

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

**465th General Meeting**

**Tuesday, July 26<sup>th</sup>, 2022 @ Time: 7:20pm**

**Venue: School Library**

**Attendees:**

Lalana Chulatunga  
Chamila Chulatunga  
Nicole Wang  
Amruta Ghode  
Radhika Achwal  
Shadi Arabi  
Emma Escott  
Sonia Dorairaj

**Staff:**

Sandra McKay  
Georgia Couque  
Erin Brooker  
Usha Mistry

**Apologies:**

Steph

**Absent without notice:**

Band subcommittee

On-Site Meeting (at School Library) Commenced: **7.20pm**

Minutes taken by: Sonia Dorairaj

---

**ACTIONS TO REVIEW from last Meeting:**

- May 22 meeting minutes accepted
- **New books for classrooms** – Thank you Mrs. McKay. Passed resolution for \$19448.50 for home readers. Mrs. McKay mentioned that comprised of many levels for K-2 home of around 800-100 home readers. Linda and office staff had to sort, box and coordinated a team of parents and staff to contact cover and stamp it. It takes a lot of coordination and effort to get the product/resource to be classroom ready. In the next week they should have all reached the classrooms. Cheque was handed over to Principal in the meeting.
- **Uniform Shop Girls Pant Samples**  
Last meeting it was brought up that the current style was not popular and not working. The decision was made that different girls try the different samples. Some issues with the current winter pant is it is not high waist, and preference of having a skirt. The pickles brand, has adjustable waist, however material was quite flimsy. Shadi will ask them for the same style with a thicker material.

- **Storage solution for uniform shop** - The library has put in a compactor and people who want to have a say, will need to come over to meet with the professionals, they will measure the space we have and will inform us of the shelf space we will have by putting the compactors in. They will custom make it. Shadi was happy with that solution. Re - unwanted items such as air conditioner, that is not required and not suitable for school use and will be passed on to one of the families that have asked for it and require it. No objections were raised to this decision.
- **Devices for classroom** – as per Mrs McKay 80 iPads for \$40,315 + \$2000 for covers or 55 iPads for \$27,716.86. The use of iPads has increased over laptop usage, initially there was 5 per classroom. The demand has now increased, especially during literacy groups etc., and they need is to double the devices in each classroom. Some older iPads are due for replacement, usually the lifespan is around 4 years. Lalana is in agreement for the 80 iPads due to sufficient funds available. Everyone is in agreement and resolution was passed. Mrs. Mistry will purchase, send us the invoice for payment.
  - Question – for the higher classrooms what happens there? Years 3 -6 just had their devices upgraded last year. There were 30 laptops and 30 ipads. Year 6 is going to get restocked with around 60 laptops, around 90 devices within that class. Year K-2 were not upgraded for a while.
  - Question – is there a target for each class? No, every device we have is helpful, especially for research, where the library resources will not suffice for certain topics – in STEP, technology etc.,
  - Question – do we have ipads for K-2 as well or is it just laptops? Kindy are learning about logging process. Y1 – they do computer lessons, with shared laptops which they rotate. The next step is to get more laptops there.
  - Question – do they have to log into the iPads? Not if they are not internet based. Kindy use apps, which do not require logins
  - Question – do we partner with any organisation – e.g. in corporate organisations due to employee changes, laptops are restocked. We have a technician that works with our school and other schools and he helped us get rid for devices that were really old from K-2, to donate them to other schools that have low funding.
  - Question – can we purchase older devices from corporate? No, as our devices are provided by the DoE
  - What is the department contribution? We get a global funding yearly and we decided where we put that money. Last year, we bought charging trolleys, STEM equipment, and charging trolleys were funded.
  - Mrs. Brooker requested to get the ones with the stand.
- **Insurance from the ERA fitness activities** – We communicated with Andrews. Andrews Insurance agreed to extend public liability cover for Before and After School activities for an extra premium of \$189.00 per year. As there were no objections, the resolution has been passed to pay the extra premium for it. As there were no objections, the resolution has been passed.

#### **CORRESPONDENCE:**

Collected just before the meeting, and there were some letters regarding events (Father's Day, etc.) that were handed over to Emma

## **REPORTS:**

### **PRINCIPAL'S REPORT: Mrs. McKay**

1. **Mrs. Erin Brooker – re Year 6 Farewell** – we are requesting a donation, in previous years, P&C has given a donation to help cover costs. The farewell is held in Dec 2022 unfortunately due to COVID, there was a significant donation from P&C to help cover costs as there was no way to do any fund raising as school. This year we are able to proceed with fundraisers for –
  - a. Decorations and additional cost (i.e. Food, DJ etc.,) to avoid payment of higher ticket fee by families–
    - i. Week 5 -Pyjama day for K-6 for a gold coin donation
    - ii. Week 9 – Crazy socks day for a gold coin donation
  - b. Gift for school that the children give (back to the school)
    - i. Week 10 – Year 6 fun fair for activities, purchases etc.,

As we are unaware of how much funding we will receive with the above initiatives, they will get back to us on the actual amount that P&C will be requested to fund to balance it out.

Question – will there be a cake stall? It was done previously by SRC, but it is quite challenging to run during these times, where permission slips need to be organised etc.,

Comment from Mrs. Couque – the room has increased in price due to booking a larger room to accommodate parents and to provide appropriate spacing amongst the crowd. Mrs. Brooker had applied for a grant which has been accepted. There will be 84 students, plus parents, plus 3 tables for staff. LC has mentioned we are happy to fund what is required. Last year \$6000 was donated from P&C

### **2. Staff change-**

- a. There was an EoI for Ashley Adams position, who is going on Maternity leave. Jennifer Harper has now started in the position. There was a useful two-week handover done there and Jenifer is fitting in well.
- b. Casual teacher – Rosita – who has done her PRAC here, and is now available to help us. This gives us some breathing room and we are glad to know we have someone to cover for us and on the off-chance that we do not have teachers away, we still have to pay for her. She is quite busy covering for teachers.

### **3. Covid19 –**

Things are ramping up, the DoE are counting the first 4 weeks of the term and are keen to ensure the school is COVID safe. The school is awaiting the delivery of RAT kits and students will get another allocation, currently they are available on request only until next delivery. There is an increase in the number of cases in staff and students and recovery this time, is much longer than previous cases

### **4. Outdoor improvements during the term break –**

- c. Lower Quad – has been resurfaced and painted
- d. The new entry next to gate 6 is nearing completion and will make that space much safe
- e. Pressure cleaning of lots of concrete surfaces, it will happen more during the term breaks.
- f. Back of cola – garden area, there is a now a retaining wall, more drainage and that helps keep the area clean
- g. Quote on outside canteen area has come through. The grass always dies; the grass area is just a bog. Mrs. McKay had shared plan. The quote has come in \$104K, mainly for drainage.
- h. Green room – near kiss and drop – Where demountable used to be now there will be some trellis vege garden, an outdoor classroom and stingless bees. All the vege gardens will be self-watering, so that veges do not die during the holidays. \$134K. The school will go ahead with the funds they have and with the quote, only next year due to that company being un-

available until then. We are waiting on DoE for the internals of the green room to be updated.

- i. **Student reports** – they were sent out electronically, which has saved massive amounts of admin time. Hard copies requests were only very few. Feedback from families – it is downloadable and all good, except some reports were suddenly unavailable to few to view. Mrs. Mistry and Mrs. Dufty had an issue with the upload for the first run, but eventually all was sent out successfully.
- j. **Education Week** – both staff and students are really excited about it! Some plans may need to change due to COVID. Most of the outdoor plan activities will go ahead.
- k. **Swimming Program** – traditionally there was a two-week swim program run just before Christmas programme. It is especially relevant for smaller kids to learn the instinct of how to save themselves.
- l. In Week 9 – we have to move presentation day due to swim week

### **PRESIDENT'S REPORT (Summarised): from Lalana Chulatunga**

1. The new EFTPOS machine for Uniform shop was delivered by bank and is now set and in use
2. Thanks you to Mrs. McKay and staff for organising the new K-2 classroom home readers so quickly. It was exciting to see the Sentral message saying 2000 new books had already arrived! A cheque of \$19,448 as P&C donation has been drafted and set to school for those books
3. We requested documents for audit – on the 2<sup>nd</sup> of May from the subcommittees. Chamila is working on collating these with the help of the subcommittees. Radhika has requested for a week or so to try and get in contact with previous Canteen Treasurer to get all the timesheet/payslip information from that time
4. RE canteen closure on Thursday, the day of the Teacher's federation industrial action. This was a decision made by the canteen staff directly with P&C members only becoming aware when the Sentral notice came out. Speaking to the canteen staff the decision was taken because there had been a lot less orders when the last similar day happened which meant the canteen ran at a loss, and they were trying to avoid this. Unfortunately, if this had been raised with the P&C, we might have come to a different decision since sometimes it is worth more than service we can give to the school and students than needing to have a profit every day. This was discussed with the canteen staff and hopefully in future these decisions can be made with more input from P&C members.
5. Mrs. Mujcinovic requested the P&C to help run the morning BBQ. We thank the Events ladies for having come forward to help with this. Thank you Emma & Steph.

### **TREASURER'S REPORT: by Nicole**

Thank you to all the Sub-committees who have provided their numbers to me. All the numbers have reconciled with the bank account and looks perfect. From 24<sup>th</sup> June – 23<sup>rd</sup> July there are not much of transactions. We have received money for ERA, Canteen Shop (due to prepaid transactions) and Uniform Shop, with a total income of \$14,999. Total Expenses was \$29,114. Next month should see a profit.

## **SUB-COMMITTEE REPORTS:**

### **Canteen – by Radhika**

- a. As of 1<sup>st</sup> of July, Fast Food Industry has increased their hourly rate by 4.6% and super has changed for everyone, so contracts need to be re-issued. It is something that we do each year, it is legislative. They still need formal approval for Exec committee so they can re-issue the contracts and back pay them for the month of July. Re canteen item prices - the last time there was an increase it was in 2016. As the operating costs have gone up, most of the equipment has been funded by the P&C, however, the wages have been increased each year by around 4% each year (except during Covid), around 12-13% increase and an additional canteen staff as well. To communicate to the parents/families, that the increase will this term. The resolution has been passed for the same.
- b. Quorn burgers – they are switching from corn to veg burgers. Canteen will investigate if they can have Vegan options since the Quorn ones were Vegan, but the new ones are only Vegetarian

### **ERA- by Amruta**

- c. The active kids voucher needs 3 things mentioned. Yoga, Dance and Tennis will be covered in the P&C insurance. There was a creative kids voucher available within the NSW Services app, which was expiring and we are aware that Nicole has paid and they have received the certificate of currency, which has now been updated and it is all done. Now they can use the creative kids voucher. Amruta will follow up with the active kids again and from Term 4 or mid Term 3 we should be able to use the active kids vouchers.
- d. Jyothi is away Term 4 and 1<sup>st</sup> term of next year. So, if there are any volunteers, on the list, or we can advertise in Sentral.
- e. Tania has resigned due to a full time job
- f. Suggestion was made to
  - i. have more than one coordinator to share the load
  - ii. contact Dance parents via email to ask them to help
- g. Dance might have to stop if we do not find a replacement
- h. So, there are a few vacancies they are trying to fill
- i. Hourly rates for the Art teacher - that is on offer is \$12 per hour, per student
- j. The role is still vacant for a few reasons - some teachers need different infrastructure; some have their own creative kids set up, that is not through ERA so they seem unwilling to join
- k. Amruta is happy to include in the discussion - a fee for using the school venue to host the activities for STEM
- l. ERA brings a lot of revenue to P&C
- m. To help secure an art teacher – we could even contact universities etc., Amruta will check with the co-ordinator to see why the last interviewee was not a good match
- n. Space seems to be an issue for extracurricular activities at the school. Classrooms get used for Chess, Band, Keyboard and Teachers do get interruptions in their room, due to these activities. It will be hard to expand to other activities due to space issues.
- o. Chess – there has been no update in the newsletter. There was discussion if Chess can be done by ERA as well. In the current Chess class, Monday – they do have training as well.

### **Uniform – Shadi**

- a. We have a new EFTPOS machine
- b. Online orders – there was a surge, now it is low.
- c. We have 3 volunteers managing online orders. We are trying to open the shop twice a month. We have opened during school holidays - once.

- d. Every parent will get a \$150 voucher for each child enrolled in the year 2023 – which will expire quite soon, so people will wait for that. This voucher can be used for Uniform, Shoes, Stationery and Textbook purchases.
- e. Computer was pretty slow – pretty slow. The newer one was even slower, so they are back to the old one. Shadi thinks, that the current one will suffice.
- f. We should promote use of the vouchers for uniforms at the Kindy Orientation

#### **Events - by Emma–**

- a. Donuts for dad and Muffins with mum could start next year
- b. Lalana will send the latest email on the Big Birthday Breakfast BBQ (from Mrs Mujcinovic) to Emma
- c. Question re – disco for kids. It used to be June/July. It was planned for Halloween, and hopefully it will happen this year, as it has not happened for around two years.

#### **Additional Items:**

Upright Piano for school hall. Lalana has sent an email to Mrs. McKay about this. However, Mrs. McKay has mentioned there is an ongoing cost for maintaining/tuning a piano. Mrs. McKay to chat with Catherine and Georgia who run the choir to see what they think.

Suggestion – we could use an electronic piano. It will be a good experience for children to have an exposure to playing a piano. It will be an enjoyment for all. However, if there is no staff that are committed to playing, then it becomes hard to maintain.

Lalana to send Mrs. Mistry an email to upload to the school website  
ERA – contact list has to be updated  
Exec Committee name changes need to occur as well

#### **BUSINESS ARISING:**

**CLOSING OF THE MEETING: 9:31 pm**