

**Parents & Citizens Association – Excelsior Public School**  
**453rd General Meeting**  
**Tuesday 28<sup>th</sup> July 2020**

**Attendees:** , Sarah Quinn (SQ), , Krystal Lees (KL), Shannyn Geeve (SG), Emma Heasman (EH), Sandra McKay (SM), Kirrily Jones (KJ), , Nidhi (N), Sona Swindley (SS), Georgia Courque (GC)

**Apologies:** Brett McMurtrie (BM), Nikki Sandercoe (NS), Emma Escott (EE)

Stephanie Whittington (SW), Radhika Gawade, Katherine Foley (KF), Georgia Couque (GC),

Zoom Meeting Commenced 7pm

Minutes from June 2020 – Accepted by

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**Actions from February Minutes**

**VOUCHERS –**

- SQ - to finalise voucher process DONE
- KL - writing up procedural documents for processing DONE

**TREASURERS REPORTS**

- ACTION SM to speak to Ed Connect to see if alternate payment to cheques is available. ONGOING SM advised company is currently working remotely and not answering the issue. Review post COVID restrictions
- BM to transfer \$10k back to band now funds are available in main account. DONE
- **ACTION JW** to send BM 2020 budget. Ongoing
- **ACTION BM** keep canteen build works invoice amount in committed ( SM advised not actively chasing but should keep on committed funds list )
- BM to add on architect fee approx. \$2k
- BM to pay insurance on 584 students. SM to check with Janine whether school has received any paperwork. KL advised need the certificate of insurance for the vouchers **ACTION SM** to check whether student insurance has come in and if so the school will pay and reclaim from the P&C.

**MISC**

- **ACTION JW** to research alternatives to current school banking.
- **ACTION SM** to discuss school prayer and options at next meeting. ONGOING SM advised not urgent Review post COVID restrictions
- **ACTION EH** to liaise with UM and email any current potential multi cultural groups. ACTION EH to write blurb for newsletter DONE Review post COVID restrictions
- ACTION KH to get quote on wireless printer and MYOB subscription for sign off at next meeting. DONE
- ACTION DB to provide office with parent details for art classes. SM advised not sure if received.
- ACTION SG to email YMCA re air con unit and do they want it. SG advised Yes they want it , led to a discussion around who pays for installation which would be the P&C.. SM suggested getting a quote from company who moved the old school air

conditioning. Post meeting SM sent school quote to EH , EH advised to get a quote for the YMCA installations.

- **ACTION DB** to send pictures and dimensions of paintings.

### **Actions from June Minutes**

- ACTION BM advised insurance not paid will pay this week as over due. EH advised workers insurance paid and she has the certificates will send to Brett when he is back on board.
- **ACTION BM** to add back the \$2k for architects fee
- ACTION DB to double check as think its older primary in last class so could just drop off at gate.DONE
- ACTION SM to send DB email on community users and what needs to be changed to fit with current restrictions. DONE
- ACTION SM to advise if any recourse re neighbours access to school grounds.. SM advised Security did a security audit and there were 7 gates that went into schoolgrounds so they now have to be closed off as the school is a secure site, SM was given a letter to give to the neighbours but in the school holidays the security firm installed bolts on all the gates , so neighbours weren't advised first and one parent was upset . SM advised had trouble with dog poop on the grounds as when they looked at security footage teenagers and adults were walking their dogs through the school so the area are had to be professionally cleaned.
- SM advised the gates are now secure and any people who are caught on camera from now on will be passed onto the police. SQ asked about the security camera that was pointing into the grounds near Kirrilys old house. SM advised the security team reviewed the camera and were not concerned anything could be seen it is also an out of bounds area., SM also advised she had contacted the police who said it was a council issue but the council were not interested as it is an out of bounds area.
- **ACTIONS ALL SUB COMMS** to document any key processes and actions. ONGOING Received Canteen and ERA to date.
- **ACTION KL** to follow up with NSW to ensure voucher money paid into correct account
- **ACTION JW** to liaise with KL re setting up band ASAP
- **ACTION SM** to take before and after photos of Newcombe and cricket area. SM advised will come and do in the next school holidays as the company were concerned they couldn't complete over a weekend and would prefer to do in the holidays rather than take up school term time.

### **CORRESPONDENCE**

None received

### **TREASURER'S REPORT**

**Please be advised this report is the June report as the P&C Treasurer was unavailable at this time.**

### 1. Key Updates

- \$10,000 transfer of funds back to Band account from Main account
- \$10,565.80 received in contributions.
- \$10,000.00 grant received.
- \$119.00 P&C Zoom Subscription.

### 2. Bank Account Summary: Excelsior Public School P&C (ABN 66 399 574 515)

Type	Name	Account Number	Last Month Balance (February)	This Month Balance (June)	Variance from last month
Cash Management Account	Excelsior PS - Building Fund	179943	\$499.10	\$499.10	\$0.00
Cash Management Account	Excelsior PS - Canteen	263504	\$19,270.47	\$14,189.65	-\$5,080.82
Cash Management Account	Excelsior PS - Band	325357	\$43,126.78	\$41,030.87	-\$2,095.91
Cash Management Account	Excelsior PS - Main Account	350528	\$33,822.92	\$49,140.30	\$16,623.24
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$30,175.46	\$23,520.92	-\$6,654.54
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$23,789.44	\$37,685.49	\$13,896.05
Cash Management Account	Excelsior PS - Events Committee	380954	\$28,645.87	\$26,614.81	-\$2,031.06
<b>Gross Total</b>			\$179,330.04	\$192,681.14	\$14,656.96
<b>Commitments</b>			\$8,520.00	\$8,520.00	\$0.00
<b>Net Total</b>			\$163,701.17	\$170,810.04	\$7,108.87

### 3. Ongoing Business

- New canteen additional specifications required ie electrical and plumbing \$6,925 (approved)
- Paperwork for annual audit has been submitted. The quote was \$1,450 + GST. This may vary depending on the amount of work involved (Bearing in mind each time the volunteers change; they have received all the information from us and we are waiting for their update).
- P&C Insurance (amount unknown) to be paid)

Total planned expenditure = \$8,520.00

*Reported by – Brett McMurtrie, Excelsior P&C Treasurer*

*Date – 23<sup>rd</sup> June 2020*

**ACTION BM** advised insurance not paid will pay this week as over due.

**ACTION BM** to add back the \$2k for architects fee

EE raised the question how invoices will get paid in BM absence. SG advised he had been sending her the invoices and she had approved and paid. SG advised would need SQ to be a second approval in the interim. **ACTION SG** to send SQ bank log in details  
Canteen will be slightly different HW will approve and SG will pay. SG advised there will also be some uniform invoices to pay.

## **PRINCIPAL'S REPORT**

### **Items from Previous Meetings**

#### **Student Numbers / Staffing**

- Student numbers are currently 585
- Pam Chevalier returned at the beginning of Term 3. Will work as Instructional Leader and run XT.
- Kelly Barton return part time (3 days) at the beginning of Term 3. Will work in EALD role.
- One staff member has been required to isolate for 14 days to visiting a restaurant involved in COVID-19 incident. Has been tested and negative.

#### **Grant**

- Work to be completed on cricket pitches and Newcombe ball courts in the September holidays.

#### **Education Week**

- Learning together theme
- Teachers preparing online content for parents to access. K-2 through Seesaw, 3-6 through use of a QR code.
- Other activities include Mufti Day, Aboriginal Children's Day and Cross Country carnival

#### **COVID-!9**

- Some lifting of restrictions involving community users, in school activities school photos
- Extra cleaning continuing
- Focus on hygiene continuing

#### **Finance**

- No Term Accounts for Term 3
- Year 6 fundraising will ask for \$10 per student to participate in crazy hair day, mufti day and fun fair
- DoE has been advised that After School Care will not be charged for hire of facilities in Terms 1-3.

#### **Playground Project**

- Students have been involved in a playground project to plan how to improve our playground spaces
- Projects are now being collected
- Urban Landscape Designs will use these to devise a site plan

### **Parent Teacher Interviews**

- Currently on hols
- If restrictions are not lifted Phone or Zoom interviews will be organised later in the term

### **PA system and Hall AV**

- New speakers have been installed in all classrooms and throughout the playground spaces
- New upgrades AV has been installed in the hall
- Currently working out volume levels. Request neighbouring parents to advise the school if too loud.

SM advised the School Photographers said they would take photos of individual students then make up a composite class photo even though the Dept of Ed said it was Ok to take class photos. SM put it out for discussion as to what people thought, SG had assume the photos would be composite , EH said the kids are all together anyway in the class so what difference does it make in terms of the photos, which most agreed with.

EH asked what happens if a student test positive for COVID at a school. SM advised the process is as follows :

- If any school aged child tests positive, NSW Health contacts NSW DoE.
- NSW DoE contacts the Principal
- Obviously the parents are also informed by NSW Health. Should a parent inform the school first, the Principal makes a report to the COVID-19 H&S hotline.
- NSW Health, NSW DoE and School meet (via conference call) to determine next steps, including contact tracing.
- NSW Health inform close contacts that they need to self isolate for 14 days and get tested.
- NSW DoE issue media release about school closure, this includes communication to go out on website.
- School sends communication through Skoolbag App
- Cleaning is organised while to school is closed.
- NSW DoE and NSW Health will determine the amount of time the school is closed.

Teacher / Parent Meetings - SM asked whether P&C thought parents would want a phone call / zoom parent teacher meeting, both phone and zoom have pros and cons, or to wait. EH advised most Yr 6 would probably like a meeting sooner rather than later as students are off to high school. SG advised would also like sooner as any issues can be worked on  
**ACTION SM** will advise parent teacher catch ups after education week.

SQ asked who was doing updates to the website as the committee member were 2019 P&C not 2020 P&C/ SM advised Marilyn and Usha update the website.

SQ also mentioned she had seen large chess sets and running tracks at other schools and Bunnings and Landcare were good for funding for these sort of items. SG advised there already is a large chess set outside the staff room.

## **PRESIDENT'S REPORT ( verbal)**

SG advised P&C Zoom account all set up

The Canteen is up and running again and kids are excited at getting recess. KJ advised more kids are ordering recess but there have been issues getting the food to them as some is with their lunch order. KJ asked if there was a way to let the kids know they can pick up recess from the canteen , currently only 10 kids . **ACTION SM** advised will get JB to send a message over speakers that recess orders can be picked up from the canteen.

SG advised need to follow up student insurance for creative and active kids vouchers. See previous action point.

SG advised YMCA said yes to extra air conditioning unit. See previous action point re installation.

SG advised Tax needs to be done but is having trouble logging in. EH advised it should be BM and SG who have authority. **ACTION SG** to liaise with BM re Tax.

SG advised the Online uniform shop demo looked promising so are moving ahead with that.

SG asked should we open up the next zoom meeting to all? EH said potentially not as still working out teething problems and there are not currently loads of issues to discuss until COVID restrictions lifted. KL suggested we put a reminder in the newsletter about sending P&C any issues or queries prior to the meeting. **ACTION SG** to put note in newsletter prior to the P&C meeting requesting any correspondence.

## **SUB COMMITTEES**

### **UNIFORM SHOP**

EH advised the online version is due to be tested the next day. SQ asked about security, EH advised parents can pay via credit card or set up an e wallet and not get charged. Post meeting the online uniform shop ordering is up and running.

### **BAND**

No written report submitted. EH advised she hasn't received any feedback from band for several months so will chase them up. **ACTION EH** to get latest report from Band.

### **CANTEEN**

KJ advised they have had trouble with their current sushi supplier including getting ingredient listing. They have just been contacted by a new supplier who supplies other

schools as well who they will be transitioning over to. **ACTION KJ** to check if school already has new sushi supplier on file.

KJ advised the new pie warmer will arrive soon which will make Fridays easier and going to trial new burger boxes, which if approved will require a new supplier listing. Supplier said he would offer KJ school prices. SG advised will set them up as a new payee if approved.

KJ advised they haven't ordered the small chest freezer as haven't needed it yet.

SG confirmed the canteen is completely cashless.

KJ advised she has been coming in on Fridays as they are so busy

## **ERA**

KL advised sent through policy documents but hasn't heard anything from band , looking forward to going through again with the second voucher and will refine the process if need be.

KL also sent through roles and procedures.

KL advised Maria has had some movement across art classes as the timetable changed including , one paid case where couldn't continue due to changed date so needed to be reimbursed.

SS advised there have been quite a few changes this term due to COVID, in term 1 they were using the wet room in 5/6A but cant have so many students so have moved the boys to Thursday lunch time and are basically going to phase out the class as there's only 7 kids.

Tuesday infants has been split into 2 classes, 15 in the first and 8 in the second. A few parents have dropped out as not happy with the timing but had to do on a first come basis so obviously quite a few didn't like the timing of the second class.

Thursdays primary class has been split into two and Mondays advance class is on a Monday.

SS asked who do they send the community acknowledge forms that Ms King has signed SM advised to give to her.

EH raised can DB carry on until the end of the year if not a parent, SG advised Yes as per federation guidelines as its parents and citizens.

## **EVENTS**

EE advised they are ordering for Fathers day. SM advised Mothers day buying including the drive thru worked really well.

Discussion held re money ie put in an envelope, could they pay via website. EH advised technically they could pay via uniform website. **ACTION EE** to confirm payment method for fathers day.

## **AGENDA ITEMS**

SM advised Natalia requested could we confirm the P&C is funding the kindy transition booklet. All agreed YES. EH to send printer details to SM. DONE

SG advised she had just approved KL invoice in the meeting.

SG advised there were 2 Midford invoices and one from Principal Schoolwear however she needed the actual invoices. **ACTION EH** to get uniform shop invoices from KF.

## **Business Arising**

**Meeting closed 8.18pm Next Meeting August 25th**

### **ACTIONS FROM JULY 2020**

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- **ACTION JW** to research alternatives to current school banking.
- **ACTION BM** to add back the \$2k for architects fee
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- **ACTIONS ALL SUB COMMS** to document any key processes and actions.
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### **ACTIONS ON HOLD DUE TO COVID RESTRICTIONS**

- **ACTION SM** to discuss school prayer and options at next meeting. ONGOING SM advised not urgent Review post COVID restrictions
- **ACTION EH** to liaise with UM and email any current potential multi cultural groups.
- **ACTION DB** to send pictures and dimensions of paintings
- **ACTION SM** to take before and after photos of Newcombe and cricket area