

Meadowbank Public School P & C

P&C Meeting : 19/9

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Venue: School Staff room

Meeting commenced (time): 7:30pm

In Attendance or online: Cecilia Parada, Ally Crawford, Louise Imseih, Jemma Rollo, James McCullough, Angela Inman, Laura Taylor, Jessica Carozza, Tuul, Grace Kang, You Tsengel,, Darren Davies, Lisa Tram, Craig Elliot, Hamed Izadi Ma, Jina, Ye Kim, Shruti Sethi, Che Trinh, Xu, May W, Jenny Piao, Annisa

Apologies: Danielle Michaels, Mark Sze

Minutes of the previous meeting accepted: Jemma, Eiad

Welcome: *James McCullough*

- Welcomed all and acknowledge the country

Correspondence: *Angela Inman* - transition to high school from Margie. Information to be forwarded to the school

President's Report - *James McCullough*

Welcome to the new parents

Response from Jordan Lane was swift and considered. Mid Dec completion of Hermitage Road. We are able to seek updates from Ryde Council. Update on old school site - exhibition is to be public soon. He offered to support oval upkeep. Keen to have Jordan back

Welcome to Oyu as treasurer. She is now a signatory, we still just need to authorise account with Westpac

Treasurer's Report: *Oyu*

Question re canteen freezer - should be deducted - to be checked with Margie. Waiting on final invoice.

Notes / Highlights / Actions

- Bank balance currently held at \$108k after taking into account invoices and liabilities not yet due but committed of approximately \$14k.
- YTD Canteen sales of \$117k is 19% higher than last year. Last month's sale accounts for only \$17k. YTD current profit \$20k which is already overweighted than last whole year's profit
- Uniform: YTD Uniform sales of \$89k is 2% higher than last year. Current period sales account for \$3.5k. Uniform stock on hand currently held at \$58k.
- Fundraising: Total YTD net fundraising income of \$11k versus \$13k last year. Trivia night's fundraising hasn't come into bank account, but net fundraising was \$715
- Other income and expenses: P&C membership - we have 32 paid voting members. P&C donated funds for the sustainable art project and science incursions for the whole school. Bank interest received to date of \$1076. This reflects increase in interest rate and increase in funds in the bank.
- Other costs includes Quickbooks subscription \$405, public liability and property insurance \$2,034, gifts & volunteer dinner \$1,398.

- **Treasurer's Report was accepted by:** Jemma, Craig

Principal's Report: Cecilia Parada

- School development days in term 4 - end of term. Staff have attended twilight sessions of PL throughout the year in lieu of end of Term 4, including CPR, HPGE, Talk for Writing, NESA workshop
- Share our Space govt initiative - Geoff getting school ready to share the space in Christmas holidays - looking at restricting access to upper levels so community can only access courts and oval. Space is accessible on weekends or school holidays. Not ready yet, school community will be consulted about what this use will be like eg open space for community, or organisation such as Cricket NSW to run workshops
- School is meeting with Dept assets team to push for them to fund the works given a new site
- Marsden HS will be putting up their sign at the front of the school over these coming holidays
- Morning routine - Term 4 week 2- starting a new trial of students being able to play in the morning. Will be communicated to parents week 1. Year groups will be given clear instructions re spaces and entry gates. Question from Jemma re P&C funding equipment for this morning. Response- watch this space and see how the needs evolve.
- Diwali - see newsletter/ Whatsapp for information
- Tell Them From Me survey - request for parental engagement with this survey to give feedback to inform the school re engagement and wellbeing. Available in 22 community languages.
- Have a safe and happy holiday!

General Business:

Trivia Night: a good night. Just over \$700 profit. Thanks to the hosts, comperes and Renata and team of organisers. And to Lisa for the fruit platter and food. A great opportunity to meet and socialise, thanks . Cecilia - perfect event to get staff and parents together. It would be great to have one every year. Comment re Trivia night -parents for whom English is not first language found it difficult.

Positions vacant on the P&C: thanks for interest already shown.

If positions aren't filled, the P&C folds and the financials are distributed elsewhere outside of the school AGM in Nov - all roles are up for election. Office Bearers need or be financial

Role statements:

President: Chair meetings, communication with Principal, oversee the successful functioning of the P&C, ensure adherence to constitution, act as P&C's spokesperson when public statements or actions are needed, signatory of bank accounts.

The current president is stepping down due to relocation overseas - up for election for 2024

Vice Presidents (2): Support the president, chairs meetings in the President's absence, signatory of bank accounts. One Vice President traditionally oversees the running of the canteen. Current role split =one VP uniform shop, tech support, big events etc. One VP for community engagement, class parents and so on. *Both roles are up for election for 2024 - current VPS are stepping down due to relocation overseas/have served for 3 years*

Secretary: Receives and presents correspondences, dispatches outgoing correspondence, manages email lists, gives notice of meetings and maintains records of members. Takes minutes at P&C Meetings and distributes.

This role is up for election in 2024 - current secretary is stepping down due to child finishing primary school

Treasurer: Records deposits and cheques into Quickbooks online. Bill payments and payroll. Presents a report in the form of income and expenditure, trial balance and profit and loss with a reconciled bank

statement for each P&C meeting. Organise prepared accounts for audit each year, signatory of bank accounts.

Executive Member (3): Supports the general activities of the P & C. Up to 3 executive members can be elected after the above 5 roles are filled.

Cecilia Parada added that whilst these roles are 'formal' and there is a formal process to meetings, it is very much a collaborative organisation. She is encouraged by the strength of the P&C and it would be very disappointing to lose it.

Jemma- support would be given in the handover

Questions re P&C:

- Comment re parent events to cater for EALD families, maybe a sporting or music event. Jemma response- we would love to have inclusive events, this is what the P&C could be involved in.
- Question re the school renting out venues - still need to get sign off from the new build.
- Comment from James re time commitment - usually about 1 hour per week, more in meeting weeks by President. VP - more time required at start of year. Secretary - regular checking of emails, maintaining correspondence. A bit more in meeting weeks
- Question re what would happen if nobody volunteers to be president: we would need to go to the constitution
- Question re how the process for nomination and election: minimum 14 days notice for the November AGM. Nominations called for. If more than one nominee for a position then each nominee would speak to the role. Only paid members can vote

Connecting with Parents - Anissa

- idea of communication book, discussed with Cecilia. School executive discussed the suggestion but it is not feasible for classroom teacher to manage for all students. Thanks to Anissa for the insight and the presentation. Communication is always a work in progress and trying to be inclusive.
- Cecilia-parents are always welcome to raise concerns, they are always considered by the executive.

Q&A

- Ethics - what is happening in these lessons? If not enough volunteers then students do non-scripture. Parents can train to be ethics via Primary Ethics.
- Dymocks - raised almost \$500, P&C will match this, so \$1000 for new books for the library.
- End of Year Concert 30 Nov at Marsden HS

Meeting closed (time) 8:40

Next Meeting date:17 October 2023