



# Lake Cathie

## Public School

### Parents and Citizens

MEETING DETAILS	
<b>Purpose</b>	P & C Meeting
<b>Date and Time</b>	Tuesday 28 July 2020    Opened 7.10pm Closed 8.20pm
<b>Location</b>	Via Zoom
<b>Attendance</b>	Meeting was conducted via Zoom due to Covid-19 restrictions. Jock Garven, Rebecca Bouldin, Kim McNiff, Roger Bussell, Katy Haste, Kylie Whiting <i>Minutes: Linda Barnett</i>
ITEMS	ACTION
<b>Minutes of previous meeting reviewed</b>	Minutes and reports accepted – Roger Bussell Seconded – Katy Haste
<b>President's Report</b>	<ul style="list-style-type: none"> <li>• It has been another strange term for the school unfortunately. I would like to thank the team and staff for their continued support.</li> <li>• I would like to follow up on the brick and paver idea for fundraising. Jock advised the builders have indicated areas where pavers can be laid. We need to research cost, where, and what is possible. Looking at turnaround for Christmas. It would be a period of time each year that can be added to.</li> </ul>

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	<p><b>Action:</b> Kim to follow up with Rachel regarding photographs of the installation at Wauchope and any information they can provide on how the installation was organised.</p> <ul style="list-style-type: none"><li>Fathers Day stall - this could be run in a similar way to the Mothers Day stall. Kylie has started to unpack boxes and photographing items to be uploaded. There are 5 containers of items left from last year. We need to set an end date for purchasing so that items can be sent home or collected. Katy suggested gifts are sent home with students. We could also organise for items that have not been collected to be done so on the Friday. Cut off for online purchasing to be Tuesday 1 September.</li></ul> <p><b>Action:</b> Kylie and Bec to collate and also seek assistance from Lana Smith and Claire Briggs who are already on site for the uniform shop.</p> <ul style="list-style-type: none"><li>I have had a query from a family regarding payments for activities made before COVID. Is it possible for a spreadsheet to be made for families regarding the details of payments made and any credit amounts? This would enable families to find out what they owe or how much they are in credit.</li></ul> <p><b>Action:</b> Jock will organise with Rachel to coordinate information for families. A notice can also be put in the next school newsletter. We are more than happy to support this process for families.</p>																												
<b>Treasurer's Report</b>	<p>Bank Account balances</p> <table><tr><td>Canteen</td><td>\$16758.21</td><td>-</td><td>includes the Governments \$10,000 loan, which will be repaid</td></tr><tr><td>Main</td><td>\$39.62</td><td></td><td></td></tr><tr><td>Savings</td><td>\$1358.62</td><td></td><td></td></tr><tr><td>Total</td><td>\$18156.45</td><td></td><td></td></tr></table> <p>Expenses since last report</p> <table><tr><td>Deft P&amp;C Insurance package)</td><td>\$952.00</td><td>–</td><td>includes insurance and assoc. fees</td></tr><tr><td>Moon &amp; Back Fathers day gifts</td><td>\$616.75</td><td></td><td></td></tr><tr><td>School Gifts Australia</td><td>\$419.20</td><td></td><td></td></tr></table> <ul style="list-style-type: none"><li>A transfer was made from the Canteen account to the Main account for \$2000 to be able to pay bills. We will need to do this again soon, before we receive any more bills.</li><li>Job Keeper is still running for the Canteen supervisor at this stage.</li></ul>	Canteen	\$16758.21	-	includes the Governments \$10,000 loan, which will be repaid	Main	\$39.62			Savings	\$1358.62			Total	\$18156.45			Deft P&C Insurance package)	\$952.00	–	includes insurance and assoc. fees	Moon & Back Fathers day gifts	\$616.75			School Gifts Australia	\$419.20		
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<b>Principal's Report</b>	<ul style="list-style-type: none"><li>Mindsets for Learning. This term our staff will be taking our students through the next phase of our Mindsets for learning program. Each mindset will take three weeks to deep-dive into each of the I Can statements. Strive to Succeed is the first mindset which includes; 1. I can use a positive mindset, 2. I can be confident and 3. I can work towards my learning goals. Programs and learning experiences are stage specific and teachers will also individualise each lesson to suit the needs and context of their own classes. We are finding that students are using these comments in their classroom activities already. I am really proud of our community and the grass roots level of staff and the P&amp;C.</li><li>Staff Development Day term 3 included sessions on: 1. School planning – review and reflections on current plan, 2. Situational Analysis leading towards our 2021-2024 School Improvement Plan (SIP), 3. High Expectations session led by Katy Haste based upon CESE's What Works Best 2020, 4. Personality Types analysis on surveys staff have undertaken during the holidays. These are being used to help us understand each other even more leading into collaborative spaces and eventually some collaborative and co-teaching practice in our new learning spaces, 5. A state-wide session on School</li></ul>																												

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	<p>Improvement led by the Minister, Secretary and Dep. Secretaries of the Department. A very successful staff development day. It is important to create learning experiences together whilst acknowledging different types of personalities are involved.</p> <ul style="list-style-type: none"><li>● Whole School Anti Bullying 2020 review in line with expectations of all NSW DoE schools this year. We will work with staff, students, parents and support agencies to find and implement the most successful strategies to support all students and to reduce student bullying behaviours. A number of phone calls have been made to parents to keep them involved in current matters.</li><li>● Aboriginal student leadership, transition to high school and consultation with the AECG and community during several key stages of the school building upgrade. We are looking at including several elements of significant acknowledgement to celebrate the knowledge history and culture of the Birpai people and to reinforce a positive partnership between the local Aboriginal community, NSW AECG and the NSW Department of Education. Much consultation is currently taking place. How do we acknowledge the new building and be respectful but not overdo our acknowledgement?</li><li>● Canteen Supervisor and financial responsibility being taken over by the school. We are still finalising details in this space. We need to decide on a handover figure from the canteen account to the school for operational expenses – paying suppliers etc. We would like to aim towards change over approximately when the Job Keeper payments are finished. Kylie will provide per month details of creditors and wages to Jock. Roger mentioned the P&amp;C currently pays workers comp premiums at approximately \$1200 per year. It may be possible to receive a refund of the fee once the Canteen Supervisor position is transferred.</li></ul> <p><b>Action:</b> Information regarding the transfer and other requested information will be tabled at the next meeting.</p> <ul style="list-style-type: none"><li>● Engraved Pavers – we are at a time in the build to consider a location for pavers that could be sold through the P&amp;C as a fundraiser to be installed in an entrance location to celebrate this next new phase of our school. Will need an organiser or a small team to coordinate this.</li><li>● COVID-19 restrictions are being followed very carefully by the school. With recent increases in community transmission across Victoria, ACT and NSW it is reasonable to revisit the viability and safety of our Stage 3 excursion to Canberra. In line with Department of Health and Education recommendations, we will have to cancel this major excursion and look for fun and interesting alternatives for our students. Currently looking at an adventure surfing camp at Diamond Head. Year 6 students have proposed a pyjama day in order to raise funds for a disco for all kids.</li><li>● General Build Update – AWEwards are currently on track to complete stage 1 (learning spaces, landscaping and part of the new playground by mid December. We hope to allow students to visit the new spaces but we are unlikely to have secured the certificate of occupancy to move formal classes in before the beginning of the 2021 school year. Staff will be given access to move and set up during the school holidays. Stage 2 will commence with the removal of nearly all demountables during late Dec and January. This will see the building of the new large hall/indoor sports courts.</li><li>● The gifting of the road to Council should be finalised, bus bays completed by the end of January.</li><li>● Students will be involved in signage for the Flora and Fauna walking trail.</li></ul>
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	<ul style="list-style-type: none"><li>● Block F is almost completely sealed. Colour and cladding and the location of display boards being finalised. At the end of the month the first building will be almost complete and fitted out.</li><li>● Looking at a fortnightly trip to Laurieton Oval in term 4 for sport as it was such a success this term.</li></ul>
<b>Canteen Report</b>	<ul style="list-style-type: none"><li>● Canteen will be closed on Mondays for term 3. Open Thursday and Friday for online orders only. Online ordering is working really well. We are not having to deal with cash or banking of monies. It has been a lot easier so far, with much less wastage.</li><li>● Volunteers have been allowed back in term 3. We have three volunteers who are alternating days every week.</li><li>● Orders for sports day at Laurieton Oval went well. We will need to ask parents to be mindful of what they are ordering. Noodles and ice creams are a bit of a problem. Will put a note in the newsletter.</li></ul>
<b>Fundraising Information</b>	<ul style="list-style-type: none"><li>● Kim reported on the Trivia night donations – Michael Whiting had started to collect donations and vouchers before the night was cancelled. Most donating businesses are happy for us to keep the vouchers and we are looking at putting them into a Christmas raffle. We would look at having different costs for tickets depending on prizes included in each raffle. A lot of local businesses have donated and we could bundle these up to make pretty decent prizes.</li><li>● This would definitely be a term 4 raffle.</li><li>● Michael suggested a silent auction for larger prizes. Roger suggested approaching Keith from the Garden Centre to perhaps have an area where the silent auction could be set up.</li><li>● Would like to look at purchasing tickets on line in some way or sending tickets home with students? Kylie informed there may be a way to do this through My School Connect which has a fundraising section. Kylie will look into this. Jock suggested people could phone through their bids to the office.</li><li>● Also need to consider whether we collect donations in the current circumstances.</li><li>● Jock suggested we leave the request for Christmas hampers out this year. Our presentation days will probably not go ahead and the hampers are a large part of the presentation day celebrations.</li><li>● Jock suggested we look at donating a percentage of monies raised by the raffles to a local charity. We could approach local newspapers to do a good news story. It would show our generous community sentiment.</li><li>● Jock would like to approach Salt Church and OOSH to see if they would consider contributing a prize to the raffle.</li></ul>
<b>General Business</b>	<ul style="list-style-type: none"><li>● No general business items were raised.</li></ul>
<b>Upcoming Meetings:</b>	Next Meeting: <i>via Zoom 7.00pm Wednesday 7 September</i>

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