

## P&C Meeting - MINUTES

<b>Date &amp; Time</b>	Tuesday 14 <sup>th</sup> June 2022
<b>Place</b>	On-site at School (School Library) and via MS Teams
<b>Chair</b>	President
<b>Attendees – Members present</b>	<p><u>Members:</u>  Allison Spicer [Secretary]  Andrea Aschner [Class Parent Coord] (online)  Angela Campbell [Treasurer]  Anya Grant (online)  Aoife Doyle (online)  Emily Bradburn [Canteen Secretary] (online)  Harmony Behr [Strategy &amp; Comms]  John Richardson [President]  Matt Lewinsohn  Rebecca Beavis [Canteen Chair]  Seta Vakaciwa [VP2]  Tarnia Bowden Joyce [VP1] (online)</p> <p>[total: 8 onsite, 8 online]</p> <p><u>New members:</u></p> <p><u>Observers:</u>  Kate Ward (online)  +1 (online)</p> <p><u>School staff:</u>  Matt Jackman [CPS Principal]  Clare Hanoumis [CPS Assistant Principal] (online)</p>
<b>Apologies</b>	Mitch O'Donohue [Extra-Curricular], Kip Fitzsimon [FOTB], Lisa Bristowe [Netball]

Item	Description	Outcome / Action	Who
<b>1.</b>	<b>Open</b>		
1.1	Welcome	<ul style="list-style-type: none"> <li>Welcome &amp; Acknowledgement of Country – Presented</li> </ul>	Chair
1.2	Attendance	<ul style="list-style-type: none"> <li>Attendance – Noted</li> </ul>	
1.3	Membership	<ul style="list-style-type: none"> <li>New Members, Observers, Apologies - As above</li> </ul>	
1.4	Previous Minutes	<ul style="list-style-type: none"> <li>Acceptance: Last meeting held 10<sup>th</sup> May22. Accepted, Seconded</li> </ul>	
<b>2.</b>	<b>Reports (by exception)</b>		
2.1	Principal's Report	<ul style="list-style-type: none"> <li>Dharawal language program has started (note: 7 indigenous students currently in the school)</li> <li>Student Reports being compiled</li> <li>Scripture has started; finding it difficult to get staff</li> <li>Hard to find teaching casuals in general; website 'ClassCover' has helped</li> <li>PSSA having trouble getting buses; and price has increased</li> <li>Debating teams went to Randwick today, a great experience for the teams</li> <li>Acknowledge the Band committee and Band Camp, a great event</li> </ul>	Matt J
2.2	Treasurer's Report [Attachments x2: Consolidated Balance Sheet, Canteen P&L]	<ul style="list-style-type: none"> <li>Consolidated accounts proving beneficial in overarching view of P&amp;C funds, and ability to support school ongoing</li> <li>Consolidated budget in preparation, using recently updated Strategy document as a basis</li> <li>Accounts tabled</li> </ul>	Angie
2.3	FOTB	<ul style="list-style-type: none"> <li>Band Camp a huge success; a lot of happy kids came home on Sunday</li> </ul>	Emily B [Kip]

		<ul style="list-style-type: none"> <li>• Band camp – was held on 3-5 June. The kids had a wonderful time. We have already booked in for next year. This was the first year that the Intermediate Band attended, which was good given the lower numbers in senior band. We are hoping we will have a slightly larger number of students next year based on Training Band numbers this year.</li> <li>• Cash flow is good but, as mentioned in previous meetings, this is only because each band member has paid their full band fees upfront (and not in instalments).</li> <li>• All the bands are performing next week on Wednesday – we need to liaise with the canteen (Rebecca) as we are hoping the canteen may be able to provide snacks (as they have done in previous years).</li> <li>• The FOTB Committee is looking for more opportunities to showcase the band in front of the infants school students to encourage band enrolments next year – all ideas welcome</li> </ul>	
2.4	Canteen	<ul style="list-style-type: none"> <li>• Canteen Manager (Libby) resigned Friday 3<sup>rd</sup> June; will advertise as of Wed 15<sup>th</sup> June for 2 week period (SEEK, WhatsApp, School App)</li> <li>• Thanks to Libby for 8 years of great service to the Canteen and Clovelly community; the Canteen has improved significantly over this period</li> <li>• Suggestion for ‘dinner’ to thank Libby, acknowledgement at assembly, &amp;/or gift from children – to be confirmed</li> <li>• Canteen has continued operations without missing a beat – thanks to Amy Ryan, Katherine and Catherine – and to the systems and processes Libby set up</li> </ul>	Rebecca
2.5	Extra-Curricular	<ul style="list-style-type: none"> <li>• Term 3 classes the same as Term 2; no further expression of interest from other service providers</li> <li>• Code Camp. They are having 2 classes on Wednesday afternoons at 3.15 to 4.30pm - a Kindy &amp; year 1 class and a 2-6 class.</li> <li>• Note to explore ‘Typing for Kids’ or similar</li> </ul>	[Mitch]
2.6	Grounds & Environment	<ul style="list-style-type: none"> <li>• Matt Lewinsohn has taken over G&amp;E – thanks Matt!!</li> <li>• Edible Garden - preferred location north western corner; walk around completed; Grant of \$5,000 received; invoiced prior to 30May22</li> <li>• Temp engagement through the school is around \$500 per day (may also include in RFF); considering educator’s interested in gardening</li> <li>• Experience at Annadale, produce would be ‘sold’ by SRC on a Friday afternoon and go back into the garden</li> <li>• Opportunity to work with COOSC over holiday breaks</li> <li>• Indigenous garden (‘indigi-grow’, experience at La Perouse)</li> <li>• Motion to be tabled at Aug22 meeting for additional installation/capex requirements, plus provision for up to 2 years maintenance costs – targeting next meeting Term 3</li> <li>• Bunnings have donated a shed worth \$1200</li> <li>• Working bee to be organised to establish – targeting Term 3</li> </ul>	Matt L
2.7	Social & Fundraising	<ul style="list-style-type: none"> <li>• Welcome BBQ; Election Day BBQ surplus funds received!! Thanks for everyone who contributed!</li> <li>• Trivia Night – tickets selling fast!</li> </ul>	Andrea

2.9	Netball	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	Lisa B
<b>3</b>	<b>Prior Business</b>		
3.1	P&C Vacant Roles	P&C Vacant Roles – request for nominees: <ul style="list-style-type: none"> <li>P&amp;C Pulse Graphic Designer</li> <li>Website Designer and Administrator</li> <li>Auditor for CY 2022</li> </ul>	John
3.2	School Hall Project	<ul style="list-style-type: none"> <li>DoE Assets still suggesting end-of-year</li> <li>Hard to encourage donations prior to EOFY without firm plans in place</li> </ul>	Matt
3.3	Strategy 2022/2023	<ul style="list-style-type: none"> <li>Drafted for review; currently a hybrid of a planning document and a strategy document</li> </ul>	John, Harmony
3.4	COOSC – Service NSW Vouchers	<ul style="list-style-type: none"> <li>COOSC unable to accept Service NSW \$500 vouchers due to complex manual reporting requirements, and not supported by QikKids;</li> <li>Recent email re window to accept</li> </ul>	Allison
<b>4</b>	<b>New Business</b>		
4.1	Upcoming Events	<ul style="list-style-type: none"> <li>Band Concert: Proposed Wed of week 10 (going down to 1 concert versus 2 in previous years)</li> <li>School Production is planned this year!!- normally was at end of Term 3, now pushed into Term 4</li> </ul>	
<b>5</b>	<b>Business for Next Meeting</b>		
<b>6</b>	<b>Next Meeting &amp; Close</b>		
	Tue 9 <sup>th</sup> August 2022 (Term 3)		
MEETING CLOSED: 8:12pm			

### P&C Meeting Schedule 2022:

- *Nominally the 2<sup>nd</sup> Tuesday of each month during school term (dates in green adjusted by decision of P&C executive)*
- *Max of 2 meetings per term, unless agreed upon at general meeting, or extra-ordinary meeting agreed by P&C executive*
- *AGM to be held in February of each year, coinciding with the ordinary meeting for that month*

Feb22	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Feb23
<i>Holidays: Mon 11Apr–Fri 22Apr Mon 4Jul–Fri 15 Jul Mon 26Sep – Fri 7 Oct Wed 21Dec–Thu 2Feb</i>											
Term 1		Break	Term 2		Break	Term 3		Term 4		Term 1	
22 <sup>nd</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>	11 <sup>th</sup>	8th	13th	21st