



Clovelly Public School Parents and Citizens' Association Meeting

P&C Meeting- MINUTES

Date & Time	Tue 10 th August 2021 at 7pm		
Place	Online via Microsoft Teams		
Chair	Ben Glover [President]		
Attendees – Members present	Allison Spicer [Secretary] Andrea Aschner [SoFun] Bec Whitcombe David James [Canteen] Joclyn McMahon John Richardson Katrin Baldow Lisa Bristowe Lisa Sheehy [FOTB]	Matt Lewinsohn Mitch O'Donohue [Extra-Curr] Rebecca Beavis Seta Vakaciwa [VP2] Shane Ellis [Grounds & Environment] Tanja Boric Tarnia Bowden Joyce	<u>New members:</u> <u>Observers:</u> <u>School staff:</u> Kate Butson Rhianna Grentell
	[total: 19 attendees online]		
Apologies	Amanda Collier [Website], Jane Lea [Class Parent Coord], Aoife Doyle, Quentin Lea [Treasurer], Russell Karlson		

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 -Seta 	Ben	
2.	Reports (by exception)			
2.1	Principal's Report <ul style="list-style-type: none"> Covid lockdown & Online learning Grass area near retaining wall 	<ul style="list-style-type: none"> Home learning continues to evolve; Surveys sent out this week; Overwhelming feedback has been positive; Main item has been wellbeing; Trying to increase 'fun' things (incursions, disco etc) On average 15–17% student's on-site; Greater Sydney at 3–4% Retaining wall near grass area in need of repair; Cricket nets (previously used for chook pens) in bad shape; Proposal to remove cricket nets and create a sloped area for play; Seeking any feedback from P&C; Funded from school maintenance budget 	Kate Butson (relieving)	
2.2	Treasurer's Report [Attachments x2]	<ul style="list-style-type: none"> Reports tabled Government support payments for staff under review Workload involved to move to single accounting system (currently run on 3 systems across Band, Canteen, P&C) 	Ben [Quentin]	
2.3	FOTB Report	<ul style="list-style-type: none"> Great feedback for Murray re Zoom call program 	Lisa	



2.4	Canteen Report	<ul style="list-style-type: none"> No canteen operations; All staff have qualified for support (\$750/week); Only employee who doesn't meet threshold is Manager (Libby); Working with Mark Arthur re any other support available Edible Garden team has been progressing; Rebecca Beavis and working group with Shane Ellis; Looking at suitable location, then detail re design (sun, size, budget etc) 	[David] Quentin	
2.5	Languages & Extra-Curricular	<ul style="list-style-type: none"> School continues to manage liaison with providers; Most contracts in place for remainder of 2021 Summer sport on the agenda; Survey pending Policy document in draft for twice yearly review of service providers Thanks to Rebecca Beavis for offering to support 	[Mitch]	
2.6	Class Parent Coordinator	<ul style="list-style-type: none"> Nothing to report 	[Jane]	
2.7	Grounds & Environment	<ul style="list-style-type: none"> Edible Garden - In contact with David Walsman re indicative costings on Edible Garden/Planters at the NW boundary on Arden St No site access continues 	Shane	
2.8	SoFun Report	<ul style="list-style-type: none"> Father's Day (approached by M&Y), similar template to Mother's Day; Motion pending. Refer Trivia Night 	Andrea	
2.9	Netball Committee	<ul style="list-style-type: none"> Season not cancelled yet but likely; Likely to refund approx 50% of registration fee for distribution back to teams Commend the coaches (!!) for sending out weekly sheets for netball exercises Summer season coming; If restriction ease some teams would like to train on school grounds 	Lisa B	
3	Prior Business			
3.1	Trivia Night	<ul style="list-style-type: none"> Was scheduled Friday 20th August Online option still a possibility; In work but nothing confirmed yet; Restrictions on household participants a limitation Decision to defer to Term 4 	Andrea	
3.2	P&C Website [Attachments x2 – SOPs, Comms & Social Media Policy]	<p>Launch of new website: Clovelly P and C Association</p> <ul style="list-style-type: none"> Ready to launch! Training for content management completed. P&C SOPs updated, plus Appendix for Content Management Plan (CMP) P&C contribution for Amanda's time; Invoice pending 	[Amanda] Andrea, Ben	
3.3	School Hall Precinct	<ul style="list-style-type: none"> Design tabled by DoE not ideal due imposition on existing playground School has asked DoE to shift focus to remove toilets (& relocate to adjacent hall near back gate) & redo back of the hall with Covered Outdoor Learning Area (COLA) 	Ben, Kate	



		<ul style="list-style-type: none"> • DoE Assets on-site next Thurs to assess and measure • Timeframe still the same re govt matching grant • Fundraising may still be needed for hall, AV, other etc – pending first view from Assets on indicative cost • Artists impression; Other school examples etc useful for fundraising 	John	
4	New Business			
4.1	P&C President Handover Term 4 2021	<ul style="list-style-type: none"> • Transfer of responsibilities to Vice President 1 & 2 (Seta, Tarnia); Casual vacancy process in P&C bi-laws for 3 meetings (rather than triggering election) • Elections into 2022; Call for nominees; Role currently demands ~3hrs per week during term outside of monthly P&C meetings (ie. meetings with sub-committees, time with school etc) 	Ben	
4.2	Staff Luncheon	<ul style="list-style-type: none"> • Proceeds from Staff Luncheon Dec20; Proposal to put towards luncheon/morning tea <p>Kate: Currently at about 6 staff members per day on a 2 week roster</p> <p>Motion: To provide a tab (not to exceed proceeds from prior luncheon of \$864) for coffees for staff at Wholegreen Bakery.</p> <p>Motion carried unanimously</p>	Bec Whitcombe, Andrea	
5	Business for Next Meeting			
5.1	2 nd Hand Uniform Shop	Call for additional support into Term 4 (when back on-site)	Allison [Trudy]	
6	Next Meeting & Close	[2 nd Tuesday of month during school term, max 2 per term]		
		Tue 7 th Sept 2021 (subject to decision on extra-ordinary)		
	MEETING CLOSED:	8:35 pm		