



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

**Meeting Minutes - P&C Committee 25 October 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), Tim Counter (TC), Emilie Rohmer (ER), Mark Morgant (MM), Walid El-Khoury (WEK), Dee Elalingam (EL), Preston Peachey (PP), Ashley Ibarburu (AI) & Veronica

**Apologies** - Sahar Razi (SR)

Item		Person	Action items
1. Meeting open – 7.30pm	<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>Meeting duration, timekeeping and close time</b></p> <ul style="list-style-type: none"><li>Tim sought commitment to keep updates succinct to ensure the meeting can close on time at 9:00pm. Approximate timings for agenda items to be listed on future agendas to assist with this. There were no objections.</li></ul>	<p>Tim Counter</p> <p>Tim Counter</p> <p>Tim Counter</p> <p>Tim Counter</p>	N/A



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	<p><b>Review actions from previous meeting minutes</b></p> <ul style="list-style-type: none"> <li>Minutes and actions arising at the last meeting were reviewed.</li> </ul>		KM - seek reconciliation from Julie on School24 2.7% charges levied and provide to DW
2. President's report	<ul style="list-style-type: none"> <li>Canada Bay council approached Duncan to request use of P&amp;C BBQ's on 31st. October Halloween event Renwick Street</li> <li>Rotary Club members volunteering to staff the BBQ. 30% funds raised going to rotary, 70% going to giant steps charity. Event not P&amp;C related. No objections with P&amp;C BBQ's being used on this occasion</li> <li>Food collection idea from Veronica. Veronica explained the idea for each classroom to collect non perishable food items for donation to people in need leading up to Christmas. Various charities will gladly accept food items such as foodbank. They have 6-8 priority food items listed on their website</li> <li>Years K-6 to be included in food donation drive, with suggestion that each grade be assigned a particular priority food item for collection</li> <li>Need some promotion through the newsletter. No resources needed from the P&amp;C for this initiative</li> </ul>	Duncan Watson	DW to make BBQ's available to Rotary club
3. Principal's Report	<ul style="list-style-type: none"> <li>Brian gave an overview of the events that have occurred at the school over the last month. These included the overnight camp at Stanwell Tops for year 4 students, stage 2 choir performance at Sydney Town Hall and the combined children's choir at the Sydney Opera House</li> <li>School leaders (prefects) are being elected for next year</li> <li>Brian circulated the DPS Seesaw policy - made available to new parents. The policy is a good guide for parents on how Seesaw is best used by parents and that its intent is to provide insights into what children are doing at school</li> <li>Seesaw is a form of non-urgent communication between parents and teachers. Typical response time from a teacher to expect is 24-48 hours after communication is posted, often faster but again, as a non urgent form of</li> </ul>	Brian Dill	N/A



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	<p>communication 24-48 hours is expectation set. Urgent matters should always be phoned through to the office</p> <ul style="list-style-type: none"> <li>● Incidents/behavioural issues concerning students is better to be emailed through to the school and not communicated through seesaw</li> <li>● Student non attendance should be reported through Skoolbag message, or email to <a href="mailto:drummoyne-p.school@det.nsw.edu.au">drummoyne-p.school@det.nsw.edu.au</a> or phoned through to the office on 9181 2636. Seesaw can be used in addition to these methods if parents wish to</li> <li>● Guidance on acceptable language use on Seesaw included in policy</li> </ul>		
<p>4. Treasurer's report (including circulated written report)</p>	<ul style="list-style-type: none"> <li>● September financial report circulated at meeting</li> <li>● Minor loss reported for September. Expected as sales down in part due to Term 3 school holidays however a healthy surplus position YTD</li> <li>● Canteen sales remain up YTD compared to last year. Uniform shop sales remain similar YTD</li> <li>● No event income in September</li> <li>● Good asset position, 400K in cash in bank with 150K invested in term deposits</li> <li>● Budget deficit 169k, however currently running at 67K</li> <li>● Remaining event income in budget assumes Trivia Night and Colour Run contributions</li> <li>● 150K of uncommitted donations forecast for remainder of the year. Suggested items have included interactive smart screens/ whiteboards, Laptops/iPads, digital noticeboard and sustainability initiatives</li> <li>● Smartscreens identified priority - 80K contribution would complete the board renewal program</li> <li>● Discussion to donate 200K this financial year. 150K left to donate</li> <li>● Digital noticeboard - indicative cost of 20K seen as another priority and benefit to school community. Brian was asked to check costs including known installation costs if known</li> <li>● Brian has surveyed staff around 'wishlist' items. Brian to send P&amp;C shortlist of items to P&amp;C executive</li> </ul>	<p>Kendal Mackay</p>	<p>BD to send shortlist of items to P&amp;C executive</p> <p>BD to examine and forward to P&amp;C executive installation costs re school electronic noticeboard</p> <p>P&amp;C executive to consider options prior to next meeting and present options for discussion</p>



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	<ul style="list-style-type: none"> <li>● Small sinkhole opened up in the corner school playground. Filled in after discovery by school. NSW Department Education property assets teams have examined the hole. Contractor is due to complete work on the primary school playground by mid November (leveling asphalt and installation of synthetic grass)</li> </ul>		
5. Committee reports	<p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>● P&amp;C has sought to replace debit cards. If issues present Kendal asked to be informed while he works to replace cards to work through alternatives. The bank has been slow to reissue debit cards</li> <li>● New blender for Canteen - can be purchased using P&amp;C funds. Invoice to be sent to Kendal for reimbursement. Alternatively if quote provided, P&amp;C funds can be used to purchase</li> <li>● Bread trays from carnival are still outside canteen - Duncan asked to arrange removal</li> <li>● Canteen continues to experience problems staffing volunteer roster</li> <li>● Proposal to cap orders on days where no or limited volunteers</li> <li>● Proposal to send communication out to school community informing them of impending order cap in the days leading up to shortfall in rostered volunteers</li> <li>● Question asked if Kat is available to do more hours?</li> <li>● Dee requested Kendal to send Eugini copy of financial reports each month</li> <li>● Alternatives software solution to School24 - update below</li> </ul> <p><b>Uniform Shop</b></p> <ul style="list-style-type: none"> <li>● Duncan has compiled a list of suppliers of school software providers in examining alternatives to School24 noting fees and functionality. QKR (by Mastercard and in partnership with CommBank) is seen as a clear preferred provider due to their low fees and no charges to parents.</li> <li>● Proposal discussed to have a limited trial to around 10-12 parents for a month or so. Set up costs of \$199 from CBA, \$15 per month to P&amp;C and 0.95% of total amount ordered per month paid monthly</li> </ul>	<p>Dee Elalingam</p> <p>Duncan Watson</p> <p>Emilie Rohmer</p>	<p>DE to send invoice or alternately a quote for new Blender for Canteen to KM for payment</p> <p>DW to arrange removal of bread trays from outside the canteen</p> <p>KM to send Eugini a copy of each months financial report for her information</p>



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	<ul style="list-style-type: none"> <li>● Requires account to be set up with CBA - CBA requires a copy of P&amp;C minutes noting endorsement of this proposal to open account noting the President as Duncan Watson and Treasurer as Kendal Mackay (as also noted page one minutes). No objections raised with opening an account. Question was asked if request be made of the bank to waive establishment fee at least during the trial period</li> <li>● The software has the ability to cover both uniform shop, canteen and other events such as fundraising activities</li> <li>● Tim to send names of parents and other stakeholders for testing/trial of software solution to Duncan</li> <li>● Clothing orders have been placed for new kindy year 2023</li> <li>● Request for P&amp;C to buy some clear tubs for second hand uniform storage - the school can buy it. Emilie to liaise with Brian/office for what products preferred to purchase</li> <li>● P&amp;C and the school is required to follow School Infrastructure NSW tender process if/when decision is reached to outsource uniform shop tender. No further action to report at this stage regarding outsourcing</li> </ul>		<p>Tim to send Duncan list of names of testers</p> <p>ER liaise with BD/school office to order clear plastic tubs for second hand uniform use</p>
6. Fundraising	<p><b>Colour Run</b></p> <ul style="list-style-type: none"> <li>● The school has taken delivery of booklets from Australian Fundraising (event provider) for students fundraising for the Colour Run. Promotional posters and banners were also included</li> <li>● Booklets will be sent home with students later this week</li> <li>● Event promotion to be done through school newsletter</li> <li>● It emerged that Australian Fundraising had yet to be provided with Educations Colour Run Principal endorsed activity information sheet re health and safety considerations for events such as the colour run. Brian kindly offered to get in touch with Australian Fundraising about this matter as a priority</li> <li>● In event of rain or high wind, event can be postponed</li> </ul>	Ashley Ibarburu	<p>BD to send Australian Fundraising the 'Colour Run' a Principal Endorsed Activity factsheet</p> <p>AI to send BD letter to parents from Russell Lea PS for review</p>



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	<ul style="list-style-type: none"> <li>Letter to parents (suggested text) from the provider is seen as confusing for parents. Ashley has an example of a letter to parents from Russell Lea PS which could be reviewed and edited for use.</li> <li>Bins or a number of garbage bags will be required on the day if food/drink is to be sold to parents and children at the event</li> <li>Colour run to be the last P&amp;C event of this school year</li> </ul> <p><b>Halloween Disco</b></p> <ul style="list-style-type: none"> <li>DJ - Maddison has been organised</li> <li>Events promoted through school newsletter - timings and event details etc. Packet of chips and drink to be provided to students participating</li> </ul>		DW to investigate bin usage with Phil
7. Development of school reconciliation action plan (RAP)	<ul style="list-style-type: none"> <li>Sahar and Preston to give update at next meeting to discuss development of a RAP</li> </ul>	Sahar Razi and Preston Peachey	SH & PP to provide update at next meeting
8. Other business	N/A		N/A
<b>Meeting close - 9:00pm</b>	<ul style="list-style-type: none"> <li>Next and last meeting for 2022 - Tuesday 15th November 2022, 7:30pm School Library</li> </ul>		