

**Parents & Citizens Association – Excelsior Public School**  
**463rd General Meeting**  
**Tuesday, March 22<sup>nd</sup>, 2022 @ Time: 7.15pm**  
**Venue: School Library**

**Attendees:**

Lalana Chulatunga (LC)  
Pallavi B (PB)  
Chamila Chulatunga (CC)  
Sonia Dorairaj (SD)  
Cavia Hickey  
Heing(Nicole) Wang  
Emma Escott (EE)  
Amruta Ghode (AG)  
Ritika Khanna  
Tanya Kysa  
Rhadika Achwal (RA)

**Staff:**

Georgia Couque  
Sandra McKay (SM)

**Apologies:**

Nidhi Kaushik (Secretary)  
Nikki Sandercoe (Uniform Shop)  
Krystal Lees (ERA)  
Steph Whittington (Events)

**Absent without notice:**

Band subcommittee

On-Site Meeting (at School Library) Commenced: 7.15pm

Minutes taken by: Sonia Dorairaj

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**ACTIONS TO REVIEW from Feb 22 Meeting:**

- Missing details from Nov'21 Meeting notes i.e. Missing detail for Treasurer Report and spoken details, we have decided to leave as it is
- Feb 22 meeting minutes accepted

**CORRESPONDENCE:**

- Letter from Andrews Insurance regarding outstanding cover, passed onto Treasurer (PB)

## **REPORTS:**

### **PRINCIPAL'S REPORT: by SM**

1. Lots of events, **planned activities** and website updates etc., were not happening in time due to lack of staff. We could not fill in with Casuals.
2. **Selective high school test** was delayed, due to the floods. It was late notice by the DoE. It was rescheduled to the 31<sup>st</sup> of March, which effected the Y3-6 assembly.
3. **Check in Assessments** – for Y4-Y6, make up ones are in progress with students being away, then it will be closed off
4. **Term 2 Accounts** – sent out on Sentral. Excursions for Y5-6 and Kindergarten excursions, athletics program (was planned 3 years, but unable to run this) planned for next term. The athletics is a 9-week program run by external party and they will help run the K-6 Athletics carnival. They will be specially trained people who will teach the kids. There will be assessment at the end. Cost - \$26 per student was reasonable as the trainers selected were not required to be teacher-trained and Excelsior staff will be out there helping as well. All items on accounts are voluntary. The school still has to pay the bill from the DoE funding if parents do not pay. Left over money will be used to fund other resources/technology for the children.
5. **School photos** are next term – 7<sup>th</sup> June – with winter uniform

### **PRESIDENT'S REPORT: by LC**

1. **Volunteers** – thank you. LC managed to fill all subcommittee roles with volunteers. Re volunteers for canteen and Uniform shop, despite the difficulty during COVID. However, lately there thanks to the willingness of the school community, we have secured 11 volunteers (for the canteen). Canteen will be communicating directly with them. WWCC and first aid will need to be arranged for volunteers. Roster for volunteers will need to be in place to organise their time effectively.
2. **Uniform Shop** – Lidija has resigned, due to her change of circumstances. 3 new volunteers have been secured – for convenor, coordinator and treasurer and will be trained by Nikki. They will be run entirely by volunteers
3. **Finances** – Audit, there is communication with the prior auditor which helps understand what/why things were done previously. ATO & Tax is now up-to-date.
4. **Thanks to Mrs. McKay** and the staff for the smooth running of the school despite the absences due to COVID.
5. **Thanks to the volunteers** in the subcommittee as well

### **TREASURER's REPORT: by PB**

1. Balances are ok – within the \$200,000 in the P&C Bank Accounts
2. Re ATO – Penalties – PB has engaged a tax agent's help as PB was not listed as having authority to do it. The agent has now filed all tax returns, BAS until Dec 21. PB to continue with the BAS from Jan – March 22 and then every quarter. PB had to make a choice as the extension was until the 31<sup>st</sup> of March. It costed \$1450. Everyone present was ok with this fee being paid. PB will not be leveraging those services as she is aware of the process now.

3. We did not have to pay anything out of our pocket, as we have now gone back to Not-for-Profit from Reporting (it was set to this status, which meant we had to report at the end of every period and the ATO assumed we were making a profit)
4. Audit – no progress
5. Credit card – PB still using her own card. The process seems complex to get a card for a P&C. Due to amounts being nominal, PB is ok to charge to her personal card. So far only \$90 charged to it, that PB has claimed back. We might need to go down the path of getting a card for P&C.
6. Thanks to all volunteers for helping out and sending out emails for approval.

### **SUB-COMMITTEE REPORTS:**

**Uniform** – no one present

### **Canteen – by RA**

Rithika was voted in as canteen secretary by all present.

1. First time in more than 10 years, **canteen was shut for a week** due to COVID isolation. Backup plan/ Communication plan needs to be in place in case it occurs the next time as there. The thought is that new volunteers can be trained to ensure the smooth running of the canteen  
LC – if more volunteers are trained, then canteen can still function smoothly  
RA – **volunteer rostering** will also help, as currently around 3 volunteers know their role and can help the canteen function, but this can be extended based on the roster. Kirrily and Jacky will be organising the rostering. They already do this for the complete term. At the end of the term, they will have an account of absentees and cancellation, so we can be updated on the returning volunteers  
**Canteen invoicing** issues are being sorted  
**Sub-committee is catching up** during the first week of April. They will also discuss opening up – over the counter sales. SM – suggested starting it next term, when it is a bit colder or even a soft opening. RA – there is some hesitance in dealing with cash  
Soomin and Rama are quite busy

Mrs.Couque – had to make 40 sandwiches on the first day to ensure students did not go hungry

CC – question – is it worth expensing what was spent to feed the kids?

Mrs.Couque – No the canteen pantry supplies were used

### ERA: by Amruta

1. Amruta had training with Krystal last week. Secretary position is still open. LC – it might be best to mention it in the next newsletter. Krystal to send out a write-up about the open positions in ERA for the newsletter.
2. Tutor recruitment for art is still pending, they are following up on that
3. Parents have been informed of the absence of Pushra and they will be accommodated by YMCA or parents will have to pick them up earlier.
4. ERA account – is over \$22,000
5. ERA coordinators have gone through and sent through their details

### Events: by EE

1. Might be different hopefully
2. First – **Easter hat morning tea** – with Easter buns and morning tea for the parents in the hall. The parade is going to be in the oval at around 11am.
3. After holidays – **Mother's Day stall**. Table will be set up on Thursday and if they have doubled they will have chance to exchange on Friday.
4. **Election** will be next –with BBQ, cake stall, drinks etc., This will need a volunteer hourly schedule throughout the day. LC – was hoping to use the same online spreadsheet that Emma uses for the canteen/uniform shop too. This is less cumbersome than personally messaging each volunteer.
5. **Halloween Disco** in October in the hall
6. **Father's day** stall –
7. We do a **welcome party** at the end of the year possibly
8. **Anniversary** – SM – mentioned a few people who are keen on this. It was to be part of education week, and possibly a museum with the artefacts that were found etc., but this was cancelled due to COVID restrictions.
9. There could be another event, in line with the education week

Band – no one present

### OTHER DISCUSSION ITEMS:

- **Second VP role** – CC – has been nominated to this role. CC has been quite supportive from LC's start as a President for P&C.
- **Audit** - According to David Porter (Auditor) Tax was done Year ending Sep 2019. However, it wasn't completed until Jun 2020. There were no audits done since then. There are two outstanding – Ending Sep 2020 and one for Sept 2021. We can proceed with only doing Sept 2021, but opening balance will remain unaudited. To get the two audits done it will be \$3500-\$4000
- According to the Federation P&C rule, **the auditor is meant to attend the meeting** so people can approach and ask the auditor, if there were any questions. However, that has not been happening nor has he done that in the past. Once they audit has been done it can be submitted to the federation so we can mark our reporting duties as complete. He needs to be informed via email once we agree that we are going ahead.

- PB – was there any actions that needed to be done from the previous audit or significant issues that were raised?
  - o CC – no, that question was not asked
- PB – if it is a mandate, then we do need to get it done. CC & PB will chat separately re this.
- SM – in the last two years, there were none or hardly any P&C meeting.
- PB – BAS was empty / no transactions for a certain period
- PB – to hold off the credit card until amounts debited are significant.

## **BUSINESS ARISING:**

1. Question from Parent – Concerned around the inability of the **Sentral app to input if child was late**? Also around, no one asking where the child was, if the child was late/absent. Is there a way to implement something around this?

Mrs Couque – yes the Sentral app, does send an email/notification

SD added – yes the Sentral app does alert you that there is an absentee notice to fill informing of the reason the child is absent. It was around 11am

(There was discussion around the timing of when the notification is best to go out, is 11am too late). Mrs.Couque to ask Usha, if we can update it to 10am.

Parent mentioned that when she went to the office they were not aware of the 11 am notice from Sentral and suggested she go to P&C and raise this. However, she is more comfortable now that this is present in Sentral.

Mrs.Couque says Sentral is new to us. We started last year within the staff then we've enabled Parent Portal. There are around 80 parents still not accessing it. So Mrs. Mistry, Linda and I have trained with Sentral, however, the office staff are not yet aware of the details within Sentral just yet.

Another Parent – Mentioned an additional way is – that you can check attendance of the child within the ½ hour of the child being in school.

Mrs.Couque – sometimes there might be a delay if it is a paper copy of attendance done by another teacher, so please do not panic.

Partial days – are also not something that parents can input, as it was removed due to issues at the start, due to overrides etc.,

2. Question from parent – at the other end, she had to take her daughter from school but the office staff had no idea about this. What is the best way to notify the school of this early pick up arrangement?

Mrs.Couque – you will need to show up at the office to pick up your child for early pick up. Most times the office has numerous emails and it is easy to miss an email regarding this. The best way is that the class teacher is made aware, so they can prepare the child for early pick up. If class teacher is not present, the office will arrange this once you come into the office

3. Question from Kindy mum – hard to navigate Sentral

For notifications – you need to go to resources. Once there, you need to click to view each – e.g. term accounts, alerts etc., Perhaps a user guide can help?

Mrs.Couque – yes there are user guides. Such as there is one for parent interviews – on parent portal (Sentral). Mrs.Couque will inform Usha of this feedback re user guide

Mrs.Couque – acknowledged that there are keys that are only available for one person in the family and that might affect the use of the app for multiple members of the family.

(Further discussion re Sentral vs Skoolbag)

Suggestion from Parent – not to contact teachers during school hours, as focus needs to be with the kids

Mrs.Couque – Since COVID, when teachers were more accessible to parents, some of them still feel the need to respond promptly with a reply. Perhaps a class parent could be helpful in this area

Discussion re Class Parent – SM earlier, some teachers were reluctant on sharing email addresses, they would only send to the one email. However, now with COVID there was a need for this form of communication.

Parent – Also for end of year gifts, birthday celebrations. Etc., the class parent would coordinate between parents and the teacher.

Parent – now there are WhatsApp groups that have replaced this communication

Grand Parents day – Is there one this year?

Mrs.Couque – each year we alternate between multi-cultural and grandparents. This year is Grand Parents day. It will be included in the newsletter, so grand parents can make appropriate travel plans.

**CLOSING OF THE MEETING: 8:25pm**