

PARENTS AND CITIZENS ASSOCIATION

23rd ANNUAL GENERAL MEETING – EXCELSIOR PUBLIC SCHOOL

TUESDAY 24th November 2020 7.15pm

1 – Meeting opened by the President via Zoom

2 – Minutes from previous AGM held on November 26th 2019 confirmed as true and accurate **Accepted Confirmed**

3 – Register of Financial Membership for 2021 (funds from PC Secretary Petty Cash, all new financial members to pay dues into P&C Box by end 2020)

4 – Annual Reports:

PRINCIPAL'S ANNUAL REPORT

2020 has been a year like no other. This year education and learning was impacted by State, National and Global events. We started the year in the aftermath of disastrous bushfires with many of our students emotionally challenged by stories and images of the impact these fires had on the people, flora and fauna of our Nation.

We were then further challenged by the impact of COVID-19, which resulted in many weeks of home learning for the majority of our students. Students, parents and teachers were forced to quickly adapt to new ways of learning, primarily using digital technologies.

Student Academic Achievement

NAPLAN in 2020 was cancelled due to COVID-19.

Excelsior Public School opted to participate in an optional Check-In Assessment for Years 3 & 5. These assessments showed:

- Year 5 Reading scoring 70.8% which was above Similar Schools (69.9%) and well above the State (60.7%)
- Year 5 Numeracy scoring 70.4% which was slightly lower than similar schools (71.4%) but well above the State (60%)
- Year 3 Reading scoring 74% which was well above similar schools (68.4%) and the State (58.6%)
- Year 3 Numeracy scoring 77.6% which was well above similar schools (73.1%) and the State (62.8%)

Student Sporting Achievement

Sport was greatly impacted on by COVID-19. The school was able to hold a swimming carnival and an onsite cross-country carnival, however the athletics carnival was cancelled. PSSA sport and representative sport was also cancelled during the year.

Student Welfare

Student Welfare continues to be a focus at Excelsior Public School, where we believe that every student should be known, valued and cared for.

This year we began to implement the Grow Your Mind program in an endeavour to ensure that social and emotional skills were explicitly and systematically taught across the school and that there was a consistency in language throughout the school.

The Tell Them From Me Survey tells us that:

- 96 % of students feel they are successful at school
- 65% of students report a high sense of belonging at school
- 86% of students report they have positive relationships at school
- 86% of students report that they have positive behaviour at school
- 80% of students report that they try hard to succeed in their learning

These results showed a decrease in the number of students indicating a positive sense of belonging (78% in 2019), showing that disturbed onsite learning has impacted this.

Excelsior has a school counsellor, who works one day per week, and a school chaplain, who works two days per

week. During 2020 there was a change in our school counsellor and a short period where we had no counsellor (during this time our school was supported by our district's Senior School Psychologist). The school counsellor provides individual student assessment and intervention and the school chaplain works with small groups to foster positive self-esteem and positive social interactions amongst students.

Staff

During 2020 the staff at Excelsior remained fairly constant. Mrs Hosking was made a permanent member of the Excelsior staff. Ms Batua accepted a transfer to Whalan Public school, it is expected that she will be replaced to start the 2021 year.

Student Population

Student numbers at Excelsior Public school have been very stable in 2020. We began the year with 582 students and currently have 588. We have maintained a 23 class structure for the entire year. New Build 2020 saw our building project come to an end. This project delivered 4 refurbished classrooms, a refurbished administration building, a refurbished special programs space and a refurbished staffroom, as well as a new building containing 12 learning spaces, a library, a tiered learning area, a canteen, storage spaces and a artificial grass play space.

P&C President Annual Report

This year has obviously been very challenging for everyone with all our routines being thrown to the wind, but even through this COVID season we were still able to provide financial and community support to the students and families of Excelsior Public School. The P&C has continues to meet on ZOOM which has had its own challenges but has allowed us to continue to function in some capacity.

One of the biggest challenges this year was working with the employees of the P&C and working out how we could continue to support them financially while the school was operating in a limited capacity. This meant extensive work in getting our employees and the school set up for job keeper allowance. Thankfully we were able to access the scheme which meant that we could get our employees and the canteen was then able to reopen without too many hic cups all be it in limited capacity.

COVID restrictions have also meant that the ERA sub committee has had to work extra hard to ensure that the group were remaining COVID safe. Band has also been severely affected by this but has a system in place which means that the children can still have some tuition.

Again advertising vacant roles within the P&C committee has been a main focus this year with many of our key positions being left vacant at the beginning of 2021. While we are still in dire straits with volunteers and some sub committees may not be able to continue in 2021 due to lack of volunteers I would like to personally thank all those parents who have stepped up and taken on a role. While the sub committees had some down time with COVID they were asked to compile some standard operating procedures so that any new volunteers that are taking over roles would have a clear and concise pack that showed them how the committee operates on a day to day basis. With this in mind we still to ensure that a sufficient handover will be conducted between and outgoing and incoming volunteers.

Again this year we were able to financially fund some improvements to the school including the Newcombe ball courts and cricket pitch upgrade, purchase more laptops for the class rooms and purchasing special gifts for this year's 6th grade. Next year we will focus on pushing even harder for volunteers and having some on "stand by" to ensure that we in threat of having to shut committees down when a volunteer leaves as there is no one to replace them.

Shannyn Geeve
Excelsior P&C President
22nd October 2020

Excelsior P&C AGM Treasurer Report

Excelsior P&C AGM Treasurer Report 2020 The financial position of the Excelsior P&C has improved this this year. The total bank balance for all P&C accounts is \$212,337.63 on 30 September 2020, which is up by \$15,044.46 at same time last year. The Net P&C profit for the year was \$32,141.50, up by \$12,951.22 on last year.

The P&C has met all its statutory obligations, such as payment for federal memberships, insurance, annual audit, employer superannuation contribution etc.

The audit for the year ended 30th September 2019 has been completed. The audit opinion was unqualified in that "the financial report presents fairly, in all material respects, the financial position of the Excelsior Public School Parents & Citizens Association".

This year the P&C funded \$80,493.27 in larger items in technology and overall improvements towards the teaching and well-being of our children. In addition to what the subcommittees contribute through their specialized objectives and various community events held, other examples of where the P&C have contributed this year are:

- \$49,720 – School air-conditioning
- \$1,444.22 in Gifts
- \$526.15 for Healthy Kids programs
- \$367.44 Year 6 farewell

Status

1. Financial Audit for the year ended 30th September 2020 will commence shortly.
2. P&C Federation membership — up to date for 2020.
3. Australian Taxation Office — Instalment Activity Statements up to date to Q3 2020.
4. Superannuation — up to date and paid for Q3 2020.
5. Public Liability (P&C Insurance) - up to date for 2020.
6. Employers Mutual (Workers Compensation) — up to date for 2020.
7. The purchased assets in Canteen and Band committees is under depreciation with the same useful life of 5 years

Bank Account Balances at 30 September 2020

Type	Name	Account Number	Balance 2019	Balance 2020
Cash Mgmt. Account	Excelsior PS - Building Fund	179943	\$499.10	\$499.10
Cash Mgmt. Account	Excelsior PS - Canteen	263504	\$37,330.80	\$22,416.73
Cash Mgmt. Account	Excelsior PS - Band	325357	\$32,202.11	\$26,952.39
Cash Mgmt. Account	Excelsior PS - Main Account	350528	\$52,439.71	\$62,266.66
Cash Mgmt. Account	Excelsior PS - Recreational Activities (ERA)	360021	\$26,415.69	\$33,717.68
Cash Mgmt. Account	Excelsior PS - Uniform Shop	360048	\$18,492.96	\$38,268.84
Cash Mgmt. Account	Excelsior PS - Events Committee	380954	\$29,912.80	\$28,216.23
Total			\$197,293.17	\$212,337.63

A snapshot of net profit for all subcommittees for the year ended 30 September 2020

Subcommittees	Income	Expenses	Profit
Band	\$54,900.58	(\$70,150.30)	(\$15,249.72)
Canteen	\$100,218.84	(\$99,355.29)	\$863.55
ERA	\$50,351.54	(\$32,914.55)	\$
Events	\$7,436.04	(\$7,948.19)	(\$512.15)
Uniform	\$88,486.26	(\$58,710.38)	\$29,775.88
Building Fund A/c	\$0.00	(\$0.00)	\$0.00
P&C Main A/c	\$57,718.62	(\$57,891.67)	(\$173.05)
Total	\$359,111.88	(\$326,970.38)	\$32,141.50

Attachment: 2019 Audit report from Infinite Accounting Solutions

Prepared by: Brett McMurtrie

Executive Treasurer

24th November 2019

1. 2020 P&C AGM – EVENTS SUB COMMITTEE (END OF YEAR REPORT)

1.1 EVENTS - COMMITTEE MEMBERS

ROLE	2020	2021
Convenor	SARAH BRENNAN	SARAH BRENNAN
Secretary	SARAH BRENNAN	SARAH BRENNAN
Treasurer	EMMA ESCOTT	EMMA ESCOTT
Event Co-ordinator	STEPH WHITTINGTON	STEPH WHITTINGTON
Roster Co-ordinator	EMMA ESCOTT	EMMA ESCOTT
Co-ordinator	N/A	N/A

1.2 EVENTS - TREASURERS REPORT

**Treasurer Annual Report
Income & Expenditure Statement for Events Subcommittee
Excelsior Public School
As at 30 September 2020**

Westpac Account: 032 -170 380 954

Income

Opening Balance from	1/10/2019	29,912.80
<u>Add: Cash receipts</u>		
Interest income	28.06	
Events Income	5,266.40	
Transfer from Main Account		
	Sub Total	35,207.26

Less Expenses

Bank fees	-	
Drawing for petty cash	-	
Events Expenses Payment	6,991.03	
	Sub Total	6,991.03

Closing Balance @ 30/09/2020

28,216.23

Amount on Bank Statement

28,216.23

Undeposited fund or payments

-

Discrepancy

-

Excelsior P&C Events committee

Summary of major events held Oct 2019 - Sep 2020

Event	Expenses	Income	Net Profit/(Loss)
Kindy Orientation - Nov 19	\$9.57	\$0.00	-\$9.57
Carols by Candlelight - Dec 19	\$1,926.72	\$2,542.84	\$616.12
Tea and Tissues - Feb 20	\$15.28	\$0.00	-\$15.28
Welcome Party - Mar 20	\$1,281.40	\$0.00	-\$1,281.40
Easter Hat Parade	\$0.00	\$0.00	\$0.00
Mother's Day Stall - May 20	\$2,010.70	\$1,179.90	-\$830.80
Father's Day Stall - Sep 20	\$2,088.40	\$2,500.80	\$412.40
	\$7,332.07	\$6,223.54	-\$1,108.53
Boing deposit on hold			\$1,212.50
Donation given			-\$616.12
Net Profit/Loss			-\$512.15

1.3 EVENTS / ACTIONS 2019 -2020

1. Kindy Orientation

- During November, the Events team arranged morning tea (as requested by the school) for the parents of Kindy 2020 after the orientation session. The food was provided by the Kindy 2019 parents. The Events team supplied the milk.
 - Income - \$0
 - Expense - \$9.57
 - Profit - \$0

What worked – food being supplied by the parents. We had plenty of coffee/tea so did not need donations.

What did not work – we had a lot of packets left over.

2021

- Any leftover biscuits, if in date, we can use for the tea and tissues.

2. Carols by Candlelight

On Friday 6th December we held our 3rd Carols by Candlelight. Great atmosphere and everyone spread out with picnic rugs in hall and under Cola.

- Income - \$2,542.84
- Expense - \$1,926.72
- Profit - \$616.12

What worked – a great turn out despite the recent fires. We had the BBQ set up UNDER the Cola this time and all stalls worked well and enough room for people to set up their picnic rugs. We had lots of volunteers and they also stayed on extra to help pack up while we did the raffle prizes. Half of the raffle prizes were donated which helped our expenses. We were able to advertise the sponsors in the newsletter/up on screen on the night. We had a volunteer Santa and helpers come along which was lovely and we bought candy canes for him to hand out. We did not hand out song books this year but had the words on the screen which worked well (and saved paper!). We bought Christmas gifts to sell for \$5. This went well but do have half to sell next time.

What did not work – due to the recent fires and smoke in the air it may have turned a few people off coming.

2020 – Unfortunately due to Covid we will not be hosting Carols this year 😞

3. Tea and Tissues Morning Tea

On Monday 3rd February we put on a morning tea for the new Kindy parents after they had dropped their children to their class. A big turnout of approximately 90 people, a few tears!

- Income - \$
- Expense - \$15.28
- Profit - \$0

What worked – All went well. Had a poster advertising for volunteers and got 8 people interested.

What did not work – Bought biscuits but we had biscuits left over from kindy orientation that we could have used.

2021 – Check first if any biscuits leftover from previous events before buying new ones. We can use any other leftover biscuits for perhaps a Mother's Day morning tea.

4. Welcome Party

On Saturday 28th March we were to hold our annual welcome party but unfortunately due to COVID19 this was not possible.

- Income - \$0
- Expense - \$1,281.40
- Profit - \$0

What worked – not buying too much in the lead up as it would have gone to waste. Being able to keep our deposit until next time and Bop til you Drop were able to cancel our booking.

What did not work – the disappointment of the event not going ahead 😞

2021 – We are not sure yet if we can hold this event due to current situation of Covid19.

This comment kept from last year. Feedback that it has not seemed as welcoming as it could be – suggest that we use the house gazebos for each new kindy class so they can sit together and meet each other (maybe each class wear a colour – or provide a coloured sticker for them to wear to recognise each other)

5. Mother's Day Stall

- On Wednesday 6th May – Friday 8th May we held a drive through Mother's Day stall outside of the office for children who were home schooling. For those children attending school they were able to purchase the gifts in the library. Even though we did not make a profit it felt great to be able to open the stall during the current situation we were in.
 - Income - \$1,179.90
 - Expense – \$2,010.70
 - Profit - \$-830.80

What worked – to be able to open the stall during Covid19. Lots of gifts on offer. Again, we did not wrap gifts this year which saved a lot of time.

What did not work – Due to Covid19 we did not have as many sales so have a lot of leftovers.

2020 - We can use leftover gifts for next year.

6. Father's Day Stall

On Thursday 3rd September Mrs Mackay and some Year 6 students sold \$5 gifts to the children in the library. Due to Covid19 the Events team were not allowed to be on school grounds. It was very popular and a big selection.

- Income - \$2,500.80
- Expense – \$2,088.40
- Profit - \$412.40

What worked – even though the Event's team were not allowed to be on school grounds, being able to still open up the Father's Day stall for children to buy gifts worked well.

What did not work – the Events team not being involved.

2020 – We can use leftover gifts for next year

1.5 EVENTS - SUMMARY OF 2019 / 2020

What a year!!!! A very quiet year for the Event's team. We felt happy that we could still provide the Mother and Father's Day stall to the children.

Luckily, we were able to celebrate Y6 Farewell. P&C funds were well spent and the children had the most amazing night. The below Thank You note is from our former P&C Secretary, Emma Heasman.

"Dear Parent

"Dear Parents,

I am sure your children came home last night grinning from ear to ear, happily exhausted and telling stories of what an amazing night they'd had.

What they wouldn't have been able to tell you about, is the dedicated group of talented and creative mums, who made this night happen. And their supportive husbands, who built, carried and organised supplies, with just as much enthusiasm.

I have attached some photos they sent me of the room set up, as many parents had been asking to see them. I hope you can appreciate from these photos, the many dedicated hours and variety of jobs, such as paint spraying, building tunnels and photo back drops, creating take home lolly jars, dressing up tables, cropping and organising photos for the presentation, blowing up literally hundreds of balloons and then clearing everything away at the end of the night .

But the best job the team did was creating memories that your children will cherish for ever.

So please join me in thanking Amanda, Becky, Gaby, Helen, Kirrily, Nadine & Natalie, who worked tirelessly, to ensure that your children had a night to remember and a wonderful farewell to their primary years, at Excelsior.

Regards

Emma"



1.6 EVENTS - CALENDAR/TO DO LIST FOR 2021

Date	Task	Who
January		
February	Tea and Tissues	
March	Welcome Party	
April	Easter Morning Tea	
May	Mother's Day Stall	
June	50 th school anniversary event	
July		
August	Father's Day Stall	
September		
October	School Disco	
November	Kindy Orientation Morning tea	
December	Christmas Carols	

1.7 BUDGET 2021

We cannot see any major expenses for next year.

1.8 KEY DELIVERABLES 2021

- Being able to hold our school events again.
- Getting more support from the community to volunteer and help with event costs (donations for raffle prizes)
- Thinking about a new money-making event i.e. Colour Run/Trivia Night/Movie Night.
- The school will be having its 50th anniversary in 2021 so hopefully we can think of something big to celebrate this great milestone!

2. 2020 P&C AGM – CANTEEN SUB COMMITTEE (END OF YEAR REPORT)

2.1 CANTEEN - COMMITTEE MEMBERS

ROLE	2020	2021
Convenor	Radhika Achwal	Radhika Achwal
Secretary	Lisa Cook	Lisa Cook
Treasurer 1	Haiying Wang	Virgenia Chaves (nominated, confirmation pending vote)
Treasurer 2		Alice Guan (nominated, confirmation pending vote)
Treasurer 3		Soo Min Lee (nominated, confirmation pending vote)

Canteen Co-ordinator		Rama Chandra (nominated, confirmation pending vote)
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2.2 CANTEEN - TREASURERS REPORT

The Opening Balance of the Canteen on 1st of October 2019 was 37,126.68. Adding the income from Canteen Sales Plus Job Keeper meant the total income for the year was \$137,345.

After taking out the total expenses out, including purchases of administrative equipment, purchases of stock, wages and superannuation the net profit on report was \$800.00. However this does not take into account approximately \$9,000 in Jobkeeper payment that were deposited into Canteen Account after closing the reporting year on 30th Sept 2020. If we are to take that into account, the canteen closed this year with Net profit of 9,863.55 despite significantly reduced operations during the year.

Income & Expenditure Statement					
Canteen Subcommittee					
at Excelsior Public School P & C Association					
1st October 2018 to 30th September 2019					
Income				\$	
	Sales			73,198.50	
	Sundry Sales - Deposited to Main a/c			-	
				73,198.50	
Cost of Goods Sold					
	Opening Stock			-	
	Purchase			43,532.89	
	Purchase - paid from main a/c			-	
	Closing Stock			-	
				43,532.89	
Gross Profit				29,665.61	
Other Income					
	Interest income			20.34	
	Jobkeeper			\$27,000.00	
				27,020.34	
Other Expenses					
	Staff wage			51,284.22	
	Staff Superannuation			2,819.18	
	Fees & Charges			-	
	Merchant fees			1,719.00	
	Cleaning			-	
	Sundry - Gift			-	
	Depreciation			-	
				55,822.40	

	Net Profit/(Loss)			863.55	

2.3 CANTEEN - ACTIONS 2019 -2020

A. Suppliers

- We have changed sushi suppliers after issues with delivery times and a request from the previous supplier to greatly reduce the variety we offer.
- New supplier is able to maintain a convenient delivery time even with same day ordering and has greatly increased the variety we can offer the children.

B. New Canteen

- The new build has been very warmly welcomed! A much bigger, new space. Thank you to Emma H who worked on our behalf to communicate our requests and ensure a smooth transition. This is greatly appreciated.
- Due to Covid19 restrictions the canteen closed in the 4th week of March and reopened under Covid19 rules in the 4th week of May.
- We are continuing to work with a cashless ordering system (remaining closed for cash sales at recess and lunch) to ensure health and safety of children and staff and are in discussions with P&C to establish a cashless reopening for recess and lunch sales. We are currently losing those sales.
- We purchased an additional pie warmer in July, which has proved invaluable with increased orders and may need to look at the purchase of the new oven in the very near future. Certainly in time to start 2021. A space was left in the new canteen with all the required connections to facilitate this.

C. Burger Boxes and new food items.

- We introduced burger boxes to replace aluminium foil. This meant we have replaced a non-renewable resource with a renewable, recyclable and compostable alternative. It has streamlined the burger assembly which has been critical during this year when we have not had a volunteer on a Wednesday. The foil wrapping required extra time, now it can be done by one person.
- We have introduced Butter chicken on to the menu which is proving very popular.
- New chips and ice blocks have replaced the non-compliant chips and ice blocks under the new Government regulations on the Healthy Canteen Strategy. We are fully compliant with this strategy after undergoing a rigorous inspection of our menu and making only a few necessary changes.
- We have removed some foods from the Friday Meal Deal, these items, e.g. Sausage rolls are still available but as an individual items. This is because they are less healthy and therefore cannot be added to any promotion, Meal Deals are considered a promotion.

2.4 CANTEEN - CALENDAR/TO DO LIST FOR 2021

No events planned for 2021. Under the new regulations the canteen is unable to facilitate the canteen service at the annual Athletics Carnival. If this can go ahead in 2021 we would require support from the Events Committee.

2.5 CANTEEN - BUDGET 2021

Note: Only fill this in if you have anticipated expenditure, over and above last year e.g. canteen and ovens, sub committees requiring laptops etc.

Date	Item	Estimated Cost
January	Ovens	1,000
February		
March		

April		
May		
June		
July		
August		
September		
October		
November		
December		

3. ERA SUBCOMMITTEE 2020 (END OF YEAR REPORT)

3.1 ERA SUB-COMMITTEE MEMBERS

ERA Role	2020	2021
Convenor	Delphine Bellerose	Krystal Lees (Confirmed)
Secretary/Note Taker	Vacant	Vacant
Treasurer	Krystal Lees	Krystal Lees (Confirmed)
Art	Maria Angelinas	Gilly Cruddace (Confirmed)
Dance	Sona Swindley	Sona Swindley (Confirmed)
Tennis	Delphine Bellerose	Maryam Hosseini (Confirmed)

3.2 ERA - TREASURER'S REPORT

Refer to treasurer's report prepared by Krystal/Brett.

3.3 ERA - EVENTS/ACTIONS 2020-2021

- Online applications. The 2020 online application form for dance was closed at the end of Term 3, forms for tennis and art were closed on October 31. The 2021 version of the forms will be made available in the first week of December for 2021 enrolments: current families will be informed on Friday 27 Nov and the rest of the school community in the week 8 newsletter on December 3.
- Weekly statements from Krystal make payment follow-ups a fairly smooth process.

- ERA has successfully implemented the process to redeem Creative Kids and Active Kids voucher government rebates. Throughout 2020, ERA redeemed \$3,300 worth of government vouchers.
- Due to Covid19, ERA activities ceased during the last 3 weeks of Term 1 and throughout Term 2. When activities resumed on Term 3, a number of students dropped out and there was some re-shuffling of classes. However, between students on wait lists and new recruits, classes were nearly full again within a few weeks.
- Dance classes were most affected by Covid19 restrictions and had to be split up to keep numbers low due to social distancing requirements.
- The ERA WhatsApp group and Gmail mailbox have helped maintain effective communication throughout the year, even under the Covid-19 circumstances.
- As was done last year, Krystal will liaise with the treasurer to organise for a \$100 voucher as end of year gift to be offered to each ERA tutor on behalf of parents and the ERA Committee (from the ERA account).

3.4 ERA - ART

- 54 students participated in art classes this year.
- We had four Art classes this year, Monday to Thursday. Bushra Imran covered Tuesday and Thursday classes and Jodie Andarakis covered Monday and Wednesday classes.
- Student numbers were kept consistent throughout the year, even with the restrictions in place due to Covid-19. There were a number of students who dropped out, but the classes filled quickly with a combination of places being offered to students on the waiting list plus new enrolments.
- Students have been very happy and have created some fantastic artwork. Jodie is undertaking an end of year project with her art students - they will be working with Clay.
- We will offer existing parents an opportunity to re-enrol their children for the New Year on 27/11/2020, before announcing publicly to the rest of the school in the newsletter the week after.
- Maria Angelinas will be handing over the role of ERA Art-Coordinator to Gilly Cruddace and will work together, until 2021 recruitment is finalised early next year.

3.5 ERA - DANCE

- ERA Dance started with full classes for Infant, Primary and Advanced Performance Group, however the new Boys Only Dance class had only 6 students in Term 1.
- We stopped ERA Dance 3 weeks before Term 1 finished and offered 3 make up classes in Term 3 to the students. We did not have Dance in Term 2
- In Term 3, due to Social Distancing, the Infant Class was split into 2 classes on Tuesday from 3.00 - 4.15 pm and again from 4.30 - 5.30 pm. The Primary Dance Group was also split into 2 classes from 3.00 - 4.15 pm and again from 4.30 - 5.30 pm on Thursday. The Advanced Performance Group was moved to Monday from 3.00 - 4.15 pm. We had a few dropouts for all 3 classes as we could not accommodate everyone into the 3.00 pm class and they did not want to attend the later class or could do Mondays as was the case for the Advanced Performance Class. The Boys Only Dance Group took place during Lunch. However due to low attendance and drop outs, we scrapped the Boys Dance Class after the make-up classes from Term 1 took place. We have decided to not continue with the Boys Only Classes for 2021.

- We stopped taking new enrolments after a couple of weeks into Term 4 as Mrs King wanted to focus on the end of year performances and we were not confident that new students would be able to catch up.
- Mrs King will be videotaping the end of year performances this year.
- For 2021, we will have only 1 Infant Class on Tuesday from 3.00 - 4.15 with a maximum number of 25 students, 1 Primary Class on Thursday from 3.00 - 4.15 with a maximum number of 24 students. Advanced Performance Group will take place on Thursday after the Primary Class from 4.30 - 5.30 and be by invitation only like we did for 2020. No Boys Only Class for 2021.

3.6 ERA - TENNIS

- 55 students participated in tennis classes this year and, with the exception of the first few weeks of Term 3, all classes were at full capacity for most of the year.
- Despite a higher number of students dropping out (largely in relation to Covid19 circumstances), places were offered to students on the waiting list and quickly filled.
- The Friday double class (initiated half way through 2019) ran throughout the year, with Mark and Daniel co-coaching.
- A total of 6 grade 2 students were enrolled this year, but primary students are still given priority if demand is high.
- A try-out morning session will be offered to all current year 2 students as part of school sports on Thursday 03/12 (week 8), as was done in previous years.
- With no children enrolled at Excelsior since Term 3, Delphine is handing over the ERA tennis coordinator role after five years. Maryam Hosseini will be the new tennis coordinator. Delphine and Maryam have been working in tandem in Term 4 and until 2021 recruitment is finalised early next year.

3.7 ERA - SUGGESTED CALENDAR/TO DO LIST FOR 2021 – TERM 1

The following is in addition to the ongoing task of answering queries and maintaining current and waiting lists of students enrolled in ERA activities.

Date	Task	Who
Term 1, Week 1	Renew contracts with tutors.	Convenor/Secretary
Term 1, Week 2	Tennis classes start - send list to Mark + list of YMCA students to YMCA* ERA Dance Start from Week 2- send list to Mrs King + list of YMCA students to YMCA* ERA meeting Tennis/Dance T1 payment due	All Tennis/ Dance Co-ordinator
Term 1, Week 3	Art classes start - send list to Jodie/Bushra + list of YMCA students to YMCA*	Art Co-ordinator

Term 1, Week 4	Art T1 payment due	
Weeks 3 to 7	Follow up payments as required Follow up on paperwork with tutors	Treasurer/all Coord Treasurer/secretary.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 1, Week 10	Send email to parents re. T2 payments	All Coord.

*Lists to tutors and YMCA are updated and forwarded throughout the year as required.

3.8 ERA - SUGGESTED CALENDAR/TO DO LIST FOR 2021 – TERM 2

Date	Task	Who
Term 2, Week 1	Check for dropouts and whether places can be Offered to those on the waiting list.** Send updated lists to tutors/YMCA.	All Coord.
Term 2, Week 2	T2 payment due (all activities) ERA meeting	All
Weeks 3 to 7	Follow up payments as required	Treasurer/all Coord.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 2, Week 10	Send email to parents re. T3 payments	All Coord.

**dropouts and new enrolments are monitored on an ongoing basis as required.

3.9 ERA - SUGGESTED CALENDAR/TO DO LIST FOR 2021 – TERM 3

Date	Task	Who
Term 3, Week 1	Check for dropouts and whether places can be offered to those on the waiting list. Send updated lists to tutors/YMCA.	All Coord.

Term 3, Week 2	T3 payment due (all activities) ERA meeting	All
Weeks 3 to 7	Follow up payments as required	Treasurer/all Coord.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 3, Week 10	Send email to parents re. T4 payments	All Coord.

3.10 ERA - SUGGESTED CALENDAR/TO DO LIST FOR 2021 – TERM 4

Date	Task	Who
Term 4, Week 1	Check for dropouts and whether places can be Offered to those on the waiting list. Send updated lists to tutors/YMCA. Plan date for Y2 tennis tryouts (aiming for week before or after swim school)	All Coord. Tennis coord.
Term 4, Week 2	T4 payment due ERA meeting	All
Weeks 3 to 7	Follow up payments as required	All Coord.
Term 4, Week 5	Prepare AGM/EOY documents Organise Y2 tennis tryouts (print note)	Convenor Tennis coord.
Term 4, Week 6	ERA EOY meeting, prepare for P&C AGM Close application forms, export final list of applications and clear responses, review forms for Following year. If applicable, organise collection for gifts to tutors.	All Convenor All Coord.
Term 4, Week 8	Open applications for following year's enrolments	Convenor/All coord
Weeks 9-10	End of year parties during last ERA classes (Organised by tutors).	Tutors

3.11 ERA - Over the summer break:

- Keep track of applications/queries.
- Start putting classes together, liaising with teachers as required. Send confirmation email to parents.
- Finalise classes in last week of school holidays/Weeks 1-2.

(all coordinators)

4. 2020 P&C AGM – UNIFORM SHOP SUB COMMITTEE (END OF THE YEAR REPORT)

4.1 UNIFORM SHOP SUB-COMMITTEE MEMBERS

All positions were declared vacant and new committee members voted in:

- Convenor – Kathryn Harding. Nominated by NS, seconded by NW
- Secretary – Vacant; no nominations
- Treasurer – Nikki Sandercoe. Nominated by KH, seconded by NW
- Roster Co-ordinator – Nerida Wilson. Nominated by KH, seconded by NS

ROLE	2020	2021
Convenor	Kathryn Harding	Kathryn Harding
Secretary	Vacant	Vacant
Treasurer	Nikki Sandercoe	Nikki Sandercoe
Roster Co-ordinator	Nerida Wilson	Nerida Wilson

4.2 UNIFORM SHOP - TREASURERS REPORT

Treasurer Annual Report

Income & Expenditure Statement for Uniform Shop Subcommittee

Excelsior Public School P & C Association

As at 30 September 2020

Westpac Account: 032 -170 263504

Income

Opening Balance	1/10/2019	18,492.96
<u>Add: Cash receipts</u>		
Interest income	31.76	
Sales Income	88,454.50	
Transfer from Main Account		
	Sub Total	106,979.22

Less Expenses

Fees & Charges	-
Merchant fees	1,031.99
Purchase	57,678.39
Sundry	-

Transfer to Main Account	10,000.00	
Sub Total		68,710.38
Closing Balance @ 30/09/2020		<u>38,268.84</u>
Amount on Bank Statement		38,268.84
Undeposited fund or payments		<u>-</u>
Discrepancy		<u>-</u>

Income & Expenditure Statement
Uniform Shop Subcommittee
at Excelsior Public School P & C Association
1st October 2019 to 30th September 2020

Income	\$
Sales	88,454.50
	88,454.50
Cost of Goods Sold	
Opening Stock	
Purchase	57,678.39
Closing Stock	
	57,678.39
Gross Profit	30,776.11
Other Expenses	
Fees & Charges	-
Merchant fees	1,031.99
Sundry	-
	1,031.99
Other Income	
Interest income	31.76
Net Profit/(Loss)	29,775.88

4.3 UNIFORM SHOP - SUMMARY OF 2019 / 2020

- The Uniform Shop has now been set up online using School Shop Online. Parents can now place orders for uniforms via the school's website.
- Since the end of March, the Uniform Shop has continued to operate via email, the front office, and now the online shop.
- The Uniform Shop has shown an increase in net profit compared to the previous two years, with the cost of stock remaining low this year (due to high stock levels from last year).

4.4 UNIFORM SHOP - BUDGET

The Uniform Shop does not anticipate expenditure over and above last year.

Excelsior Band AGM | Meeting Minutes 11 Nov 2020

Meeting opened: 7:00pm

Chair/Minutes: Eddie Woo

Present	Apologies
<ol style="list-style-type: none">1. Ramitha Wettimuny (Maya 3S)2. Dimity Prentice (Samantha 5G and William 3S)3. Cathay Shin (Helena 3S)4. Maryam Hosseini (Ariana)5. Krishna Iyer (Tara Iyer 3J)6. Helen Zheng (Sidney Lam 4L)7. Lakshmi Jupudi8. Alice Guan (Archie Ke)9. Soomin Lee (Leo 4L)10. Sonali Shah (Rani)11. Amy Guo (Draco)12. Katryce Nealon (Amelie Nealon-Mott)13. Trudy Hare (Ellie)14. Vijay Bharat (Shreeya)15. Kirrily Jones (Caitlin Jones 6-)16. Mitali Patel (Aryash)17. Sing Mah (Audree)18. Gillian Cruddace (Joshua Cruddace)19. Melanie Strydom (Minjone)20. Ali Aarabi (Ryan Aarabi)21. Geena Tang (Zelene Tang)22. Radhika Gawade23. Steph Joachim (Zach Joachim)24. Sona Swindley (Alisha Swindley)25. Ash Munce26. Christine Zeng (Connie)27. Coco Ho28. Julia (Louis Hu)29. Karen Robb30. Sindunata Sudarmaji31. Catherine Cherlin32. Julie Winters (Bella Winters 4L)33. Eddie Woo (Nathan Woo 4L)	<ol style="list-style-type: none">1. Jessica Wu2. Jenny Schreiber3. Ivy Yang (Trevor Yang)4. John / Sahaja Massingham5. Soniya Shelat6. Melinda Colebrook7. Katie Lin8. Elaine Roodt9. Jennifer Shaw-Pelusi10. Shirley H11. Abha Yadav12. Coral Shan

Agenda items

● Program Report (Catherine Cherlin)

- After a very unusual year, it's been good to finally return to a sense of normalcy with tutors and students all back into school
- The group dynamic of the band has been significantly altered due to COVID restrictions
- Some band members lost throughout the year, especially from the Junior Band since this was their first experience of the band
- Lack of performance events has hampered the Band's ability to actually feel like a cohesive group
- Senior Band performed a concert for the Year 2 classes (four consecutive performances) which was a very encouraging and energising moment for them
- Intermediate and Senior Bands will be recorded for Presentation Day
- New conductor for Junior Band (Jess Ling) who the kids have really enjoyed working with (trying to explore low brass instruments more, since flute and clarinet are the most common instruments)

● Proposed 2021 Plan (Catherine Cherlin)

- Will continue with 3 bands
- Very hard to predict what will happen in terms of performances and events due to shifting health guidelines
- We haven't had the opportunity to give students their "Blow Day" to test out various instruments; we'll have to see if there is a noticeable effect on the kids
- Considering the formation of an "Elite Band" to use school classrooms after hours for private lessons (would not affect the normal running of the Band)
 - This is to provide space for growth for those students who are way ahead in terms of their skill and ability (and hence find regular group rehearsals not suitable to their level)
 - Private lessons are costly (\$30-40 per lesson), but very powerful for children to help their growth if they have interest and ability
 - The private lessons would be available to any child who is interested
- The Concert Band size will probably remain stable since there are roughly equivalent numbers graduating to high school and progressing from the Intermediate Band

● Finance Report (Julie Winters)

- See attachment
- Term 2 fees not being collected - this had an impact on our savings, but thankfully we had enough in reserve to cover this shortfall
- Probably don't need to buy new instruments as we purchased a lot at the end of 2019
- Potentially purchasing a second-hand tuba (approximately \$6000)
- Note from Catherine and Eddie: enormous gratitude to Julie for taking on these responsibilities, which over time have become much larger than a volunteer can appropriately handle

● Events Report (Eddie Woo)

- Band Day and fundraisers unable to be run due to COVID-19

● 2021 Band Subcommittee Roles

- The Band is an extracurricular program that is coordinated by Mrs. Cherlin and supported by volunteers from the school P&C. They carry out the following functions:

Role	Description
Treasurer	<ul style="list-style-type: none"> → Coordinate and follow-up student fees → Arrange payments for tutors → Maintain income and expenditure spreadsheet → Produce annual Finance Report → Process Creative Kids vouchers <p>Introduction of paid bookkeeper</p> <p>This role has been conducted by a volunteer in the past, but due to the increasing number of students participating in the Band and the additional administrative complexity of tasks like the Creative Kids vouchers, it is proposed that these functions will be performed by a paid bookkeeper from 2021 onwards.</p> <p>It's anticipated that this person would be employed for 1-2 days each term and this would require the term fees to be increased by \$10 per child. This proposal was tabled and accepted by all in attendance.</p>
Asset Manager	<ul style="list-style-type: none"> → Monitor instrument register → Organise instrument maintenance
Events Coordinator	<ul style="list-style-type: none"> → Schedule fundraising events and arrange rosters → Liaise with Bundilla Scout Hall for Band Day and coordinate volunteers for shopping, meals and transport
School Liaison + Program Coordinator	<ul style="list-style-type: none"> → Coordinate timings for rehearsals → Appoint and liaise with tutors → Produce and collect permission notes
Secretary	<ul style="list-style-type: none"> → Call meetings (Band Day, AGM) and take minutes → Deliver AGM Report to P&C

- All positions declared vacant, new positions appointed as per below:

Role	Nominee	Nominator	Second
Treasurer	Paid bookkeeper (to be employed)	Catherine Cherlin	Eddie Woo
Asset Manager	Alice Guan	Kirrily Jones	Gilly Cruddace
Events Coordinator	Steph Joachim	Helen Zheng	Krishna
School Liaison + Program Coordinator	Catherine Cherlin	Eddie Woo	Ash Munce
Secretary	Eddie Woo	Ash Munce	Helen Zheng
Instrument stocktake (annual job for January school holidays)	Radhika Gawade Ash Munce Gilly Cruddace Helen Zheng	Steph Joachim	Julie Winters
Data entry of application forms	Dimity Prentice	Kirrily Jones	Gilly Cruddace

- General business
 - Ramitha Wettimunny: do existing members need to reapply?
 - All band members will be given a form indicating whether they will be discontinuing or staying on with the Band in 2021
 - Kirrily Jones: thank you to Mrs. Cherlin and the subcommittee

Meeting closed: 8:05pm

Treasurer Annual Report				
Income & Expenditure Statement for Band Subcommittee				
Excelsior Public School P & C Association				
As at 30 September 2020				
Westpac Account: 032-170 325 357				
Income				
	Opening Balance	01/10/2019		32,202.11
	<u>Add:</u> Cash receipts			
	Interest income		39.58	
	Term fees income		36,775.00	
	Income from Instruments hire		17,500.00	
	Misc Income		586.00	
	Events income		-	
	Transfer from Main Account		(10,000.00)	
			Sub Total	77,102.69
Less Expenses				
	Bank fees		-	
	Payment to tutors		55,725.30	
	Purchase new musical instruments		-	
	Camp & Events costs		-	
	Instruments Repair & Service		14,425.00	
	Transfer to Main Account			
			Sub Total	70,150.30
Closing Balance @ 30/09/2020				6,952.39
Amount on Bank Statement				26,952.39

Undeposited fund or payments				-
Discrepancy				(20,000.00)
<u>Summary of Cash Position:</u>				
Total cash receipts			44,900.58	
Less: Total cash payments			(70,150.30)	
Net Cash Deficit from Operation			(25,249.72)	

5. All Executive Positions declared vacant and new positions appointed as per below:

Role	Nominee	Nominator	Seconder
Executive President	Shannyn Geeve	Emma Heasman	Brett McMurtrie
Executive Vice President	Sarah Quinn	Emma Heasman	Shannyn Geeve
Executive Treasurer	Brett McMurtrie	Emma Heasman	Shannyn Geeve
Executive Secretary	Nidhi Kaushik	Emma Heasman	Shannyn Geeve
Canteen Treasurer 1	Virgenia Chaves	Radihika Achwal	
Canteen Treasurer 2	Soo Min Lee	Radihika Achwal	
Canteen Treasurer 3	Rama Chandra	Radihika Achwal	
ERA Tennis Co-Ordinator	Gilly Cruddace	Krystal Lees	

MISC ACTIONS

- All new Treasurers will need Westpac Customer number

Back to school Date 2021 January

Meeting Closed 8.30pm.