



Clovelly Public School Parents and Citizens' Association Meeting

P&C Meeting- MINUTES

Date & Time	Tue 13 th July 2021 at 7pm		
Place	Online via Microsoft Teams		
Chair	Ben Glover [President]		
Attendees – Members present	Aoife Doyle Allison Spicer [Secretary] Andrea Aschner [SoFun] Jane Lea Jodi Morgan John Richardson Lucy Isotta Lisa Sheehy [FOTB]	Quentin Lea [Treasurer] Rebecca Beavis Russell Karlson Seta Vakaciwa [VP2] Shane Ellis [Grounds & Environment] Tanja Boric	<u>New members:</u> <u>Observers:</u> <u>School staff:</u> Kate Butson Rhianna Grentell Claire Hanoumis
	[total: 18 attendees online]		
Apologies	Matt Jackman, Tarnia Bowden Joyce [VP1], David James [Canteen], Mitch O'Donohue [Extra-Curricular], Lisa Bristow [Netball], Amanda Collier [Website], Joclyn McMahon, Katrin Baldow		

Item	Description	Outcome / Action	Who	When
1.	Open			
1.1	Welcome Acknowledgement of Country	<ul style="list-style-type: none"> Presented 	Ben	
1.2	Attendance	<ul style="list-style-type: none"> Attendance – Teams and On-Site 	Ben	
1.3	New Members, Observers, Apologies	<ul style="list-style-type: none"> As above 	Ben, Allison	
1.4	Acceptance of previous minutes	<ul style="list-style-type: none"> Accepted -Ben, Seconded -Quentin 	Ben	
2.	Reports (by exception)			
2.1	Principal's Report <ul style="list-style-type: none"> School Hall Precinct – update Covid lockdown & Online learning 	<ul style="list-style-type: none"> Matt Jackman taking leave for another term Home learning commenced; School received information Wed 7th AM; Keeping community as up to date as possible Teaching staff have been amazing in preparing; Collegiality and positivity extraordinary; Conscious decision to keep things simple rather than bombarding with too much information for first week; Feedback welcome Cyber attack meant all departmental access blocked, and no access to sites to collect Everything will be communicated via the School App (not email) SeeSaw app for K-4 taking a little longer to setup than hoped Devices will go home tomorrow (Wed 14th) for those who need (Chromebooks, i-Pads) High-achiever and Fast-Finisher packs coming; Plus PE, Drama & More! Year 5 & 6 asked to sign a 'contract' re understanding Cyber rules 	Kate Butson (relieving)	



		<p>School Hall Precinct</p> <ul style="list-style-type: none"> Initial concept design received; Further discussion with DoE Assets re size, taking up a significant section of basketball court Some progress on related requirements – Stage 2 new roof approved; Demountable toilets for Girls during build Timelines tight; DoE target to have ‘keys’ Jul22 Matching grant from DoE contingent on Jul22 timeline First meeting of P&C fundraising team (John Richardson, Jocelyn McMahon, Tarnia Bowden-Joyce, Andrea Aschner, Seta Vakaciwa): 5-pronged approach to fundraising Need more detail on design and options (naming etc) to proceed 		
2.2	Treasurer’s Report [Attachments x2]	<ul style="list-style-type: none"> Reports tabled Income from Mothers & Fathers Day received June circa \$2000 Canteen: Net profit circa \$7000 to end June, total income tracking higher than budget, cost of sales slightly higher than last year, operating expenses lower due to no cleaning costs and less depreciation Recommendation to keep Canteen surplus in Canteen account until post-Covid shutdown at least Payroll subsidy announced for up to 40% announced by NSW govt today Thank you to Mark Arthur for support to FOTB in STP accounting 	Quentin	
2.3	FOTB Report	<ul style="list-style-type: none"> Mid-year concerts scheduled late last term were cancelled; Thank you to all those who had to ‘unwind’ plans, including Canteen and FOTB committee; Will re-plan! Very pleased on-line platform remains an option this year 	Lisa	
2.4	Canteen Report	<ul style="list-style-type: none"> Financials (ref Mark Arthur’s report) COVID restrictions - the canteen will obviously remain closed until the school notifies us otherwise. All suppliers have been put on hold and understand our position. Staff - Libby has picked-up some temporary home-schooling work. Our other casual employees (who haven’t found new temporary work) can apply for government assistance, either \$350 or \$500 a week depending on the number of hours normally worked. COVID vaccination - in favour of the canteen staff getting vaccinated and support any communication from the P&C Exec “recommending / supporting” vaccination 	[David] Quentin	



2.5	Languages & Extra-Curricular	<ul style="list-style-type: none"> School manages provider agreements; P&C provides recommendations Recommendation to review every 6mths to 'bundle' Survey: May also want to consider Vacation Care, as this sits in parallel with extra-curricular, but different providers Thank you to Rebecca Beavis who has offered to help Mitch (in addition to canteen activity!) No objection to survey being tabled 	[Mitch]	
2.6	Class Parent Coordinator	<ul style="list-style-type: none"> Nothing to report. Positive in support of home learning, generally motivated! 	Jane	
2.7	Grounds & Environment	<ul style="list-style-type: none"> Nothing to report, but a lot to discuss! Chicken coop, Edible garden, Inverness St edge amongst other things – in context of P&C master plan & priorities Working group for Edible garden postponed due Covid Suggestion to expand this working group to include other priorities 	Shane	
2.8	SoFun Report	Refer Trivia Night	Andrea	
2.9	Netball Committee	<ul style="list-style-type: none"> Nothing to report 	Lisa B	
3	Prior Business			
3.1	Trivia Night [scheduled Friday 20 th August]	<ul style="list-style-type: none"> Refunds available from all providers Option to hold event online; may need to be capped at 250 if online, and limited numbers can group together (ie. would prefer 10 at home) Option for Sat online rather than a Fri night 	Andrea	
3.2	P&C Logo and Website	<p>Launch of new website: Clovelly P and C Association</p> <ul style="list-style-type: none"> Ready to launch! Training for content management scheduled this week. P&C SOPs updated, plus Appendix for Content Management Plan (CMP) 	[Amanda] Andrea	
3.3	P&C New Funding Priorities & New Initiatives – School Year 2021	<ul style="list-style-type: none"> Paper for Discussion tabled meeting Tue 11th May including – update on items tabled: <ul style="list-style-type: none"> Capital Works - Hall Precinct, Aqua Bubblers, Classroom Aircon (approx 2/3 classrooms without) Recurring Funding - Class Readers/Consumables, Technology Update, High Achievers Program Extra-Curricular - Language Extension, STEM Extension, Summer/Winter Sports Establish routine of inviting input from all portfolios for prioritisation each year 	Ben	
4	New Business			
4.1	Community & Other Grants	<p>Community & Other Grants – The Grants Guy (Keith Whelan)</p> <ul style="list-style-type: none"> Proposal for services for grants applications: <ul style="list-style-type: none"> (i) Workshops/Webinar \$750 - \$1,500, (ii) Application Review \$250/hr, (iii) Flat Project Fee (projects <\$100k, \$3,000) (projects >\$100k, \$5,000), (iv) 6 or 12mth retainer 	Ben, Seta	

Clovelly Public School

Parents & Citizens Association

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		as Consultant \$10,000 - \$20,000, (v) Calendar of Grants \$500 Motion for the P&C to commit \$500 for the purchase of the Calendar of Grants. Motion carried unopposed		
4.2	Communications & Social Media Policy	<ul style="list-style-type: none"> • Validate/update P&C position on 3rd party provider content/advertisements on P&C channels (Class Parent WhatsApp, P&C Website, Facebook Page, P&C Email) • Classified content in Words on Wednesday is governed by the school (paid for content) • Future decision re P&C Classifieds via website or Facebook, in meantime no 3rd party content 	Ben, Allison	
5	Business for Next Meeting			
5.1	2 nd Hand Uniform Shop	Call for additional support into Term 3/4	Allison [Trudy]	
6	Next Meeting & Close	[every 2 nd Tuesday of month]		
		Tue 10 th August 2021		
	MEETING CLOSED:	8:40 pm		