

# Russell Lea Public School P&C



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## General Meeting Agenda

9 June 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. OOSH
  - 5.4. Uniform
6. Updates:
7. Discussion items:
8. General Business

## Meeting Attendance

Executive			
President (Chair)	1. Jacqui Manning	Vice President	2.
Vice President	3. Narelle Horton	Treasurer	4. Amando Buenaventura
Secretary	5. Sonja Screpis		
Members 2020			
6. Rebecca Nicholls	7. Mary-Anne Springall	8. Giuseppina Thillainagan	9. Chau Duong
10. Dan Sprange	11. Livia Sendelbeck		

14 attendees

## Apologies

Liz Maniscalco  
Davina Kite

### 1. Welcome

- Meeting opened at 19:48pm. Online Zoom meeting.

### 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	OUT
Nil	Nil

## 4. Reports

### 4.1 Principal

#### COVID-19

- Thanks to all parents and kids. These have been challenging times and everybody has really gotten together
- Extra-curricular activities occurring – like sportspro and dance. Good for kids and the community
- Pick up is still a bit tricky. Still encouraging parents to line up.
- Postponing athletics carnival. Zone and regional carnivals won't go ahead this year. We may have an athletics carnival just for our school later in the year.
- Open day and orientation days – on hold at this stage
- Year 6 camp – on hold at the moment.
- Home learning – teachers and parents learnt a lot of lessons. Russell Lea had really high attendance of children at school so it was a bit difficult
- Online learning doesn't replace face to face learning. It is more of enhanced homework rather than learning. Not as much interactivity for kids with teachers etc.

#### Staff

- New Learning Support Teacher – Ella Hungerford
- Recruiting has been difficult at the moment. But we are recruiting another Assistant Principal starting in 2021.
- Might need a parent representative for the recruitment process

#### Facilities

- Sandpit still closed. We are unable to maintain the sandpit. Looking at Dept of Education to fund the softfall.

**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.

#### Reconciliation Week

- School leaders put together a storytime and dramatic acting for the children to help discuss reconciliation.
- Formal acknowledgement in the school of the Wangal people. School Leaders are writing a letter to the principal with their suggestions.

#### Taking enrolments for 2021

- Looking like smaller numbers at the moment – could be due to COVID-19.

#### Reports

- Partial adjusted report to reflect the circumstances
- Not appropriate to report and assess what happened during home learning.
- Full report for semester 2.
- Parent/ teacher interviews – can't do any additional interviews at this stage due to restrictions.

5. Treasurer's report

- See attached treasurer's report
- Finalising Fete 2019 accounts. Final report next month
- Draft Expenditure Policy – P&C Committee to review
- Draft Revenue Policy – Amando - **ACTION**
- Uniform invoices received and paid.
- Term deposit has not been transferred yet.
- Insurance papers being reviewed by Justine Cameron. To be followed up - **ACTION**
- Completed survey from P&C Federation for an Annual Fee
- Summarised direct support to school for 2019/2020. P&C has a yearly budget of \$23,000 for support to the school.
  - 2019/2020 - We have paid and committed to over \$23,000 – including the robots – see attached summary.
  - 2018/2019 – In comparison, we paid \$20,000.
- We have received a portable stage for free. Won't need to build a permanent stage
- Biggest unfunded expense for the school – 1 to 1 devices. It was a one off grant for the new school. But it is very expensive for the initial cost and maintenance. As the school grows, we will need an additional 100-200 devices (at around \$1,000 each). This could be something we could focus on for future fundraising.
- P&C has not planned to do any fundraising at the moment due to the pandemic – many families are under stress at the moment. May hold some fun events.

6. Sub committees

1. Uniform shop (Evy & Lauren)

- Sean will put up additional shelving for the uniform shop
- Will require additional shelving
- Excess uniform stock that we can't use, but we can donate to a rural community. Can't sell it
- Winter tunics – selling well at the moment.
- Meeting with Mrs Stewart Slatts – a lot of people do not want to lose the grey pants and grey shorts and green yoga pants. Feedback from meeting provided next P&C Meeting.
- Second hand clothing – could do an online store for free second hand clothing

Motion	M100320-2	Uniform Shop Storage up to \$800	
Moved		Seconded	Outcome
Jacqui Manning		Maryanne Springall	Carried

1. OOSH

- Holiday care program has just come out. Programs are all school based and under the circumstances with COVID-19 they haven't organised any external excursions

2. Extra-Curricular Activities

- String Ensemble – kids will be able to trial this in Term 3.

3. Morning Tea for Teachers

- Talk to Dan about a date

Motion	M100320-3	Pay for Morning Tea for Teachers - \$150	
Moved		Seconded	Outcome
Jacqui Manning		Livia Sendelbeck	Carried

7. Meeting Closed (8:31 pm)

8. Next Meeting:

The next P&C General meeting will be held on Tuesday 4<sup>th</sup> August 2020, 7.30pm. Venue TBA

Matters Arising

**Meeting Minutes**  
**9 June 2020**

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

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

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**ACTION ITEMS**

<b>WHO?</b>	<b>WHAT?</b>
Amando	Draft Revenue Policy
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
Jacqui Manning	Review Amando's formal payment policy for sub-committees
Evy/ Lauren	P&C Facilities – shelving - purchase
Sonja/ Laura	Social Media Policy - draft