



## Parents and Citizens Association General Meeting Minutes

Thursday 17 September 2020 – Week 9 Term 3  
9.00am via Zoom

**Attendees:** Claire Jolly, Amanda Scammell, Deborah West, Katherine Henry, Sarah Woolcott, Christine Fainga'anuku, John McDonald, Hazel Rehn, Joanna Scoular, Kate Charlesworth, Marc Havercroft, Kirsty Tanner, Steve Connelly, Kat McConnell, Natanya Haggman,

**Apologies:** Amanda Collin

*Note - Physically at the school is Steve Connelly and Amanda Scammell*

### 1. Welcome – Amanda Scammell

- Meeting opened at 9.03am.
- Welcome to all P&C members.

### 2. Secretarial

- Quorum reached with 10 members in attendance. Sarah Woolcott joined after attendance was taken.
- Apologies received from Amanda Collin.
- Minutes of previous meeting held on Thursday 13<sup>th</sup> August at 7.00pm via Zoom were distributed to all members via email. No suggested amendments or queries have been received.

Secretary raised the motion “*To adopt the minutes of the previous meeting*”. Seconded by Marc Havercroft  
Motion carried by members.

### 3. Business Arising from the Previous Meeting

- None

### 4. Correspondence

- No new correspondence

### 5. Principal’s Report – Steve Connelly

#### Students

- School photos planned to go ahead for Term 4 Week 1 & 2, hopefully in traditional format.



- Kindergarten 2021 - 84 new students currently enrolled with only 49 this time last year. Possibly due to less expats and temporary visa enrolments due to Covid-19.
- For the Kindergarten 2021 transition there are two plans developed for on-site / off-site. Student photos will be placed on the external sign board during holidays to establish connection with their new school.
- Year 6 Farewell day is currently being organized. Details of the event will depend on the Covid-19 guidelines and shall be confirmed next term.
- Peer support: Year 6 to participate in training sessions. Delivery in term 4 will depend on updated rules regarding cross-stage mixing of students.
- Showcase and Musical videos in production for release late Term 4.
- The format for end of year celebrations, presentation days will dependent on revised Covid-19 restrictions.

#### **Staffing**

- Rebecca McQuater leaving us at the end of term to return to UK – Vanessa Grayson & Sammy Slimming to take over the 4R.
- Nadia Tobia back Term 4 Week 1 [MTW]
- Sammy Slimming back Term 4 Week 4 [MT]

#### **Building and Grounds**

- Green Grove gardening project taking shape, just waiting for garden troughs to be delivered.
- Sustainability initiatives currently in progress are the kitchen garden and the solar panels, new initiatives will extend to LED lighting & active transport program. Top 10 eco tips are being shared weekly in school email.
- Big thanks to Jenni Hagland and Kate Charlesworth for their work on a parent focused sustainability presentation. Dedicated school website sustainability tab being populated with information.
- Ramp access to the hall and the Gouldsbury building are being scoped. Any letters from concerned parents should be forwarded to principal.

#### **General**

- 5<sup>th</sup> October 2020 will be the end of the Covid-19 current restrictions so awaiting new guidelines to then assess how events like Year 6 farewell go ahead.
- Deborah West congratulated Steve and staff on the Cricket Day as it was enjoyed by many students.
- Discussed how we could get more local clubs like Mosman Rugby, Mosman Football to get involved for future sports days. Timing and format will depend on Covid 19 guidelines going forward.

Motion raised by Mandy *"To receive the Principal's report"*.

Seconded by Christine Fainga'anuku

Motion carried by members.

#### **6. President's Report – Amanda Scammell**

- Reminder of the great community we have and the importance of getting involved with the projects that we can still proceed with under current restrictions.
- A special thanks to the Year 3 coordinators (lead by Deborah West and supported by Claire



Pritchard, Marta Azcarraga and Donna Byrne) for all their hard work producing a successful Father's Day event. The money raised will now allow the P&C to fund the Year 6 farewell.

- Thanks to Mini Mos team lead by John McDonald who have reinvented the event. This will help with community morale and hopefully fund air conditioning for the 10 remaining classrooms.
- Reminder to everyone to register for Mini Mos and purchase limited edition 2020 T-shirt which students can wear on sports days in Term 4. Amazing prizes to be won from sponsors (see website) and working on additional fun incentives to get all MPS students registered so that they have a positive community activity for 2020. This would translate into \$6,580 to go toward \$38,000 goal for air conditioning. Goodie bags from sponsors to be sent home end Term 3.
- Reminder of P&C goals to create a positive, fun, inclusive culture that communicates clearly.

### 7. Treasurer's Report – Sarah Woolcott

- *Refer Treasury Sub report attached.*
- Funds raised to date (net of costs) \$59,000. This is before any Mini Mos registrations which commenced 21<sup>st</sup> August.
- Funds are down but bolstered by government support. Cash flow received a boost with three P&C employees on Job Keeper in the last quarter.
- Uniform shop and Canteen figures are down due to restricted access and closers during COVID.
- Canteen slightly down on same time last year possibly due to lack of over the counter sales, few daily specials and absences of higher margin items like chocolate chip muffins.
- Uniform shop has received Government support for wages. Less second hand items have been sold as only full priced items have been available via Flexischool which has resulted in increased profit.
- Job Keeper scheme introduced earlier in the year due to finish at the end of the month 28<sup>th</sup> September.
- Job Keeper is assessed on GST turnover and for the current September quarter (to 14 Sept) turnover is 21% down on same time last year and we are only halfway through the quarter.
- Predicting to finish the month 5% down on last year as Mini Mos income will show in this quarter which is not the usual timing. This will be mean we will no longer be eligible for job keeper.
- Asked if anyone had questions, no questions from the floor on the report.
- Outlined plan for Kirsty Tanner to be appointed as Assistant Treasurer with the aim to move into the Treasurer role in February 2021.

Motion was raised by Amanda *"To accept the Treasurer's report"*.

Seconded by Natanya Haggman.

Motion carried by members.

Motion was raised by Sarah *"To appoint Kirsty Tanner into casual vacancy on Executive Committee as Assistant Treasurer"*

Seconded by Marc Havercroft

Motion carried by members.



#### **8. Canteen – Katherine Henry**

- Thanks to the canteen staff for their continued hard work.
- First five weeks of term suggest profit is down \$3,000 against last year. Further analysis reviewing average spend, number of orders, price points is being undertaken.
- Loss of sales could be due to removal of the chocolate chip muffins from the menu. Looking into ideas for a chocolate chip muffin which uses other ingredients so it would still meet the NSW dept education healthy foods guidelines.
- Lunch back to one session per day, adjustments have been made to better accommodate staffing.
- Hot dog day which was added to weekly specials on Tuesdays has proven popular so will continue in Term 4.
- No volunteers for foreseeable future which means all four staff have to be rostered on to manage busy times like “sushi” Fridays.
- Missing revenue from no over-the-counter &/or loose change sales.
- Question from floor about tap option so over the counter sales could resume? The issue of cross stages when queuing up and droplet transfer to staff still remain. Following the Canteen Manager’s lead on best practice.
- Sarah flagged that ‘Tap & Go’ is available via Flexischool if it is required.
- Katherine to confirm the weekly specials and if cold items could be ordered for Afternoon tea via Flexischools. Aiming to then promote these items via P&C Facebook, reminders to class coordinators and include in the weekly newsletter.

#### **9. Uniform Shop – Deborah West**

- Kate doing a great job with the help of the school office ladies.
- All sales are currently via Flexischools with only second hand sales down but holding less inventory, which is positive.
- Uniform sales for Kindergarten 2021 to be conducted by appointment via the school office.
- Second hand uniforms still being taken by the office but not wanting to drive that area at the present time.

#### **10. Mini-Mos – John McDonald**

- Proceeding for November launch as all COVID safe approved
- Exciting marketing campaign pending, ready to begin in November to drive registration and create excitement around Mini Mos.
- Mini Mos 2020 T-Shirts which can be purchased when registering can also be worn at school in Term 4.
- Current focus has been 700 odd students at MPS but intention is to focus marketing campaign on driving registrations from the wider community.
- Good uptake from people donating to MPS and take 3 for the sea at the point of registration.
- The goal is to raise \$38,000 to provide air conditioning for the remaining classrooms.
- 56 Entries at 13<sup>th</sup> September.
- Question raised about classroom competitions this year. Or what alternative ways Mini Mos can be



promoted internally? John to meet with Jackie Sullivan (lead teacher) tomorrow so this will be discussed and P&C updated.

#### **11. Human Resources – Hazel Rhen**

- The P&C have accepted the resignation from Jacqui Macho – Canteen Lead Manager. Currently there are 2x Lead Managers and 2 x Assistant Managers.
- Currently working on a job description for the Lead Manager role so it can be advertised in next week's School Newsletter, the P&C Newsletter and on the P&C Facebook page.
- Aiming to have someone appointed to the role by Term 4 so there would be adequate handover time between Jacqui Macho and the new Lead Manager. The new employee would officially start at the beginning of Term 1 2021.
- Hoping there is sufficient interest from the wider school community, if there is not enough suitable candidates then the role will be advertised locally.
- Thanks to Jacqui Macho for all her hard work over the past 6 years. Jacqui is leaving for personal reasons and has thoroughly enjoyed the role. We will all be very sad to see her go but we wish her the best.
- Katherine, Hazel and Mandy to discuss ideas for Jacqui's farewell in Term 4.

#### **12. Communications & Community Engagement – Christine**

- To try to engage the school community via social media "Eco Tips" from Sustainability team commenced on P&C Facebook page so far these have been well received.
- The Sustainability club content is aimed at helping the whole school community become more sustainable at home.
- Mini Mos 2020 have their own dedicated Facebook page. This needs to be promoted to the school community to help with community engagement and give exposure to the sponsors.
- Class coordinators to commence promoting Mini Mos to parents. Direct parents to Mini Mos registrations to Mini Mos website and/or Mini Mos facebook page
- Reminder that only current MPS parents can become members of the Mini Mos facebook page so website is used by Mini Mos team to communicate to wider community.
- Question from Marc Havercroft about Instagram but no Instagram due to lack of administration controls. School currently has their own MPS website for external communication then for internal communication See Saw (Kindergarten), Edomdo (Stage 1) and Google classroom for older year groups.

#### **13. Events & Fundraising**

- A very successful event despite the COVID restrictions of no physical stall. Sold 633 gifts with 509 students purchasing vs last year 628 gifts in total were purchased from 540 students purchasing.
- Multiple gifts were purchased and profit was increased by purchasing stock at a reduced cost.



Resulting in \$3702.20 of actual profit for the P&C.

- Minimal leftover stock 10-15 units all of which can be re-used for Mother's Day.
- Suggestions for next year would be to focus on purchasing items high value gifts at a reduced price and cutting off Flexischools one day earlier to allow Treasurer to finalise the gift numbers and class lists.
- If there are no Covid 19 restrictions next year then ideally gift wrapping and allowing students to select their own gift would be resume.
- Disco was originally scheduled for October 15<sup>th</sup> but now school photos have been moved to October 15<sup>th</sup> so the date for the proposed Disco event is 25<sup>th</sup>/26<sup>th</sup> November. But the Principal is waiting to see what the new Covid 19 guidelines are before before confirming details of the event. Principal to advise P&C in Week 10 of Term 3.

#### **14. General Business**

- Idea put forward of a commemorative "2020 - Caught you being good" token, perhaps for Year 6 farewell.

#### **Next Meeting**

- Thursday 5<sup>th</sup> November 7pm via Zoom

**Meeting Closed at 10.15am**



## **President's Report Term 3 Week 4 2020**

Our goal as a P&C is to create a **positive, fun, inclusive culture that communicates clearly. So today we have some good news.**

The Father's Day Stall will go ahead.

We are grappling with a global pandemic of COVID-19 and public health is everyone's priority. Everything has changed – school pick-ups, sporting events, as well as the way we connect as a P and C community and how we are able to raise money for our school.

But we are still doing our very best to achieve our goals. Mini-Mos is going ahead. Mini-Mos 2020 will be a virtual 2km, 5km and 10km this year. The money raised from Mini-Mos will go towards funding the air conditioning in the remaining 10 classrooms.

We're also hoping with the school's help we can have a disco for the children in Term 4.

We believe in these times we all need something to look forward to, to inspire us and to connect us back to our community and that's why we're all doing our best to get these events off the ground.

I'll let the lead Executives tell you more but I wanted to express my thanks to them for all the work they have done and will do behind the scenes to make these events happen – thank you!

Another big thank you to Steve Connelly for his continued support. More communication will follow, but in the meantime if you have any questions, ideas or the capacity to volunteer to be our new Sponsorship Manager we'd love to hear from you.



Mandy Scammell

Mandy Scammell  
On behalf of Mosman Public School's P&C 2020

[mosmanpublicschool-pres@pandcaffiliate.org.au](mailto:mosmanpublicschool-pres@pandcaffiliate.org.au)

**Parents and Citizens Association  
General Meeting Report**

Date: Thursday 13 August 2020

**SUB REPORT FOR: TREASURY**

**COMMITTEE MEMBER SUBMITTING REPORT: Sarah Woolcott**

Item	Notes																																	
<b>PROFIT &amp; LOSS</b>	<ul style="list-style-type: none"> <li>• See Xero Profit &amp; Loss report attached</li> <li>• YTD (to end of Term 2, 3 July 2020) result =               <ul style="list-style-type: none"> <li>➢ Funds raised net of costs \$45k (<i>detail below</i>)</li> <li>➢ LESS: Funding paid to School (\$12k) (<i>detail below</i>)</li> <li>➢ <b>Net Profit (as per report) \$57k</b></li> </ul> </li> </ul>																																	
<b>YTD FUNDS RAISED (NET OF COSTS)</b>  <b>Total = \$45k</b>	<table border="1"> <thead> <tr> <th><b>Events:</b></th> <th><b>YTD 2020</b></th> <th><b>YTD 2019</b></th> </tr> </thead> <tbody> <tr> <td>Mini-Mos</td> <td>\$32k</td> <td>\$110k</td> </tr> <tr> <td>Mothers Day Stall</td> <td>(\$3k)</td> <td>\$3k</td> </tr> <tr> <td>Other</td> <td>-</td> <td>\$15k</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th><b>Operations:</b></th> <td></td> <td></td> </tr> <tr> <td>Canteen</td> <td>(\$1k)</td> <td>\$10k</td> </tr> <tr> <td>Uniform Shop</td> <td>\$16k</td> <td>\$21k</td> </tr> <tr> <td>Other income</td> <td>\$4k</td> <td>\$3k</td> </tr> <tr> <td>Operating/Administration Costs</td> <td>(\$3k)</td> <td>(\$6k)</td> </tr> <tr> <td></td> <td><b>\$45k</b></td> <td><b>\$156k</b></td> </tr> </tbody> </table>	<b>Events:</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	Mini-Mos	\$32k	\$110k	Mothers Day Stall	(\$3k)	\$3k	Other	-	\$15k				<b>Operations:</b>			Canteen	(\$1k)	\$10k	Uniform Shop	\$16k	\$21k	Other income	\$4k	\$3k	Operating/Administration Costs	(\$3k)	(\$6k)		<b>\$45k</b>	<b>\$156k</b>
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<b>SCHOOL FUNDING PAID OUT</b>  <b>Total = (\$12k)</b>	<ul style="list-style-type: none"> <li>❖ Annual School Commitments (\$12k) – Paid out \$15k less than we had put aside for 2019 funding; \$3k paid out so far this year – teachers' gifts for classrooms &amp; staffroom milk</li> </ul>																																	





## MOSMAN PUBLIC SCHOOL P&C ASSOCIATION

<b>BANK RECONCILIATIONS &amp; BALANCE SHEET</b>	<ul style="list-style-type: none"><li>• Bank reconciliations and Xero Balance Sheet are both attached to this report</li><li>• Net assets =<ul style="list-style-type: none"><li>○ Cash \$237k</li><li>○ Other assets \$41k</li><li>○ LESS: Liabilities \$13k</li><li>○ <b>Net Assets (as per report) \$265k</b></li></ul></li></ul> <p>Bank reconciliations – timing differences only</p>
<b>BUILDING FUND</b>	❖ <b>Total in the Building Fund (as per Balance Sheet) = \$609</b>