



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

**Meeting Minutes - P&C Committee 17 October 2023**

**School Principal** – Matt Ackerman

**P&C Executive** - President - Angela Farrell, Vice-President - Dee Elalingam, Vice-President - Emilie Rohmer, Treasurer – Kendal McKay Secretary - Tim Counter

**Attendees** - Kendal Mackay (KM), Dee Elalingam (DE), Angela Farell (AF), Wade Weirman (WW), Dee Elalingam (DE), Mark Morgant (MM), Rob Tolliday (RT), Matt Ackerman (MA), Belle Paton (BP), Tania Adams (TA) Walid El-Khoury (WEK)

**Apologies** - Emilie Rohmer (ER)

Item		Person	Action items
1. Meeting open – 7:30pm School Library	<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 and endorsement previous meeting minutes</b></p> <p>Minutes and actions arising at the last meeting were reviewed. Updates to outstanding actions below:</p> <ol style="list-style-type: none"><li>TC to follow up Facebook with decommissioning old P&amp;C Facebook site</li></ol>	Angela Farrell  Angela Farrell  Angela Farrell	N/A



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	KM endorsed the last meeting minutes as a true and correct record of the meeting. Seconded by MM.		
2. President's report	<ul style="list-style-type: none"> <li>● Simon Paterson, Director Educational Leadership Iron Cove Principals Network wrote to the P&amp;C 17 October 2023 (letter circulated at meeting) confirming the merit selection process to select new Principal can now begin</li> <li>● Sahar Razi expressed interest in nominating as P&amp;C representative on the selection panel - has previously completed training. Recommended Preston Peachey as representative from the school community. Sahar to check in with Preston on his interest/availability</li> <li>● Uniform sale - sale total approx. \$600</li> <li>● Angela caught up with the new GM at Canada Bay Club. GM is enthusiastic about sponsoring local charities. The club previously committed a donation of \$5,000 to the DPS P&amp;C. The club mistakenly directed these funds elsewhere. GM chasing up</li> <li>● Sally Sintou MP holding a forum for local not for profit groups Tuesday 24 October. Sahar expressed interest in attending</li> </ul>	Angela Farrell	<p>TC to send wording school admin for next newsletter thanking volunteers at referendum BBQ</p> <p>AF to do same for volunteers who helped at second hand uniform sale</p> <p>SR to check in with Preston Peachey his interest/availability to participate selection panel</p>
3. Principal's Report	<ul style="list-style-type: none"> <li>● Thank you from Matt to all parents and students for the warm welcome to the school. Matt acknowledged the work of the P&amp;C and thanked them for their fundraising efforts</li> <li>● Looking forward to the disco on Friday</li> <li>● Feedback from Gabby Walsh - Kindergarten decodable home readers - they have been purchased and taken home. Lots of positive feedback from students and parents. Thank you to the P&amp;C for purchasing these resources</li> <li>● World teachers day is on Friday 27th Oct. Matt is looking to cater a lunch for the teachers - P&amp;C contribution of \$200 suggested by KM to the lunch. None opposed</li> <li>● Matt discussed three main priorities he has for this term - supporting staff to implement term 4 and end of year activities, focus on year 6 students finishing</li> </ul>	Matt Ackerman	N/A



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	<p>their schooling at DPS positively and strongly, and developing cohesive staffing plan for 2024 including the 2024 school budget</p> <ul style="list-style-type: none"> <li>• There is a reduction of student enrolled for 2024. As such number of classes planned is expected to be 18, down from 20</li> <li>• In response to questions around tenure, Matt clarified it is for one term dependent on the outcome of the recruitment process. Matt is completely independent of this process</li> </ul>		
<p>5. Treasurer's report (including circulated written report)</p>	<ul style="list-style-type: none"> <li>• Income statement September - canteen sales down on last year for the month but on par YTD</li> <li>• Uniform sales up from last year for the month and only trailing by circa 1.4k YTD</li> <li>• All Fete income except Paypal transfer now in – down by circa \$38k from last year</li> <li>• All Fete expenses now accounted for except \$1800 for security – up by circa \$14k from last year</li> <li>• Donations include readers, notebooks/carts and flagpoles as agreed at August P&amp;C meeting</li> <li>• Small surplus for the month before donations</li> <li>• Surplus YTD before donations but deficit as budgeted with donations</li> <li>• Balance sheet - total assets down on this time last year due to significant donations made YTD. Equity remains excellent.</li> <li>• Full year forecast - canteen sales forecast to be just ahead of budget</li> <li>• Uniform shop sales are still forecast to be well ahead of budget</li> <li>• Event income revised down this month with only Referendum BBQ, Disco and Carols income yet to come</li> <li>• Fete Income was revised downward in June and expenses revised up</li> <li>• Other Income includes interest.</li> <li>• \$175k Donations YTD now made with circa \$30k committed to electronic notice board and a further \$45k to be allocated</li> <li>• Forecast deficit to exceed budget due to reduced event and fete contributions</li> </ul>	<p>Kendal Mackay</p>	<p>N/A</p>



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<p>6. Committee reports</p> <p><b>Canteen</b></p>  <p><b>Uniform Shop</b></p>  <p><b>Events</b></p>	<ul style="list-style-type: none"> <li>● Eugenie has been busy working on the flexischools trial.</li> <li>● Request from Kendal to Dee to check pricing on sausages used on Friday's to compare with possible new supplier</li> </ul> <p>(Update from EM provided by TC in EM's absence)</p> <ul style="list-style-type: none"> <li>● Orders for out of stock items placed during the month</li> <li>● Orders for new backpacks placed. School logo on those backpacks will be embroidered instead of using a transfer</li> <li>● Full pricing review of all uniform shop items will be conducted in the coming weeks. Most items from all suppliers have increased in cost</li> </ul> <ul style="list-style-type: none"> <li>● Disco! Plenty of volunteers for K-3. More volunteers required for group 2. Should be a fun night for the kids.</li> <li>● Request from P&amp;C for Matt to contact Zing Active - are they bringing lights etc? Need to confirm what they have planned ie a run sheet for the event</li> <li>● Request to have canteen vouchers as prizes</li> <li>● Christmas carols night - proposed that event not go ahead and instead propose to hold a Christmas raffle - drawn at assembly 12th December instead. Students can dress in Mufit as well - gold coin donation. Far less organisation required for this 'event', less volunteers and time required. All agreed for proposal.</li> <li>● Prizes to come from room 13 surplus stock - Tanya and Belle to look for some sponsorship, donations. Aim to kick off selling raffle tickets 12 November.</li> <li>● Mothers day stall - Tanya proposing to order before the end of the year. All agreed this was a good idea</li> </ul>	<p>Dee Elalingam</p>  <p>Emilie Rohmer</p>  <p>Tanya Adams and Belle Paton</p>	<p>DE to send cost of item to KM</p>          
<p>7. School24 Working Group Update</p>	<ul style="list-style-type: none"> <li>● MOU and Flexischools T&amp;C's were reviewed by Peter, Wade and Dee, then signed by Angela on 8th October. Flexischools has allocated a dedicated account manager to DPS - very responsive.</li> <li>● Thermal printer has been delivered and Wade has set this up in the canteen</li> </ul>	<p>Dee Elalingham &amp; Wade Weirman</p>	<p>DE and WW to provide update on project progress at next meeting</p>



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	<ul style="list-style-type: none"><li>● Menu for canteen and uniform shop has been downloaded from School 24 and uploaded to Flexischools. Both menus are now on Flexischools app and are being “fine-tuned”</li><li>● Uniform shop has all photos and descriptions uploaded. No photos have been uploaded to the canteen menu yet. Flexischools suggest keeping it this way to avoid lengthy scrolling on the app. If parent feedback from the trial is to have photos, this can be uploaded easily.</li><li>● All admin users have been sent registration emails to set up access to individual streams (canteen, uniform shop, events, comms).</li><li>● 1st training for admin users canteen staff, Wade and Dee completed. Others can reach out to the account manager at any time to organise it with her</li><li>● Cohort of parents for the trial have been short listed based on top spenders as well as consideration given to those that may be more willing to provide feedback.</li><li>● WhatsApp group for admin and trial users has been set up. Other parents involved in the trial will be sent an email link to join the group.</li><li>● Initial feedback on the app from Eugenie has been very positive. She sees significant improvement compared to School 24. Dee has tested the app and transferred funds into account via a bank transfer. This is a good way to avoid card fees, though there is a lead time of a day or two for funds to reach the account.</li><li>● Next steps - Week beginning 23/10 - Expecting to run parallel systems with a trial cohort.</li><li>● Nov – ‘23 - Communication to all parents and School24.</li><li>● Dec – ‘23 - Discontinue with School24 once the 2023 school year is complete and engage Julie (P&amp;C bookkeeper) to process refunds to parents.</li><li>● Jan – ‘24 - Update to all parents to open Flexischools accounts for new school year.</li><li>● All attending thanked Dee and Wade for all all their efforts and time they have dedicated to this project</li></ul>		
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8. 2024 New Parents/Champagne Night	<ul style="list-style-type: none"><li>● Proposal to combine the K-2 info night next year- Matt to take proposal to teachers for consultation</li><li>● Information night around 6-7pm - champagne night to kick off from 7pm</li><li>● To be held as early as week 4 Term 1 2024</li></ul>		MA to give feedback at next meeting from teachers
9. Kindy Orientation	<ul style="list-style-type: none"><li>● P&amp;C welcome and information document - Angela has reviewed the last year and consulted with others. Aiming to keep it short and sweet - tell parents what they need to know</li><li>● Angela to circulate to the exec for input/feedback</li><li>● Em - is working on the pack for new parents</li></ul>		N/A
10. Other Business	<ul style="list-style-type: none"><li>● No other business raised</li></ul>		N/A
<b>Meeting close -9:00pm</b>	Next Meeting (final meeting for 2023) - 21 November 2023		