



## Parents and Citizens Association General Meeting Minutes

Thursday 25 June 2020

9.00am via Zoom

**Attendees:** Natanya Haggman, Claire Jolly, Amanda Collin, Amanda Scammell, Petra Kremer, Deborah West, Katherine Henry, Sarah Woolcott, Christine Fainga'anuku, John McDonald, Kat McConnell, Simon Woods, Nicola Meakin, Kirsty Tanner, Jackie Smith, Hazel Rehn, Joanna Scoular, Marc Havercroft, Steve Connelly

**Apologies:** N/A

### 1. Welcome

The meeting opened at 9:08am (some IT issues delayed start)

Welcome by President Mandy Scammell - welcome to all new members and all parents who have joined us, and noting physically at the school Mandy was with Steve Connolly, Amanda Collin, and Sarah Woolcott

### 2. Secretarial

- Quorum has been reached - we have more than five in the meeting, so we have a meeting
- No apologies have been received
- Minutes of previous meeting held on 21 May 2020 at 7:00 PM via Zoom were distributed to all members on 28 May via email. No suggested amendments or queries have been received.
- President raised the motion "*To adopt the minutes of the previous meeting*". Seconded by Sarah Woolcott. Motion carried by members.
- Welcome to new members - have four new members to admit to the Association by the end of today's meeting - Kirsty Tanner ; Joanna Scoular; Marc Havercroft and Hazel Rehn.

### 3. Business Arising from the Previous Meeting

- None

### 4. Correspondence

- President took opportunity to discuss the way in which the P&C take requests for matters to be discussed at meetings from members and the wider School community. This is due to the fact we have had a few requests in the last week for things to be placed on the agenda for this meeting.
- After consultation with the P&C Federation - the process should be:
  - for anything that relates to the management of the School's property or the administration of the School, the request should go directly to the School for consideration;
  - any matters relating to any of our community events or how we as a P&C could fund things for the School, should come to the P&C



- general business items need to come with a motion if you wish to have a matter raised for the approval of members. Motions need to be sent in writing to the Secretary prior to 7 days before a general meeting.
- other matters can be raised for general business discussion by advising the Secretary in writing within 48 hours before a general meeting.

#### **5. Principal's Report – Steve Connelly**

- Please see full report below
- Parent information sessions for 2021 - the first one was held last night via zoom. Had 54 parents. Next year there is very likely no space for non-local students.
- Cap for enrolments for the School is 670 and this means there will be only one Deputy Principal allocated to the School by the NSW Government.
- Academic reports will go out next week in school bags in the revised format because of COVID-19.
- Parent teacher interviews will be via Zoom or phone calls in week 3, term 3.
- Student leaders are helping in the canteen as volunteers are still not allowed into the School at this stage.
- Staff:
  - Kerry leaving the School next Friday to take up the position of Principal at Cammeray Public School
  - Adam Finch is leaving on Friday of next week. David Brooks will take Adam Finch's position.
- Solar panels project was completed in Term 1, as I mentioned last meeting. I now pass over to the P&C president an invoice for \$25,500 for the payment by the P&C of funds they have been holding on behalf of the sustainability team for the solar panels project.
- Electronic signs are both in place now. There have been some issues turning them into sleep mode at night to reduce their brightness, and the School is currently working on this.
- Toilets upgrade is going to schedule. 2S and 2L - thanks for their patience with the noise that they are experiencing near their classrooms - they will be the first to be able to use these new toilets!
- Question from a member to the Principal - how is the cap on student numbers worked out for the school? Principal – there is a formula used by the Education Department to work out the cap – Mosman PS is capped at 670 based on this formula although the School can physically fit in more students in the permanent classrooms on site.
- Current enrolments are 666 and not accepting non-local students as always need to maintain a 4% buffer for locals who may move in to the area during the school year. All local students are guaranteed a placement at our school, even if it exceeds 670.
- President raised the motion “*To receive the Principal's report.*” Seconded by Kat McConnell. Motion carried by members.

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

- Nothing new to report

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

- Please see full report below



- Funds raised net of costs is \$9,000 to the end of week 5 term 2. Note operations commenced in week 4, so there is only 2 weeks of our operations in these figures to the end of May.
- Received job keeper payments of \$9,000 and the cash flow boost of \$8,000 during this period.
- We have also received job keeper in June which relates to costs that were included to the end of May - this was a further \$7,000, so really the true result when match the cash receipts to wage costs for the period to the end of May, is \$16,000 funds raised. This is a good result given the conditions.
- Cash position is also okay. At \$225,000 - slightly up from the end of April due to receiving the cash flow boost and having minimal expenses other than the wages which are being matched with job keeper payments.
- Happy to take any questions?
- President raised the motion "*To accept the Treasurer's report*". Seconded by Petra Kremer. Motion carried by members.
- P&C Federation has arranged a deal for P&C Associations with Zoom for an account at a reduced annual subscription price. The Executive Committee thought this would be a good idea to take up the offer, enabling greater flexibility with meetings going forward for our members and for our sub-committees, in particular, the Mini-Mos committee.
- President raised the motion "*To take up the P&C Federation's offer for an annual subscription to Zoom at \$119 to a maximum of \$159 per annum*". Seconded by Petra Kremer. Motion carried by members.

**8. Canteen – Katherine Henry**

- Thanks to the staff
- Orders almost back to pre-COVID-19 numbers
- Most menu items are back
- Term 3 will see daily lunch specials back
- Perspex screens have been installed in the canteen this week

**9. Uniform Shop – Deb West**

- Nothing to report
- Kate has been busy, but all is under control

**10. Mini-Mos – John McDonald**

- New date is 8th of November
- Blackmores and City to Surf are still running at this stage in the months before November
- All sponsors are still on board
- We will re-commence our planning meetings for the sub-committee in term 3

**11. Human Resources – Petra Kremer**

- Nothing but happy employees

**12. Communications & Community Engagement – Christine Fainga'anuku**

- Nothing to report



**13. Events & Fundraising – Amanda Collin**

- Calendar has been updated for events and the School has this

**14. General Business**

- Treasurer - As an incorporated association we are bound to a prescribed Constitution set by government legislation. This prescribed constitution was amended on May 22, 2020. Thus, as a formality we need to adopt this amended constitution for our Association.
- President raised the motion *“to adopt the new prescribed constitution for incorporated school P&C Associations”*. Seconded by Deb West. Motion carried by members.
- Treasurer tabled the resignation of the HR executive committee representative Petra Kremer. Treasurer noted that she had received a letter of resignation this week from Petra Kremer to say she was resigning from the HR role. President noted thanks for all the hard work Petra has done.
- President raised the motion *“To appoint the representatives from the nominees presented to the Executive Committee in any casual vacancies”*
- President handed over to the applicants to introduce themselves:
  - Hazel Rehn
    - 25 years’ experience in HR
    - While I have not had a formal role within the school before, I have done lots of volunteering over the years
  - Mark Havercroft
    - Employed in an HR strategy and technology role
    - Really want to get engaged with my sons’ School and want to be able to add value by volunteering
- Voting on HR representative for executive committee commenced .....then Zoom meeting 40 minutes time limit ended meeting prematurely at 9.48am .....
- Meeting resumed at 9.54am. Lost some attendees as details for meeting were not received by all who had been attending (notes of apology were sent to these 3 attendees).
- Comment from Mark Havercroft – wanted members to know that after listening to Hazel’s introduction he thinks that she is more suited to the role.
- Majority vote by members for Hazel Rehn to be appointed to the HR Representative role on the Executive Committee.
- Mark Havercroft appointed as a general member of the Executive Committee.
- President called for nominations for the casual vacancy of Secretary on the Executive Committee. Petra Kremer nominated Claire Jolly. Claire Jolly accepted nomination. President raised motion *“To appoint Claire Jolly in the role of Secretary on the Executive Committee”*. Seconded Sarah Woolcott. Motion carried by members.
- President raised the motion *“To pay the invoice presented by Steve Connolly to the Association amounting to \$25,500 for the solar panels project, to be paid out of the Association’s Building Fund.”* Seconded by Christine Fainga’anuku. Motion carried by members.

**Meeting Closed at 10:03am.**

**Next Meeting**

- Thursday 13 August at 7pm



**Principal's Report**  
**~ Thursday June 25, 2020 ~**  
**9am via Zoom**

**WELCOME:**

**STUDENTS:**

- First kindergarten 2021 parent session via Zoom last night. 54 participants.
- DoE enrolment cap means non-local enrolment applications will rarely be successful – even for siblings of students already enrolled
- Student academic reports home in bags next Friday, parent-teacher interviews in week 3.
- School leaders – lunch bag labelling help
- SRC x 2 to undertake a special grounds project with the sustainability team

**STAFF:**

- Kerry McConaghy promotion to Principal at Cammeray PS, starting next term
- Adam Finch finishes at end of Term 2 to start a new role. David Brooks replacing for Semester 2

**BUILDING / GROUNDS:**

- **Solar panel** project completed, request letter for funds held by P&C following the 2040 fundraising event – provided to President & Secretary
- **Electronic signs** both installed.
- **Toilets [repeated item]:**
  - o Belmont – upgrade continuing – photos in weekly reminder
  - o 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.



**MOSMAN PUBLIC SCHOOL P&C ASSOCIATION**

**SUB REPORT FOR: TREASURY**

**COMMITTEE MEMBER SUBMITTING REPORT: Sarah Woolcott**

Item	Notes								
<p style="text-align: center;"><b>PROFIT &amp; LOSS</b></p>	<ul style="list-style-type: none"> <li>• See Xero P&amp;L attached</li> <li>• YTD (to end of Term 2, Week 5, 31 May 2020) result =               <ul style="list-style-type: none"> <li>➤ Funds raised net of costs \$9k (<i>detail below</i>)</li> <li>➤ LESS: Funding paid to School (\$12k) (<i>detail below</i>)</li> <li>➤ <b>Net Profit (as per report) \$21k</b></li> </ul> </li> </ul>								
<p style="text-align: center;"><b>YTD FUNDS RAISED (NET OF COSTS)</b></p> <p style="text-align: center;"><b>Total = \$9k</b></p>	<p><b>Events:</b> Mini-Mos (\$1k)</p> <p><b>Operations:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Canteen</td> <td style="text-align: right;">(\$5k)</td> </tr> <tr> <td>Uniform Shop</td> <td style="text-align: right;">\$13k</td> </tr> <tr> <td>Other income</td> <td style="text-align: right;">\$4k</td> </tr> <tr> <td>Operating/Admin costs</td> <td style="text-align: right;">(\$2k)</td> </tr> </table>	Canteen	(\$5k)	Uniform Shop	\$13k	Other income	\$4k	Operating/Admin costs	(\$2k)
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<p style="text-align: center;"><b>SCHOOL FUNDING PAID OUT</b></p> <p style="text-align: center;"><b>Total = (\$12k)</b></p>	<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</li> </ul>								
<p style="text-align: center;"><b>BANK RECONCILIATIONS &amp; BALANCE SHEET</b></p>	<ul style="list-style-type: none"> <li>• Both attached to this report</li> <li>• Net assets =               <ul style="list-style-type: none"> <li>○ Cash \$225k</li> <li>○ Other assets \$40k</li> <li>○ LESS: Liabilities \$10k</li> <li>○ <b>Net Assets (as per report) \$255k</b></li> </ul> </li> </ul> <p>Bank reconciliations – timing differences only</p>								
<p style="text-align: center;"><b>BUILDING FUND</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Total in the Building Fund (as per Balance Sheet) = \$26,109</b></li> </ul>								