

Surveyors Creek Public School P&C Minutes

Date: Wednesday 24 February 2021
Location: SCPS Library
Chair: Nicole Hancock
Minutes: Melissa Ryan
Meeting opened: 6:35pm

Attendees: Nicole Hancock, Melissa Ryan, Lisa Cammans, Kathy Browne, Catherine McCann-Smith, Diane Clark, Nicole Franzke, Raelene Chaffen, Nicole Bridges, Kim Griffiths, Nikki Sutherland, Melanie Dewberry, Maria Long, Michelle Okorn, Nissan Dezman, Priscilla Quinlan, Amit Singhi, Sharon Bellamy, Bellinda Boyd, Nicole Timbs, Amie Hillard, Nicole Earley, Elanor Hobbs, Chloe Fairclough

Apologies: CubbyOOSH, Kelly Touma, Samantha Shepherd, Glenda Pagacs, Lysa McRae, Cherie Lilley

MINUTES

The minutes of the meeting on 9 December 2020 were accepted without error or omission.

Moved: Lisa Cammans
Seconded: Nicole Hancock

BUSINESS ARISING

- NIL

CORRESPONDENCE IN

- Rebel statement - \$973.08
- Fundraising and promotional material both hard copies and emails
- P&C Federation information and update emails
- Letter from Raelene Chaffen advising she is stepping down as Vice President effective immediately
- Letter from Louise Burnett advising she is stepping down as Canteen Coordinator effective 12 February 2021
- Letter from Kim Griffiths advising she is stepping down as Vice President effective immediately

CORRESPONDENCE OUT

- NIL

CUBBY OOSH UPDATE (update received via email)

- Have been able to use canteen to wash up only which we are so grateful (thank you)
- Currently looking for a 2IC. If anyone has any friends that may be interested, please let us know. Also looking for additional educators.
- Our program has been in place with new science experiments and sports programs running that have been a massive hit with all students
- Our numbers are pushing capacity, full numbers both morning and afternoon.
- During the Christmas holidays, Mary renovated the office, painted the walls, replaced the flooring and installed new shelving.
- We received new resources, benefitting kids from k-6 and fueling their interests.

P&C REPORTS:

Canteen

- Louise Burnett is stepped down from the coordinator role as of 12 February
- Kim Griffiths and Melanie Dewberry have agreed to take on the coordinator role
 - o Nicole Hancock nominated Kim Griffiths for the role
 - First Lisa Cammans
 - Second Melissa Ryan
 - Kim accepted the role
- Melanie will need to be elected at the next meeting due to only becoming a financial P&C member this week.
- Cherie has stepped in to assist. She has given Kim and Melanie an in-depth handover of the coordinator role and expectations (thank you Cherie)
- Lisa and Nicole H are currently putting together new policies for cash handling for the canteen
- Aiming to have all ordering of stock, including Woolworths moved online to avoid cash handling and to have electronic copies of all invoices and save time
- The canteen needs a new cash box purchased
 - o Motion moved Nicole H
 - o All members in agreeance 11 members present
 - o No members against
 - o Budget approved \$200
- Lisa is in the process of applying for a new P&C (only) account with Woolworths. We previously used the school's account
- Canteen will remain as is for lunch orders (K-2 Wed and 3-6 Fri) with a move for whole school to order on both days from Term 2.
- Reduced restrictions will allow more parent helpers on site to assist in the canteen, will be allowed 5
- Over the counter sales have been steady
- Kim advised the multi power board is short circuiting. Kathy advised she can purchase new power boards and if the issue continues, she will arrange an electrician to review

ACTION

- School to purchase two new power boards for the canteen

Treasurer

- Main Account Balance: \$74,468.06
- Canteen Balance: \$7,427.96
- Still need to finalise new signatories for both accounts.
- Lisa will work with Kim for signing of all cheques
- A cheque for \$17,000 was presented to the school from Term 4 2020.

ACTION

- Finalise signatures for accounts

Uniform

- No Lowes update from Lysa
- Clothing pool can run within school guidelines
- Agreed for this to take place Tuesday & Thursday mornings 8.40 – 9.10am to avoid the busier afternoon period.
- Parents will also be able to send a note to school requesting stock from the clothing pool. This will need to be received by a Monday or Wednesday with items to go home with students on the Tuesday/Thursday. Disclaimer to include best items available will be selected.

ACTION

- Lisa to arrange clothing pool note to be sent home with students

Fundraising

- Kim has stepped down from the fundraising role. Raelene has agreed to take this on
 - o Nicole Hancock nominated Raelene Chaffen for the role
 - First Kim Griffiths
 - Second Lisa Cammans
 - Raelene accepted the role
- No major fundraising event will take place this year, confirming smaller events will still take place ie Easter raffle, Mother's Day and Father's Day
- Will hold the Easter Raffle this year. Raffle tickets are ready to go, chocolate and baskets will need to be purchased)
 - o Nicole Hancock motioned to purchase 5 x \$50 baskets & small chocolate eggs to given out to whole school (555 students)
 - First Kim Griffiths
 - Second Lisa Cammans
- Dietary requirements need to be catered for – lollipops purchased as replacement
- No cake stalls will take place during 2021
- Need to coordinate how Mother's Day will run for both parent helpers and students entering the hall.

ACTION

- Raelene to purchase raffle prizes and eggs for students, prep for Mother's Day and consult with school on Covid safe plan for parent helpers

PRINCIPAL'S REPORT

- Covid rules and regulations are constantly changing the school is adapting with each change
- Staggered leave times of an afternoon has ceased
- Morning drop off working, still no parent on site for the moment, reviewing how this could work for afternoons only
- Thanked the P&C for the lovely lunch provided to staff at the end of the year
- Playground upgrade
 - o Middle of the oval costing approx. \$75K
 - o Environmental approach and view with wooden bridges and stepping area
- School upgrades
 - o three new photocopiers
 - o the sick bay is being refurbished
 - o new cabling throughout the school and better Wi-Fi connection (approx. \$100K)
 - o quoting to have new stainless-steel benchtops in the canteen
 - o P&C requested a concrete path from the front office area to the P&C room
- The school has rolled over \$370K which is to be spend over the next 4 years.
- University of Newcastle has provided feedback advising they love the school and the space available to all students
- Student analysis
 - o Kathy presented the schools improvement plan vision and context. The plan is focused around three key areas across a four-year period
 - Student attainment and growth
 - Wellbeing and engagement
 - Assessment of students
 - o Vision – data pulled had a strong focus on belonging from both students and parents
 - o Context
 - strategic direction
 - Improvement measures
 - Success criteria
 - o During 2020 the students took part in a 'check in' assessment in place of Naplan, results have seen improvement across those in years 3 and 5. Looking to adopt this approach for years 4 and 6 and may consider year 2

- Dept of Education has set targets for the school, mandatory targets must be achieved this includes
 - Naplan
 - Student growth
 - Attendance
- Currently students arriving late has been a big issue. Recently, 41 students arrived late in one day.
- The plan will be evaluated in August 2022 to review progress on all areas, could change following this process. New 4-year plan will start if changes are put in place
- All information will be available for the community to review on the school's website

GENERAL BUSINESS

- Executive details for the committee need to updated on the P&C Federation website
- Parent Helpers
 - All parent helpers are able to return on site to assist in classrooms
 - Kathy confirmed this is likely to take place from Term 2 once students have been reviewed and allow programs to be set
- School Communication
 - Request was received for the school's newsletter to be sent via email
 - Kathy will review this request in consultation with office staff to work out logistics
 - Catherine to investigate as to whether 'central' can used for electronic communication (this is currently used, for alerts when students are away)
 - School website is currently being upgraded and managed by Kristy Palombo.
 - Will be linked to the school's Facebook page
 - All school & P&C notes will be added to the website
 - Request for P&C minutes to be added to the website
- Community Feedback
 - Covid has reduced various interaction opportunities for parents with the school
 - Request for introductions to teachers, especially those new to the school or stage
 - Kathy confirmed notes had gone home with students that included photos and brief bio's on teachers for all years except those in Stage 3
- School Facebook
 - Parents have been submitting rude messages which is unacceptable and not the forum for discussions to take place
 - The Facebook page cannot be used for formal communications with the school, this should be submitted via email. This includes
 - Students needing to leave early
 - Students away sick
 - Requesting notes to be sent home with students
 - Kathy confirmed she is always happy to meet with families to discuss issues or address areas of concern in person. Rude behaviour will not be tolerated online and those who continue to do so, will be blocked
 - This information will be addressed in the school newsletter
- School Gates
 - Request to have the double gates next to the canteen opened of an afternoon only to ease congestion and create a better flow when students are leaving school
 - Kathy confirmed for the moment, these will remain closed
- Gmail accounts
 - Main P&C account password needs to be reset. Access to be given to only Mel Ryan and Nicole Hancock to avoid emails being missed
 - Canteen account password needs to be reset. Access to be give to Lisa Cammans, Kim Griffiths and Mel Dewberry
- Drop Box

- Access to P&C drop box to be updated and made available to all P&C elected committee members

ACTION:

- Mel Ryan to update executive details on P&C website
- Mel Ryan to reach out to Kristy Palombo to have all P&C minutes added to the website
- Kathy/Catherine to advise whether email comms are possible at the next meeting
- Kathy to follow up on intro note home to those students in Stage 3
- Facebook do's and don'ts to be included in school newsletter
- Lisa Cammans to update Gmail account passwords
- Lisa Cammans to update Drop box account and access

Meeting concluded at 8.05pm

NEXT MEETING

- Wednesday 17 March from 6:30pm in the school's library

Melissa J Ryan

From: Nicole Hancock <nic_hancock4@yahoo.com.au>
Sent: Thursday, 11 March 2021 4:20 PM
To: Melissa J Ryan
Subject: Fw: Resignation from Fund-raising role.

Kim's letter stepping down.

Thank you.

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Monday, February 22, 2021, 12:51 pm, Kim and Damien Griffiths <griffikd@tpg.com.au> wrote:

Hi Nicole,

Just to official note to say effective immediately i will be resigning from my role as Fund-raising Coordinator.

Thanks
Kim Griffiths
0447440193

From: Nicole Hancock nic_hancock4@yahoo.com.au
Subject: Fw: Re our discussion
Date: 24 February 2021 at 3:11 pm
To: Nicole Hancock pm1@glenmoreparkrealty.com.au



Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Friday, February 12, 2021, 12:17 pm, Louise Burnett
<louise.burnett62@hotmail.com> wrote:

Hi Nicole,

As per our discussion on 8th February 2021. I have decided to cease from my role as Canteen Co-ordinator effectively from 12th February 2021.

Thank you

Louise Burnett

Sent from my iPhone

Wednesday 24th February 2021

I Raelene Chaffen will be standing
down from my position as Vice President
on the Surveyors Creek Public School P+C
effective immediately.

Regards



Raelene Chaffen
0428 020 978