

Meadowbank Public School P & C
P&C Meeting : 19 August 2025

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Venue: School Staff room

Meeting commenced (time): 7:35 pm

In Attendance:

Online: Laura T, Craig E, Cecilia P, Allie C, Oyu T, Jemma R, Nicole I, May W, Ali M, Lou Jane

Apologies: Michelle W, Lisa P

Welcome: Craig E

- Welcomed all and acknowledgement of Country

Minutes of the previous meeting accepted: Jemma R, Craig E

Correspondence: Laura T

- Promotional material only

President's Report:

- See General Business

Treasurer's Report: *Oyu T*

Report covers the past two months:

- **Uniform shop:** Maintaining margins; stock levels managed well.
- **Canteen analysis:**
 - Before July price increase: ~8% margin.
 - After increase from 28/7 - 15/8: margin improved by ~1% (to 9%). Prices were only increased for selected items. Further items may require price increase.
 - If a third paid staff member is added, margin likely to fall to ~4%.
- Discussion held about balancing financial sustainability with staffing needs. The general agreement is that as long as the canteen can be run sustainably a third paid staff member shall be hired on a casual basis.
- **Bank balance:** Cash on hand stable compared to last year.
- **Outstanding payment:** sandpit cover invoice pending. Jemma will follow up.
- **Memberships:** 18 memberships paid to date; follow-up required with unpaid members.

Treasurer's Report was accepted by: Ali M, Craig E

Principal's Report: *Cecilia P*

- **Playground works:**
 - Stage 1: Year 3–6 playground remediation (approx. 4 weeks).
 - Stage 2: Oval drainage and returfing; oval to be closed for 4 weeks once complete. This may result in the oval being fenced off for the beginning of term 4 if works are delayed due to weather.

- The compound will be fenced off during the works to store equipment.
- **NAPLAN:** Individual results sent to families. Whole school data being analysed to identify trends and support needs.
- **Transition programs:**
 - Meadowbank Minis playgroup established for 2026 Kindergarten cohort (15–20 children attending weekly). Children are introduced to the school, each other and parents and teachers can meet. The children get to know a different aspect of the school every week until they will meet with the current kindy kids by the end of the sessions. This program is marketed as playgroup though the program is structured. The orientation days will take place later in the year same as in previous years. Oyu requested permission to share the flyer on the local Mongolian facebook page.
 - Positive feedback from parents on structured program.
- **Community Hub:**
 - Upcoming session on **digital citizenship** with practical strategies for parents.
 - Discussion about community consistency on device usage at home. Parents suggested guidelines or policy advice from school would be valuable. Concerns were raised that the school introduces children to technology and apps that parents wouldn't necessarily introduce at home. Cecilia took the feedback on board noting that the school is mindful of screentime, especially with all the wet weather currently, not to use the screens to keep children occupied.

General Business:

Father's Day Stall (Nicole Irwin):

- Online sales to date: 16 orders (\$280).
- Stock prepared and within \$2,500 budget (spent ~\$2,100).
- Paper bags with stickers to be purchased (~\$100). This will still be within the budget.
- ~13 parent volunteers confirmed; roster to be finalised.
- Cash and online payments accepted.
- Friday morning "catch-up" stall for students who missed Thursday.
- Excess stock will be carried forward to 2026. This year's stock can't be returned. Nicole noted she is happy to organise the stall every year while her children are at the school.

Additional Staff for P&C

- Volunteers have dropped from 10–20 to only a few. Previous attempts advertising through the newsletter and various Whatsapp groups have been largely unsuccessful.
- Proposal for a third paid casual staff member (up to 9 hours/week, ~\$335.16 including super).
- Role would primarily support busy Thursday/Friday canteen shifts, but can also support other days, uniform shop or events.
- Concerns raised about maintaining canteen margin. General consensus is that the canteen must sustain itself.
- General support for a trial until the end of term 3, with review of canteen financials after the trial and possible price increase in term 4.
- **Motion 1:** To approve a third paid casual canteen position (up to 9 hours per week), subject to review of margins.
 - **Moved:** Craig E, **Seconded:** Jemma R – Carried.

Other Business

- **Book week fundraiser:** May asked for student volunteers to “rattle the can” during the Book Week parade; Cecilia will confirm which group (leaders/SRC/library monitors) with organisers.
- **Motion 2:** P&C to match funds raised during book week dollar for dollar (fundraising goal is \$500).
 - **Moved:** May W, **Seconded:** Laura T - Carried.
- **Street Library – launch & student leadership:** The Street Library is ready to launch with Book Week. Plan is for Year 5 “aspiring leaders” to help run and monitor it; May and Evie have drafted a short proposal on the borrowing system. Cecilia to schedule a meeting with Evie; idea to link the station with lost-property cataloguing.

Questions on Notice:

- **Facilities hire (external providers):** Subcommittee to be formed (Principal, exec member, teacher, parent reps incl. Laura and May). No hires in Term 4; contracts to be ready for Term 1, 2026.
- **Development consent modification:** May asked what’s required to modify the development consent (re: noise/impact). Cecilia outlined a complex process involving Schools Infrastructure, Council and Department of Planning, begun in 2022 and approved earlier this year; caution not to draw attention and risk tighter restrictions. Further consideration needed before deciding to proceed.
- **AGM and succession planning:** AGM scheduled for November. Actions: confirm auditor (Oyu to contact last year’s auditor); advertise Treasurer role (3-year limit reached); plan for handover.

Meeting closed (time) 9:03 pm

Next Meeting date: Tuesday 16 September 2025