

P&C Meeting minutes

P&C Meeting

30 August 2022

7:00pm – 8:00pm

Meeting started at 7.03pm

Meeting called by: Carina Andrade (P&C President)

Attendees: Mrs D Frasca (Principal), Louise Cossill, Carina Andrade, Gillian O'Connor, Kathy Logothetis-Lee, Bec Campisi, Anna, Hoshina Kato, Anna, Vanessa, Amanda Nabhan,, Sam Allouche

Absentees: Sarah Trappel, Naz

Team Kids update, Julia:

- Overall OSCH going well, the team have set up good programs now and going well, begun doing performances and preparing for debating, as well as participating in Kindergarten inductions for next year
- Attendance at 35 on average
- Look forward to pick up numbers soon & preparing for increased enrolments
- Begun doing more events to involve family, for example, we have a breakfast next week
- Confirming we will in some way contribute to Halloween disco
- Currently finding a way to doing Cooking Club for K to Year 3
- At the moment, these age groups are doing cookies and using cookie cutters
- The team will look to establish it before Term 4, only 3 weeks away
- We are half way there and might do a test session to see how it goes

Q: Is Team kids open these school holidays (spring)?

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A: We are except the public holidays

Action:

- No actions

Treasurer's update, Carina on behalf of Sarah:

- The latest bank account reconciliation is from 1 August 2022 to 29th August 2022.
- The account balance started at \$3,262.91.
- There was a \$500 donation towards the Year 6 end of year dinner.
The closing balance on 29th August 2022 was \$3,762.91.
- The cash tin balance has remained the same as last meeting at \$151.65.
- We are expecting \$415 to go out of the account soon, as the P&C has donated this to the school to cover the cost of sausage sandwiches for education week.
- If we subtract this upcoming cost from the account, we have total available funds of \$3,499.56.

Principal's update, Daniela Frasca:

Updates since we last met:

- Education week; it was amazing.. I wasn't here but staff did an amazing job and video brought a tear to my eye
- Kindergarten excursion; they had an amazing time at Camsley Hill
- Preschool visits; the transition program has begun for children looking to start the transition to kindergarten, we are working with kids & families, and identifying children with special needs

- Book week; it was a great day and went really well
- The Bulldogs surprise visit; a great surprise for kids & well recieved

Looking ahead:

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- Stage 3 camp – Canberra; Daniela will drive down Sunday night to see the children, they're very excited

Staff changes:

- Our teaching staff is great and we will work to have consistency next year
- Mrs Ortiz; is pregnant and will be going on mat leave
- Mrs Miclev; is coming back soon
- Mr Gifford; coming back from Maternity leave
- Mr Amon; will move on to another placement
- Mr Sanchez; is permanent in another school and he could he resign from there, although it depends on the Principal at his permanent school
- And we're moving people around for next year, recently there was call out to staff about next years preferences
- The school currently has 11 permanent staff

- Kindergarten enrolments are worth more than anything else to school in terms of funding on the department rating scale; one kindergarten enrolment is worth 3 primary school enrolments so it's important that Kindergarten enrolments are consistent; then the school will get an idea of who can be employed next year
- For Kindergarten we would like 40 for next year, we had 43 Kindergarten students this year
- We are anticipating the same as last year. If it's more, that's a great bonus, we would like the same amount of Kindergarten students coming in as we're losing in year 6
- Some teachers will return 3 days a week.. some 5 days, it depends on individual circumstances

- We are appreciating our Office ladies, the SAS team with a morning team happening next week

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- Naidoc week; the school will be taking part in celebrations in the next 2 weeks, 13th sept and the kids will rotate around activities and performance during the day
- Building naming; still a work in progress and we are working on it, the hill will be named in language ect
- Preschool info evening for families starting in 2023; will be held on the 14th sept, evening event. A speech pathologist, OT will attend to support families
- Stage 3 handover is due on the 20th Sept; the landscaping will happen
- The basketball court will not be completed straight away; they'll start 21st Sept, after Lloyd contract handover
- There is a need to remove a tree and some fencing but Stage 3 handover is imminent, with no fluoro vests on school grounds by the end of the year. YAY!
- Community open day; is happening on the 29th of October, flyers will be sent to local businesses to have them on counter top for local community
- It has been sent to 12/14 preschools in the area and there will be a letterbox drop across 2 postcodes
- Uniform survey; we got the most responses ever to a survey
- There was a lot of feedback and passion with 60+ families responding
- Questions related to; Please list 3 things you like? What would you like changed or added?
- High level feedback included; community likes the red, it stands out and not gender binding, comfortable
- A notable change; the white shorts – please get rid of white
- A lot of respondents didn't want to change
- Some requests; hoodies have been deemed not safe and bucket hats are not sun safe

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- Once the new uniform is agreed there will be a 3-year transition period from the current uniform to the new uniform so families will not have change immediately
- The school currently has an agreement with Lowes to see out, and then we will change suppliers, the school will approach 6 new uniform suppliers and see what they can offer; included, some have been approached already - Midfords, Rainier, another four are coming in over next 3 weeks
- The process for a new supplier looks like an agreement over 12-24 months, they do a tender for 5 years
- We need to find a business that will support us and then an online facility, as well as not too far away to get uniforms
- We are in the process of getting the right advice from the Department and then we can implement it
- Ethically sourced and made options are a consideration, also if it's made in Australia, prices are higher, however made offshore, prices are lower but supply can be an issue

Halloween Spooktacular Disco, Lousie;

- Date confirmed - 28thOctober – 6-8pm
- The P&C is aiming for this event to bring the community back together after a long break due to COVID and school building works, it will be all inclusive with all children together rather than staged by ages. We are conscious of keeping the event as fun as possible while remaining within the school values. Tonight we have broken down proposals for the disco into sections to move as swiftly as possible and find agreement to proceed. We have 6 weeks and nothing has yet been organised.
- Confirming school numbers - 247 children – 170 kids at disco / 50 adults / 15 teachers
- We are estimating 225 people that would be here for the event
- Based on the back account – we have 2000 to organize the event

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- **Daniella:** We can't force teachers to come along, we don't have 15 teachers, on a Friday we have 13 teachers working, not sure we'll get 15 we can try. The expectation is that parents would be here to care for kids
- **Lousie:** The profits from the event will be contributing to teachers dinner and year 6 dinner
- **Daniella:** Usually the P&C donate some juice ect and don't worry about us, a couple bottles of juice are fine and is all we need
- **Carina:** How many year 6? 43 year 6 kids? If we have funds available, we'd like to contribute
- **Daniella:** It's important we worry about our kids, worry about teachers later
 - Coffee at Cup and Saucer tab always goes very quickly
 - What is the budget for year 6? Normally we ask PC \$860, \$20 per child
 - I'm interested in finding out who donated the \$500
 - We've got signature bears on order that the kids wanted

Location:

- The hall is fine for use on the night
- Building works are handed over in less that 3 weeks
- There is a sound system to plug into
- Is there a DJ coming? Mr Sanchez will be running the spotify list and he can run it from the computer on the stage, via a computer
- Another person that will be helping, so that he can have a break
- We are creating a playlist for him? We'll ask the kids to recommend they're favorite song and see what they nominate

Logistics on the night:

- **Are we using the 2 gates only? and can we keep them open until 8pm?**

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- In the past all gates have been kept open; we'll have the school handed over by 20th Sept. that means there will be a front entrance and everyone comes from different directions
- The link road will not be open though, It's a private road
- **Will there be Pre-pay tickets or pay on the night gate?** We can open as many gates as you like, why are we making people use only one gate?
- We don't have that many volunteers to keep all gates open and keep track of tickets, if we have enough volunteers we can have more gates open

- **This is the first community event after a long time – if the idea is that we are going to welcome the community,** in the past it has been paying at the gate, keeping it quite cheap and pay at the door of the hall. In the past, it was 2 dollars, they got a stamp on their hand...
- You will get a fair amount of pre-pay ticket - \$5... it's a new school environment there's going to be a lot of interest and we can lift it slightly up

Toilets:

- Can we use Just the toilets off the hall or more? Adults and children can't share toilets, the toilets in the hall will be used for the adults

Adult smoking area:

- There is no smoking on school grounds and people need to be 6 meters from the school if they want to smoke

Table and chair use:

- Yes the tables and chairs can be used for the event
- Team kids will support with their tables

Clean up:

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- We have to clean up after the event. Team kids have brooms have brooms to support
- The grounds need to be left as shiny as possible for Saturday 29th, the community open day
- There will be people around at the end of the night to help with cleaning

Out of bounds areas:

- Parents need to be mindful of where their kids are but there's not a lot we can do, we can put witch hats up, kids will be everywhere...
- Usually we can wander and yell at them and they come back

Reschedule due to Open Day:

- It's not a problem, the staff will be here on Friday and will be here on Saturday morning...
- If we retract what we put in newsletter, communication is poor so let's keep with the proposed date

Lighting:

- The lights around the school run on a timer that we can override for one night
- Manually we can have everything lit up, but we can't shut off any areas
- Do we have lights we can borrow in the community? They're going to be used again, and they can be used in productions

Decorations:

- One student has epilepsy but lights do not trigger it
- Can decorations be stuck to walls – No. We need the walls to be kept in handover condition until the defects period is over in the next 12 months, we don't want to effect the defects claim
- Lighting decorations – Yes
- Fog machine – No

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- Bubble machine – Yes, outside
- Flashing colour lights – Yes
- Strip light decorations – No
- Entrance – Balloon arch is fine
- Extension cords – They are available, we have those. . We need to use them because they're tagged
- Stage & photo booth – Kids and families can take picture with own phones
 - In the past it was one of the most popular things.. it took up lots of room
 - That is going to distract from DJ?
 - Fine to go ahead and don't get caught up on logistics
- Screens at front of hall – these need to be connected at front of stage, the same device can connect with two different plugs and connections

Budget:

- Discussion around \$5 entry per child and pricing for larger families
- It was raised that some families might find the price too high considering the economic climate and coming off the back of covid. It was also suggested that at this stage community engagement is of the most importance as was building momentum for the new school and inviting the community into the school, and a \$5 entry fee is an expensive night out for families with children. If the entry fee is taken away then it will encourage families to donate more.
- There was also some discussion about where the money was going to, and the year 6 dinner was raised, to which it was suggested that the dinner is covered as the school would like to maintain consistency for year 6 students leaving and provide a consistent leaving experience.

Communication and awareness:

In terms of communication we have several channels we can leverage;

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- Newsletter- will be used for raising awareness
- Seesaw- Save the dates
- Printed banner- big banner hanging out front of the school, and will be part of awareness, for community
- 5th sept – a student note will go out
- 12th sept – noise to school community with a note to go out

- It was also discussed that the campaign will be aiming to engage and excite the students and school community, there a consistent message that goes out
- Merchandise was discussed with little agreement

- Other comms were discussed; Banners aren't possible because of the laws around putting things on fences. The cricket banner has to be taken down for instance. Notes; the school can print. Save the date; P&C will print. Other comms will be electronic via SeeSaw or email.
- Preferred communication methods from parent survey; email, newsletter and seesaw

Actions:

- Disco will be free entry
- Gold coin donations taken
- Keep prices low on all items for sale to encourage maximum participation & engagement

Prices:

Sausage/bread – Price good

Drinks – Price good

Popcorn – no, too messy to clean up

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Pinata – no

Iceblocks - \$1

Face painting - \$2

Nail painting - ?

Lolly counting - ?

Tattoos - \$1

Glow sticks - \$1

Photo Booth – free

Lollybags – yell sell

Fairy floss – yes sell

Cupcakes – yes sell

Food

- Healthy food restrictions for the Disco were discussed, Healthy canteen rules were mentioned, the school can have one naughty day and that was the sausage sizzle recently. However as the Disco is after hours Healthy Canteen doesn't apply.
- Other food made by individuals at home should be single serves

Covid safety plan

- The event will need a covid safety plan and it will need to be registered. It will also need to be announced and restrictions followed, such as wearing gloves for food service.

Team kids contribution:

- Team kids agree to contribute to the event by making cupcakes during after school care and getting some other food/activities with management approval and it can be purchased.
- Team kids also volunteer their kitchen and freezer for use on the night; it's the one that says 'Educators only'

Best dressed award

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- Conducting a 'Best Dressed Award' was discussed; for comparison, the Easter hat parade, the competition and the perspectives are always different and it's nice to have everyone on the same page
- It has been avoided for other events

Other suggestions:

- Food trucks such as Coffee van, Pizza Truck and Ice Cream van... they charge about \$300, all night..
- Pizza always goes down well, but it can take a long time to cook
- Food could be put in the kiss and drop, but Daniella needs to check logistics
- Cake stall; ask parents to donate, sell cakes and ask for donations from parents
- Clean up at the end of the night; parents will hang around and help - they have done in the past

Actions:

- Organise volunteers
- Advertise as a free event
- Buy lights
- Buy Photo booth backdrop

End of school year event:

Colour-run:

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- Doing a colour run at the end of the year was discussed; the previous Colour run was a success, but a lot of community was lost, as there are a lot of kids that suffer from asthma. It was contentious at the time and managing expectations was difficult

Christmas movie night:

- Christmas movie night could be a possibility
- The school is organising a Christmas performance, the teachers will put it on. Pizzas could accompany the performance, however the school is conscious of keeping the workload down for staff. There has been a lot on for the teachers but we are still going to celebrate with a small concert.

Paint and sip fundraiser:

- Holding a paint and sip fundraising event for parents was discussed, the hall available after hours for events, however alcohol cannot be consumed

Action:

- **Daniella will come back on Paint and Sip and Colour Run**

Year 6 graduation:

- Year 6 graduation plans were discussed and giving the kids a fantastic graduation, in the past there's been a year book and a school gift (bears), fundraising would need to be done
- A Bake sale or Fun day could raise money for Year 6, a Year 6 committee can fundraise separately to the P&C

Other fundraising suggestions:

- Kingsgrove Bunning sausage sizzle, for year 6
- Prize draw – put gifts forward, cup and saucer donation

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- Fundraising towards year 6 graduation was also discussed and the Yearbook that has been created in past years; it would include a photo in kindy and year 6, notes about school and parents would support that

P&C Contribution:

- The year 6 dinner contribution was raised; the event is subsidised, this includes the balloons and decorations as part of the set up and the cake is donated
- The P&C would make a contribution for the dinner, balloons and cake

Yearbook:

- The creation of a Year 6 Yearbook was raised; in the past parents have put the book together, it took a lot of time, effort and money. It wasn't done again the following year as it didn't have the same parent support, and it is hard to sustain over the years. During covid it was also impossible to make as there were no school events to photograph and include.
- Establishing a consistent approach to the yearbook was discussed; could it be included as an in class activity, supported by Stage 3 teachers using a basic template, kids could supply their best 2 photos over the time they've been at the school.
- There is a Yearbook policy and it could be revised with this approach outlined, the model would need to be as simple as possible to keep it manageable

Action:

- **Daniella to look at revising the policy**

Meeting closed at 9.25pm