



DRUMMOYNE PUBLIC SCHOOL  
PARENTS AND CITIZENS ASSOCIATION

AGENDA AND MINUTES 20 APRIL 2021

MEETING 1 P&C COMMITTEE 2021

**Acknowledgment of Country** – 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 respects to the Aboriginal people, past and present and extend that respect to any Aboriginal people here this evening.

**School Principal** – Brian Dill

**P&C Executive** - President - Duncan Watson (DW), Vice-President - Sylvia Anderson (SA) and Aviva Cheng (AC), Treasurer - Angus McDonald (AM), Secretary - Sahar Razi (SR).

**Attendees** – (11) BD, DW, SA, AM, SR, Walid El- Khoury (WEK), Dee Elalingam (DE), Bianca Moses (BM), Mark Morgant (MM) , Kendal MacKay (KM), Burco Keane (BK).

**Apologies** - (6) Aviva Cheng, Kylie Jackson, Ellena Mangavoulakis, (EM), Heather El-Rahim, Joanne Gianni, Tania Rapisarda.

Item		Minutes
1	<b><u>Welcome –7.40pm (5 mins)</u></b> <ul style="list-style-type: none"><li>• Acknowledgment of Country</li><li>• Statement of Inclusivity</li><li>• Formal opening</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• SR – Acknowledgment of country.</li><li>• SR – Statement of Inclusivity. – We are all here to serve our community. Everyone is welcome. Your voice matters and counts.</li><li>• DW – Formal opening and introduction of attendees. Welcome to BK to her first meeting.</li></ul>
Urgent update	7.45pm - Fundraising – Fete. (25 mins)	<ul style="list-style-type: none"><li>• WEK – Fete committee would like to hold a carnival this year. Proposed date – last Sunday in August Sunday 29 August 2021.</li><li>• WEK – Format – one all inclusive ticket which includes food and rides.</li><li>• WEK – Seeking approval of developing concept. Approval granted.</li></ul>



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		<ul style="list-style-type: none"> <li>• WEK – Seeking approval of funds.</li> <li>• AM – WE to submit proposal for expenditure of funds and forecasting of profit.</li> <li>• WEK – Initial estimates –             <ul style="list-style-type: none"> <li>○ Possible to raise up to £35K - \$65K in profit.</li> <li>○ Profit to come from sponsors and ticket price to cover costs.</li> <li>○ Ticket price \$50? Up to \$150 per family.</li> </ul> </li> <li>• WEK – Advantage of holding carnival v fete. Less effort involved from volunteers. Possibly only a quarter of volunteers.</li> <li>• WEK – Rough estimate of foot traffic at last fete - 4 – 5K.</li> <li>• SR – Is it too expensive? Consider cost?</li> <li>• KM – Community like idea of being able to walk through school grounds without buying an upfront ticket. Will it lose the community feel?</li> <li>• KM – Consider council funding.</li> <li>• DW – Possible budget of \$30K.</li> </ul>
2	<p>8.10pm - Principal's report - (25 mins)</p> <ul style="list-style-type: none"> <li>• Strategic directions in the new 2021 - 2024 School Plan</li> <li>• Metro Renewal grant.</li> </ul>	<ul style="list-style-type: none"> <li>• BD – Strategic improvement plan. Copy attached.</li> <li>• BD - Key areas – highlighted.</li> <li>• BD – Importance of gender diverse academic curriculum. BD – A lot more we can do to increase that equity and support the learning for boys and girls</li> <li>• BD - External validation is in week 7.</li> <li>• BD – Staff development day went well. Collaborative teaching practice focus.</li> <li>• KM - Metro renewal program. September.</li> <li>• SR - Playground coordinator – role vacant.</li> <li>• P&amp;C funding to date –             <ul style="list-style-type: none"> <li>○ \$130K in committed projects.</li> <li>○ AM - \$50K contribution to playground.</li> <li>○ AM – 60K for whiteboards and technology.</li> <li>○ DW- Is there more we can spend on technology?</li> </ul> </li> </ul>
3	<p>8.35pm President's report (5 mins)</p>	<ul style="list-style-type: none"> <li>• DW - Meeting with Canada Bay council to be arranged next week.</li> <li>• KM – DW to raise the question of Westconnex funding.</li> </ul>



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4	<p>8.40pm Treasurer's report (including formal written report) (20 mins)</p> <ul style="list-style-type: none"> <li>• March &amp; YTD results</li> <li>• Projection to end of year</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of formal treasurer's report. Please read for detail.</li> <li>• Mothers' day stall – <ul style="list-style-type: none"> <li>○ Confirmation stall should proceed.</li> <li>○ DW to organise and include EC.</li> <li>○ BC, SR and DE to help in present selection.</li> <li>○ BM to assist in comms.</li> </ul> </li> <li>• Uniform shop <ul style="list-style-type: none"> <li>○ Sales down \$10k from same time last year? Why? AM to speak to EM to understand.</li> <li>○ SA – Promote opening times. BM to assist.</li> </ul> </li> <li>• Projections – <ul style="list-style-type: none"> <li>○ On track for full year budget however need to step up game plan for \$45K of event income and game plan for the carnival and focus on uniform shop.</li> <li>○ Spent 51K in donations.</li> </ul> </li> <li>• Expenditure – <ul style="list-style-type: none"> <li>○ \$60 K in technology.</li> <li>○ \$161K in donations.</li> <li>○ \$110K left.</li> </ul> </li> <li>• Can we start to get some movement on events – Activitython?</li> </ul>
5	<p>Secretary's report – 9.25pm (5 mins)</p> <ul style="list-style-type: none"> <li>• AGM Finalisation tasks</li> <li>• Signatories to accounts</li> <li>• Membership</li> </ul>	<ul style="list-style-type: none"> <li>• SR – AM confirmed accounts updated to ACNC.</li> <li>• SR - Accounts to be provided to P&amp;C Federation this week after membership confirmed.</li> <li>• SR - Please pay membership fee if not already done so.</li> <li>• New signatories confirmed as – DW, AM, SA, AC and bookkeeper.</li> <li>• SR concerns about limiting signatories in terms of risk and governance. AM – number needed to be practical - 2 signatory check.</li> <li>• Old signatories to be removed – AM please confirm.</li> <li>• DW to manage signatories to be updated.</li> </ul>
6	<p>9.00pm Committee reports (25 mins)</p> <ul style="list-style-type: none"> <li>• Canteen</li> <li>• Uniform Shop</li> </ul>	<ul style="list-style-type: none"> <li>• DE - Canteen – <ul style="list-style-type: none"> <li>○ Meeting with Eugène. She had never been previously provided with a copy of the financials.</li> <li>○ DE -Skool24 does it pick up the entirety of the canteen sales?</li> <li>○ AM – Yes it is reconciled at end of month.</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"> <li>○ DE- Now responsible for rostering. AC to complete WHS check.</li> <li>○ DE – Can someone help with the rostering? SR – check with Amanda?</li> <li>○ DE – Carmen is leaving.</li> <li>○ DW – Carmen’s role to be advertised in newsletter this week.</li> <li>● SA – Uniform shop <ul style="list-style-type: none"> <li>○ SA – there has been discussion around removing girls trousers from the uniform shop.</li> <li>○ DW and SR – Girls trouser formal legal requirement from Department and cannot be removed.</li> <li>○ SR – Discussed <ul style="list-style-type: none"> <li>▪ Introducing trousers girls would like to wear.</li> <li>▪ Girls entitled to shorts option as per Department guidelines.</li> <li>▪ Girl’s hat not practical as it comes off when they run. Girls should be given option of wearing any hat they choose.</li> </ul> </li> <li>○ BD – We should consider these options.</li> <li>○ AM – Uniform committee to meet and discuss. BD would like to be included.</li> </ul> </li> </ul>
7	<p>Fundraising – 9.30pm (5 mins)</p> <ul style="list-style-type: none"> <li>● Fete</li> <li>● Bay Run</li> </ul>	<ul style="list-style-type: none"> <li>● WEK – Fete update above.</li> <li>● SR – Bay run – no update provided.</li> <li>● <b>KM - Sponsorship (further detail provided by email).</b> <ol style="list-style-type: none"> <li>1. <b>City of Canada Bay Council grants/sponsorship</b> round closes on Monday 26 April 2021. KM to prepare submission seeking sponsorship for the fete/carnival – we will seek \$3,000 value noting that last year we were offered \$1000 cash and \$1460 in-kind sponsorship (i.e. waiving of road closure permit, waste fees, etc). This is pure sponsorship so no need to match fund.</li> <li>2. <b>Westconnex Grant applications</b> close on Friday 30 April 2021. KM has identified that up to \$10,000 can be applied for in the following category: <ol style="list-style-type: none"> <li>i. <b>Education and economic development</b> – <i>Initiatives delivering education, skills building, local procurement, economic development and employment access outcomes.</i></li> <li>ii. KM to liaise with Brian to ascertain if there is a piece of technology equipment in the STEM room that we might seek full or partial funding assistance for and then prepare application.</li> </ol> </li> <li>3. <b>Community Building Partnership Grants.</b> Not due until 14 May 2021. KM to liaise with Brian and Playground Committee to identify next stage of playground improvements (e.g. Primary playground) and prepare application. As this will be prior to the next P&amp;C meeting, KM to share draft application with the Executive for approval (offline) by say 8 May 2021. NB: this may involve a commitment to match fund.</li> </ol> </li> </ul>



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8	<p>P&amp;C Engagement 9.33pm (50 mins)</p> <ul style="list-style-type: none"> <li>• Comms plan</li> <li>• Increasing engagement</li> </ul>	<ul style="list-style-type: none"> <li>• BM – Comms plan and schedule. <ul style="list-style-type: none"> <li>○ Facebook – public and private</li> <li>○ Instagram</li> <li>○ Skoolbag</li> <li>○ Shared comms folder with updates.</li> <li>○ Meet the P&amp;C including photos.</li> </ul> </li> <li>• SR – Agenda <ul style="list-style-type: none"> <li>○ to be used as a way of increasing engagement.</li> <li>○ Importance of robust and meaningful agenda.</li> <li>○ 2 weeks before P&amp;C meeting – SR to seek updates on progress and agenda items.</li> <li>○ 1 week before P&amp;C draft agenda prepared.</li> <li>○ Thursday before P&amp;C draft agenda finalised.</li> <li>○ Friday before P&amp;C draft agenda sent to BD for Skoolbag.</li> <li>○ Importance of timing and people providing accurate estimations.</li> <li>○ Majority of work to be done before meeting. Meeting used as decision making body rather than a working group.</li> <li>○ Meeting timings – <ul style="list-style-type: none"> <li>▪ BD before 7.30pm depending on how long he wishes to speak. E.g 7.15 – 7.30pm</li> <li>▪ Formal P&amp;C 7.30 – 8.30pm</li> <li>▪ Importance of brevity. After 1 hour meeting to close.</li> <li>▪ Social contract – keep to time, keep each other accountable.</li> </ul> </li> </ul> </li> <li>• SR - Increasing engagement <ul style="list-style-type: none"> <li>○ Difficulty with increasing engagement</li> <li>○ Feedback from parents – keep meetings short, provide info on P&amp;C roles and responsibilities.</li> <li>○ Celebrate P&amp;C achievements!</li> </ul> </li> </ul>
9	Any other matters to be raised?	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
10	<b><u>Close – 10.20pm</u></b>	<ul style="list-style-type: none"> <li>• Action items confirmed as correct.</li> <li>• Next meeting date of 18 May 2021 confirmed.</li> </ul>



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	<ul style="list-style-type: none"><li>• Confirmation of action items</li><li>• Next meeting date 18 May 2021 – 28 days.</li></ul>	<ul style="list-style-type: none"><li>• 10.20pm</li></ul>
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President Duncan Watson

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Secretary Sahar Razi