

**Parents & Citizens Association – Excelsior Public School**

**462nd General Meeting**

**Tuesday, February 22<sup>nd</sup>, 2022 @ Time: 7.15pm**

**Venue: School Library**

**Attendees:**

Lalana Chulatunga (LC)  
Sonia Dorairaj (SD)  
Chamila Chulatunga  
Naveen Jeyaseelan  
Cynthia Naveen  
Azadeh Faezi  
Stephanie Whithngten  
Laura Lashford  
Krystal Lees (KL)  
Yanting (Ada) He (AH)  
Apple Shang  
Heing(Nicole) Wang  
Shadi Aarabi  
Zoe Borhani  
Tanya Kysa  
Amruta Ghode  
Joyti Bala (JB)  
Asha Hiremath  
Rhadika Achwal (RA)  
Pallavi B (PB)

**Staff:**

Georgia Couque (GC)  
Sandra McKay (SM)

**Apologies:** Nikki and Emma

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

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**ACTIONS TO REVIEW from Nov'21 Meeting:**

Meeting notes from prior not accepted for reasons -

- Missing detail for Treasurer Report
- There were two meetings (AGM and P&C meeting separately) but only one minutes
- Incorrect spellings of new Executive names

**CORRESPONDENCE:**

- Some fundraising and Mother's Day letters, passed onto Events (SW)
- Some bank statements and insurance letters, passed onto Treasurer (PB)
- Discussion was – re Tax Returns – one due 28th Feb i.e. BAS. It will take a few weeks to get quotes from Tax Agent. Aida can help as she works in a Tax company. PB will reach out to AH

- PB said - There is no existing GovID, need to have a plan of action
- Action – Mrs. Mackay mentioned she will follow up with Shannyn to see if any Tax related activity was done

## **REPORTS:**

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

1. **Student numbers** – 614 currently, trend was we will go up a class. With children moving in and out, we have maintained status quo. So, no increase – could be due to COVID.
2. **Class numbers** - We formed 24 classes (last year we self-funded extra teacher so things were manageable)
3. **Staffing** - Mrs. Jones (long term casual) was made permanent (steering away from the norm) without using waiting list or external advertising of role. This was self-funded, above the DoE allocation

Staffing is based on a value of child

DoE staff allocation is based on number of students per grade, where:

- 1 Kindy student = 1/20th of a teacher
  - 1 Yr 1 student = 1/22nd of a teacher
  - 1 Yr 2 student = 1/26th of a teacher
  - 1 Yr 3-6 student = 1/30th of a teacher
4. **Composite** — is a result of staffing issues. One composite class was formed - a Year 1/2 class

Composite usually happens Y1-6. The 6 left over kindergarten children were allocated to existing classes to avoid composite.

The idea is to steer away from composite and rather have a few more in each class.

Mrs. Mackay assured that

- even in non-composite classes, children are taught at a (previous or next) level suitable to them despite having a range of levels in class
  - The composite class was created so that all the students are within a level range that is closer than even some non-composite class level ranges
  - No disadvantage (or advantage) for students in composite classes vs non-composite classes
5. **COVID**

Despite the anticipation of going back to normal during the end of 2021, 2022 commenced with DoE recommendations.

- a. **Staff** – RAT performed regularly and extra in classes with known COVID cases. Two staff affected by COVID
- b. **Extra programs were halted** - Over the last few weeks – no EALD programs, no extra programs, those teachers to help with relief for COVID absences instead
- c. **Shortage of casual teachers** - There is a short supply of Casual teachers
- d. **RAT tests** – pack of 5 will be sent, then on a request basis only. All agreed on that arrangement and it will proceed as such
- e. **Sentral app** updated regularly, thankfully none in the last 2 days
- f. **Learning arrangements – for kids in isolation or medical exemptions** – only DoE developed specific programs are being followed. Until this week, there was a teacher to support that. (Feedback – Parent/Member mentioned – was very

supportive and positive experience). This will be ceased shortly, unless required in the future. Usual teacher support is available and school will be in touch if there are concerns.

**g. Hygiene** – staff do wear masks, hand sanitisers available to all, 3 air purifiers also being put in place when cross ventilation is not feasible

**h. Questions from Parent/Member**

i. Can kids come to school if RAT/COVID test is negative, but has COVID/cold-like symptoms?

Answer (SM+GC) - If in doubt – get the medical clearance or child will be sent home

ii. How long is a medical clearance valid for?

Answer (SM+GC) – Generally 2 weeks, if in doubt get clearance from doctor. Staff are not health professionals.

i. **Appreciation from Parent/Member** for keeping everyone safe and continuing teaching

6. **Holiday work** – tennis courts and cricket courts re-surfaced and looking good

7. **Homework** – agreed that all have different views but schools aims to equip the students with right study habits to follow through into high school. Should be valuable not busy work

8. **NAPLAN** - Structure for Y3-6 has changed, it will be based on NAPLAN. There will be more challenging practise tests. Structured it to be online, for ease of analysis. Assessment will be made at the end of the week. Then a comparison will be made with NAPLAN results to see if it has system has worked.

i. **Typing** - in the new syllabus, there is focus on typing (for NAPLAN) as it important for the future. Will be included as home also.

ii. **Practise test** coming up in March

iii. **New syllabus** – there is focus on typing (for NAPLAN).

**iv. Questions from Parent/Member**

v. Scope for Year 2 to also have NAPLAN-related homework?

SM: Yes, but they will need support with online format

vi. What years do the typing work apply to?

SM: Year 3 onwards, as homework

vii. When is NAPLAN?

May, practise run in March. All schools will be doing it online. However, Excelsior is now comfortable with the online test due to it being in place for 3 years running.

9. **New OOSH Hub** (Before/after school care)–

More space required. Each child needs 6sqm. We have applied for OOSH Hub (~3 demountables) to accommodate for more enrolments and relive the hall for ERA and other activities

**Question from parents** – Can parents help with the application?

SM – she will find out and let P&C know

## 10. Playground improvements

- a. **Mural** – old one funded by SRS, new one will be near upper quad (near kindergarten).
- b. **A new alphabet treasure-hunt themed learning area** -funded by community money not from the DoE, costing around \$8000. School is happy to self-fund this. SRC could fund this and school can provide the difference
- c. **Questions by parent/member**
  - i. Resurfacing has been re-done?  
SM – Yes, funded by Assets from DoE
  - ii. Scripture – Can we fund a teacher for Ethics/Hindi Scripture?  
SM – there are strict regulations re SRE scripture, and questions of an unfair advantage over the other scripture teachers might arise
- d. **Master plan for school improvements**
  - i. Master plan of a student group to highlight and prioritise school improvements was shared to the P&C
  - ii. Area in front of canteen, SM is seeking funding from P&C to fix drainage issues that prevent children from using the area, create more seating for children
  - iii. Outdoor classrooms are also being considered in light of COVID impacts
- e. **Parent sessions** – SM suggested - parent sessions that can be run to discuss anything that helps parents familiarise current way of learning at school. E.g. methods of teaching maths today compared to how things were done historically in schools or how open learning spaces work (previously done as well)

## PRESIDENT'S REPORT: LC

1. **Welcome** address given to all in P&C, parents, members and the new Kindergarten families
2. **The new P&C Executive committee** - LC mentioned that they are new to the role, including herself, the Treasurer – Pallavi and VP – Sonia
3. **Last few weeks** involved –
  - a. Getting a handover where possible with the old P&C Executive committee, it is still WIP
  - b. Settling into the new roles and responsibilities
  - c. Changing the administration authority and banking details from old to new members have been done (with Shannyn at Westpac)
  - d. Pallavi, Lalana and Sonia visited Westpac and added as signatories on P&C accounts and old President and Treasurer's access removed
  - e. Gift Cards arranged for \$200 each for outgoing Executive committee, thanks to Nidhi for organising and personally delivering them to their homes
  - f. Gifts for 11 office staff deputy principal and principal also arranged by LC and SD
4. **Cheques drawn** from P&C include–
  - i. One drawn for Gingerbread fundraising money via P&C account as company count not pay directly to school

ii. One drawn as per resolution from last year for Year 6 farewell \$6000

**5. New and updated documents for employment**

- i. Radika and Alice assisted with new contracts for canteen staff for 2022 , back pay was done (calculated by Alice) and included in first pay run and with some changes to award terms from July 2021
6. Mrs. Mistry has helped in **applying changes to the School Website** re new P&C Executive members and a few smaller updates
7. **Audits** – are still WIP as it was not tabled by the outgoing treasurer last year and the aim is to bring everything up-to-date shortly
  - a. Thanks to Pallavi, progress is being made with Superannuation, taxes, insurance and payroll etc.,
8. LC is **grateful to all the volunteers** and is open to suggestions of how to best optimise and channel their efforts to help

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

9. Uniform

- a. As expected during the start of the year, there is an increase in stock purchases and lead to rise in expense in the bank
- b. Thanks to the effort of the volunteers and Lidija for working with them
- c. Refunds, delivery of items and online ordering too is occurring each week

10. Canteen

- a. Healthy bank balance
- b. Dishwasher quotes being organised and purchase to happen
- c. Rates were updated to now reflect correctly

11. ERA

- a. PB gave a big thanks for them maintain and share comprehensive excel reports, which will help helpful if we can establish similar reports across other sub-committees
- b. Bank Balance – approx. \$15,000

Tax reporting, Insurance and there are other unknowns that are being dealt with and progress is being made each week

## **SUB-COMMITTEE REPORTS:**

### **ERA: Krystal Lees (KL) – ERA Convenor**

12. Positions filled and training is now in progress
13. Start of the year as usual involves getting systems set up, organising tutors, comms for parents etc.,

- 14. Risk assessment done (per school request)
- 15. Updated tutor agreement for dance and art. Tennis and Yoga is WIP
- 16. KL to check with previous P&C committee re tax activities performed and will send through to PB
- 17. Vaccination certificates for tutors, purchase of first aid kits etc., is currently underway.
- 18. During the holiday period, co-ordinators were busy creating activities for the start of the year

**Events: (SW)**

None due to covid restrictions

Mother's day stall – unsure if it will be happening this year

**Band** – no one present

**Uniform** – no one present

## **OTHER DISCUSSION ITEMS:**

By President (LC):

- **Audit** - According to P&C Federation rules, P&C must do a yearly audit
  - o An audit wasn't tabled in last AGM, so don't have record of one for 2021 yet
  - o The last documented audit report available is from 2018
  - o Currently Exec team working on finding out more information about audits, will provide an update in next meeting
- **Volunteers (LC)**
  - o Some previous minutes make note of lack of volunteers, however now 13 people have offered to help. LC is looking for suggestions to harness their interest to help.
  - o Is there documented role descriptions?
    - RA: Some documentation worked on previously for Canteen, will look for those and pass on if available
    - KL: Roles documentation was requested previously as well
    - PB: Just need something simple to start with

By Treasurer (PB):

- **Credit Card (PB):**
  - o P&C doesn't currently have a Credit Card, it gets challenging for online purchases and claiming back is tedious. P&C will look into application costs
  - o Might be able to ask Westpac to waive Credit Card fees as a P&C
  - o **Question from parent/member:** Could it be a Debit Card?
    - PB: Concern about limiting access, i.e. shouldn't give access to all account funds. Need to investigate further
- **Tax and Monthly Reports submission (PB):**
  - o BAS submissions need to be worked through, can be some effort
  - o ERA Excel report is a big help, so hopefully all subcommittees can submit a similar one as ERA.

- Approvals are hard to manage. If everyone can submit their income and expenses. Then PB consolidates for BAS statement.
- RA: Canteen has separate Treasurers, Rama for invoices, Alice for payroll and Soo Min does reporting. Reports should be available, can get Soo Min/treasurers to send those through
- Keen to get help from accountant to make sure reporting is up to date and accurate – will reach out to AH and/or KL to get accountant details
- Getting GovID to be able to submit reporting has been a challenge, maybe need help from Tax Agent

### **BUSINESS ARISING:**

SW: One of the challenges with volunteering is most people are available for one-off activities, well suited to events, but less so for regular volunteering such as subcommittees, canteen or uniform shop.

**CLOSING OF THE MEETING:** Meeting ended 8:45