

Parents & Citizens Association – Excelsior Public School
454th General Meeting
Tuesday 25th August 2020

Attendees: , , Krystal Lees (KL), Shannyn Geeve (SG), Emma Heasman (EH), Sandra McKay (SM), Kirrily Jones (KJ), Georgia Courque (GC), Lisa Cook (LC), Usha Mistry (UM), Brett McMurtrie (BM), Eddie Woo (EW)

Apologies: Sarah Quinn (SQ), , Emma Escott (EE)

Zoom Meeting Commenced 7.15pm

Minutes from June / July 2020 – Accepted by LC, second SG

Meeting closed 8.18pm Next Meeting August 25th

ACTIONS FROM JULY 2020

- ACTION SM to check whether student insurance has come in and if so the school will pay and reclaim from the P&C. BM advised he has got the invoice for payment, BM asked how many students SM advised 584. BM advised will pay tonight or tomorrow. KL also advised she needs this insurance for creative vouchers. KL advised she has to go through the whole process and hopefully not from the start as its just suspended. **ACTION BM** to pay student insurance ASAP.
- **ACTION JW** to research alternatives to current school banking.
- ACTION BM to add back the \$2k for architects fee
- ACTION BM keep canteen build works invoice amount in committed
- **ACTIONS ALL SUB COMMS** to document any key processes and actions.
- 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 creative vouchers ASAP - EW advised the paperwork has been done by Mrs Cherlin for the tutors in term 1 however a few extra have been added so will need paperwork. KL advised there is still a part that Julie needs to complete to become a delegate with Service NSW in order to redeem the vouchers. **ACTION EW** to discuss and action next steps for creative vouchers with JW.
- ACTION SG to send SQ bank log in details DONE SG advised she also gave Mrs Cherlin authority for band invoices to raise the initial payment so SG can second. SG advised Uniform haven't sent any invoices through and she needs an invoice to pay. ACTION EH to chase uniform invoices DONE
- ACTION SM will advise parent teacher catch ups after education week. DONE
- **ACTION SM** advised will get JB to send a message over speakers that recess orders can be picked up from the canteen. No kids are picking up at recess so just put in lunch basket , so would like a message to go out
- **ACTION SG** to put note in newsletter prior to the P&C meeting requesting any correspondence and advise AGM meeting.
- **ACTION EH / BM to get SG** onto Excelsior Tax Authority.
- ACTION EH to get latest report from Band. DONE EW attended meeting.

- ACTION EE to confirm payment method for Fathers day.DONE
- ACTION EH to get uniform shop invoices from KF. EH sent email requesting invoices.

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 denise can have and look at names on other one
- **ACTION SM** to take before and after photos of Newcombe and cricket area

CORRESPONDENCE

None received

TREASURER'S REPORT

As at 25th August 2020

1. Key Updates

- \$5,230.00 received in contributions.

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

Type	Name	Account Number	Last Month Balance (June)	This Month Balance (August)	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	\$14,189.65	\$15,738.87	\$1,549.22
Cash Management Account	Excelsior PS - Band	325357	\$41,030.87	\$24,707.71	-\$16,323.16
Cash Management Account	Excelsior PS - Main Account	350528	\$49,140.30	\$54,151.97	\$5,011.67
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$23,520.92	\$35,031.99	\$11,511.07
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$37,685.49	\$43,796.00	\$6,110.51
Cash Management Account	Excelsior PS - Events Committee	380954	\$26,614.81	\$25,710.92	-\$903.89
Gross Total			\$192,681.14	\$199,636.56	\$6,955.42
Commitments			\$8,520.00	\$12,880.00	\$4,360.00

Net Total			\$170,810.04	\$186756.56	\$2,595.42
------------------	--	--	--------------	-------------	------------

3. Ongoing Business

- \$2,000 commitment for architect.
- New canteen additional specifications required. i.e. electrical and plumbing \$6,925 (approved)
- Annual audit has been completed. The quote was \$1,450 + GST. This may vary.
- P&C student injury cover - \$\$2,360.16

Total planned expenditure = \$12,880.00

Reported by – Brett McMurtrie, Excelsior P&C Treasurer

Date – 25th August 2020

BM advised the report covers a two month period, band balance is down due to paying contractors, the main account balance has changed due to contributions. BM has sent the auditors report to EH to add to minutes ACTION EH to add audit report to minutes. DONE **These have been added to the end of these minutes.**

ACTION BM to add \$10k grant money into committed for next report.

BM advised we have been receiving funds from the Govt, BM advised this will change slightly when the Govt changes the funding.

PRINCIPAL'S REPORT

Items from Previous Meetings

Student Numbers / Staffing

- Student numbers are currently 584
- We are currently in the process of advertising for a permanent classroom teacher. Georgia will be convening the panel. Toby Dessent will be the teacher rep. Thank you to Sashi and Radhika for volunteering as the P&C and NESB reps. *Will go to ad late next week, should be able to announce at the beginning of next term.*

Grant

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

COVID-19

- Changes to how Band is organised. Group playing of woodwind instrument not currently allowed. Band students will now receive individual tuition. *Advised CC has done an awesome job of getting the 106 band members an individual tuition timetable.*
- Choirs and group singing and chanting not currently allowed.
- Students sent home with flu like symptoms (fever, cough, sore throat, shortness of breath, loss of taste, and loss of smell), will be required to show a negative COVID-19 test and be

symptom free before they return to school. If a COVID-19 test is refused students will be excluded for 10 days and need to be symptom free for 3 days before they return to school.

- Kindergarten Orientation on hold. We are currently working on alternate ways to engage new students and families. Natalia working on some videos they are planning to send to new families , she is organising a question and answer session and a lot of paper information. *EH advised she has the quote for \$860 for printing the kindy books for approval. Quote approved **ACTION EH** to action kindy booklet printing. EH advised in previous years the P&C do a presentation to new parents so would be good to get the information to them. SM advised maybe the students could present the P&C stuff or maybe do a video. **ACTION EH** to update P&C presentation and liaise with NM re how to get the information to parents.*
- OC Test will now be conducted onsite with Excelsior students who have applied. The test will now be November 18. For this year the test score alone will be used.
- While we have a date for Year 6 farewell, we have held off on any planning until we know what restrictions will be in place. *EH asked if it can't go ahead as originally planned can it at least be disco in the hall type scenario. SM advised in current restrictions wouldn't even be allowed to do that. SM hoping guidelines for next term will be more flexible.*
- Castle Hill PSSA has cancelled PSSA for Term 3.
- While we haven't cancelled Year 5 camp and Year 6 Canberra, it will be very unlikely that these will go ahead. SM advised they are looking at alternatives such as a motivational day however currently can only bring external people in for curriculum stuff not a fun day but again hopefully towards the end of the year restrictions will improve.

Finance

- We plan to send home Term accounts for Term 4. We had previously planned to run the Wellbeing program trialled last year. We are noticing an increase in student anxiety due to COVID-19 and feel it is important that we run this program. *SM advised a lot more students are feeling anxious and the cost of the wellbeing course is approx. \$30. She also added the SRC wanted to do a fund raiser. All agreed it was reasonable to send out a term 4 account.*

Parent Teacher Interviews

- Parent teacher interviews will be held in Week 9 (14-18th September). Interviews will be held by phone. Parents can book in via School Interviews website. A note will go home early next week.

School Photos

- School Photos will be held on Monday 14th September. All photos will be composite due to COVID-19. *SM advised the Dept is fine for classes standing together but the photographers would have required 3 staff per class to organise due to their covid safe guidelines so will go with the photographers suggestion of composite photographs .It will be Winter uniform. KJ asked if its possible to have a year 6 photo, SM advised couldn't do together but could do a composite, maybe get them to pull a funny face **ACTION SM** to talk to year 6 teachers re options for a Year 6 photograph*

NAPLAN Online Readiness and Year 3 & 5 Check In

- Due to NAPLAN being cancelled this year, schools could opt into an online check in. Year 5 have completed their assessment, year 3 will complete theirs in week 10. The check in assessment doesn't have an option for parent feedback.
- We will be completing NAPLAN online readiness testing in week 8. While students will complete sample assessments we will not receive any feedback on their performance. The test is assessing our school's capability of conducting NAPLAN online. If we are successful Excelsior will move to NAPLAN online in 2021. Year 3 do omnibus test, year 5 do omnibus and writing on line, testing schools capability to run naplan online

PRESIDENT'S REPORT (verbal)

SG advised she took over the banking and invoice payment in BM's absence and everything worked OK.

EH advised the AGM is not far away so she will send out reminders and the template. SG advised she hasn't seen anything from the federation about AGM;s etc in the current climate. **ACTION EH** to organise AGM reminders.

SUB COMMITTEES

UNIFORM SHOP

No one from the uniform Sub Committee was online. SG / LC advised it worked well when they used it. SG advised still need the uniform invoices.

EH advised worth ERA and Band doing an update next year and try using it for the vouchers. It will need a couple of new fields added.

EH advised no one has asked her for the photos she took so not sure where photos online had come from. **ACTION EH** to ascertain if the uniform photos are required.

BAND

EW advised CC has done an amazing job of organising the individual tutors, tutors have been given longer hours to accommodate and obviously there is an increase in cost however still only charging \$150. EW advised a few parents have not yet paid as they are waiting to see what happens.

CANTEEN

LC advised nothing to report, everything on track.

KJ advised that herself and Jacqui always have to double up when they need more than one person, the issue is if they want more volunteers then they would have to socially distance from Jacqui or Kirrily, it's a big canteen so is feasible if needed.

New burger boxes are in.

New Sushi supplier on board, orders are up, everything is labelled and meets all requirements Previous issue was labelling and saying need to order the day before which

is not feasible for the canteen. Prices are similar and KJ advised they are a lot more professional.

ERA

KL advised the vouchers and BM paying the insurance are the main things.

KL wanted to confirm is JW definitely the right person to talk to, EW said yes. EW said if don't hear back from JW then let him know.

Art / Dance is moving ahead with covid adjustments , tennis still happening, vouchers are being used.

KL hasn't done the second round of vouchers as the co-ordinators havent given all the details yet.

The Dept of Ed requires a covid safety plan, the co-ordinators spoke to the tutors and have provided those plans back in the time frame requested.

DB still happy to be on board till the end of the year and the hand over to a new person.

KL might know someone and Nidhi has an expressed interest.

EVENTS

No one from events was in attendance. SM advised the Fathers Day stall will go ahead, currently planning to get school leaders to run the stall but need to run a covid eye over the plan due to new guidelines.

AGENDA ITEMS

UM advised can't order any technology as there is a worldwide shortage of devices.

UM advised the COLA area is now set up with outside speakers and there are also two wireless microphones that the students can use.

UM mentioned they are looking at ceiling microphones and green screens for future P&C funding and the Tech levy budget.

Business Arising

None

Meeting closed 8.20pm Next Meeting September 22nd

Action Points Arising From August Meeting

- **ACTION BM** to pay student insurance ASAP.
- **ACTION JW** to research alternatives to current school banking.
- **ACTIONS ALL SUB COMMS** to document any key processes and actions.
- **ACTION EW** to discuss and action next steps for creative vouchers with JW.
- **ACTION SM** advised will get JB to send a message over speakers that recess orders can be picked up from the canteen.
- **ACTION SG** to put note in newsletter prior to the P&C meeting requesting any correspondence and advise AGM meeting.

- **ACTION EH / BM** to get SG onto Excelsior Tax Authority.
- **ACTION BM** to add \$10k grant money into committed for next report.
- **ACTION EH** to action kindy booklet printing. Done
- **ACTION EH** to update P&C presentation and liaise with NM re how to get the information to parents.
- **ACTION SM** to talk to year 6 teachers re options for a Year 6 photograph
- **ACTION EH** to organise AGM reminders.
- **ACTION EH** to ascertain if the uniform photos are required.

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 denise can have and look at names on other one
- **ACTION SM** to take before and after photos of Newcombe and cricket area

INDEPENDENT AUDITOR'S REPORT

To the Management Committee of the Excelsior Public School Parents & Citizens Association

We have audited the accompanying financial report of Excelsior Public School Parents & Citizens Association incorporating the Association Canteen, School Band, ERA & Uniform Shop, which comprises the statement of financial position as at 30 September 2019, and the statement of income, for the year then ended. The financial report has been prepared by management based on the Accounting Policies acceptable to the Federation of Parents and Citizens Associations of New South Wales.

Management's Responsibility for the Financial Report

Management is responsible for the preparation of the financial report in accordance with the financial reporting provisions of the Federation of Parents and Citizens Associations of New South Wales and for such internal control as management determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the Excelsior Public School Parents & Citizens Association as at 30 September 2019, and of its financial performance for the year then ended in accordance with the financial reporting provisions of the Federation of Parents and Citizens Associations of New South Wales.

Other Matter

As is common for organisations of this type, it is not practicable for Excelsior Public School Parents & Citizens Association to maintain an effective system of internal control over fund raising activities until their initial entry in the accounting records. Accordingly, the measurement of these receipts is based on the amounts recorded.

Basis of Accounting

Without modifying our opinion, we draw attention to the financial reporting provisions of the Federation of Parents and Citizens Associations of New South Wales, which describes the basis of accounting. The financial report is prepared to assist Excelsior Public School Parents & Citizens Association to meet the requirements of Federation of Parents and Citizens Associations of New South Wales. As a result, the financial report may not be suitable for another purpose.

INFINITE ACCOUNTING SOLUTIONS DAVID PORTER CA

Chartered Accountants Principal

Dated 13th July 2020

Suite 201 Macarthur Point

25 Solent Circuit

Norwest NSW 2153