



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Meeting Minutes - P&C Committee 19 November 2024

School Principal – John Nguyen

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

Attendees - John Nguyen, Kendal Mackay, Dee Elalingam, Emilie Rohmer, Angela Farrell, Huy Nguon, Sahar Razi, Baha Nuka, Mark Morgant, Belinda Hubball, Rob Tolliday, Susan Murray, Tim Counter

Apologies - Tania Adams

Item		Person	Action items
1. Meeting open – 7:30pm School Library	<p>Acknowledgment of Country</p> <ul style="list-style-type: none">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 <p>Statement of Inclusivity</p> <ul style="list-style-type: none">We are all here to serve our community. Everyone is welcome. Your voice matters and counts <p>Review actions from previous meeting minutes</p> <ul style="list-style-type: none">Minutes and actions arising at the last meeting were reviewed. Updates to outstanding actions included in minutesEmilie moved a motion that the last set of minutes be endorsed as a true and accurate record of the meeting. The motion was seconded by Sahar and carried	Angela Farrell	N/A



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Item		Person	Action items
2. President's report	<ul style="list-style-type: none"> ● There are several big thank you's this month! So many people have been busy ● Thank you to Susan Murray for running her first DPS disco. Susan took the day off, went to Kmart after hours, and made sure the kids would have a fabulous time. Thanks also to teachers for their help leading up to the disco, Evelyn for distributing wrist bands and lists, Tania for her handover notes, Dee with Flexischools event and lists, Kendal for payments, Mark for the volunteer sign up form, all parent volunteers for their efforts on the night. ● Thank you to Dee who has been leading the recruitment of the new canteen assistant manager. We hope to have some great news soon and already have a few good candidates. ● I published role descriptions in the newsletter and asked parents to think about joining P&C next year. I plan to attend the third kindy orientation to get new parents enthused to sign up and join us next year. ● Thanks to Tim for attending kindy orientation #1, and for putting together a great summary doc and volunteer sign up form, which we will place in the office. ● The end of year catch up is set for 27th Nov at the OXFORD tentative 7pm. P&C extends an invitation to anyone who has been involved in P&C this year. Please pass on within your networks. ● What a fun and busy year we've had - let's celebrate! 	Angela Farrell	N/A
3. Principal's Report	<p>Principals written report for September tabled - to be circulated with the meeting minutes.</p> <p>Request from John for the P&C to donate \$300 to contribute towards DPS Parent, helpers and volunteers morning tea 6 December. Angela moved motion to make the donation, motion seconded by Dee</p>	John Nguyen	John to invoice P&C for \$300 goods for morning tea
5. Treasurer's report	<ul style="list-style-type: none"> ● Treasurer's written report tabled - to be circulated with the meeting minutes ● Kendal follow up item from previous meeting regarding payitforward funds collected during the Fathers Day event. Kendal requested Dee to extract record from from Flexischools for these funds 	Kendal Mackay	Dee to extract payitforward data for the Fathers Day event from Flexischools and to forward to Kendal



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Item		Person	Action items
			Kendal to provide the data to Julie
6. Committee reports Canteen Uniform Shop	<ul style="list-style-type: none"> ● VP Uniform Shop Report <ul style="list-style-type: none"> - Done with ordering for the year, kept to a minimum but enough for new Kindergarten cohort - Em to check second hand stock - No replacement found as yet to replace Nada to open the store once per week for one hour per week - Alternative options to volunteer may need to be explored - Volunteers required for stocktake to occur in mid January - Thank you to the schools admin office team with all their assistance with helping with the Uniform shop ● VP Canteen Report <ul style="list-style-type: none"> - Katherine is leaving the canteen end of year as relocating - Recruitment activity has been underway with a number of inquiries - interviews will be conducted next week, with training days ideally to be held this year with Eugenie before end of term - Flexischools wide update on the way with an upgrade to the app - Thank you gift proposed for Katherine as a farewell, an end of year gift for Eugenie. \$150 each - purchases from Dee. Motion moved from Angela, seconded by Sahar 	Emilie Rohmer Dee Elalingam	Emilie to confirm volunteers and date for stocktake Emilie to inform Kendal of the date for stocktake so auditor can attend
7. Events Committee/Leads reports	<u>Disco</u> <ul style="list-style-type: none"> ● P&L to be completed ● Good feedback from the kids, preferred over previous years entertainment ● K-2 perhaps for 1 hour ● Set up was good, DJ was excellent, iceblocks were a hit ● Hall lights could could be better utilised ● 338 kids attended 	All	



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Item		Person	Action items
	<p><u>Champagne Night 2025</u></p> <ul style="list-style-type: none"> ● Previous year have tacked onto the end of meet and greet with infants new parents ● Question on what the school will do next year for the parent information night for 2025 - all years for the one information night or split stage one or two ● Prefer to advertise in newsletters before end of year ● Date required, and cost per ticket ● P&C would prefer event is held over one night with all parents invited at the same time - achievable numbers have attended over previous years 		John to advise Angela of the proposed date for information night 2025
8. Building Fund	<ul style="list-style-type: none"> ● John provided a high level summary of ideas for project proposals under the building fund outside of the meeting to Angela and Kendal, for the purposes of starting deductible gift recipient applications ● Kendal to progress GDR application to enable to progress of the Building Fund 		Kendal to progress GDR application
9. Grants Update	<ul style="list-style-type: none"> ● Category 3 funding grants - infrastructure. we can apply if we have a building fund ● equipment has to be valued over 5k ● 50k-300k ● need to complete project within 2 years ● have to submit plans ● Do we need a DA? - exempt status - evidence required? ● Project management plans, risk management plans ● to support the application - minimum of 3 letters from community groups to support the project and how they may benefit the community after hours ● Cat3 grants are decided by NSW State Government, unlike Cat2 ● John - projects would be managed by Dept Education assets team ● too late for this grant round - working towards the next round in July ● not just for building, but can including equipment, playgrounds ● Proposal for members of the P&C to begin working towards the July grants round to begin working towards a proposal early next year - and to present for the P&C early next years 	Huy Nguon	Huy Nguon to lead on chipping away at preparing the paperwork for the next grants round in July - with assistance welcomed from other P&C members or from the Grants Officer if position filled in 2025



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Item		Person	Action items
	<ul style="list-style-type: none">Community Choir, Taekwondo and Gowrie are 3 groups that use the school grounds under 'Share my space'		
10. Kindergarten Orientation	<ul style="list-style-type: none">Focus for orientation 21st November - is how to get involved in the P&C	Angela Farrell & Tim Counter	N/A
11. Next Meeting date	<ul style="list-style-type: none">Tuesday 18 February 2025 first P&C Meeting	Tim Counter	Tim to send meeting invitations
11. Other Business	<ul style="list-style-type: none">Update from Susan Murray - 'String group' - Sarah Sutherland to contact John Nguyen to ascertain interest in running this group	All	Susan to ask Sarah to email John
Meeting close - 8:53pm			