

**Parents & Citizens Association – Excelsior Public School**  
**455th General Meeting**  
**Tuesday 27th October 2020**

**Attendees:** Krystal Lees (KL), Emma Heasman (EH), Sandra McKay (SM), Sarah Quinn (SQ), Georgia, Rhadika Gawade (RG) Emma Escott (EE), Brett McMurtrie (BM), Georgia Courque (GC)

**Apologies:** Shannyn Geeve (SG), Kirrily Jones (KJ), Nikki Sandercoe (NK), Lisa Cook (LC)

Zoom Meeting Commenced 7.15pm

Minutes from Month – Accepted by SQ , Seconded KL

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**Actions from September Meeting**

- **ACTIONS ALL SUB COMMS** to document any key processes and actions.ONGOING
- ACTION SG to confirm BM is staying as Treasurer. *SG Confirmed BM will stay on one more year. BM expressed concern about the canteen treasurer leaving as next year is his year last year. BM said people might be put off the canteen role as think you need to be an accountant.*ACTION RG to draft up ad for canteen treasurer for next weeks newsletter. *DONE. SM advised they have asked kindy parents to get the school app so could put the add on the school app. kindy packs have been sent out but could get additional flyers to kindy parents. BM stressed it was important for the canteen treasurer to realise they will have support.BM advised he can hand hold. RG raised there was some confusion as to what the canteen treasurer does vs the exec treasurer and advised the canteen doesn't have a job description so wondering if anyone can find.* **ACTION EH / SG** to look for canteen treasurer job description.
- ACTION EH to talk to Uniform re photos and expanding descriptions for parents to order on line. IN PROGRESS EH sending Louis file 28<sup>th</sup> October, NW has taken additional measurements. **DONE**
- ACTION EH to ask NW options for second hand items. ONGOING
- ACTION SM will check if NM needs anything more about the canteen for kindy orientation SM advised NM has everything.
- ACTION SM will talk to Gretchen re location for worm farm. SM advised problem is it can't be in full sun and that's an issue with finding somewhere **ACTION SM / GC** to review placement options for worm farm.

**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 JW** to research alternatives to current school banking.ONGOING

**CORRESPONDENCE**

Year 6 Formal

PC Present confirmed as Powerbank , Split ear buds and a stylus pen.

SM confirmed the Graduation Bears are being given separately, on a day at school when they can just get signed that day and then they go home,

SM advised Ms Adams using yr 12 guidelines and updated guidelines coming out on Monday,

Used to give out grad bag when parents were there at the RSL, this year no parents are allowed at the RSL so thinking maybe they could do at the school in a controlled environment.

Photo Booth – would it be possible with sanitiser ie kids sanitise hands and Glen 20 spray props - SM advised best to wait for Mondays guidelines. **ACTION SM** to advised after new guidelines if a photo booth with props is allowed at the farewell

Budget – due to COVID restrictions the team are having to spend about 30% or \$850 on COVID restriction costs over and above last year like – money for bigger room, lighting / AV technician, individually wrapped cakes/cookies and not enough leadtime for your cheap pre printed graduation key rings, bigger room to decorate etc. Wondering whether an additional \$500 could be provisionally approved. Coming in on budget at the moment but still confirming restrictions and costs. **MOTION An extra discretional \$500 spend was approved if needed by the farewell committee.**

Teacher Presents – EH raised should class parents proceed with teacher presents this year. EE said they can BSB into an account, RG said she should have details of the online website that has a platform that contacts to a bsb account so class parents would send out an email then the parents can upload a photo or group shot. SM agreed was a good option. **ACTION RG / EE** to send out details of online platform for teachers present.

## **TREASURER'S REPORT**

As at 27<sup>th</sup> October 2020

### **1. Key Updates**

- \$860.00 paid for kindy books printing
- \$1,182.00 paid for insurance

### **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	\$22,415.33	\$30,441.83	\$8,026.50
Cash	Excelsior PS - Band	325357	\$26,950.04	\$25,398.49	<b>-\$1,551.55</b>

Management Account					
Cash Management Account	Excelsior PS - Main Account	350528	\$62,262.38	\$60,224.66	<b>-\$2,037.72</b>
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$33,654.77	\$38,846.06	\$5,191.29
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$35,850.51	\$41,336.09	\$5,485.58
Cash Management Account	Excelsior PS - Events Committee	380954	\$28,213.97	\$28,216.23	\$2.26
<b>Gross Total</b>			\$209,846.10	\$224,962.46	\$15,116.36
<b>Commitments</b>			\$54,082.35	\$54,082.35	\$0.00
<b>Net Total</b>			\$155,763.75	\$170,880.11	\$15,116.36

### 3. Ongoing Business

- \$2,000 commitment for architect.
  - New canteen additional specifications required. i.e. electrical and plumbing \$6,925 (approved)
  - \$20,000 commitment for new school laptops for students.
  - \$15 157.35 grant commitment from P&C
  - \$10k grant money ( from Alex Hawke )
- Total planned expenditure = \$54,082.35
- Transitioned canteen pay reporting from manual to Single Touch Payroll (STP). This is a new requirement from ATO. Organization using for STP is PayRoller.

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

*Date – 27<sup>th</sup> October 2020*

**ACTION BM** to start moving funds around as sub committees have over \$25,000 eg ERA

**ACTION Sub Committees Treasurers** need to send end of year files to BM ASAP for auditing. RG asked have we told Haing, BM confirmed he has talked to all treasurers

BM advised the canteen doesn't qualify anymore for job keeper so can't pay them from this month which employees know. BM advised received \$36,000 in job keeper support

BM advised has raised \$25k cheque for grants to be signed.

## PRINCIPAL'S REPORT

### Principal's Report

## Items from Previous Meetings

### Student Numbers / Staffing

- Student numbers are currently 589
- We are now accepting enrolments for 2021. At this stage we have 7 new enrolments Year 1-6 and 77 Kinder students
- Note will be going home next week to confirm current students are returning to Excelsior in 2021.
- It is anticipated that we will increase by one class for 2021
- New staffing appointment (staffing choice) – Kimia Koular
- School choice for staffing – Phoebe Chau now permanent 1.0
- Staffing choice transfer – Jenny Johnston
- School Choice Merit selection – Jo Hosking

### School Planning

- Staff are currently writing a situational analysis
- Our next 4 year Strategic Improvement Plan will be based around findings from this.
- Once the situational analysis is completed, community consultation will be sought.

### Kinder Orientation

- Orientation packs have been sent home
- WE are hoping to be able to offer a one day onsite orientation for kinder students. Parents will be able to pick up uniforms at this time.

*SM advised parents are now allowed 15 mins on site so can drop off student then pick up kindy uniform. SM advised have held off sending out details as waiting on Monday's update.*

### End of Year Celebrations

- Presentation Day – virtual
- Year 6 Farewell – actual
- Year 6 Big Day In
- End of Year Fun Days – S3 Luna Park, ES1 -S2 Movies (TBC)

*Presentation day will still be virtual however for the yr 6 farewell they are getting more restrictions lifted.*

*Stage 3 kids have had a lot of disappointment so school are planning extra things Yr 6 Big day in, just a full day of fun and can wear mufti, yr 6 kids are planning their activities.eg out door disco and school will put on a lunch just for them*

*Stage 3 fun day to luna park , they aren't allowed to bring anything, the food / drinks have to purchase on site, so school will work out a pre order.*

*Stage 1 /2 are going to the movies.*

*SM advised they have opened up the basket ball courts to stage 3 for the second half of lunch to give them an area just for them*

### **Playground Improvement**

- Playground project design has been received
- Students will view design and make any suggested improvements
- Turf quote for oval and area around cricket nets currently being sought

### **ICT**

- Classes currently using 3D Printers on loan from DoE
- Possible purchase for 2021.

*SM advised they received 69 replies from the Tell them from me survey and will report at the next P&C meeting*

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

In the absence of SG , EH reiterated

- The AGM requirements ad date 26<sup>th</sup> November.
- Request for sub committees to document Processes
- Committee members leaving – importance of canteen treasurer role

### **SUB COMMITTEES**

#### **UNIFORM SHOP**

EH sending document to Louis to upload photos. DONE

NW done extra descriptions / measurements

#### **BAND**

No written report

#### **CANTEEN**

RG advised they are working on the ability to load funds through qkr, so can reopen the canteen for recess and lunch for cash less transaction. The kids wear a band which is tapped on an android phone at canteen, RG advised may need a spare android phone.

**ACTION RG** to put together a proposal on cashless wristband scenario for approval.

**NB** Post meeting EH sent out a return to cash proposal , currently under discussion.

#### **ERA**

KL advised they held a meeting last week, KL has submitted financials to BM, all classes are busy, dance stable. 3 and 430 Tuesday classes are combined and Thursday will combine for filming of the final performance.

Maria had some movement in art with some drop offs and new replacements.

As per last year they are planning on using the era funds to buy tutors xmas gifts at around 100 mark,.

Delphine is finishing up this year and KL confirmed and everyone agreed her leaving gift should be \$200.

KL advised that she had noticed that in 2021 everyone comes back on a Friday. Is this classified as week 1, Sm confirmed yes. In terms of classroom allocations, parents like information early so KL asked when they would they get room allocations , ie could they kick off week 2 Sm advised it will depend on numbers. If at the end of the year they are confident with class formation then she can give them the information straight away if not then they will have to re form classes and be more like last year.

## **EVENTS**

EE advised obviously not much is happening, carols not happening, kindy orientation not happening so hopefully next year will be better.

## **AGENDA ITEMS**

SM advised next year is 50<sup>th</sup> anniversary of the school so hopefully can do some interesting things.

Delphine has got someone lined up for her role - Miriam Hussini will take over ERA coordinator role.

EH advised Nidhi is still planning on taking her role. HANDOVER DONE

All agreed the canteen treasurer role will be the issue.

## **Business Arising**

None

**Meeting closed 8.55pm Next Meeting AGM November 24th**

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