busy times.
 - o Kathy Brown and Catherine Smith said they will contact the parents.
 - o A note will go in the newsletter about foreign currency not being accepted at the canteen.
- There has been some younger children bringing \$20 and \$50 to spend at the canteen.
 - o This has been given to the teacher on canteen duty usually Miss Jen.
 - o Kathy and Catherine have said they will call the parents if children use \$20 and \$50 to ensure the parents are aware their child has that amount of money to spend at the canteen.

ACTION

- Catherine Smith to follow up stainless steel bench tops quote.
- Catherine Smith to get the air conditioning man to look at the original air conditioner that is not working.
- A note to go in the newsletter about foreign currency not being accepted in the canteen.

Treasurer

- Main Account Balance: \$81,702.58
- Canteen Balance: \$7,050.34
- There was one cheque out.
- There was one cheque deposited into the canteen account.
- Lisa Cammans handed over a cheque to Kathy Brown and Catherine Smith for the P&C contribution to the basketball courts.
- Lisa went to the bank this week to finalise the signatures for both P&C accounts and was advised CBA's policy has now changed and the paperwork and amended minutes are now not enough to support the request
 - o The information needs to state the people we want off the signatures and then the people you want on the signatures. It also needs to state who needs net banking.
 - o A special meeting may need to take place to discuss this and minutes to be taken to take back to the bank.
- Kim and Melanie have expressed interest in net banking for the canteen.
 - o Lisa will investigate this will double signatures.
- The question was asked do we need to stay with the CommBank, can we investigate moving to another bank due to the problems we have every year with policy changes and changing signature.
 - o Lisa is going to investigate this and talk to some other banks about their procedures to see if this is an avenue we will be heading down.

ACTION

- Lisa to investigate moving to a new bank.
- Need to set a date for Extraordinary Meeting to take place with P&C Executives only, to arrange for bank signatories to be confirmed if we do not move banks.
- Lisa Cammans to investigate net banking with double authority for the canteen.

Uniform

- Lowes have plenty of stock, Lysa McRae has been into Lowes today 12.5.21 to check stock level and spoke to the staff at Lowes.
- The school is looking into a NADOC inspired sports shirts for the year 6 students to wear, if this goes well the school may look at younger years.
- Hats are available for purchase in the school canteen for \$20, there is plenty of stock. A post will go up on the school Facebook page to inform parents of this.

ACTION

- Facebook post to go up to inform parents that hats are for sale in the school canteen for \$20.

Fundraising

- Mother's Day Stall
 - o Banked \$7,600 – approx. \$2,600 to \$2,800 profit.
 - o Students coming up in the sports groups went very well. The teacher's feedback was it was a lot smoother and worked well siblings going up together in house groups.
 - o There was confusion of students that were absent on the day, some teachers chose and other did not. Moving forward if the student is away on the day, they can come on the Friday to select their gift. If the student is still away in the Friday, the gifts will be chosen for them.
 - o There were parents calling on the day of the Mother's Day stall to see if they could still bring their sick child in on the day to choose their Mother's Day gifts even though they were to unwell to come to school. This needs to be communicated with parents that if their children are unwell to go to school then they can not come in on the day to pick up their Mothers' Day gifts.
 - o There was a parent comment on the Facebook page asking why Thorpe always goes last (groups come in alphabetical order). All gifts were divided into four groups to ensure that each house group had the same number of items and did not miss out on gifts. This will be communicated with families for future stalls.

ACTION

- Information to be included on notes home for the next stall about children being absent on the day of the stall and how the gifts will be divided on the day to ensure all have equal options

PRINCIPAL'S REPORT

- The school improvement plan is up on the school website.
- The school is on the new led light program in 4 to 8 weeks all the lights in the school will be changed to led lighting.
- School Newsletter
 - o Kathy Browne put in the last weeks newsletter that there will be no more paper newsletters. The is now a parent app that links to the school website which is where the school newsletter will be posted from now on.
 - o There will be a few paper copies of the newsletter in the office if the parents wish to come and collect one.
- New South Wales Parent App.
 - o Kathy Browne put in last week's newsletter information about the parents app. This included instruction on how to download the app and linking the app to the school.
 - o This information has also been posted on the school Facebook page.

- The app allows parents to link to the school website which will be updated with information about the school. This also included the school Facebook Page feed for those parents that do not have Facebook.
- Naplan
 - Naplan is underway for year 3 and 5 students.
 - Kathy Browne went around and spoke to all the students about Naplan. Kathy spoke to the student about not having to be scared or worried about the test. Explained that the test is for the student to try their best and then the school will know what we the student are good at and what the students need to work on.
- 2020 Check In
 - The school has looked at the progress from last year's check in due to Covid and Naplan being cancelled.
 - The year 6 students are tracking well, the year 4 students are tracking well in Maths, comprehension is being investigated.
 - The school has decided that year 3 and 5 will also now do the checking at the end of the year as well as Naplan in May to continue tracking the student's progress.
- Kathy has ordered the equipment for the last play area in the school, there will be a working bee announced on a Saturday or in the school holidays to help with the mulch.
- The Kindergarten afternoon was received well, the parents were impressed with the school and enjoyed themselves.
- Department Complaint
 - Kathy Browne has received a complaint via the DoE from a parent regarding parents not being allowed in the school and the principal not being approachable.
 - Kathy has responded to the complaint explaining the departments current Covid policy which the school is adhering to. It was also explained that parents are invited into the school on other accounts such as parent helpers, canteen, assemblies, and sporting events.
- The tree arborist came out to the school to inspect the trees, two trees need to be cut down. One is due to the age and the branches dropping down and the other near a neighbour to the school.
- Catherine Smith said that there has been large animal droppings discovered in the middle of the school field. They believe someone is letting their dog through the bars of the fence late in the after. This is being investigated.

GENERAL BUSINESS

- Nicole Hancock wants to thank Cherie for coming back and all her help in the canteen handing over to Kim and Melanie during Term 1. Gift to be purchased from her regular beauty place, Kim is happy arrange
 - Motion moved Nicole Hancock
 - All members in agreeance 11 members present
 - No members against
 - Budget approved \$200
- Interrelate Program
 - The Question was asked if the Interlate program will being offered at the school this year.
 - The school said after covid they were going to bring this program back in next year.
 - After discussion of this year 6 will miss out on the program due to it being cancelled with covid last year the school will look at it is returning this year rather than next year.

Action

- School to investigate booking Interrelate Program to take place this year and advise dates

Meeting concluded at 7:45pm

NEXT MEETING

- Wednesday 23rd June 2021 from 6:30pm in the school's library