



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

**Meeting Minutes - P&C Committee 20 February 2024**

**School Principal** – John Nguyen

**2023 P&C Executive** - President - Angela Farrell, Vice-President - Dee Elalingam, Vice-President - Emilie Rohmer, Treasurer – Kendal McKay Secretary - Tim Counter

**Attendees** - Kendal Mackay, Angela Farrell, Dee Elalingam, Rob Tolliday, Belle Paton, Tania Adams, Emilie Rohmer, Natalie Thornhill, Pete Bockos, John Nguyen, Mark Morgant, Sahar Razi, Esther Knox, Belinda Hubball, Nicole Thompson, Tim Counter

**Apologies** - Wade Weirman, Walid El-Khoury

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>Pricing review of uniform shop items rolled over to next meeting</li></ol> <p>All other action items completed and closed.</p>	Angela Farrell  Angela Farrell  Angela Farrell	       Emilie Rohmer



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

	<p>Angela Farrell moved a motion that the last set of minutes from November 2023 be endorsed as a true and accurate record of the meeting. The motion was seconded by Tania Adams and carried</p>		
2. President's report	<ul style="list-style-type: none"> <li>● Angela welcomed to John Nguyen as the new DPS Principal</li> <li>● Gabby Walsh tea and tissues event well received, thanks to Dee Elalingam and Sahar Razi for being there</li> <li>● All but one class parents group set up in Whatsapp group</li> <li>● The 2021 blurb on the school website about the P&amp;C updated. Thanks from all</li> <li>● New business on Lyons Rd Grilled has opened up - owner Justin happy to discuss future sponsorship opportunities starting with a donation jar on their front counter</li> <li>● Second hand uniform sales raised around 1K - thank you to volunteers who assisted on the day</li> <li>● Many thanks to all the stocktake helpers at the annual uniform shop stocktake done during the end of the school holidays. Forms part of the P&amp;C's audit obligations</li> </ul>	Angela Farrell	
3. Principal's Report	<ul style="list-style-type: none"> <li>● Thank you from John for the warm welcome from students, staff and parents as Principal of DPS. Very much values the partnership between Principal staff and parents</li> <li>● The Principal's report was circulated to P&amp;C prior to the meeting - summary as follows</li> <li>● Great swimming carnival held with flawless organisation from teachers Leah Peglar and Amanda Champion. Zone carnival at Ashfield 5 March</li> <li>● Shirts and jackets are in the process of being ordered for Year 6 students. Students choose to incorporate an Indigenous design, created by Wiradjuri artist Brook Ashcroft, as part of their new uniform</li> <li>● STEAM - With the P&amp;C's support, the school will continue to run the STEAM enrichment program for students. John presented a preliminary proposal to fund</li> </ul>	John Nguyen	<p>John - to report back the SRC feedback around school improvement initiatives at the March or April P&amp;C meeting to consider for decision making</p> <p>John - prepare funding proposal with further detail for the P&amp;C to consider and vote on</p>



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

	<p>STEAM with the assistance of the P&amp;C. More information was requested by P&amp;C in considering the proposal</p> <ul style="list-style-type: none"><li>● John has been impressed with the strong culture of leadership amongst students at DPS</li><li>● John is looking forward to progressing the schools reconciliation action plan</li><li>● In 2024 there are 440 students with 18 classes formed</li><li>● There is a high staff retention rate at DPS with 65% of teachers teaching at DPS for over 3 years</li><li>● Voluntary contribution - as in previous years parents are asked to consider a voluntary contribution by the school to assist with the funding of various resources. This year the voluntary contribution is again \$120. No student will be denied the opportunity to meet syllabus requirements because of the non-payment of voluntary school contributions. No objections from P&amp;C to vo</li><li>● John provided an overview of historical analysis of Naplan data at DPS. DPS is historically a very high performing school with, on average, nearly 60% of students achieving in the top 2 bands of NAPLAN over the last 5 years. Results in reading have generally been better than numeracy</li><li>● John gave an overview of the 2022-2026 school improvement plan. Three strategic directions - 1. Student growth and attainment, 2. Collaboration and Education Leadership 3. Wellbeing</li><li>● John is in the process of applying for a 'Schools Upgrade Fund' Federal Government Grant for projects over \$250k and proposed the P&amp;C co-fund construction of a shelter structure for shade over the basketball court in the North playground. Quotes to be presented at following meetings. Proposals and quotes to be considered at future meetings</li><li>● SRC input would be valuable from students regarding priority of school improvement activities. SRC groups are still being formed. John committed to seeking student input around school improvement activities</li></ul>		
--	---	--	--



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

<p>5. Treasurer's report (including circulated written report)</p>	<ul style="list-style-type: none"><li>● Income November/December period - canteen and uniform shop sales down on previous year</li><li>● Sales potentially down due to lower numbers of students enrolled 2023 as is the case for 2024 students numbers</li><li>● Balance sheet December 2023 - total assets down same same period last year due to significant donations made during the year (circa \$192k)</li><li>● Total equity remains good and despite lower income and lower donations, almost right on the original 2023 Plan of (\$370,027)</li><li>● Full year accounts (subject to EOFY accounts) - Canteen sales did not meet budget (even accounting for \$13k unearned income)</li><li>● Uniform shop sales also well down.</li><li>● Event income well down on budget although some may have been allocated to the Canteen S24 income (TBC)</li><li>● Fete Income down and expenses up compared to budget as previously reported</li><li>● Other Income primarily includes interest on Term Deposits and Cash Accounts</li><li>● Donations were down on Budget as P&amp;C have not yet been invoiced for the \$28k for the electronic notice board. That will go into the 2024 accounts</li><li>● Year End Deficit slightly more than budget</li><li>● Canteen contribution shows as a loss but will be a small profit when unearned income is properly accounted</li><li>● Canteen, Uniform Shop and Fete contributions well down on last year</li><li>● Forward planning - not expecting growth in all revenue streams due to reduced student numbers</li></ul>	<p>Kendal Mackay</p>	
--	---	----------------------	--



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

6. Committee reports			
<b>Canteen</b>	<ul style="list-style-type: none"> <li>• Prices have increased for all food products</li> <li>• Next meeting will provide a cost proposal for 2024. Cost of items for sale will need to increase with increased expenses</li> <li>• 405 individual children are registered with their families using flexischools</li> <li>• Events function with the app is set up</li> <li>• All working well in the canteen with flexischools</li> <li>• Remaining dollar balances in school24 - coms being prepared and a form being prepared with 2 options - one donate to cash balance to the P&amp;C or second option to transfer to balance to flexischools</li> <li>• Sign up genius - used for rostering - free version is working well. \$22.5 per month paid version, means no marketing and all previous dates are archived which avoid the potential for confusion. Up to 10 admin users as well - only one with free</li> <li>• Dee proposed to move a motion that the P&amp;C buy a monthly plan. Cost savings on annual plan are negligible. The motion was seconded by Tim Counter and carried</li> </ul>	Dee Elalingam	Dee to prepare a cost proposal for 2024 for consideration
<b>Uniform Shop</b>	<ul style="list-style-type: none"> <li>• Pricing review is required as costs of many or all of the products for sale have increased needed</li> <li>• Next meeting will provide a cost proposal for 2024. Cost of items for sale will need to increase with increased expenses</li> <li>• Some feedback received at the Uniform shop seeking the reintroduction of multiple hat options. The P&amp;C resolved to keep to the hat options limited to the current unisex model as previously endorsed by P&amp;C and the school</li> </ul>	Emilie Rohmer	Emilie to prepare a cost proposal for 2024 for consideration
<b>Events</b>	<ul style="list-style-type: none"> <li>• Draft calendar events - dates to be confirmed</li> <li>• Do we want an easter raffle - digital version or hard version. Tanya indicated can help with the raffle set up</li> </ul>	Tanya Adams and Belle Paton	Sahar to examine and present back options for preloaded debit cards for event team(s)



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

	<ul style="list-style-type: none"> <li>● Suggestion for future events to make it easier on the person leading the event, that preloaded cards be made available for last minute and or minor purchases to facilitate the smooth running of an event. Sahar offered to look at a prepaid cards/loadable card options for Treasurer input and P&amp;C consideration</li> <li>● Costco Card - due to it not being used frequently the card is inoperative</li> <li>● Certificate of currency is required at each P&amp;C event and can be organised by any member of the P&amp;C</li> <li>● Both Tanya and Belle indicated they do not intend on stepping back into an official P&amp;C position in 2024. All at the meeting thanked Tanya and Belle for their time and efforts leading, coordinating and running many events in 2023.</li> </ul>		
7. 2024 P&C Roles	<ul style="list-style-type: none"> <li>● All roles to be vacated at AGM</li> <li>● There are role descriptions on the intranet</li> <li>● Promotion of the AGM through newsletter and parents group</li> </ul>	Angela Farrell	
8. 2024 New Parents/Champagne Night	<ul style="list-style-type: none"> <li>● Volunteers are being coordinated through a dedicated whatsapp group. Any extra volunteers would be welcomed to set up and pack down</li> </ul>	Angela Farrell	N/A
10. Other Business	<ul style="list-style-type: none"> <li>● Voluntary annual contribution to the P&amp;C - idea around asking for a voluntary financial contribution to the P&amp;C as an alternative to asking for voluntary time. Mixed views to the idea, some for and some against</li> <li>● Feedback that the newsletter is too long and is not well read - John to respond to feedback with suggestions for Newsletter structure and content</li> <li>● John suggested that events and tasks associated with running them could be allocated at class or year level. For example, Mothers Day event, volunteers sought to run the event from Year 1, Fathers Day from Year 2 etc.</li> </ul>	All	John to consider structure and content of the weekly newsletter to address feedback received
<b>Meeting close -9:40pm</b>	Next Meeting AGM 19 March 2024		