



## Parents and Citizens Association General Meeting Minutes

Thursday 21 May 2020

7.00pm via Zoom

**Attendees:** Natanya Haggman, Claire Jolly, Claire Prichard, Amanda Collin, Amanda Scammell, Petra Kremer, Kate Charlesworth, Deb West, Katherine Henry, Sarah Woolcott, Christine Fainga'anuku, John McDonald, John Wakefield, Jackie Smith, Joanna Scoular, Steve Connelly

**Apologies:** N/A

### General Meeting

The meeting opened at 7pm

1. Welcome from President
2. Technical issues fixed – some audio feedback with attendees in the School's staffroom
3. Secretary - Quorum attained – over 5 members online at commencement of meeting (& maintained for duration of meeting)
4. Secretary - No new members to admit to the Association
5. Secretary – Called for any questions on last meeting's minutes (2019 AGM held in February). No questions. Minutes adopted.
6. President - Process for meeting – please enable the “clapping hands” reaction in Zoom to signify when you would like to speak and please enable the “thumb up” reaction in Zoom to signify you are in favour of a motion when voting.

### Principal's Report – Steve Connelly

- Please see full report below
- Last day of remote learning tomorrow
- Reports will be issued as per communication to parents, in a simplified version in line with Departmental guidelines due to COVID-19
- Staff member on maternity leave due to be funded by the P&C will not be replaced at this time
- Covid-19 financial relief from Department of Education will cover more temporary teacher time
- The demountable has gone – area will be re-developed
- Electronic sign should be installed in the coming weeks – weather dependent
- Belmont block toilet upgrade starting
- Solar panels are in – thanks to the Sustainability team
- Childcare service – Council has pulled out of childcare services for before/after school and vacations. Shadforth Cottage is running all out of school hours care from the School hall.

### President's Report – Mandy Scammell

- Please see full report below



- \$335k was given to the School last year as we had had 2 incredibly good years of fundraising
- Due to Covid-19, we have a change in our focus – we will focus on the community, and we will run what we can in terms of events, concerned less about fundraising and more about fun, with an appreciation and understanding of all requirements due to Covid-19.
- We do hope to hold some events but will continue to be flexible due to Covid-19.
- Government relief will cover some of our operating costs, allowing us to hopefully make some money from our operations, the Canteen, and the Uniform Shop, which could be about \$50,000.
- There will be a reduction in our funding to the School but we will still be able to pay for our regular annual funding items, like the support learning officer, the year 6 dinner dance, school staff end of year party, etc, and hope to be able to give more for a teaching resource or air conditioning.

#### **Treasurer's Report – Sarah Woolcott**

- Please see full report below
- Year to date we have a loss of \$3,000 due to having earned no revenue in April and half of May.
- We are participating in all Covid-19 Government relief schemes we are eligible for.
- We have now received the JobKeeper payments for April, and we have also received a cash flow boost from the government which covers our PAYG.
- My report states that we could afford about \$100,000 in funding to the school based on events going ahead with the income from those significantly down, and costs re-forecast as well, e.g., Canteen sales down, Uniform Shop sales similar, Mini-Mos down. However due to such huge uncertainty around these assumptions, we need to plan conservatively.
- Thus, it would be best to say we can afford \$50,000 in funding this year, which would cover something like the air-conditioning for remaining classrooms in the school.
- Motion raised by President “To change the major funding commitment to the School – the re-allocation of funds from a Teaching resource to the Installation of Air Conditioning for the remainder of the School”. Seconded by Sarah Woolcott.
- Members voted in favour of the change in funding to the School for 2020.

#### **Changes to events due to Covid-19 – Amanda Collin**

- Have updated our events calendar
- Calendar could not be shared online, so talked through the new calendar.
- Highlighted the wish to hold a disco and fathers' day stall in Term 3. Also hoping to have an event in Term 3 for the community, like a movie night, again, if possible. Term 4 will be another disco potentially, Mini-Mos, and maybe a Christmas Stall. Hopefully by the end of the year there will be the ability to hold an adults' night out for our parents.
- President – we will not vote on this new calendar at the current meeting as members have not been able to see this and feel it is unnecessary to vote on. Members in agreement.

#### **Mini-Mos – John McDonald**

- Delayed to November 8
- Once this date has been fully confirmed, the team will be back in touch with the community regarding this event



#### **Uniform Shop – Deb West**

- 115 online orders since opened again
- Kate is busy fulfilling these orders, but no help is required at this stage.
- Kate wants to change the homework bag.
- Picture was unable to be shared with the meeting participants online, so will be sent with minutes of meeting.
- Motion raised by Deb West “to change the homework bag from the current royal blue bag from Kookaburra to a navy blue bag from Harlequin”. Seconded by Sarah Woolcott.
- Members voted in favour of changing the homework bag to a navy blue bag from supplier Harlequin.

#### **Canteen – Katherine Henry**

- Canteen is up and running again
- Modified menu, ordering and supplies
- Thanks to our managers

#### **Human Resources – Petra Kremer**

- I have been in contact with all the ladies
- Claire and Maricel not back working yet
- Managing staffing week by week currently and in constant communication

#### **Communications & Community Engagement – Christine Fainga’anuku**

- President – Christine has been doing a marvelous job on Facebook – thanks Christine
- Noted nothing further to report

#### **School Charity – Mandy Scammell**

- A fabulous charity, Take 3 for the Sea, was chosen in 2018 for the School to raise money for during 2019 and 2020. Fundraising ability affected this year by Covid-19.
- Motion raised by President “to pause fundraising activities for 2020 and engage Take 3 for the Sea for another year in 2021”. Seconded by Christine Fainga’anuku.
- Members voted in favour of suspending fundraising for Take 3 for the Sea until 2021.

#### **Any other business – Mandy Scammell**

- President opened the meeting up for any other business
- Secretary – parent question had been submitted regarding athletics
- President handed over speaking to parent – query on whether there could be a cross country event and/or athletics carnival run later in the year for the children to look forward to and enjoy, given their ability to participate in sports has been negatively affected by the Covid-19 measures
- Principal responded in the positive to see what could be done in Terms 3 or 4
- Thanks to our President from Deb West



**Meeting Closed at 7.37pm**

**Next Meeting**

- TBA – would normally be 25 June at 9am
- Meetings are in Week 4 and Week 9 Every term

***Principal's Report- Term 2 Week 4, 2020***  
***~ Thursday May 21, 2020 ~***

***WELCOME:***

***STUDENTS:***

- Esteemed regard and congratulations to parents for managing the remote learning program at home with their children. It ends tomorrow and teachers will finalise marking and feedback.
- 25/5/20 – Phase 3 commences returning all students to school full-time. Face to face delivery only. Controlled arrival and departure to minimise non-essential adults on site. Split timetable in operation [K-2, then 3-6]
- DoE very definite on expectation for students to be at school unless unwell, immunosuppressed or chronically ill [medical certificates required]. We also need them here to finalise assessment in time for reports.
- Reports will be a simplified version this year as advised by the DoE and communicated to parents via email today
- New Belmont Road pedestrian crossing supervisor – Lynette

***STAFF:***

- Luisa Fraser & Anna Rees now on maternity leave
- Luisa Balestra [funded through P&C teaching resource] now on maternity leave but will not be replaced due to COVID-19 impacts [less P&C funds / cost to be covered by the DoE redirecting our general funding to employ extra staff in schools during the pandemic]. Some program delivery will change, but flexibility is key.
- Additional casual teachers hired to support programs during COVID-19

***BUILDING / GROUNDS:***

- Demountable removed – area to be re-developed
- **Electronic signs** corner of Belmont & Myahgah + relocation [**repeated item**]:
  - o DA [\$1400] approved by council,
  - o final sign-off by council panel on 18/12/19 following the council-demanded traffic report [\$1800].
  - o now awaiting traffic control plan for crane to lift it in to place – [\$1562 x 2 TBC]
  - o install date still TBC
- **Security fence** [repeated item]: completed. Signs to be installed post COVID-19
- **Myahgah Adventure Playground** [general landscaping & equipment] [repeated item]:
  - o completed. Closed until post COVID-19 due to cleaning and supervision issues
- **Toilets** [repeated item]:



- Belmont – upgrade approved, funding approved, tender awarded, pre-meeting completed. Start date TBA
- Myahgah - SINSW advised in 2019 that once roof problem is fixed, internals will follow.
  - Belmont & Myahgah - both toilet blocks have been on the nomination list for at least 2 years
  - Letters of complaint will be forwarded on to SINSW by Principal.
- **Solar energy project [repeated item]: completed – thanks team**
- **BASC [Before & After School Care] – repeated item**
  - 5 day service now operating on site only
  - Council has closed their service
  - Updates from Shadforth Cottage, council & school

## **President's Report** **Term 2 Week 4 2020**

Our goal as a P&C is to create a **positive, fun, inclusive culture that communicated clearly** so we were inundated with volunteers for events so we could raise money to benefit our children's education.

**Thanks to fundraising in 2018 and 2019 we donated \$335,000 to the School.**

We've had a few really good years.

**At the General Meeting on the 19<sup>th</sup> December we committed to giving the school \$130,000 in 2020.**

But like anyone, we didn't expect COVID-19.

Life has changed a lot. School-life changed, events have been cancelled but more importantly families in our community have been impacted and we're very mindful of that.

### **Budget reality.**

The P&C is there to help add recourses. We always like to give as much as we can, because it's for our children. But it's icing on the cake for the school.

Our main concern was paying for the teaching resources we had committed to, thankfully Steve has explained the Department of Education's COVID funding will



cover the cost.

But what about the rest? Now facing the unknown now we can only hope that we can have some events, not so much to generate money, but for the children to more importantly have some fun and feel like they are part of a wonderfully supportive, fun community

Our big hope is restrictions will lift and we can have a disco, a Father's Day stall and Mini-Mos can go ahead on Sunday 8<sup>th</sup> November. However, all events will be in accordance with any government-mandated requirements relating to the management of the COVID-19 coronavirus that are in effect at the time of the event and if there is any risk to the community they will sadly have to be cancelled.

### **Change of focus.**

Nothing is for certain. What we do know is, we have some government relief assistance to cover some of our operational costs and the normal operations of our canteen and uniform shop will bring in some income this year (so please order your lunches) which should be approximately \$50,000.

Which means we will still be able to pay for

- **A Support Learning Officer**
- **Year 6 Dinner Dance**
- **School Staff Christmas Party**
- **Staff Room - Milk**
- **The \$100 teacher's appreciation gift for each classroom teacher**

**AND** fingers crossed, if we can get Mini-Mos off the ground and those funds don't need to go to a Teaching resource, we can add in air conditioning to the ten remaining classrooms.

### **So we'll raise what we can raise. But our focus will be on our community.**

The P&C will keep trying to raise spirits with competitions and challenges, virtual PE and Physio classes and we'll hopefully be able to organise a well-deserved adults "Night Out" in the future.

In the meantime if you, or anyone you know needs a meal, a helping hand, someone to talk to, or anything you think our wonderful community can help with, please don't hesitate to reach out. We've got some incredible people in our community ministers, councillors, lawyers, home-cooks, accountants....the list goes on and they are all willing to help if they can.



## MOSMAN PUBLIC SCHOOL P&C ASSOCIATION

We're all in this together,

Mandy Scammell

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

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

**SUB REPORT FOR: TREASURY**

**COMMITTEE MEMBER SUBMITTING REPORT: Sarah Woolcott**

| Item   | Notes   |
|--|---|
| <b>ACTION ITEMS</b>  | <ul style="list-style-type: none"><li>➤ Jobkeeper payment scheme</li><li>➤ Funding re-forecasting</li></ul>   |
| <b>PROFIT &amp; LOSS</b>   | <ul style="list-style-type: none"><li>• See Xero P&amp;L attached</li><li>• YTD (to end of Term 1, 30 Apr 2020) result =<ul style="list-style-type: none"><li>➤ Funds raised net of costs - a loss to date of (\$3k) (<i>detail below</i>)</li><li>➤ LESS: Funding paid to School - is income to date of \$12k (<i>detail below</i>)</li><li>➤ <b>Net Profit (as per report) \$9k</b></li></ul></li></ul> |
| <b>YTD FUNDS RAISED (NET OF COSTS)</b><br><br><b>Total = (\$3k) LOSS</b> | <p><b>Events:</b><br/>Mini-Mos (\$1k)</p> <p><b>Operations:</b><br/>Canteen (\$7k)<br/>Uniform Shop \$ 5k<br/>Other income \$ 1k<br/>Operating/Admin costs (\$1k)</p>   |
| <b>SCHOOL FUNDING PAID OUT</b><br><br><b>Total = \$12k INCOME</b>        | <ul style="list-style-type: none"><li>❖ Annual School Commitments \$12k INCOME – Paid out \$15k less than we had put aside for 2019 funding, so is income in 2020 year; less \$3k paid out so far this year – teachers' gifts for classrooms and milk for teachers</li></ul>  |



## MOSMAN PUBLIC SCHOOL P&C ASSOCIATION

|   |   |
|---|---|
| <b>BANK RECONCILIATIONS &amp; BALANCE SHEET</b> | <ul style="list-style-type: none"><li>• Both attached to this report</li><li>• Net assets =<ul style="list-style-type: none"><li>○ Cash \$204k</li><li>○ Other assets \$42k</li><li>○ LESS: Liabilities \$3k</li><li>○ <b>Net Assets (as per report) \$243k</b></li></ul></li></ul> <p>Bank reconciliations – timing differences only</p> |
| <b>BUILDING FUND</b>                            | <ul style="list-style-type: none"><li>❖ Fundraising for the School's Solar Panel Project:<ul style="list-style-type: none"><li>➤ <b>Total in the Building Fund (as per Balance Sheet) = \$26,109</b></li></ul></li></ul>  |
| <b>RE-FORECAST FOR YEAR'S FUNDING</b>           | <ul style="list-style-type: none"><li>❖ Estimate of funding affordable at this stage so we have some funds to carry forward into the next year<ul style="list-style-type: none"><li>➤ <b>\$100,000 to \$115,000</b></li><li>➤ <b>Funds to be carried forward into 2021 of \$150,000 to \$170,000</b></li></ul></li></ul>                  |