



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

**Meeting Minutes - P&C Committee 15 November 2022**

**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** - Brian Dill (BD), Duncan Watson (DW), Kendal Mackay (KM), Sahar Razi (SR), Tim Counter (TC), Ashley Ibarburu (AI) & Jamie Vartuli (JV)

**Apologies** - Dee Elalingam (EL), Preston Peachey (PP), Emilie Rohmer (ER) & Mark Morgant (MM)

Item		Person	Action items
1. Meeting open – 8:00pm	<p><b>Acknowledgment of Country</b></p> <ul style="list-style-type: none"><li>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</li></ul> <p><b>Statement of Inclusivity</b></p> <ul style="list-style-type: none"><li>We are all here to serve our community. Everyone is welcome. Your voice matters and counts</li></ul> <p><b>Review actions from previous meeting minutes</b></p> <ul style="list-style-type: none"><li>Minutes and any outstanding actions arising at the last meeting were reviewed</li></ul>	Duncan Watson  Duncan Watson  Tim Counter	N/A



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<p>2. President's report</p>	<ul style="list-style-type: none"> <li>● Duncan has sent message out to working group party for QKR! app trial to alternative to School24 - to begin ASAP</li> <li>● The app requires a bank account to be linked to it - CBA bank account proposed as app is a Commonwealth Bank (CBA) product. Establishment fee to access app of \$200 to be waived in event CBA bank account is used</li> <li>● DPS P&amp;C bank with Westpac - the app will work with other bank accounts but data flow through expected to be not as fast as with a CBA account</li> <li>● It can be challenging to have P&amp;C signatories to banks coordinated to attend bank branches in person as experienced this year</li> <li>● Kendal proposed containing the banking to Westpac. Kendal asked Duncan to send through the details of the app set up required so he can liaise with Westpac</li> <li>● Kendal and Duncan agreed to work together on setting the app trial up</li> </ul>	<p>Duncan Watson</p>	<p>DW to send KM details of app set up</p>
<p>3. Principal's Report</p>	<ul style="list-style-type: none"> <li>● Brian gave an overview of events and activities undertaken by both students and teachers over the last month. These included swim school at Drummoynes Pool with year 2 children, voting for school prefects and sports house captains, public speaking competition participation and professional development and learning weekly for teaching staff. Kindergarten students are attending their first excursion in November to Calmsley City Farm, Year 6 students are participating in a community languages excursion</li> <li>● A Reconciliation action plan (RAP) meeting was held in November reflecting on what next actions need to be undertaken in the development of a school RAP. Two staff have joined the committee leading this work - staff survey under development to assist in understanding how teachers are educating students around First Nations peoples, culture and history and what additional resources/knowledge/professional development etc. may be required which will help to inform next steps in the development of a RAP</li> <li>● Interactive whiteboard replacement 'program' from P&amp;C donation to school - remaining cost calculated at 69K</li> </ul>	<p>Brian Dill</p>	<p>BD to send quote for electronic school sign to all P&amp;C executive once received</p>



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	<ul style="list-style-type: none"> <li>• Electronic digital school sign - estimated cost (installation cost additional) 27K - no procurement process required. Motion from Duncan to approve donation to school of up to 30K once quote received,, seconded by Kendal. Other local school used the same company for their sign, very pleased with the result. Kendal offered to assist with navigating issues related to determining sign placement</li> <li>• Discussion around reviewing general signage at school including the 'foyer' entrance to the school.</li> <li>• The P&amp;C could make representations to local and federal members MP's and or the Department Education around investment into the school to improve its facilities, amenities etc.</li> <li>• Synthetic grass due to be laid within the next 3 weeks. Look and feel like a soccer field - two different shades, slightly longer length than infants playground.</li> <li>• Contractors will revitalise the infants synthetic grass at the same time</li> <li>• Brian thanked all parents for their participation this year with P&amp;C events, the uniform shop and canteen as well as the administration tasks and behind the scenes work that goes into the P&amp;C</li> </ul>		
<p>4. Treasurer's report (including circulated written report)</p>	<ul style="list-style-type: none"> <li>• October report circulated at the meeting</li> <li>• Canteen and uniform shop revenue up</li> <li>• Halloween disco - 3.2K profit</li> <li>• Canteen sales remain up YTD compared to last year and uniform remain similar to last year</li> <li>• Small profit for the month improving YTD position although further school donations still to come</li> <li>• Total Assets up on last year end although further school donations to come</li> <li>• Balance of year forecast assumes Canteen and Uniform Shop revenue continue in line with 2019 (a non-COVID year)</li> <li>• Remaining Event Income in Budget assumes Colour Run contribution</li> <li>• \$150k of uncommitted donations forecast for the remainder of the year. Circa \$81k flagged for Interactive Smart Boards (Brian to</li> </ul>	<p>Kendal Mackay</p>	<p>N/A</p>



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	<ul style="list-style-type: none"> <li>● invoice P&amp;C). A further \$69k available for other items - Laptops/ipads, digital notice board, sustainability initiatives, etc.</li> <li>● Forecast Deficit for the year is \$59k</li> </ul>		
5. Committee reports	<p><b>Canteen</b> <b>(update by email from Dee)</b></p> <ul style="list-style-type: none"> <li>● Impact of capping orders due to shortage of volunteers - Eugenie hesitant to give \$ impact of capping orders i.e. the difference between what she can do with volunteers vs when she is on her own. She thinks she may be able to manage solo on Thursdays, if the menu streamlined further and removes the items that have limited order numbers e.g chicken sandwich. She said she would trial it for a few weeks and see if she could manage volumes. Dee to check in with Eugenie again with her in a few weeks to see how she is going.</li> <li>● Katherine's availability for extra work - I have spoken to Katherine about her availability to do potential extra work - either in the canteen for 4hrs on Thursday and/or a few hours a week for the uniform shop. She has come back to me saying she is willing to do both if the need arises.</li> <li>● Canteen - The additional cost of hiring her will be \$120/week. The lead up to the end of the year is usually busy for the canteen so if Eugenie asks for help in the next few weeks, it will be a minor impact till the year end</li> <li>● Kendal informed the meeting that award conditions need to be reviewed prior to formalising/offering any additional hours offered to Katherine for work in either the Canteen or Uniform Shop. Kendal has discussed this matter with Emilie</li> <li>● Blender Purchase - link provided to preferred Blender. If debit cards are unavailable for purchase, quote for product should be sent to P&amp;C executive for payment</li> </ul> <p><b>Uniform Shop</b> <b>(update by email Emilie)</b></p>	Dee Elalingam	



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	<ul style="list-style-type: none"> <li>Nadda has started coming in twice a week to fill orders, Justine and Aviva have been great at “training” and showing what needs to be done and she’s been amazingly helpful. Aviva will be away next week so if things get a bit much I will need to go in and help Nadda filling orders which are increasing due to new Kindergarten starting next year.</li> <li>Halloween disco - The kids had a ball, going forward strongly recommend P&amp;C have a coordinator for each event because it ended up being a lot of work for myself and Leanne and quite a number of parents ended up staying to help after dropping off. Leanne and I will work on a run sheet for next year’s disco now that I know everything that needs to happen</li> </ul>		
6. Fundraising	<p><b>Colour Run</b></p> <ul style="list-style-type: none"> <li>Colour run - planning for event conducted prior to P&amp;C Meeting. There are enough general volunteers on hand for the day - however there is a need for event ‘coordinators’ to be appointed and briefed on their duties for the day. Ashley and Duncan will work together to appoint the coordinators (2 for morning and 2 for afternoon) and brief them on their duties and expectations etc.</li> <li>Event scheduled for 25 November</li> <li>Fundraising closes 18 November</li> </ul>	Ashley Ibarburu	N/A
7. Development of school reconciliation action plan (RAP)	<ul style="list-style-type: none"> <li>Item to be included in future updates from the Principal, as the development of a RAP is being driven by the school executive</li> </ul>	Sahar Razi and Preston Peachey	N/A
8. Next meeting date	<ul style="list-style-type: none"> <li>Next meeting - P&amp;C Executive Planning/Event calendar Meeting - 4th week of January 2023 date TBA</li> <li>Next P&amp;C Meeting - Tuesday 21st February 2023</li> <li>AGM - 21st March 2023</li> </ul>	Tim Counter	Tim to coordinate date for January planning meeting
<b>Meeting close - 9:00pm</b>			