

**MINUTES OF LANE COVE WEST P&C MEETING  
Term 3 Meeting 2**

<p><b>ATTENDEES</b></p> <p><u>CHAIR</u> Michelle Friend (<i>President</i>)</p> <p><u>SCHOOL</u> Tania Weston (<i>Principal</i>) Callum Thompson (<i>Deputy Principal</i>) Rachel Saul (<i>Assistant Principal</i>) Samantha Silipo (<i>Stage 2 Assistant Principal</i>)</p> <p><u>GUESTS</u> Katy Connor, OOSH Coordinator Melanie Mursell, OOSH</p> <p><u>P&amp;C</u> Maheshiká Sirisena (<i>Secretary</i>) Phil Hurrell (<i>Communication Coordinator</i>) Crystal Shi (<i>Treasurer</i>) Jane Corlett (<i>Band Co-ordinator</i>) Natasha Shkarupa (<i>Assistant Treasurer</i>) Mel Buskens (<i>Uniform Shop Co-ordinator</i>)</p> <p><u>APOLOGIES</u> Deborah Mounser (<i>Advisor</i>) Brooke Townend (<i>Volunteer Co-ordinator</i>) Tina Lowry (<i>Vice President</i>) Stuart Turner (<i>Vice President</i>) Cassie Howman-Giles (<i>Canteen Co-ordinator</i>)</p> <p><u>NEW MEMBERS</u> N/A</p>	<p><b>DATE:</b> Thursday, 12 September 2019</p> <hr/> <p><b>TIME:</b> Start 7:05 pm Finish 8:00 pm</p> <p><b>LOCATION</b> Library</p> <p><b>RECORDER</b> Maheshiká Sirisena</p> <hr/> <p><b>DOC NO.</b> LCWPSPC General Meeting Minutes T3M2 12 Sep 2019</p>
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<b>SIGNATURE ORIGINATOR:</b>	<b>DATE SIGNED:</b>
<b>SIGNATURE OTHER PARTY:</b>	<b>DATE SIGNED:</b>
<b>COPIES:</b> P&C Members, P&C file, School	

Contents

- (A) Record of Meeting
- (B) Actions Arising
- (C) Attachments

**(A) Record of Meeting**

Item	Item Details
1	Meeting declared open by Michelle Friend at 7:05 pm
2	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the last P&amp;C meetings were tabled.</p> <p>Motion: That the minutes for P&amp;C meeting held 14 August 2019 be accepted.</p> <p>Proposed: Olejuru Lanfear Seconded: Phill Hurrell</p> <p>Motion carried.</p>
3	<p><b>Motions voted on since last Meeting</b></p> <p>None</p>

4	<b>Matters arising from the minutes</b> None
5	<b>Correspondence</b> Nil
6	<b>Motions of which notice has been given</b> None
7	<b>Reports</b>
7.1	<u>Principal's report</u> Report attached.
7.2	<u>President's Report</u> Report attached.
7.3	<u>Treasurer's Report</u> Crystal noted Father's day breakfast funds raised were slightly below the total cost of the event. Loss \$400.
7.4	<u>Band Report</u> <ul style="list-style-type: none"> <li>• The 4 bands performed at the Australian School Band and Orchestral Festival in August and achieved 3 silver and 1 bronze awards.</li> <li>• Remaining performances for the year: Grandparents Day, Gala Night, Junior band performing for k-2 assembly, Concert Band performing at Year 3-6 Presentation Assembly and a performance in Lane Cove Plaza.</li> <li>• Early in Term 4 a mini-concert will be given to year 2 students as well as a try-out session to give potential band students the chance to see what instruments are available in Junior Band.</li> <li>• The band committee is preparing for next year and will review the number of bands based on anticipated students. Currently Jazz Band is running at a financial loss due to numbers. Next year Jazz band will run if minimum number of students participate and Jazz band contribution will be raised to match the fees payable for other bands.</li> <li>• Older instruments will be offered for sale and funds raised put towards new instruments.</li> <li>• The Band Committee is seeking volunteers from current/potential families to join the committee to help with band activities in 2020.</li> </ul>
7.5	<u>Canteen Report</u> No report.
7.7	<u>Fundraising and Volunteering Report</u> <ul style="list-style-type: none"> <li>• <b>Spring Carnival</b>– Phil noted that we are currently seeking someone to do music for the event and requested Tania to invite new Kindies for the event.</li> <li>• <b>Father's Day Breakfast</b> – Phil noted that it was a great event and did not raise funds as expected due to poor weather.</li> <li>• <b>Trivia Night</b> – Phil noted that it is all organised and there's 10 tables including one for teachers.</li> </ul>
7.8	<u>Uniform Shop Report</u> Mel noted the shop is expected to open for additional hours for new Kindergarten kids.
7.9	<u>Communications / Website Report</u> Phil noted that P&C is currently updating the Social Media Policy. He also noted P&C has taken initiative to block comments on certain facebook posts due to inappropriate comments which does not promote the objective of the page.

7.10	<u>Chess Club Report</u> No report.
7.11	<u>Maintenance Report</u> No report.
7.12	<u>School Banking Report</u> No report.
7.13	<u>Book Club</u> No report.
8	<p><b>General Business</b></p> <ol style="list-style-type: none"> <li><b>Local school community grant</b> – School together with P&amp;C applied for the grant to fund part of the cost of equipment required for STEM classroom. Callum presented the details submitted in school's application for grant including the list of equipment school intends to utilise the funds for which includes iPads, laptops trolleys, scientific equipment, interactive panels, Apple TV, class set of Lego Technics, Little Bits electronics, 3D printers, drones, microscopes, telescopes and other specialty equipment.</li> <li><b>Feedback to Helping Hands</b> – Current coordinator, Katy is leaving in 2 weeks and Melanie will be taking over the duties as the coordinator. Katy noted that it is being discussed with Headoffice as to the best way to handle afterschool activities, especially the process of signing-in children before attending the afterschool activities. She also noted that they may not have additional staff to investigate on the kids who did not sign-in without compromising the educator-student ratio they are required to maintain. OOSH will discuss this further with kids and parents, include this in communications to parents.  In response to questions, Melanie noted that OOSH does not hold a food licence to offer any hot food to kids.</li> <li><b>Teacher appreciation</b> – P&amp;C will organise refreshments/dinner for the teachers on Teacher appreciation day in October. Date confirmed: Wednesday 23 October, 3.30pm</li> <li><b>Naplan report</b> – Tania will do a presentation at the next meeting. She noted most kids in year 3 achieved above the highest band for their age.</li> </ol>
9	<p><b>Other matters</b></p> <p>None</p>
10	Concluded at 8:00 pm

**(B) Actions Arising**

Item	Item Details	Assignee
1	Naplan report	Tania
2	Teacher appreciation evening	Michelle
3	Circulate and publish minutes	Maheshika, Phil

**(C) Attachments**

**END OF RECORDS**

**Principal's Report  
P&C MEETING  
12 September 2019**

**Staffing**

Library position - filled. Melissa Summers will commence in 2020. Currently librarian at Birrong PS.

Assistant Principal vacant position submitted to Human Resources.

Teneale Deane, permanent classroom teacher has relinquished her position. Vacancy will also be submitted to Human Resources.

**2020 Kindergarten Enrolments**

Currently have 91 students enrolled for next year. 74 Year 6 students will be departing.

Current numbers of students commencing in 2020 and students we know are leaving, 1 child into the 25<sup>th</sup> class. Will impact us – another classroom teacher, another demountable.

**New Enrolment Policy – will have some impact for us.**

- Our cap, based on permanent buildings in 439. Currently we have 609 students enrolled, so we are well over our cap
- Means we can only accept in area enrolments, unless an exceptional circumstance
- Purpose – stop Principals ‘taking’ other schools enrolments to deliberately increase their school numbers
- Siblings (out of area) given priority if schools are under their cap
- If at cap or above, cannot accept siblings unless exceptional circumstance

**School Grounds**

2018-19 School Maintenance: - update

- STEM Classroom approved – Asset Manager has been assigned and will engage an architect to work with the school to design STEM Classroom
- Sensory Garden – we have approval, at head office for sign off, then out to tender. That didn't happen; however, I have worked with Gordon Director and Executive Director with Asset Management to prioritise the project – Urban Landscapes have the project, the student's design and are developing some costings and ideas based on what the students came up with.
- Landscaping of Cullen St – if we get 25<sup>th</sup> class, what is location of new demountable
- Move Science storeroom to create a multi-purpose flexible learning space for staff and student use
- Ongoing oval maintenance, air conditioning, carpet cleaning, pest control, deep clean of girls and boys toilets and veranda areas
- DoE Maintenance – gutters, gas heaters, stormwater drains, grate drains
- DoE 2018-19 Planned Maintenance – still awaiting communication

- Repainting of girls and boys toilets - completed
  - Sand pit area/shade cover – Asset Management and Urban Landscapes scoping the work, we expect \$80000-\$120000
- Waiting for outcome of the Traffic Committee Meeting in July and will reschedule another meeting with our parent reps and council representatives and update in next P&C meeting

**Premier’s Announcement of High Potential and Gifted Education Policy – no further update from DoE**

- Premature announcement
- Main difference – across all domains of potential (intellectual, social-emotional, creative, physical)
- Broader definition – high potential
- Resources and face to face training will be in Term 3 – 4 phases of Professional Learning for schools

**STEM Local School Community Grant - Callum**

- P&C input tonight

**Enrichment Workshop 3-6**

- Saturday 14 September. Won’t be using the hall so won’t impact Trivia Night. Potentially might get more staff to stay back for Trivia Night.

**Trivia Night**

- Mrs Weston, Mr Thomson, Miss Jones, Mr Josling, Miss Kennedy, Miss Campbell, Miss Chan, Mrs Butler

**Spring Fair – Years 5 and 6?**

**Teacher Afternoon Tea** – are we going ahead with what was discussed at last P&C Meeting – date would be Wednesday 23 October, 3.30pm?

**OOSH Feedback**

## Lane Cove West Public School P&C Association

### President Report

Thursday 12 Sept 2019

#### 1) STEM Classroom Project Funding Update

In addition to the P&C intention to contribute \$50k from the building fund based on further progress and plans we are exploring other funding options to contribute to the project.

The school has prepared a draft submission that will be reviewed by the P&C Executive before submitting for the end of September Deadline. This will also be circulated to Trent Zimmerman's office.

#### Local School Community Fund (LSCF)

- The 2019-20 Budget included an exciting new LSCF which is a grants program for schools in Australia including in the North Sydney electorate.
- Through the LSCF, the Morrison Government is providing \$30.2 million for local members of parliament to work with their school communities to identify priority projects within the electorate.
- Schools in the North Sydney electorate will share in funding of \$200,000.
- The program is planned for delivery in 2019-20 with grants being provided during this period.
- A local advisory committee to assist Trent in making recommendations to the Government for approval will be established in due course. Additional information and grant guidelines will be available before 30 June 2019 and will be published at <https://www.education.gov.au/local-schools-community-fund>.

#### 2) NSW P&C Volunteer of the Year 2019

It's important that we recognise the great work we do as a community throughout the year making Lane Cove West such a great place for our children to learn.

Tina is drafting the submission to nominate Jane Corlett who has been involved in the P&C for a number of year and most recently been very successful as the Band Coordinator.

Nominations are Now Open for "NSW P&C Volunteer of the Year 2019" with submission required before November.

#### 3) P&C Roles coming up for 29 November General Meeting

We are planning to do some general comms around volunteering at the school and succession planning for P&C roles as the end of year approaches. We'd love to hear from parents of year K-2 who are interested in getting involved as quite a few existing members of the P&C have older children who'll be finishing at the school in the next couple of years.