



## MINUTES OF P&C MEETING Tuesday 20th October 2020, 7pm, Via Teams

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### PRESENT

Llanie Kelly (LK), Anna MacPherson (AM), Samantha Hegvold (SH), Jeanette Cope (JC), Blair Cornwel-Smith (BC-S), Duncan Cooke (DC), Louisa Moynihan (LM), Maya Wannan (MW), Leanne Ambrogio (LA), Susie Jacobs (SJ)

### APOLOGIES

Kurt Hegvold (KH), Jamie Turner (JT), Anne Layton-Smith

### MINUTES FROM THE PREVIOUS MEETING – 18 FEBRUARY 2020

- Moved by DC
- Seconded by B C-S

### MATTERS ARISING FROM PREVIOUS MINUTES

Historical Photo albums – SH

SH to sound out with KW what needs to be done re albums when at the library on Monday – item to be carried forward

Special Project Outdoor learning area – update to be shared under matters for discussion

School Uniform

SH to look at other suppliers of school uniforms. SH to make contact to LA re another supplier option.

### PRINCIPALS REPORT

#### Covid-19:

We are very happy to see that some additional activities are now allowed in schools and hope that more will follow as we move through the term. Among other things, schools can now plan for kindergarten orientation programs from 1 November and school graduation ceremonies can be conducted after 12 November, both following strict COVID safe guidelines, of course. We are moving swiftly to put these two events into place.

Our annual K-2 intensive swimming program will run, as will the Life Education Program (Healthy Harold).

At this point in time, parents are still not permitted in the school grounds. All adults visiting a school must comply with the department's COVID-safe requirements including personal hygiene, infection control and physical distancing guidelines. All visitors must sign the external visitors form each time they visit the school regardless of the frequency and duration of the visit.

#### Assessment and Reporting:

Second semester assessment and reporting period is beginning. Teachers have completed the preparation of common grade assessment tasks which students will undertake by about mid-term, following delivery of

final learning units of work. These assessments are added to ongoing assessment over the semester, all which will contribute to the writing of the reports.

Reports will be written using the full format as for last year, which include an assessment against a 5-point scale (A to E) for each subject for students in Years 1-6 and a 3 point scale for K students.

### **Kindergarten Information Evening:**

We are not able to hold our Parent Information Evening face-to-face so, instead, our evening will be run using Zoom on Wednesday 28<sup>th</sup> October at 6:30 pm. The aim of this evening is to provide information and to give parents a glimpse into the day to day school life of a kindergarten student. Topics covered will include school readiness, preparing for starting school, Best Start, practical information and Q&A time.

### **Volleyball:**

Once again, we wish to thank Samantha and Kurt Hegvold for securing a second sports grant for the school. The funds will allow for consolidation of skills and game development for all students in Year 3-6. During our first round of sessions, all teachers were a part of the program, learning the foundation skills. All K-2 teachers will continue to teach these to their students within the sports programs for this term. We have purchased nets and balls to support volleyball continuing in the school.

### **Hockey:**

A big thank you also needs to go to Jane Godfrey who has volunteered her time each Friday to coach Hockey this term. We have tried to bring some fresh sports in to help compensate for the loss of our very popular Surf School which has been a much-loved Term 4 sport. We really appreciate Jane's ongoing commitment to developing quality sports opportunities at CCPS. We have purchased hockey sticks and hockey balls and we have an enthusiastic group of players, ready to go next week.

### **Computers:**

As previously advised, we are stepping up the school's provision of lap-tops for our senior students, allowing one per student. Susie Jacobs has advised me that the supply of HP ProBook X36011EEG5 laptops has now been restocked and we have begun the purchase program. We intend that all will be ready for the beginning of next year.

### **School Development Day:**

The following amendments to School Development Days (SDDs) will take effect from the beginning of the 2021 school year. The amendments will impact the number of SDDs occurring in Terms 1 and 4, while SDDs occurring in Terms 2 and 3 will remain the same.

Commencing at the start of 2021, the changes include:

- an increase from one to two SDDs at the commencement of Term 1
- a decrease from two to one SDDs at the end of Term 4.

The length of the school year for staff or students (students will start and finish the school year one day later). Students begin the new school year on 29 January 2021.

## **PRESIDENTS REPORT**

This is the last meeting for the year. Thank you to everyone who has volunteered and made contributions to the school this year.

We held a working bee in term 3 - it was great fun, the grounds looked great and we would love to do another one with the school community. On a side note the grounds are looking wonderful with the lawns freshly mowed. The new GA (Tony) is doing a wonderful job.

As fundraising is down this year we need to make a decision on where the funds should be allocated to. With discussion with JC and SJ with support from the committee it was agreed the usual 90k spending on teaching support and the remainder to learning support. (Footnote - at the meeting LK thought this would

be 5k however it may be as high as 20k upon upward revision of P&C voluntary contributions). The school has just funded the computer spending this year and are comfortable without the technology support this year.

## **MATTERS FOR DISCUSSION**

### **Survey Questions**

We are in the process of drafting the survey questions for the bi-annual P&C survey. LK went through some of the proposed questions with the P&C. In previous years the most valued item provided for the P&C is the additional teaching support. Funds provided by the P&C can pay for a part time senior teach or a 1<sup>st</sup> year teacher. Having additional support benefits the whole school, not just those students who need some additional support. There was some discussion around which questions should be included. At the Term 2 meeting we had agreed to add a question to assess thoughts on changing the school house names. However it was however this was not the right time or way to bring up this question and we should revisit next year. LK is going to work with SH, KH and B C-S to refine the questions further and coordinate the survey hopefully with JT help.

### **Vacant Positions**

There are going to be some vacant executive positions next year as LK will not be standing as president again due to personal commitments and B C-S will also step down from social and fundraising coordinator to focus on the school ethics program. B C-S position may be broken up into two positions, with the separation of Communications and Fundraising as doing both is a big time commitment. It was agreed that we would start to engage with the school community later this term about who might be interested in nominating for these positions.

### **Class List Coordinator**

LK noted we need a dedicated Class List coordinator volunteer as getting the class lists together for the P&C to communicate is an extensive exercise and isn't simply a cut and paste from one year to the next. Due to privacy issues the school does not share the class lists with the P&C. LA will share with the P&C previous correspondence she has received from other schools re sharing of information with the P&C.

### **Outdoor Learning Space**

A landscape architect (Fione Robbe) has been engaged and we have the concept plan in hand. We are focusing on the Kids Castle area since it needed attention after last years storms brought down trees there. The plan expands the current play equipment space with lots of natural material like rocks and logs. The plan protects existing trees, addresses trip hazards outside Kids Castle, adds additional interest including an obstacle course and includes areas for Kids Castle afternoon teas and a yarning circle for outdoor classroom. The designer is also meeting with LK, Gabi Parke and JC to take them through the concept plan. Further consultation will be undertaken to share the plans before work commences. LK and JC to work through the consultation process.

### **Lunch Orders**

Thi has been doing a lot of the ground work at looking at implementing an on-line option for ordering lunches. (Thanks Thi) Hey You has been selected as the preferred supplier and have been very helpful and are happy to set up a landing page for the school to go to. The grumpy baker already use Hey You, the others will need to be encouraged to use Hey You to give parents variety. Feedback from parents that already use Hey You has been very positive. The user pays a small fee per order to use this service (approx. 30c).

## **MATTERS FOR NOTING**

## TREASURER'S UPDATE - LM

- Balance of accounts as at 20th October 2020:  
Main Account: \$231,389  
Saver Account (Building Fund): \$2,553  
Band Account: \$78,831
- The Main Account balance includes \$383 being held in trust for the 2019 Year 6 gift to the school. These funds will be used to landscape the garden underneath the mural as part of the outdoor learning space project.
- Profit and Loss and Balance Sheet reports to 20th October 2020 have been provided.
- September BAS has been lodged and a refund of \$352 has been claimed (representing GST refund from items such as Band Masters fees, Band instrument, P&C insurance).
- McGrath is due to pay \$4,000 for September quarter sponsorship.
- P&C voluntary contributions received so far this year are listed below. Thank you to all the families who have contributed. Term 3 2020 contributions are yet to be paid to the P&C.

	<b>2020</b>	<b>2019</b>
<b>Term 1</b>	\$60,000	\$74,000
<b>Term 2</b>	\$8,600	\$10,000
<b>Term 3</b>	\$10,435	\$5,000
<b>Term 4</b>		\$3,000
<b>Total</b>	<b>\$79,035</b>	<b>\$92,000</b>

## SOCIAL & FUNDRAISING – BC-S

The Artwork fundraiser will get extended as many parents missed out on putting in orders. This will be back on-line in a day or so.

As the year 1 mid-year fundraising event can't go ahead this year they are looking at other ways to raise money. The year 1 mums are in the process of organising an on-line raffle. There are some prizes that were given to the school for the mid-year fundraiser which will become raffle prizes.

## BAND COORDINATOR & TREASURER - Jacqui (Presented by SH)

The band committee have been in contact with families about rolling over some of the band fees from this year to next year. Those who are not returning will receive a refund. Will also process the refunds of the volunteering levy for eligible parents.

Band competitions are going on-line - bands are in the process of recording entries.

There may not be enough kids to run 3 bands next year. A survey has gone out to existing band members to see if they will be participating in band again in 2021.

There will be a band demo day at the school for kids only. A great way to get younger kids engaged.

*SPORTS COMMITTEE - JG*

No update for this meeting due to no sporting events taking place.

**WELLBEING Committee - NW**

The last forums have been cancelled. They cost money and the wellness committee felt they are better value for money if run face to face. These will be re-scheduled at a later date. In the meantime a great wellness space has been set up in the library for the kids to visit.

**GRANTS & SPONSORSHIP - GH**

Kurt applied for another Sports Australia Grant for Term 4 and again we were successful in getting another grant for volleyball. Feedback from the kids has been fabulous and they are really enjoying it.

We are about to start a 14 day trial of a software program that helps find available grants for schools. If this trial is successful, for a small fee we may start using this software so that we don't miss out on grants just because we don't know about them.

SH needs to sit down with a teacher who is part of the teachers federation to put in a grant for trees. SH will reach out to JC to organise this.

**Meeting ended at 9.00pm**

**ACTION LIST**

SH and LA to connect on school uniforms

LK and JC to discuss the plans for the outdoor learning space and discuss consultation approach.

All to talk to other people about vacant roles and B-CS to put in Newsletter.