



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)

**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>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>	Kendal Mackay  Kendal Mackay  Tim Counter	N/A
2. President's report	<ul style="list-style-type: none"><li>See Uniform shop for update</li></ul>	Duncan Watson	N/A
3. Principal's Report	<ul style="list-style-type: none"><li>Brian extended an invitation to the P&amp;C to present at the orientation sessions</li></ul>	Brian Dill	N/A



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	<ul style="list-style-type: none"> <li>● Request for parents to complete the 'tell them from me' survey - request for parents to complete - included in the last couple of newsletters. The surveys capture student, parent and teacher voices, providing reliable evidence for schools to use in identifying strengths and areas for improvement. Open until 4 November</li> <li>● Colour run - Brian included a health and safety fact sheet. Brian offered to work cover off with Ashley on school health and safety requirements</li> <li>● Safety protocols required on the day - colour run committee to formulate prior to event and brief parents on the day</li> <li>● Stage three choir being held the evening of the next scheduled P&amp;C meeting 18 October. All agreed to hold next meeting Tuesday 25 October to avoid clashing with school holidays</li> <li>● Education will be covering cost of asphalt and new synthetic grass in primary playground area in term 4</li> </ul>		
4. Treasurer's report (including circulated written report)	<ul style="list-style-type: none"> <li>● Canteen and uniform sales up compared to last year - as last year was during COVID lockdown</li> <li>● Fathers day income yet to be finalised due to late invoice coming in, however indicative profit circa \$1,850</li> <li>● Separate report to be prepared for Carnival - estimated total profit circa 69K includes income from last year</li> <li>● Mufti days raised (without business sponsorships) 7.5K</li> <li>● 28K business sponsorships over the 2 years</li> <li>● Brian asked to provide P&amp;C list of spending priorities before next meeting</li> <li>● Canteen credit card has been reissued</li> <li>● No invoice received at time of meeting for new canteen blender</li> </ul>	Kendal Mackay	N/A
5. Committee reports	<p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>● Working group/sub-committee required to conduct the review of any proposed software vendor changes. Names of members of sub-committee noted in previous minutes</li> </ul>	Duncan Watson	Duncan to contact members of sub-committee to begin working on next actions to shortlist software vendors



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	<ul style="list-style-type: none"> <li>● Kendal suggested Julie be asked to be involved in the project as well - especially from a bank end perspective holds relevant and historical knowledge</li> <li>● Duncan has identified vendor candidates, subcommittee next steps are to shortlist to 2 or 3 favoured candidates based on review functionality, front end experience for parents and back end admin experience</li> <li>● School24 levy 2.7% charge/fee against each transaction made on its platform. Duncan requested Kendal to seek reconciliation all transactions on a monthly basis going back last two years 2.7%</li> <li>● P&amp;C will be required to refund any surplus funds, not responsibility of School24</li> <li>● Migration plan is required</li> </ul> <p><b>Uniform Shop</b></p> <ul style="list-style-type: none"> <li>● 7 or 8 outsourced suppliers identified</li> <li>● P&amp;C and the school is required to follow School Infrastructure NSW process for uniform tender process/ Overview (checklist) of tender process circulated at meeting</li> <li>● Minimum of three month process for tender process to be finalised and commencement of new vendor</li> <li>● Working group/sub-committee required to conduct the review of the proposed vendor. Names of members of sub-committee noted in previous minutes</li> <li>● Duncan to send out email to start process - minimum of 3 month process</li> <li>● Clear concise communication strategy is required with school community</li> </ul>	Kendal Mackay	Seek reconciliation from Julie on School24 2.7% charges levied
6. Fundraising	<p><b>Carnival</b></p> <ul style="list-style-type: none"> <li>● All agreed that the carnival was an amazing success and was a brilliant day for the school community. All recognised the efforts and dedication of all people involved in the planning and running of this event, with special mention to the carnival sub-committee led by Walid El-Khoury</li> <li>● The party shop on Victoria Rd expressed a desire to support carnival next year. Proposal to get them involved at halloween event</li> <li>● \$18K pre sales tickets sold approx. 430 tickets</li> </ul>	Duncan Watson	Duncan to send email to sub-committee members



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	<ul style="list-style-type: none"> <li>• eftpos machines worked well. Some lessons learned about the amount of machines required</li> <li>• carnival planning materials held outside of Google drive. It would be beneficial for the the materials to be imported to P&amp;C drive to assist with future years planning and events</li> </ul> <p><b>Trivia Night</b></p> <ul style="list-style-type: none"> <li>• No update - to consider for first or second term for next year</li> </ul> <p><b>Colour Run/Activitython</b></p> <ul style="list-style-type: none"> <li>• November 25th a school day</li> <li>• Taplin park is available has been booked for the colour run to council</li> <li>• Ashley is the coordinator - waiting for go aheads from P&amp;C that event is ready to go</li> <li>• Sub-committee/working group required to drive the event</li> </ul> <p><b>Halloween Disco</b></p> <ul style="list-style-type: none"> <li>• 28 October Exec of school and staff attending</li> <li>• Brian to put in schools newsletter seeking a parent to assist with halloween night</li> <li>• pizza was suggested to be made available at the event</li> <li>• Years K-2 - parents welcome and required to attend 5:30pm-6:45pm</li> <li>• Years 3-6 - parents welcome to attend but not required to stay for duration 7pm to 8:30pm</li> <li>• Require a coordinator for the event</li> </ul>	Brian Dill	Brian to have disco included in future newsletters
7. Development of school reconciliation action plan (RAP)	<ul style="list-style-type: none"> <li>• RAP - Preston &amp; Sahar have met with Brian - discussed the proposal previously circulated. Brian is very supportive. It is a school process - not a P&amp;C process</li> <li>• Brian will seek to have school staff to be involved in the project</li> <li>• Once the plan is developed - may be that P&amp;C contribute funding</li> </ul>	Sahar Razi and Preston Peachey	Provide update at next meeting
8. Other business	<p>Kindergarten 2023 Cohort - Parent information sessions</p> <ul style="list-style-type: none"> <li>• Sahar to update the Kindy P&amp;C information sheet</li> </ul>	Sahar Razi	Sahar to update Kindy information sheet



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	<ul style="list-style-type: none"><li>● Sahar offered to present at Kindergarten information session 19 October 9:45am along with Duncan again this year</li><li>● Uniform shop - Sahar suggested a stand for size 4 &amp; 6 be set up on the day for parents to check sizes etc. for their children in preparation for ordering uniforms</li><li>● Kendal attending session on Thursday 13th - coffee and tea historically been made available for parents. Kendal offered to manage this</li></ul>	Duncan Watson and Sahar Razi	Sahar and Duncan to present at Kindy info session Duncan to set up/seek assistance from Emilie to have uniform stand available on the day  Kendal to manage tea/coffee 13th
<b>Meeting close - 9:30pm</b>	<ul style="list-style-type: none"><li>● Next meeting Tuesday 25th October 2022, 7:30pm School Library</li></ul>		