

**MINUTES OF LANE COVE WEST P&C MEETING
Term 1 Meeting 1**

<p>ATTENDEES</p> <p><u>CHAIR</u> Stuart Turner (<i>Vice President</i>)</p> <p><u>SCHOOL</u> Tania Weston (Principal) Callum Thompson (<i>Deputy Principal</i>) Rachel Saul (<i>Assistant Principal</i>) Samantha Silipo</p> <p><u>GUESTS</u> N/A</p> <p><u>P&C</u> Maree Quinn (Vice President) Phil Hurrell (Communication Coordinator) James Stracey (Assistant Treasurer) Brooke Townend (Volunteer Co-ordinator) Stuart Turner (Vice President)</p> <p><u>APOLOGIES</u> Deborah Mounser (<i>Advisor</i>) Maheshiká Sirisena (<i>Secretary</i>) Natasha Shkarupa (<i>Assistant Treasurer</i>) Cassie Howman-Giles (<i>Uniform Shop Co-ordinator</i>) Jane Corlett</p> <p><u>NEW MEMBERS</u> Grace Leary Carlos Zorzin Michaela Durant</p>	<p>DATE: Wednesday, 19 February 2020</p> <hr/> <p>TIME: Start 7:00 pm Finish 8:00 pm</p> <p>LOCATION Library</p> <p>RECORDER Maree Quinn</p> <hr/> <p>DOC No. LCWSPSC General Meeting Minutes T1M1 19 February 2020</p>
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SIGNATURE ORIGINATOR:

DATE SIGNED:

SIGNATURE OTHER PARTY:

DATE SIGNED:

COPIES: P&C Members, P&C file, School

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(A) Record of Meeting

Item	Item Details
1	Meeting declared open by Stuart Turner at 7:00 pm
2	<p>Minutes of Previous Meeting</p> <p>The minutes of the last P&C meetings were tabled.</p> <p>Motion: That the minutes for P&C meeting held 28 November 2019 be accepted.</p> <p>Proposed: Stuart Turner Seconded: Phill Hurrell</p>

	Motion carried.
3	Motions voted on since last Meeting None
4	Matters arising from the minutes None
5	Correspondence Nil
6	Motions of which notice has been given P&C budget will be motioned within the P&C exec via email
7	Reports
7.1	<u>Principal's report</u> Report attached.
7.2	<u>President's Report</u> Stuart noted that there is still no President of the P&C. This has been communicated in P&C messaging at the end of 2019 and at the start of 2020.
7.3	<u>Treasurer's Report</u> Report attached.
7.4	<u>Band Report</u> No report. It was noted that there is no Band Coordinator yet for 2020.
7.5	<u>Canteen Report</u> No report.
7.7	<u>Fundraising and Volunteering Report</u> Brooke noted: Dated locked in for the Social night, Trivia night, Mothers day breakfast, Fathers day breakfast. Some volunteers already captured via the school survey. Social night: Proposed financial support to Lane Cove Primary following the fire by way of additional artwork, prepared by the teachers, to be auctioned at the social night. It was noted they are covered by Insurance and the Department of Education for the losses. Tanya noted that she is in discussion with district schools about the Adopt a School initiative, which is an alternate recipient of the extra artwork. Tanya to update at the next meeting what the school we are partnered with requires. Social night working group to commence early March with all people who have volunteered Movie night & Kids disco: Noted that these events are not planned for this year. Without additional members to the P&C to volunteer to organise these events they will not take place in 2020.
7.8	<u>Uniform Shop Report</u> Cassie noted: Liz (who runs the Uniform shop) is being inundated with second-hand clothes, some of which are in poor condition or not even LCWPS uniforms. A note will go into Chatters to request parents only donate wearable uniforms.

7.9	<u>Communications / Website Report</u> Phil noted: School contact survey has had ~587 respondents, covering ~310 families so far. Final reminders have been issued.
7.10	<u>Chess Club Report</u> 25 students enrolled over 2 classes. Settling in well.
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	General Business The advertising in Flexischools was noted as a poor user experience, as is the clunky navigation. Phil will send a letter of complaint to Flexischools from the P&C. The Kindy welcome drinks will occur on Friday February 21. We will invite Class Parents to the P&C meetings.
9	Other matters None
10	Concluded at 8:00 pm

(B) Actions Arising

Item	Item Details	Assignee
1	Circulate and publish minutes	Maheshika, Phil

(C) Attachments

Principal's Report

Treasurer's Report

END OF RECORDS

**Principal's Report
P&C MEETING
19 February 2020**

Staffing

The school year has started smoothly and all classes are settled. Impressed with how well Kindergarten students have settled into routines. We have 24 classes K-6. Student enrolments similar to last year, 2019 – 611, 2020 - 607

We have employed 9 School Learning and Support Officers who work in classrooms with students who have integration funding support, as well as providing support in Kindergarten and across K-6. Katiya, Amelia, Simonne and Kade are new to our school. Kade comes to us through West Tigers Wellbeing Team.

Quality Teaching Successful Students allocation used to fund an Instructional Leader in Writing. Samantha Silipo will team teach Years 3-6 Terms 1 and 3, K-2 Terms 2 and 4. Focus areas will include the 7 Steps to Writing Success.

We received for the first time a staffing allocation dedication to Literacy/Numeracy Intervention of 0.4. Staph Farmer will work across the school in classrooms targeting students who need support in Literacy/Numeracy.

Mandarin – Shirley Gao joins us after relocating to NSW. Voluntary Contributions pay for this additional position.

RFF – Creative Arts continues Mon-Fri, PDHPE continues Mon-Fri.

Parent Teacher Information Night

This evening was well received and parents have thanked us for the comprehensive information packages sent home. Any feedback on how we can further improve our Parent Information Night would be greatly appreciated and will be taken on board.

Budget

In the process of finalising the school budget for 2020 school year. Will be able to present the budget at the next P&C meeting.

P&C Welcome to New Parents

Thanks to the P&C for holding the welcome drinks for the Kindergarten parents this Friday evening. A wonderful initiative which I am sure the parents will be grateful for.

Thank You Liz

Thank you to Liz who has supported our new families by dropping everything and coming to the school on multiple occasions to organise uniform purchases. Very much appreciated by the families and the school.

Thank You Phil

Coming to our rescue with communications to parents when the school lost power. Lesson learnt, Sentral now cloud based.

Learning and Support: Transition Meetings

Meetings were held in Weeks 3 and 4. 88 meetings were held to discuss student learning, social or emotional or behavioural needs. We have had very positive feedback from parents and teachers for the planned opportunity to meet and has allowed for adjustments to be provided from the start of the year.

Smily Minds

DoE negotiated for Smily Minds to run wellbeing programs in schools. Jo Stepcich and Brigitte Campbell trained this week. Funded by DoE. Organising whole school staff PL on SDD Term 2 and look at how we implement at a school level.

School Plan 2021 – changing. Will host parent forums later in the year, parent survey, student input, staff input

School Grounds:

2018-19 School Maintenance:

- STEM Classroom approved – funded by the school – waiting for architect proposals
- Sensory Garden – currently being built
- Landscaping of Cullen St – would like to work out location of STEM classroom before commencing work
- 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
- Sand pit area/shade cover

Trivia Night:

- Art works well underway already

School Website

- Ladies in the office are currently updating the school website
- Customising the home page to reflect our school not the DoE
- Aim with the events is to reduce number of phone calls to the office
- Promote school learning, activities, events through gallery on home page

School Photos

- Group photos not popular in 2019, only 13 parents purchased activity group photos
- 2020, will not proceed with group photos

Class Parents

- All but one class has updated shared document for class parent

Bus Service

- Morning bus trial will end Term1
- Feedback will be sought from parents, reported back to bus depot manager

**Lane Cove West Public School P&C Association
Treasurer Report as at 19 February 2020**

Financial Position

As at 19 February 2020, the P&C had surplus funds of \$233k (excluding the band and uniform shop), of which \$62k belongs to Building Fund.

Profit year to date

Nil, as no fundraising events have been run this year yet.

Natasha Shkarupa
Treasurer, Lane Cove West PS P&C Association