

Parents & Citizens Association – Excelsior Public School

466th General Meeting

Tuesday, August 23th, 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

Apologies

Steph Wittington(Events)

Absent without notice:

Band subcommittee

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

Minutes taken by: Chamila Chulatunga & Sonia Dorairaj

ACTIONS TO REVIEW from last Meeting:

- Girls pants (uniform shop): 2 suppliers have agreed to customise to our requirements (include pleats, zips for pockets, warm/thicker material) and will send samples to compare. Waiting on those samples to arrive.
- Storage for uniform shop: still with Mrs McKay (to get someone in to have a look and provide ideas/options)
- Cheque to school for technology devices: handing over to Mrs McKay in the meeting
- Insurance for ERA physical activities: update sent to Andrews Insurance, waiting for their response

CORRESPONDENCE:

None

REPORTS:

PRINCIPAL'S REPORT: Mrs. McKay

1. Student numbers currently at 614
2. Update on office staff: Janine (senior admin) has requested to work part time at 4 days per week, Bianca will fill in on the 5th day
 - New AP will start next year
3. Classroom update - Kindy enrolments well underway, already at 67 (was only 40 same time last year). May need 4 (or even 5) Kindy classes next year.
 - Aiming to still keep all K-2 classes in standard classrooms; 3-4 can be in refurbished rooms, which can be co-teaching; 5-6 can be in open space classes
 - Thanks to P&C Events team for supporting Education Week, especially the Big Breakfast BBQ.
4. Education week - All of Education Week went well and finally celebrated the school 50th anniversary – it was really successful especially the big breakfast. K-2 parents who have not been to a big event were very surprised with the number of people.
5. Staffing – still a casual teacher shortage. Over July there were several split classes and where there is split classes we've had to collapse programs. Our preference is to try and secure casuals rather than split classes. Unfortunately, no casual teachers has been willing to commit to set days for us. Lots of our casuals are retired teachers as casual teachers seem to have specific preference as to which year group they would like to work with. The shortage seems to getting harder not easier.
6. Gates – Gate 6A is now open. There is a new pathway put so children do not have to cross the carpark anymore. Unfortunately, due to the drain down the bottom, they needed to put in a couple of steps which has been an issue with children on crutches (2 children) or parents with prams. Mrs. McKay will be meeting with school security to discuss automating the gates. This is because the people who are collecting the bingo bins are constantly leaving the driveway open with padlock which can be dangerous to the kids during the day.

PRESIDENT'S REPORT (Summarised): from Lalana Chulatunga

1. Cheque was handed over to Mrs. McKay as per last meeting – we were going to give a cheque for 50 ipads and 20 laptops after a chat with Mrs. Mistry. \$25,195.15 \$17,748.28 which totals - \$42, 945.43. Mrs. McKay thanked us and commented that this is better than BYOD
2. LC participated in Recruitment process. Candy as well participated and LC is thankful for this. There were no volunteers who LC could find that could be part of this. Hopefully for next time, there will be more volunteers that can participate and learn from this opportunity.
3. Canteen – price increase – the staff there are still working on it. On Wednesday and Monday there will be no longer any egg sandwich.

4. Insurance – we have sent an email and awaiting their response so we can get the active kids voucher of Yoga, Dance and Tennis program.
5. Father's day stall – notice has already been announced
6. Volunteers – LC is keen to get more volunteers. We need to think of new ways to bring more people to the P&C committee. LC requested that we pass the message to friends and the community as well and motivate them to join. It will be good to recruit more Kindergarten parents or new parents in case current people are stepping down from their roles in P&C. Some initiative to get more people involved are -
 - a. Invite parents to the next P&C meeting (or the AGM)
 - b. President can give a talk
 - c. Create a flyer re the P&C committee. Add the flyer in the Kindy orientation pack (in October Week 6 and 7 in Term 4). Jen Harper is currently working on the plan and she might contact Emma H and Lalana C re a P&C talk on the USB maybe.
 - d. Or during the Kindy uniform fitting we can have someone represent the P&C committee
 - e. Create a form so they can fill it their contact details for further information
 - f. Have the AGM coincide with the Tea and Tissues

TREASURER's REPORT: by Nicole

Thank you to all the Sub-committees who have provided their numbers to me. The period discussed is from 24th July – 23rd August. Almost all sub-committees are making a profit except for uniform shop which purchase now and sell later. We have received money for ERA, Canteen Shop (due to prepaid transactions) and Uniform Shop, with a total income of \$31,694. Total Expenses was \$38,453. Loss of \$6768.

SUB-COMMITTEE REPORTS:

Canteen – by Radhika

- a. Changes to the menu is
 - i. 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
 - ii. Price increase is still underway (working with Mrs. Mistry on system set up) before term 4
- b. All 3 treasurers will continue their positions next year
- c. The convenor position and secretary still remains open for next year

Uniform – Shadi

No update

ERA- by Amruta

- a. 10 positions vacant in ERA dance for Wednesdays and Thursdays. Email will be sent to past and present committee members to highlight the vacancies. Dance co-ordinator will also check the wait list. Mrs. McKay mentioned that a notice can also go out in the newsletter (via the office)
- b. ERA art parents – room needs to be rented out to external providers for 2 hours. However, it causes inconvenience/disruption to the teachers if classrooms are used. Mrs. McKay does not mind it being used for ERA but preferably not external providers. This also requires art co-ordinator to help with supervision during class set up. (Happy to ask for a parent volunteer for supervision)
- c. Public Speaking or Debating – could be an option. Hiring a Uni student within the community
- d. ERA dance co-ordinator position is vacant for Term 4 and Term 1 next year as Jyothi is away and ERA art (does not exist). One option - Amruta suggested that she takes up the co-ordinator position for two terms. Amruta will organise and update us on any resourcing updates.

Events - by Emma-

- a. Father's Day stall was held on the Monday (29/8/22)

Additional Items:

1. As per tradition Mrs. Serobian has requested book parade donations from P&C in the form of gift vouchers – over the years – 2 vouchers * \$10 for each class (23 or 24 classes) = \$480 will be given. One for the most enthusiastic participant and the most creative costume.
2. Volunteers certificate -
 - P&C Volunteer Certificate, will be introduced in the Newsletter. This can help attract/motivate more parents and the community to volunteer with the P&C
 - Suggestion is to add the duties
 - P&C – can hand out these either at the AGM or Year 6 last assembly at the end of the year. It will be most effective with a crowd to appreciate the work the parent/community member has done
 - Certificate – with P&C president's signature - for P&C committee – at the time of leaving and for the casual volunteers an invitation to the morning tea
3. Inviting teachers as a guest to P&C Meetings - this is a communication platform for Teachers and Parents. One representative teacher or AP from either one of the stages can come and participate with the discussions, it can be advertised ahead of the general meetings in Sentral, so parents will be more keen to come and participate and also volunteer based on their interests. Mrs. Couque mentioned that their role/purpose in the meeting should be specific. There will be a specific topic for them to discuss/give updates on. Mrs. McKay has mentioned that she will try and organise a yearly plan to see what topics can be covered such as Selective High School, New Kindy Parents, NAPLAN, Anxiety, Constable Ethan (about Cyber Safety), Band

4. Incentive for P&C Sub-committee members – can perhaps get a subsidised Uniform item. However, this was discouraged as volunteers need not have any financial benefit for their services. Donations made that were not originally purchased from the Excelsior Uniform shop can be donated to charity or the office as spare for students who might need them, especially larger sizes as they do not have enough spares as the office.

Audit Update –as there is a lot of documentation to get this continues to be work in progress

5. Question - Re cancellation of bus trips e.g. PSSA bus trips – due to bad weather – do we still need to pay? Depends on when the cancellation happens, bus still needs to be paid if it is cancelled on the day. If it is cancelled prior to 12 hours before you get a full refund. If we do get money back, then it is refunded to families.
6. Question - with the distribution of birthday invites and a few did not receive one. This causes a lot of upset among kids who have been left out. Is it a norm the teacher distributes invites openly in classrooms? Mrs.McKay mentioned that it has been out in the newsletter discouraging the handing out the birthday invites in the school. It should rather be outside. It is best to bring it to the teachers notice in the first instance and let them know so that the situation can handled

BUSINESS ARISING:

CLOSING OF THE MEETING: 8:55 pm

Next meeting is the 25th October