



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Meeting Minutes - P&C Committee 19 July 2022 (Meeting 4)

School Principal – Brian Dill

P&C Executive - President - Duncan Watson, Vice-President - Dee Elalingam, Vice-President - Emilie Rohmer, Treasurer – Kendal McKay & Secretary - Tim Counter

Attendees – (10) Brian Dill (BD), Duncan Watson (DW), Rowena Watson (RW), Sahar Razi (SR), Kendal Mackay (KM), Walid El-Khoury (WEK), Mark Morgant (MM), Preston Peachey (PP), Tim Counter (TC) & Nicole Thompson (NT)

Apologies - (2) Emilie Rohmer (ER), Emma Auzins (EA) & Sylvia Anderson (SA)

Item		Person	Action items
1. Meeting open – 7.30pm	<p>Acknowledgment of Country</p> <ul style="list-style-type: none">We would like to acknowledge the traditional custodians of the land on which we meet this evening, the Wangal people of the Eora Nation. We pay our respect to their elders past, present and emerging. We extend that respect to any Aboriginal people here this evening <p>Statement of Inclusivity</p> <ul style="list-style-type: none">We are all here to serve our community. Everyone is welcome. Your voice matters and counts <p>Review actions from previous meeting minutes</p> <ul style="list-style-type: none">Actions arising at the last meeting were reviewed. Outstanding actions rolled forward for follow upAt the last meeting, Sahar raised that it would be a great idea for the P&C and or the school to develop a Reconciliation Action Plan (RAP) to facilitate the journey	Duncan Watson Sahar Razi Tim Counter	<ul style="list-style-type: none">TC to update ACNC and P&C Federation with new executive membersSR & PP to update next meeting steps required



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	<p>for the school community in Reconciliation with the view of ideally being ready by 2023</p> <ul style="list-style-type: none"> • Preston and Sahar have begun the process of collating the various resources required for development of a Reconciliation Action Plan. The development of a RAP can be significant undertaking in time and may require scoping • Brian mentioned Department of Education has various policies in place around Reconciliation Plans and the development of a RAP would be well supported by both the Department and the School • Preston gave a background of the history of RAP's, ways they are developed and some examples of who typically would develop one (large, small corporations Government Departments etc.) 		<p>in developing a Reconciliation Action Plan</p>
2. President's report	<ul style="list-style-type: none"> • Duncan gave a very brief overview of contact made with vendors for running the Uniform Shop. Detailed update around the Uniform shop were held over until item 5 	Duncan Watson	N/A
3. Principal's Report	<p>COVID update for Term 3</p> <ul style="list-style-type: none"> • Comprehensive information sent to the school community 19 July • Department of Education encourages mask wearing for both students and staff particularly over the next four weeks when indoors • The school will be sending children home with RAT tests first week of school • Vaccination is no longer a mandatory requirement for school staff, however pleasingly around 99% of staff in schools have received at least 2 doses of vaccine • The school remains well ventilated, which can result in the school being cold throughout the day at the moment. Families are encouraged to dress children appropriately for Winter • Close contacts can attend school provided the school is notified, return a negative COVID test for five consecutive school days and are symptom free and 	Brian Dill	<ul style="list-style-type: none"> • BD to update next meeting on strategies to address areas of school operations identified by parents/students etc. needing improvement



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	<ul style="list-style-type: none">● Visitors to the school identified as close contacts who are to engage with students required to return a negative COVID test prior to attending school and wear a mask <p>Open Day</p> <ul style="list-style-type: none">● Open day will proceed third week of term pending a significant COVID outbreak● Some controls will be in place to make it as COVID safe as possible, such as staggering open times, avoiding mingling (for example at the canteen queueing for food). Sanitiser will be made available throughout the school. Consideration being given to asking parents and visitors to return a negative COVID RAT test prior to attending <p>2021 Annual Report</p> <ul style="list-style-type: none">● Brian provided copies of the annual report to attendees. It is now available on the schools website● Second page - message from Brian as School Principal recognising students, teachers, staff and parents. Recognition of the governance and financial contribution from the P&C● External validation process with independent panel - in the 14 different elements of the school excellence framework● The school has three strategic directions; 1 - Student Growth and Attainment, 2 - Collaboration and Educational Leadership and 3 - Wellbeing. The purpose, resources allocated, summary of progress and improvement measures are detailed within the report● Naplans results coming in next month● Also included are funding sources (identified and explained), student enrolment profile and attendance statistics with strategies for managing non attendance explained● Also included is workforce information including Aboriginal and Torres Strait Islander workforce composition, teacher qualification and professional development accreditation, school financial summary and policy requirements● Personalised learning pathways for Aboriginal and Torres Strait Islander children		
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	<ul style="list-style-type: none"> ● Lastly the report details parent/carer, student and teacher satisfaction ● Brian was asked to elaborate on measures to address issues parents had identified in the Parent Satisfaction survey (page 22 paragraph 3 of the report) Brian committed to providing an update at the next meeting (for the purposes of timeliness) 		
4. Treasurer's report (including circulated written report)	<ul style="list-style-type: none"> ● Report circulated and discussed generally. Late update from bookkeeper (unreconciled funds) requires the report to be updated which will be attached to the meeting minutes ● Canteen sales for the month approx. \$11,800, down slightly from last year approx. \$12,000. Year to date, down approx. 12% ● Uniform shop sales down over for the month and over the year by approx. 8% ● Other income including for the carnival has come in, resulting in a small surplus for the month of June ● Balance sheet - approx. \$9,000 variance over last year ● Key item last page - downgrading event income based on Carnival committee forecast ● Downgrading of the P&C financial commitment to school by \$50,000 nominally to be reviewed by the P&C post the carnival 	Kendal McKay	N/A
5. Committee reports - <ul style="list-style-type: none"> ● <u>Canteen</u> – (5 mins) ● <u>Uniform Shop</u> – (5mins) 	<p>Canteen</p> <ul style="list-style-type: none"> ● Duncan raised that an alternative software solution to School24 is required due to increasing costs incurred by the provider. Volunteers called for to demo alternatives once identified. Dee was suggested, Preston and Nicole volunteered ● Open day Tuesday 2nd and Thursday 4th August - grandparents (grandfriends) invited. In the past P&C has sold sandwiches (pack - sandwich, tea/coffee) on the day from the Canteen. Volunteers are required to make the sandwiches on the day. Rowena offered to check with Dee and or Eugeni around making sandwiches/Grandparents pack ● Monday recess has now ceased 	Duncan	<ul style="list-style-type: none"> ● DW to liaise with DE, PP and NT around testing/demo alternative software ● RW and or DE to check in with Eugeni around Grandparents pack on open days ● DW and or RW to include Open day/grandparents lunch



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	<p>Uniform Shop</p> <ul style="list-style-type: none">● Duncan has contacted the Department of Infrastructure to determine the process to follow in the case of a decision being reached to outsource the Uniform Shop. They have provided some preliminary advice including providing details of the three largest vendors in the market. Initial contact made with vendors, next steps are to request a quote from each vendor.● Each vendor will require a list of each uniform item including current stock levels and uniform samples to prepare the quote. All three Vendors will purchase currently held stock and return 10% of the revenue from sales back to P&C● The vendors offer a number of ways to purchase products including online ordering, delivering products to the school and home, clothing shops to purchase uniforms from in the community (from a select number of shops) and options to run (including staffing) the uniform shop from the school at prearranged days and times● Vendors have indicated they need 90 days after agreement reached to implement the uniform shop● We currently have 12 suppliers for the uniform● Sahar's experience is that many parents like the option of coming to the school to try on and buy uniforms, importance placed on quality and fit as a retail product.● It is acknowledged that the uniform (fit, material colour) will change because the product(s) will be different● Kendal has sent to the P&C executive a precis detailing the desired outcome, pros and cons and what parents want to know from an alternative model. Others have provided thoughts and options in emails to the executive which have been useful to consider● There would be a transition with the current stock we have (approx 100K stock)		<p>pack item to newsletters/SkoolBag leading up to Open Day</p> <ul style="list-style-type: none">● DW to prepare package pre-quote pack (current stock, uniform items and samples)● DW to seek quotes from three largest vendors on market● DW to provide analysis of various options available, pros and cons of each prior to next meeting
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	<ul style="list-style-type: none"> • Discussion around when to inform the school community of the possible changes to the uniform shop arrangements. Viewed were mixed and ranged from informing parents now and over the course of a number of newsletters of the current systems, volunteer staffing and infrastructure challenges to informing parents once a known alternative arrangement such as an outsourced arrangement is reached • Consideration to be given to the window for implementation. Does not have to be at peak times (start/end of year) 		
<p>6. Fundraising</p>	<p>Events Plan</p> <ul style="list-style-type: none"> • Kendal has circulated a draft events/annual planner for the year populated on term basis including fundraising events, P&C meetings including suggested items for discussion and indicative profit targets • Preston lead planning Trivia night - suggested likely held second last week of Term 3 - week of 12 September. Nicole mentioned her husband may be available to MC the evening. Preston to contact Emma Auzins who expressed interest at the last meeting with helping/planning. • Fathers day stall end of August. Preston is leading on organising the Fathers Day stall. Preston intends on checking in with Ashley who led on organising the Mother's Day stall for hints/tips etc and gift stock as event is very similar • Activitython first week of September • Events on planner for next term include Halloween disco Friday 28th October (subcommittee required), Colour Run and possible Christmas gift shop (to be decided). Colour Run date 25 November. Ashley to confirm details of this event • Sahar expressed health concerns about the Colour Run, powder used can be inhaled into the lungs despite the assurances of event organisers around safe use (corn starch etc.). Brian expressed concern around children with pre-existing health vulnerabilities. Sahar expressed concerns around risk to the P&C. Could the event be a fun run? 	<p>Kendal Mackay, Ashley Ibarburu & Preston Peachey</p>	<ul style="list-style-type: none"> • AI to give update next meeting on Colour Run event including considerations to health and litigation risks • PP to update the next meeting with plans for Trivia night • TC circulate the draft events planner with minutes • Brian to book a DJ for Halloween disco through Dance Fever, consider classroom for haunted house • PP to check in with AI around Father's Day stall logistics



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	<p>passwords checked and changed, Mark logs in every 48 hours to check the files, passwords, applying patches in advance. Website is back up and safe</p> <ul style="list-style-type: none">● P&C pays \$200 a year for the site to be hosted. Ultimately P&C responsibility for security and not the webhost● Proposal to drop the whole site - has been used in the past for selling tickets for the festival a bit of promo. Alternatives for ticket selling is easy to source● Website traffic (apart from malavious visits) is very low● All in favour of decommissioning website● Mark to extract the data from the site and save to google drive● All in attendance thanked Mark for his tireless efforts and significant time he has invested in this matter		archive/reference purposes
8. Any other business?	<ul style="list-style-type: none">● No other business	All	N/A
9. Meeting close - 9:15pm	<ul style="list-style-type: none">● Next meeting 16 August 2022, 7:00pm School Library	Tim Counter	N/A