

# Russell Lea Public School P&C



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## General Meeting Agenda

10 March 2020

1. Welcome members and guests
2. Minutes of previous meetings
3. Matters arising
4. Correspondence
5. Reports
  - 5.1. Principal
  - 5.2. Treasurer
  - 5.3. Social
  - 5.4. OOSH
  - 5.5. Uniform
6. Updates:
7. Discussion items:
8. General Business

## Meeting Attendance

<b>Executive</b>			
President (Chair)	1. Jacqui Manning	Vice President	2. Liz Maniscalco
Vice President	3. Narelle Horton	Treasurer	4. Amando Buenaventura
Secretary	5. Sonja Screpis		
<b>Members 2020</b>			
6. Belinda Maroun	7. Anika Martin	8. Rosanne Reid	9. Mary-Anne Springall
10. Laura Woodall	11. Livia Sendelbeck	12. Chau Duong	13. Janet Le
14. Justine Cameron	15. Davina Kite	16. Glen Gruenfelder	17. Dan Sprange
<b>Guests</b>			
18. Belinda from Weldon OOSH	19.	20.	21.

## Apologies

Rebecca Nicholls  
Debbie Bell  
Marisa Zammit

## Thanks

Thanks to Sean – fixed toilet paper issue

1. Welcome
  - Meeting opened at 19:48pm
2. Minutes of previous meeting

Motion	M100320-1	That the P&C pass the previous minutes without amendment	
Moved		Seconded	Outcome
Jacqui Manning		Livia Sendelbeck	Carried

3. Matters arising
  - Nil

## Correspondence

IN	Nil	OUT	Nil
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#### 4. OOSH Report – Belinda from Weldon (Area Manager)

**Vacation Care** – numbers are looking better for these holidays. Looking at whether they could use the Weldon bus to take kids to other Weldon Vacation Care (Burwood etc) to guarantee that vacation care will not get cancelled for Russell Lea students.

Vacation Care suggestions – looking at holding a “Double Digits” program for older kids. Currently being trialled in Burwood. Could kids take their own lunch on excursions to reduce the costs?

**Security** – suggested to move the OOSH open gate to the centre gate near the hall for increased security. Currently the office gate is left open but there is not much supervision there during the evening.

**Medication** – if your child requires medication to be administered at OOSH (Eg Panadol or antibiotics) you require a letter from your Dr. This also needs to be communicated to OOSH staff as there was a bit of confusion over this policy.

**Roll Call for OOSH** – split groups by age/ class and mark their roll so that it can happen quickly and kids can move onto OOSH. Also make the experience quicker.

**Kids Clubs** – increasing the kids clubs – they currently have cooking and Lego. Many activities are children led – they have given feedback on the clubs they would like or activities they would like to participate in.

#### 5. Reports

##### 5.1 Principal

###### Cleaning

- Dept of Education came and inspected today. Have a list of recommendation that we need to implement over the next two weeks. The cleaners have not been refilling soap

###### PSSA Sport

- Some sports not offered due to the size of the school at the moment. This may change in the future.

###### Staff

- Professional Development plans - Nearly all complete for staff
- Mrs Stewart Slatts – away for a while

###### Assembly

- Parents seem to be happy with Assemblies so far
- Kids get to share their learning

###### Principal Network Meeting

- We are doing well – teachers’ collaboration, clear instruction for writing small components, tracking those components

**School attendance** – need to continue to be diligent with school attendance and notifying the office of absence. RLPS was recently found to be one of the best schools in the area with managing this.

###### Harmony Day – Tuesday 24<sup>th</sup> March

- Will be a week later than other schools. Parents to get involved. Identify a strength they identify with and participate on the day.
- There’s a place for everyone and everyone has different strengths.
- 12.30pm – 2.00pm

Parent Teacher interview notes coming out this week

###### Zone Swimming Carnival

- Russell Lea Public School came 5<sup>th</sup> from 25 schools today.

Music

- Part of the curriculum for all years
- Mrs G takes K-2
- Other years get music teaching from their teachers
- Expanding programs – Strings ensemble good response from the parents. Will go ahead with the trial
- School choir – working out logistics at the moment. Probably start from K-2. Could be before school
- School band – kids that don't get lessons here can still be part of the school band
- P&C subsidise choir – investigate costs - **ACTION**
- Make sure choir doesn't clash with dance lessons for K-2 classes –
- Music Showcase – get musicians or singers to come into school once a Term

P&C Charity Fund

Motion	M100320-2	Gift Voucher for \$500 for Shih family from P&C Charity Fund	
Moved		Seconded	Outcome
Jacqui Manning		Davina Kite	Carried

Motion	M100320-3	P&C Charity Fund to donate \$1,000 to Coastrek teams raising money for Beyond Blue	
Moved		Seconded	Outcome
Narelle Horton		Livia Sendelbeck	Carried

6. Treasurer's report

- See attached treasurer's report
- Finalising Fete 2019 accounts. Final report next month
- Uniform shop and other Committees need to pay invoices and reimburse according to finance process. Draft a payment/ reimbursement policy. Eg Email invoice to P&C Exec or Committee Lead for approval before sending to Treasurer. Keep a spreadsheet of payments on Google Drive. Easier for Treasurer to reconcile. Create formal payment policy for sub-committees - **ACTION**
- Bank account healthy. Proposing to move \$50,000 from General Account to Term Deposit. 3 month Term - **ACTION**
- 2 insurance companies. Public Liability - Covers external events and children too. Check they are up-to-date. Annual payments – Justine Cameron to review - **ACTION**

7. Sub committees

1. Uniform shop (Evy & Lauren)

- Uniform Stocktake just been completed
- Need to meet with Libbi regarding the progression of the uniform
- Many parents still have questions regarding the transition of the uniforms. Eg do they buy the school dress now or later?

2. Cake & Surprise

- Changing the Cake & Surprise format - More than one cake/ surprise up for offer. Tickets sold during the week. Only Held 6 times a year now
- Funds are for the P&C Charity Account a proportion of which goes to Stewart House
- Drawn at assembly. Build up excitement
- Stewart House kids could sell the tickets

8. Grants

- 2 people have volunteered for grant writing –
  - 2 Grants coming up – Westconnex and Club Five Dock

9. P&C Fees

- P&C Fees on School Account - Voluntary contribution – feedback that costs can be prohibitive at \$60 contribution per child. Could we have 1<sup>st</sup> child as \$60 and family cost at \$x amount. Also need to reinforce that these fees are voluntary.
- Can look at stretching out the P&C fees until Term 2 so people aren't paying everything upfront
- Or could split up during the year
- Look at the changes for 2021
- Give examples of what the P&C is paying for so parents understand where the \$\$ go.

10. Discussion items

Contact Directory

- Still need more people to fill in contact directory
- Class parents – still need a parent for 1/2M

11. Year 6 Fundraising

Motion	M100320-	Pay for the Year 6 Yearbook to \$2,500	
Moved		Seconded	Outcome
Jacqui Manning		Livia Sendelbeck	Carried

12. P&C Facilities

- Received quote for bunker. Very expensive.
- Sean will now just put up shelves for us – cheaper option
- Still need to clean it out and organise.

13. P&C Social Media

- Laura Woodall suggested to come up with a Social Media Policy for the P&C
- Concern about children's photos

For next time:

Supporter Hats – Russell Lea cap  
Funding Priorities for 2020

14. Meeting Closed (10:00 pm)

15. Next Meeting:

The next P&C General meeting will be held on Tuesday 12 May 2020, 7.30pm, in the school hall, Russell Lea Public School, Lithgow St, Russell Lea.

**Meeting Minutes**  
**10 March 2020**

**Location:** School Library, Lithgow St Russell Lea

**Russell Lea Public School**  
**P&C Association**  
**Chair - Jacqui Manning**

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Matters Arising

**ACTION ITEMS**

WHO?	WHAT?
Belinda	Update from Weldon feedback
Justine Cameron	Review insurance policies
Amando	Term Deposit (for 3 month term)
Jacqui Manning	School choir
Jacqui Manning	P&C voluntary contribution – wording on invoice/ communication
Narelle Horton	Contact Directory/ Class parents distribution
Sonja	Create formal payment policy for sub-committees
Sean	P&C Facilities - shelving
Sonja/ Laura	Social Media Policy - draft