



Lake Cathie

Public School

Parents and Citizens

MEETING DETAILS	
Purpose	P & C Meeting and Annual General Meeting
Date and Time	Wednesday 11 February 2020 Opened 6.30pm Closed 8.10 pm
Location	Lake Cathie Public School – Library
Attendance	Attendance: as per attendance book Apologies: as per attendance book <i>Minutes: Linda Barnett</i>
ITEMS	ACTION
Minutes of previous meeting reviewed	Minutes accepted – Lana Smith Seconded – Katy Haste AGM Minutes accepted – Mary-Ann Grant Seconded – Kim McNiff
President's Report	<ul style="list-style-type: none"> Bec received an email from Sue Stevens, Williamson International, regarding a credit application update. This will be forwarded to the school for completion as it relates to our uniform supplier. A school member questioned where the funds from Idle Wilde Eggs sales at the front desk go. Jock informed the donations of \$1 dollar per carton goes directly to school. Just wondering how many families are aware and how we can change this and get more advertising done to support this fundraising for the school. Action: Jock to advertise in school newsletter. I spoke with Michael Whiting regarding the trivia night which is coming along well with donations. Great work as always and thank you for your support. Bec would like to open the discussion on where fundraising from this event will go this year. Kim McNiff proposed that funds go towards filming equipment, additional outdoor seating and robotics.

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	<p>Agreed by all present.</p> <ul style="list-style-type: none">• Bec believes there is a need to create a Facebook identity for the P&C. This will be an important tool for the future. We might get more of a response to activities if posts are coming from the P&C group rather than an individual. It would be a separate independent identity. Code of Conduct or management practice to be developed about what can be approved and posted. Action: President appointed at the AGM to investigate.• I would just like to finish with a big thank you to the P&C team. A lot of time and effort goes into each job and it is greatly appreciated. And to our regular teaching staff and parents that take time to come to each meeting, thank you for your time and commitment.
Treasurer's Report	<ul style="list-style-type: none">• Bank account balances – \$669.59 main \$7070.66 canteen \$3357.29 savings Total of \$11097.54• All bills have been paid. We can access savings if a big bill is received.• Expenditure for swimming carnival representatives \$300. Donations towards swim scheme \$1080.• Have tried again to meet with the auditor, without success.• Auditor costs about \$900 per year. If we move the canteen management over to the school and we just have fundraising, there would not be a lot of accounting to do.• We could go through the accounts at the P&C meeting. Two executive members could monitor expenditure and accounting procedures.
Principal's Report	<p>Jock Garven read out minutes of previous Annual General Meeting. All actions were completed. Motion: Mary-Ann Grant Seconded: Kim McNiff</p> <p>Jock Garven declared all positions vacant. Nominations received:</p> <p>President – Bec Bouldin Self-Nominated – Bec Bouldin Seconded – Sarah Jones Voted in via show of hands.</p> <p>Vice President – Mary-Ann Grant Self Nominated – Mary-Ann Grant Seconded – Lana Smith Voted in via show of hands.</p> <p>Treasurer – Roger Bussell Self Nominated – Roger Bussell Seconded – Katy Haste Voted in via show of hands</p> <p>Assistant Treasurer– No nominations</p> <p>Secretary - Linda Barnett Nominated – Kim McNiff Seconded – Kylie Whiting Voted in via show of hands</p> <p>Congratulations to all nominees</p> <p>General Committee – all other financial members</p> <p>Principal's Report:</p> <ul style="list-style-type: none">• Congratulations to the 2019 committees and volunteers. Congratulations to the P&C team and certainly the Executive for being in their roles. I would like to acknowledge the committees and all the work behind the scenes. Lovely support behind the scenes. Really appreciated.

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Student Achievements:

- 6 children supported by P&C to attend swimming competitions. One family to attend the State swimming carnival.
- One student will be attending the state carnival for cricket. Support will be provided.
- There will be a review of support funding in the near future. Currently financial assistance for families travelling to North Coast is \$50 and State level, \$100.
- I attended the pool for the final day of intensive swim program. Believe it is money very well spent. The money covers the additional bus costs.
- Lovely to see the growing tolerance of students with disability and additional support needs. Unbelievably accepted by their peers.
- Lots of things happening with sports. Lots of gala days and clinics. We will continue to apply for grant funding for primary programs. Looking at a K-2 gymnastics program next year. Having great success going out of school for sport programs.
- Creative Arts groups further developing over time – Dance, Choir, Band

Parental Participation:

- Lovely parental participation.
- Parent teacher discussions will be held soon. In the second semester we will trial a child lead parent teacher conference. We will be encouraging kids to take ownership of their learning goals.
- Kinder colour days have been reduced a little this year.
- Currently increasing community volunteers for our reading program.
- We would like to encourage parents to participate in our Easter raffles, Mother and Father's day stalls.

Staff Success:

- Lovely settling into the new year with students. Like all schools we have some school blues issues. Finding once the children come into the school they are settled very quickly.
- We have 13 classes this year.
- Performance and Development Plan accreditation – three have achieved initial accreditation. This is a huge body of work that we insist is achieved with "depth".
- We have a whole school Teacher Professional Learning project that will be ongoing. Deep syllabus outcome and continuum of knowledge, focus on writing, accreditation and teaching standards. Writing and reading are a two year focus leading into mathematics in 2020-2021.
- We are providing leadership opportunities for students and a Peer Support Program.
- Robotics – first Lego League
- HVCS Ceremony of Excellence

Community Spirit:

- We still remain a school that is heavily spoken about. Other schools quite interested in what is going on at Lake Cathie. Word around is that LCPS is a fantastic indication of what a community can achieve – students – families – staff.
- 3 different Ministers have been to the school in 4 visits.

Facilities Update:

- Looking at a home for the uniform outlet in the new build.
- Tomorrow everyone will receive a plan of the school and what will change on the access for busses and cars. A temporary fence and gate to be erected for play times. It will be trialled day by day.

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	<ul style="list-style-type: none">• Huge thank you to Claire Briggs for volunteering to be on the project reference group. Claire has been an outstanding voice for parents and has attended virtually every workshop with the PRG team. Claire has represented the parenting community extremely well.• Council for sporting groups was held here last Monday. Creating design and receiving 3 more options for sporting clubs to comment and make decisions on. Minimum car parking will be 250 car spaces. Time frame potentially at the same time as the build. Looking at including playground equipment for younger children. Hopefully council fields will be completed by the end of 2021.• Stage 1 commences on 16 March and will hopefully be complete by week 8 in term 4.• Stage 2 and 3 will commence in January 2021 and be completed by July/August 2021. <p>Future Directions:</p> <ul style="list-style-type: none">• The Department of Education has developed state wide, negotiated targets with the directors. We have targets based on Naplan achievement bands which we will work towards over a 3 year period. Growth targets will also be implemented as kids are tracked through.• Attendance targets will be put in place. We will be implementing those targets.• Considerable time has been spent with staff about values reimagined. How do we teach our kids about values? We have gone down the path of mindsets for learning. Specific programs and lesson focuses to introduce our concepts. Trying to engage kids in learning and positive mindsets. Going really well at this stage.• This is the final year of our second whole school planning. Still focussing on our 3 strategic directions. A lot of evaluation towards the end of the year.• Enrolments and staff increasing.• Looking at maintaining our wonderful spirit. <ul style="list-style-type: none">• Proposal – LCPS to take over management of the Canteen. Having listened to requests from the P&C and parents and considering the current structure of the P&C executive it is proposed that the school take over the management of the school canteen. The Treasurer role currently involves a lot of work relating to the employment of the canteen manager. Rachel and I have done a fair bit of investigative work and it is now proposed that the P&C agree to allow the school to take over the running of the Canteen. This will not take away a revenue stream. Funds currently go to the P&C and are then transferred to the school. We need to ensure the wages are in line with the correct wage structure. The P&C would probably have a liability to finish up long service payment etc. Payment to the canteen manager would include sick leave, tax etc if paid by the school. An operational side benefit would be the streamlining of purchasing for the canteen. Suppliers would be paid immediately. Equipment for the canteen would also be done through the school. The school would maintain the healthy canteen program. Motion: Kim McNiff Seconded: Roger Bussell• Proposal – Susie Storm has suggested the potential of running an informal gathering of parents with toddlers for parents who can't make a 6.30pm P&C meeting. Susie has suggested an afternoon in the library for a chat etc. The P&C agreed this would be a good idea and agreed with the suggestion if Susie Storm would like to coordinate.
Canteen Report	<ul style="list-style-type: none">• Canteen is going well as indicated by the figures mentioned in the Treasurer report.• Struggling for Thursday volunteers.

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	<ul style="list-style-type: none">• Sippa straw day this coming Monday. The students on excursion will have their sippa day on Thursday.• Meal deal note home tomorrow. Looking at a meatball sub day on 30 March.• New twisted frozen yoghurts are proving very popular. Gone through 11 to 12 boxes already.• Have introduced a birthday bucket. We have received 3 orders for this week. Can order on line or pay at office.• New toasting machine purchased. Invoice to be paid \$75.
Fundraising Information	<ul style="list-style-type: none">• Discussions regarding the Trivia night have been undertaken. Michael is the driving force behind the donations. Kim McNiff met with Kylie and Michael and ran through what a reduced night would look like. Not wanting to do a scaled down version. There are expectations from parents who have previously attended.• We will look at fine tuning the running of the event. Looking at having the auctions earlier in the night.• Pre-organisation is pretty much under control. On the actual night we are lacking in help and will look at this issue to make the night go a bit smoother.• The running sheet from last year is being revised to minimise disruption to the trivia part of the night and to allow for a better flow with raffles and auctions.• A business letter outlining fundraising goals has been approved for use.• A letter to parents regarding donations to go out in week 8.• Tickets will go on sale week 1 term 2.• A Trivia night poster is currently being designed and will be ready in the next week to start advertising the event.• Donations from businesses have already started coming in. We have two P&C representatives who will approach businesses to avoid doubling up and to provide consistency.• Suggestion to use cash donations to purchase a holiday package “An Aussie Family Getaway” with the possibility of a BIG 4 voucher, woollies and fuel vouchers.• Instead of a coin toss we will be looking at an outside game with a similar prize.• Karin Haleblan suggested a fundraising idea with the new build. There could be the provision for a brick wall where families can purchase a commemorative paver. This has been done at Wauchope Public School. Kim, Karin and Rachel will investigate further. Jock will approach the Courier to advertise and will include asking if prior families would like to be involved. Photos and info package to be put together.
Uniform Report	<ul style="list-style-type: none">• Lana Smith reported that a review on all pricing has been done in line with pricing the supplier has given us. The jacket has gone up \$8.00. We have been able to maintain most prices. Awaiting a price on tunic dresses.• Winter uniforms – the school purchased a lot of winter uniforms when it started and after 5 years we are only now getting towards the end of the stock. Big W has \$15 dark navy long trousers for boys rather than paying the \$35 for the school one. Lana Smith will try to source a style to replace and inform parents through the newsletter where they can purchase. Jock advised that an update will be done in the newsletter of the uniform policy and expectations by the end of the term.• A note on jumpers will be sent home shortly. If purchased by the agreed time there will be a saving on the cost of the jumper for parents.• Still seeking second hand donations of uniforms for resale.

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General Business	<ul style="list-style-type: none">• No items submitted.
Upcoming Meetings:	Next Meetings: 12 May and 9 June

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