

Parents & Citizens Association – Excelsior Public School
467th General Meeting
Tuesday, October 25th, 2022 @ Time: 7:20pm
Venue: School Library

Attendees:

Lalana Chulatunga
Chamila Chulatunga
Divya Balachandar
Kate Wurth
Zoe Borhani
Steph Whittington
Emma Escott
Sergey Kolotsey
Nicole Wang
Elena Cliovancak
Amruta Ghode
Shadi Arabi
Sonia Dorairaj

Staff:

Sandra McKay
Erin Brooker
Guy Gomez

Apologies:

Absent without notice:

Band subcommittee

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

Minutes taken by: Sonia Dorairaj

Previous minutes:

Confirmed by Kate Wurth

ACTIONS TO REVIEW from last Meeting:

1. Girls pants (uniform shop): no decision yet, waiting to hear from one more supplier.
2. Storage solution – compactors are very heavy and only suitable for cement floor, so not a viable solution. Shaadi will be asking the committee for any further options and Mrs. Mackay will try as well
3. Canteen price increase and menu is now updated – QKR
4. ERA staffing – dance co-ordinator – she will leave in November and not be able to do the role, still looking for replacement, we will be placing a call out in Sentral
5. Amruta – will try to be a coordinator and leave the convenor position
6. We received 5 new volunteers – and Lalana will check with them to see if they can fill ERA roles.
7. Audit – We've collected all records for the last couple of years and unfortunately for the year 2019-2020 folder for Canteen is missing. All what we have has been submitted as part of the audit

CORRESPONDENCE:

1. Disco, bank statements, receipts, one from LW Reed
2. Receipt from Rotary Club - \$110 (from the school, possibly the writing competition?) - handed back to Mrs McKay
3. Receipt for tech donation & the book week

REPORTS:

PRINCIPAL'S REPORT: Mrs. McKay

1. Student numbers currently at 616.
2. Planning for FY 2023 – 85 Kindy enrolments were received. We try to keep classes to about 20 while composites work in most grades, K-1 composites we try to avoid as much as we can. 1-2 composites the span of abilities is less than what you have in a single class. We now have enough for 4 Kindergarten classes.
3. Last week we tried a new app- Sway – which is easier to read on mobile devices. It is also easy to upload and view a stack of photos.
4. Swimming scheme – Waves is short staffed. We might have to wait until next year because we are doing an all-in school swim programme, compared to other schools that choose a particular grade to go to the school swim school, which is the minimum requirement during primary years. As we can walk, it does become viable for everyone - it will be around \$100 for two weeks of daily swim lessons, compared to the ongoing swim lessons we do outside, which cannot be replaced. With the daily swim lessons, we can certainly see the difference in kids especially in increasing their confidence in the water, waiting on Friday to hear from them. We could do different grades over a few weeks. **Outcome - it is best to have something organised better than none.**

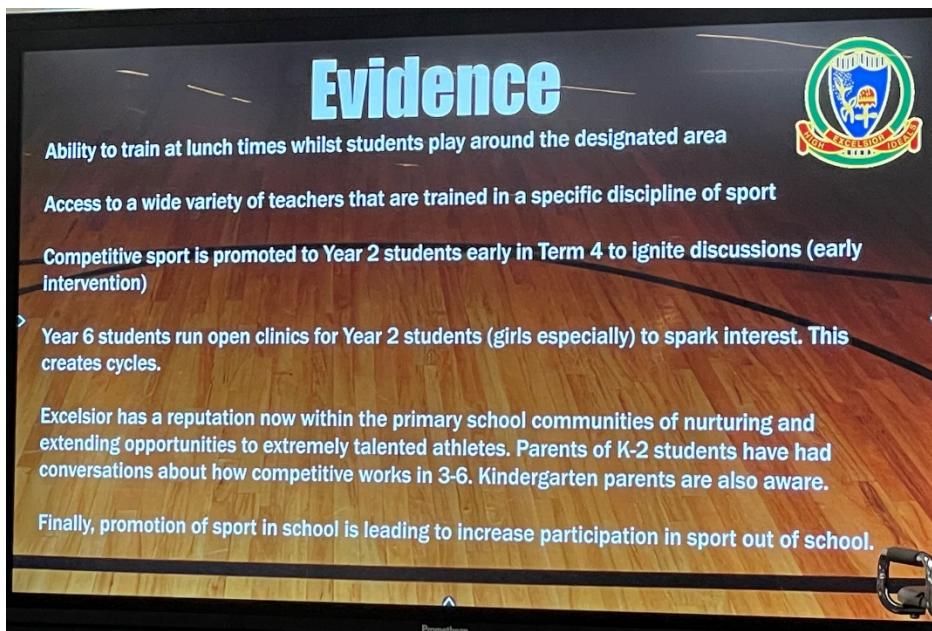
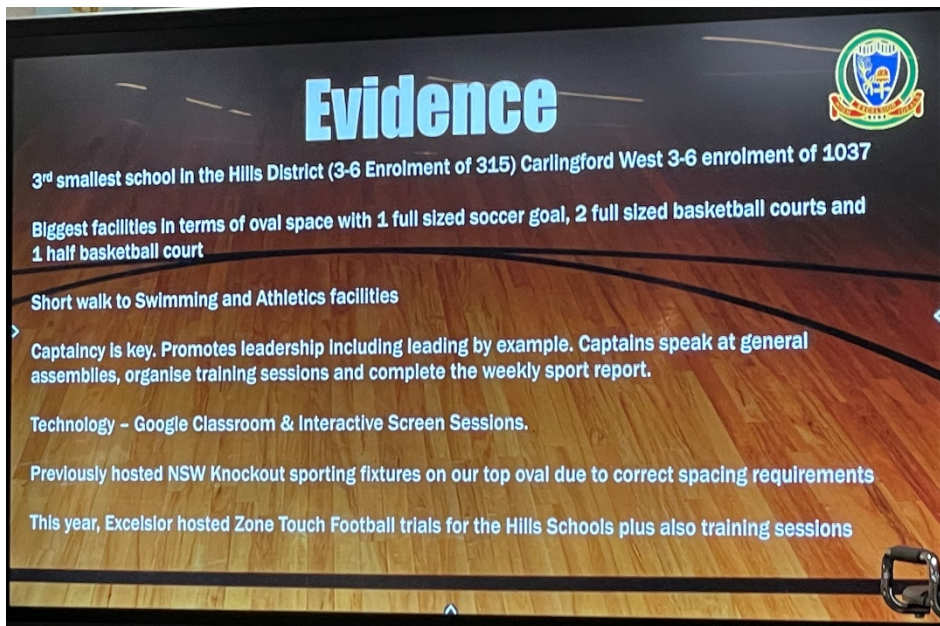
5. **Guy Gomez – Guest Speaker – Progress of & Introduction to PSSA Sport.** Here are few slides from his presentation to us

What PSSA sports are offered at Excelsior?

<p>Summer</p> <ul style="list-style-type: none"> Basketball (Years 5 & 6 only) Cricket (Junior & Senior - mixed gender) Touch Football (Junior Boys/Girls & Senior Boys/Girls) T-Ball (Juniors Only - Boys/Girls) Softball (Seniors Only - Boys/Girls) 	<p>Winter</p> <ul style="list-style-type: none"> Soccer (Junior Boys & Girls/Senior Boys & Girls) Newcombe Ball (Boys/Girls Open Teams) Netball (Junior B & A/Senior B & A mixed gender) <p style="text-align: center;">(No AFL or Rugby League)</p>
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Where to after PSSA Sport?

<p>Zone Sport Selections</p> <ul style="list-style-type: none"> Sydney West Sport Selections State Sport Selections National Sport Selections 	<p>Zone Carnival Participation</p> <ul style="list-style-type: none"> Sydney West Carnival Participation State Sport Participation National Sport Participation
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5.1. National Athletes – we have got into Shotput. In the past P&C has supported, Fee to attend National is \$150+ Uniform - \$425 + travel costs to Brisbane

5.2. Resolution passed to agree for P&C to pay for uniform costs. Mrs. McKay to bring details to the next meeting.

6. **Erin Brooker – EOY Cost of Year 6** – P&C usually contribute to the costs for Farewell. On Wednesday of Week 10 – we have our Year 6 farewell. On Friday of the last week of school will be the graduation ceremony. EOY cost for Year 6. P&C usually contributes. The ask is for \$3500.
 - 6.1. Option 1 – Solely to the year 6 farewell
 - 6.2. Option 2 – part of our grad cost part of our farewell plus partly a gift - Reflective book Big Life Journal– to do the bulk order it is for 100 copies and \$2500 for 85 copies, plus excelsior pen and then the balance will be used for the Year 6 farewell for a hugely subsidised ticket.
 - 6.3. **Resolution passed for \$3,500 for Option 2, cheque to be handed over.**

PRESIDENT'S REPORT (Summarised): from Lalana Chulatunga

Last meeting was 23rd August and we didn't have September general meeting due to school holidays.

1. Audit – lots of work done by Chamila to collect documents over a span of 5 months
 - 1.1. 2019-2020 – canteen documents missing others have been handed over.
 - 1.2. 2020-2021 – all documents are being collected and have been handed over
 - 1.3. Last couple years has missing/incomplete minutes
 - 1.4. Nicole is working on this year audit and we hope to hand over at the end of November
2. P&C Donation for printing booklets for 2023 Kindergarten Orientation Pack.
 - 2.1. Mrs Jennifer Harper requested \$594
 - 2.2. **Cheque handed over for printing booklets after resolution was passed with no objections - \$594.00**
3. Updated Kindy USB - Video recorded for kindy orientation pack and requested Mrs Mistry to update some slides as well
4. Form for kindergarten pack – form sent to Mrs. Harper to capture details of parents & community interested in volunteering
5. Canteen subcommittee – Radika Achwal stepped down from a Canteen Convenor role. Sergey Kolotsey has stepped into Canteen Convenor role and Divya Balachandar for Canteen Secretary role
6. Canteen Staff – Lidija Banjac resigned from Canteen assistant role (role was created by previous Exec Team due to lack of volunteers).
 - 6.1. Wages paid \$4621 for this role over the last year
 - 6.2. We decided to keep the role open as currently as we are lucky to have 14 fantastic volunteers working on canteen roster throughout a week, this money can be used or contributed to support the school in other ways.
7. Events
 - 7.1. Halloween themed school disco on the 28th October
 - 7.2. Thinking to organise – a Friday night for Carols in December
8. Uniform shop
 - 8.1. Working hard as a group well done to you all
 - 8.2. Table will be organised to introduce school uniforms
9. ERA
 - 9.1. Active kids voucher now accepted
 - 9.2. Now parents can active kid vouchers for Dance, Tennis & Yoga as well
 - 9.3. P&C activities for Kindy Transition days - two P&C tables will be set up for P&C. Lalana encourages members of subcommittee to join on the Tuesdays 15th and 22nd of November.
10. As usual I would like to finish my update with a big thank to all the hard working volunteers who helps keeps the P&C running and give such a big help to school, our students and community.

TREASURER'S REPORT: by Nicole

P&L – for two months together – Income Canteen Uniform+ ERA + Band = \$51,933 but as we need to pay for the purchase of the canteen uniform and tutors for ERA and band so total expenses for last

two months is - \$1817 which means we get a negative profit of \$49,844. As Nicole has only taken over from July, she can see that July experienced a loss, August was a profit and these two months were a loss again so Nicole will continue to monitor the monetary future for P&C but for last year and she has discussed with Aida, her opinion is we can discuss and register and go with BAS with the treasurer going forward but for last year's financial report, it is better we continue to use the previous year external Tax agent. She already has a clear idea of what has been done for the last two years. We have already completed BAS until May this year, but we still have to prepare the financial report for Tax returns for this year so we can include it in the audit, which is ideal. Nicole will still need to talk to the tax agent and ATO to see how we can access ATO portal unfortunately for the last couple of years no execs had access to the ATO portal as no Audit was done, or no login details are available. It is confusing to Nicole but Aida is of the opinion that we still need to pay BAS due to us paying wages. Nicole is going to find out if we need to lodge BAS monthly or it can be done once per year. We only need to lodge BAS when we pay wages.

SUB-COMMITTEE REPORTS:

ERA - Amruta

1. Active Kids vouchers now accepted
 - 1.1. Creative kids and Active kids vouchers both can be used for ERA activities now.
2. Actions:
 - 2.1. Coordinator positions - Dance and Yoga - As on Nov 2nd- filled
 - 2.2. Secretary role still vacant
 - 2.3. ERA Dance Teacher is keen to propose some changes. Thursday class has only 5 students so Alex (ed) would like to have Tue (K-2) and Wed (year 3-6) classes. This opens the space for Yoga classes running on Thursday afternoon well.
 - 2.4. ERA convenor to place ads on Sentral app as we need more parents to volunteer – Done
3. Yoga tutor was also present – she or her husband is happy to be the co-ordinator, but is concerned that it is a conflict of interest. Her main priority is the deliver the service to the students and also as a way for P&C to raise money, and it her way of giving back to school. Amruta is also happy to be the yoga co-ordinator.
4. Actions
 - 4.1. Ad will be up in Sentral
 - 4.2. Amruta will be present at the orientation to encourage more volunteers.
 - 4.3. Emma from Events will also include a note in her email about encouraging more people to volunteer and she will refer them to the alert in Sentral
 - 4.4. Amruta will also include a job description to point out that no experience is required
 - 4.5. Dance co-ordinator is an urgent position

Uniform Shop – Shadi

1. Planning for orientation day. For now, we show the uniform items, few sizes
2. Prepared a price list and take that home and do the purchase online. If they order before the 20th they can pick it up on orientation day, if not it will be sent to the office
3. Candy is happy to open shop on the following two Thursdays after the orientation
4. Last year there was a bit order which was pre-orders and the supplier kept it until October. Although we didn't need it, we were forced to pay for it. This can be kept for the future.

Canteen & Band – no update

Events – Emma & Steph

1. Orientation – we are doing morning tea twice
2. Kindy is broken into two groups- 15th & 17th Nov or the 22nd & 24th
3. Tuesday tables – Lalana will let Mrs. Harper know. 2 tables will be fine
4. During the orientation, on the Thursdays there will be morning tea

ADDITIONAL ITEMS:

AGM

we have discussed as an executive committee - as we have not done our audit yet, usually we cannot do our AGM without an audit. This is the usual process and is a rule from the federation. We are not sure what was done in previous years. We need to finish our audit and hand over the next committee without any issues. So we have decided to run our AGM in February so we can get more volunteers from new parents and hopefully fill vacant committee member positions. The audit period starts from 1st August to 30th September so there will be insufficient time to do prepare the audit in time for an end of year AGM. **Resolution passed with no objections to hold AGM in February.**

CANTEEN STRATEGY

Background

There are few points to be discussed regarding current challenges with P&C running Canteen

1. There were discussions with the VP's, Mrs. McKay for over 2 hours, 2hour discussion with the Executive team, the canteen convenor, the new secretary and the previous president as well
2. Previously P&C canteen was running purely online due to Covid restrictions
3. There were 3 paid staff and a couple of volunteers as well working with canteen at the time
4. Previous executives created a canteen assistant role due to the lack of volunteers and offered Lidija Banjac the job, however she was working as a volunteer at the time and also a parent of the school. As mentioned she has now resigned and thanks to plenty of wonderful volunteers working in the canteen we do not need paid Canteen Assistant any more
5. Financial update
 - 5.1. Income from canteen until today is \$121,975.00
 - 5.2. Of which we used \$50,000 for staff wages (two supervisors and one canteen assistant)
 - 5.3. Minus all other expenses and we have a profit of between \$7,000 to \$7,500
6. Apart from the many hard working volunteers in the shop, to run the canteen behind the scene there are so many volunteers who help with the smooth running of the canteen as we have paid staff under the P&C, we executives and canteen sub-committee have another full time job. Some of the ongoing activities behind the scene are –
 - 6.1. Making and updating contracts
 - 6.2. Pay Tax
 - 6.3. Pay Insurance
 - 6.4. Pay superannuation
 - 6.5. Check time sheets every week
 - 6.6. Approve payments every week
 - 6.7. Cross check many invoices and their details and approve them
7. Managing and communicating with staff - apart from the above, a main challenge has been the time and effort needed for P&C as managers of staff.
 - 7.1. Examples from this year include discussing operational matters such as roster and canteen closures
 - 7.2. Ensuring staff contracts are legally correct and up to date, for example there were some questions around whether P&C had correctly drawn up and signed off on the latest contracts. Not doing these things correctly is unfair to staff, and may put P&C at risk of breaching employment laws.
 - 7.3. These challenges are not new, as previous President also shared similar concerns regarding the time and effort for P&C to have paid staff
8. Difficulty in maintaining and auditing canteen cash float - there is a cash payment of \$1000 (used to purchase grocery items) that is paid on a recurring basis that is currently paid directly into a staff bank account. This is not ideal from a financial control point of view, adding further risk to the P&C, and may also affect any staff member receiving this recurring payment. A suggestion to the Canteen subcommittee to use online Woolies ordering as a way to avoid the need for cash advances did not proceed due to some other reasons.

Summary

The above are some issues in dealing in the canteen currently regarding the management point of view. After discussion with Mrs. McKay she came up with the idea about outsourcing the canteen as Excelsior is no longer a small school. Our executive team have already agreed with the idea. Opening to the floor for an open discussion, with aim to pass resolution and hand over the canteen to the school.

Mrs. McKay has advised that the department will run the tender process and it will take 3 months. If the resolution is passed today and we agree, Mrs. McKay, P&C will run the canteen until second term of 2023.

If the canteen needs to be run next year under the P&C, we will call these positions as open and anyone is allowed to apply/re-apply, contracts need to be renewed.

Pro/Cons of –School run canteen –

Pros – you have more control over the canteen, works well in small schools

Cons- not much control, however now with the Healthy School strategy in place as to what proportion of orange and red food is being served in the canteen, just to make a profit, does not work well in large schools. The mindset will be primarily on profit, not what the kids particularly enjoy

Too much admin, having to manage paid staff, there is a lot of legal obligations, when the P&C is volunteer run makes things quite difficult. Not having paid managers makes it hard for them and for us.

Treasurer – there is also no full time accounting professional present to undertake stocktake management, access whether there is the right combination of cost vs price, profit etc., The focus currently is on wages, monthly bills alone. P&C treasurer role does not encompass the above. An accounting professional is required for this role to keep periodic accounts, even though the focus is not to make money., we are doing it for the kids. If the current profit is acceptable we can continue with a P&C run canteen however, we will need stocktake accounting to be performed periodically by a professional.

Non P&C Canteen – AMU run it and tender it out

Volunteers – parent volunteers can still be involved, it depends on the tender and how we want to run it. It will be run like any other job interview.

Price – depending on the items some were notably cheaper than other P&C run canteen

Insurance – all taken care of with the AMU.

Tender process – normally those who are tendering for it are already running school canteens and we can contact those schools to enquire

Process – Mrs. McKay mentioned, it is a long process, letter will be required from P&C requesting the canteen to be outsourced. It then goes to AMU, they tender it. The process takes around 3 months. Contract length –1, 2 or 3 year. The one year contracts – bigger companies will not take 1 year contracts.

Resolution

The focus was on the possibility of having volunteers even after the canteen is privately run. Mrs. Brooker – asked if we could not pass the resolution and wait till we get more information. Mrs. McKay has volunteered to ask neighbouring schools to get feedback about the move and their experience between a School run vs privately run canteen. The wait to pass the resolution will not delay the actual move to a private run canteen if we decided on that path.

Mrs. Brooker has mentioned that will be good to have the canteen staff present before resolution is passed.

Outcome – we discuss this more in the next meeting

ANY OTHER BUSINESS:

Reconciliation Action Plan – there is a group of us who are teachers, so we are looking for people from the community and also if they have contacts who know aboriginal perspectives and elders to be in the school. We are looking for P&C contribution in the near future for murals etc., They are working on an action plan to see how we can incorporate aboriginal perspectives and so the school is following the policies. etc., on how they can implement it in their classroom, teaching practices and the school. E.g. North Parramatta has implemented slides within the school that depicts how the local plants were used for medicinal purposes so the children can learn and be more aware of this.

CLOSING OF THE MEETING: 9:38 pm

Next meeting is 22nd November