



Lake Cathie

Public School

Parents and Citizens

MEETING DETAILS	
Purpose	P & C Meeting
Date and Time	Tuesday 18 th February 2024 Opened 6.33pm Closed 7.40pm
Location	LCPS Library
Attendance	As per attendance book Apologies: Jock Garvin, Rebecca McNamara & Sheree O'Brien <i>Minutes: Jodie Candia</i>
ITEMS	ACTION
Minutes of previous meetings reviewed	Minutes accepted – Jacqui Adcock Seconded – Susie Storm Meeting opened & acknowledgment of country by Adam Vumbaca
Business arising	<ul style="list-style-type: none"> 2025 Calendar of Events has been issued and circulated tonight. In 2024 the executive team met with school executives to discuss and organise a calendar of fundraising events for 2025 to coincide with the school calendar. Term 1 hosts a Disco on the 7th of March. Rochelle Hembling & Brooke Demarkis has kindly offered to organise this event. The Easter Raffle is being organised by Jodie Candia, tickets will go on sale on the 17th of March and will be pre-drawn on 31st of March with prizes being distributed at the formal assembly. A flyer will go out with raffle tickets to families with a request of donations. Due to the canteen being open five days per week and the need for Breakfast Club volunteers to be out of the canteen by 8am to begin operation for the day; Breakfast Club has been put on hold. We will look into how the P&C can assist the school to ensure the children most in need are provided breakfast.

	<ul style="list-style-type: none"> • The next AGM is to be held on the 18th of March 2025. A QR code will go out tonight via socials for nominations and will be available until 6pm on the 18th of March. A silent vote will be conducted on the night and executive team appointed for 2025. • Meet the Teacher is this Wednesday 19th Feb. The P&C will provide a BBQ for families. Volunteers will arrive at 5pm to set up. • Life Membership for Leslie Williams was nominated by Susie Storm and approved by Adam Vumbaca. This award will be presented Monday 24th February at the formal assembly. • WWCC declaration for all volunteers: School administration has contacted the P & C and advised all volunteers on school grounds who are here for activities such as breakfast club, colour runs, mother's/Father's Day stalls etc need to have completed a WWCC declaration to be on school grounds. This only needs to be completed once and last the entirety that the volunteer has students at the school. Volunteers should be signing in for all these activities and the sign in is then checked in the system to ensure all volunteers are compliant. The process is easier than ever with a new digital declaration in place. We are told that it is a very quick process, most people receive it within minutes of requesting.
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<p>President's Report</p>	<p>Good evening everyone,</p> <p>Acknowledgement of Country</p> <p>I would like to acknowledge the Birpai people, the traditional owners of the land in which we work, live and play and pay our respects to Elders past, present and emerging.</p> <p>On behalf of the executive team and myself, I'd like to thank you all for attending tonight. We hope you had a wonderful Christmas and New Year break and that 2025 is off to a great start.</p> <p>Planning for the Year Ahead</p> <p>We've taken the time to carefully plan out this year's events to ensure we can successfully raise funds without overcommitting and burning out our members and volunteers. Tonight, we will be going through this list and looking for volunteers to take ownership of specific events. This means stepping up as the main point of contact and taking charge of organising the event. The executive team will be here to provide guidance, answer questions, and offer support as needed.</p> <p>Membership Fees & AGM Preparation</p> <p>If you wish to be a voting member for 2025, please note that membership fees are due tonight. This is important, as our next meeting will be the AGM, where all executive positions become vacant as per the constitution. If you are considering an executive position, you must:</p> <ol style="list-style-type: none"> 1. Pay your membership fee tonight. 2. Be nominated for the role you wish to stand for. 3. Be voted in at the AGM by a majority. <p>Acknowledgment & Appreciation</p> <p>I'd like to take a moment to sincerely thank our current executive team, members, and volunteers. Your dedication and hard work over the past year have been instrumental in everything we've achieved. We truly could not do what we do without your ongoing support, and your time and effort are greatly appreciated.</p>
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My Personal Position Moving Forward

I want to be transparent about my position for 2025. After discussing this in detail with the current executive team, I would like to confirm that if I am nominated and elected as President again for 2025, I will continue to fulfill the responsibilities of the role. However, due to changing priorities and availability, my presents at the majority of events maybe lesser. While I will still attend key events, meetings, and assemblies, I may not be present at all fundraising events. Any commitments I cannot meet will be delegated to the Vice Presidents or other appropriate positions to ensure smooth operation.

Nomination & Voting Process

- Nominations for executive positions will be submitted digitally via a QR code.
- Nominations will close at 5:00 PM on March 18th.
- Voting will take place at the AGM via a live QR code system.

If you have any questions, please feel free to raise them now or come and see me after the meeting.

Thank you all once again, and I look forward to working together for another successful year.

Adam Vumbaca

Treasurer's Report

- Mother's Day gifts of \$2281.74 have been approved.



INCOME & EXPENDITURE

1st January 2025- 18th February 2025

Account No #3857 – Savings Account

Opening Balance:	11,353.23
Income:	0
Expenses:	
-Mothers Day Gifts – Temu Australia	750.74
-Mothers Day Gifts – Moon & Back	780.00
-Mothers Day Gifts – Smart Fundraisers	751.00
Closing Balance:	9,071.49

Account No #5506 – General Account

Opening Balance:	21,171.38
Income:	
Expenses:	
Closing Balance:	21,171.38

CASH ON HAND: \$72-

Principal's Report

- Jock is on leave for seven weeks. Katie Haste spoke on behalf of Jock & the school
- Please use the following methods of communication to access a staff member at school. Respectfully, we ask that communication is between 8.15am and 3.15pm. If outside of these hours, staff will undertake to return your email communication the following day. Please do not phone or email staff outside these hours if it relates to school business and their work.

	<p>If requiring a chat/catch-up about general learning and wellbeing, an email to lakecathiep.school@det.nsw.edu.au will be appropriate. Office staff will forward to the appropriate staff member.</p> <p>Your child's teacher is the "first port of call" for all requests. Where necessary,</p> <p>Where you have a medical or family emergency in the "urgent" category, please phone the school on 65848060 and office staff or an executive member will organise coverage for a class for a teacher to take or return a phone call as soon as they can arrange it.</p> <p>Supported Learning staff will communicate an additional layer of information relating to the students in their care using SeeSaw.</p> <ul style="list-style-type: none"> • \$366.20 from read heart day was raised, thank you to those that participated. • Meet the teacher is on tomorrow night 5-6.30pm. Please come along to meet all staff and to share your child's 'All About Me' projects. Remember to get your LCPS Road Map as you enter the school. and learn about all the spaces used for learning. The P&C will be hosting a welcome BBQ, asking for a gold coin donation. We look forward to welcoming all families to the new school year. • We welcome Val Hughes to the school canteen as our super Thursday staff member. This now means, after our steady growth over 10 years, the canteen is open every day. Welcome Val. • The Internal School Road gates will remain closed for safety. OOSH attendee families are encouraged to park in the car park at the fields and walk across. Visitors are advised to enter through the office.
Fundraising	<ul style="list-style-type: none"> • 7th March Disco – Colour Run Fundraising. Volunteers Brooke & Rochelle to run. Jodie, Lou, Julia, Sarah to volunteer on the night. • Easter Raffle – Insurances Fundraising. Jodie to organise raffle tickets and communication. Volunteers needed to help with wrapping and collection of donations.
General Business / Discussions	<ul style="list-style-type: none"> • Library Book Return, Jackie discussed this with Bernadette. This would need to come under assets management. Will be taken off the P&C agenda and be addressed by the school. • Suzie thanked the committee for her life membership • Stage three parents bought up cost of camp. Kelly Cowan explained the long process of quotes and cost analysis taken over a period of months to ensure the camp is the best value for student outcomes and cost effective for families. This also needs to be booked 12 months in advanced. The school has subsidised \$3376.89 to assist families to keep the cost down as much as possible with the addition of second child costing half price etc. A cost analysis was done with other schools, and we are one of the least expensive. The school is doing their absolute best and understands the additional financial pressures of families at the moment. Stage three families were encouraged to discuss options to raise money. • Community grants were discussed and Jodie, Adam and Bec will look into these • Hand soap in the toilets was raised, the school has confirmed this has been actioned and there is soap available for children.
Upcoming Meetings	<ul style="list-style-type: none"> • 18th March AGM • 6th May General Meeting • 29th July General Meeting • 21st October General Meeting