

# Russell Lea Public School P&C



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## General Meeting Agenda

8 September 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. Liz Maniscalco
Vice President	3. Narelle Horton	Treasurer	4. Amando Buenaventura
Secretary	5. Sonja Screpis		
Members 2020			
1. Rebecca Nicholls	2. Ebony Russell	3. Giuseppina Thillainagan	4. Chau Duong
5. Dan Sprange	6. Cheryl	7. Debbie Bell	8. Russell Darcy
9. Greg Weller	10. Hazel	11. Isaac O'Neill	12. Isla Chaucy
13. Laura Woodall	14. Lucia Brown	15. Priyake Bhadri	16. Rebecca Nicholls
17. Sophia Mcinnes	18. Rosanne Reid	19. Zoe Chan	

## Apologies

1. Welcome
  - Meeting opened at 19:38pm. Online Zoom meeting.

## 2. Minutes of previous meeting

Motion	M100401	That the P&C pass the previous minutes without amendment	
Moved		Seconded	Outcome
Jacqui Manning		Narelle Horton	Carried

## 3. Matters arising

- Nil

## Correspondence

IN	Nil	OUT	Nil
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#### 4. Reports

##### 4.1 Principal

###### COVID-19

- New guidelines from the Dept for things like Year 6 farewells etc. To be advised.

###### Staff

- There is a parent representative for the recruitment process
- Recruitment process for an Assistant Principal. Will start at beginning of 2021.
- May be recruiting for another AP next year

###### Dept Curriculum Review

- Back to basics approach
- More narrowing of content
- Covering less, but going deeper into those topics
- Applying ideas into a new context

###### Check in Assessment by Dept of Education

- Bit like NAPLAN but more of a diagnostic assessment
- Can direct teaching

###### Taking enrolments for 2021

- At the moment we are looking at 50 Kindy enrolments for 2021

###### Planning Evaluation Process

- New process that reinvents how we do the strategic planning
- Will be seeking community feedback on the situational analysis

###### Other

- Library has a lot of COVID requirements which makes it difficult to open the library during lunchtimes. (Each book needs to be sterilised after use)
- Bike Safety – needs a review. School will talk to kids individually when necessary as a teachable moment. Focus on kids that are riding and teach them some Bike Safety tips.
- School bell times – need to go through the process again. But will stay the same for 2021. Review next year for 2022.
- Kindy Orientation – what is the plan? Waiting on government advice at the moment. No permission to run orientation from Dept.
- Update on assemblies?

#### 5. Treasurer's report

- See attached treasurer's report
- Renewed Public Liability Insurance. Review of insurance by Justine Cameron to be followed up.
- Draft Expenditure Policy – Reviewed and rewritten by Narelle. To be finalised and presented at next meeting
- Draft Revenue Policy – Amando completed. To be finalised and presented at next meeting
- Term deposit has not been transferred yet.

6. Sub committees

1. OOSH
  - Need a new OOSH liaison.
  - OOSH liaison talks to OOSH and takes any parent concerns to them.
2. String Ensemble
  - Local music store Logans in Burwood – they will donate 5% back to the school
  - String Ensemble has started up
3. Uniform Store
  - Second hand uniform shop was great. Contactless.
  - New style dress will come in next year
  - Current style dress is 50% off – now \$25.
  - Current uniform is still valid for the next 4 years.
4. Colour Fun Run - October
  - The event can be anything – as small or as big as the school likes.
  - Schools are doing it in stages or classes
  - Fundraising is still successful. Fundraising could be used for playground equipment.
  - Colour comes from Queensland Powders. Easy to do ourselves. Could be something that Year 6 puts on.
5. Fund raising Ideas
  - Kids pictures on a tea towel as a xmas present. Sell for \$10 each. Community idea.
6. Playground Equipment
  - Need a committee for playground equipment
  - How is the current playground working?
  - Send Jacqui an email to be on the playground committee
  - Should include students on the playground
  - Sonja to contact Bec Ho – Playground consultant
7. Other
  - P&C Executive Positions that will be available in 2021 – position descriptions available shortly
  - Need to pay \$1 membership and have attended at least 1 meeting to vote.
  - Examining P&C by-laws to see if we can do meetings once a term during COVID.
  - Idea from Dr for letters and artwork for Healthcare Staff at Blacktown Hospital. Parent should contact the school
  - P&C to get Zoom licence
  - Record videos for 2021 Kindy kids orientation – Ask for a parent contact.
  - Local grocer from Hillview Farms based in Leichhardt – any sales from community, they will donate 5% to Russell Lea P&C as the charity you would like to support.
  - Any ideas for the kids during COVID? Eg rockclimbing, Winter Games,
    - Narelle spoke to dance teacher – Danielle Wayman – perhaps filming the performance?

Motion	M10041	Gift for injured child – ANIME voucher	
Moved		Seconded	Outcome
Jacqui Manning		Debbie Bell	Carried

Motion	M10042	Zoom Account for P&C	
Moved		Seconded	Outcome
Jacqui Manning		Liz Maniscalco	Carried

7. Meeting Closed (9.09 pm)

8. Next Meeting:

The next P&C General meeting will be held on Tuesday 13<sup>th</sup> October 2020, 7.30pm. Zoom Meeting

**Meeting Minutes**  
**8 September 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?
Narelle	Send Draft Revenue Policy for review by P&C Committee
Narelle	Send job descriptions for review by P&C Committee
Justine Cameron	Review insurance policies
	Set up Zoom Account for P&C
Jacqui Manning	Year 6 activities under COVID
Jacqui Manning	P&C voluntary contribution – wording on invoice/ communication
Jacqui Manning	Review Amando's formal payment policy for sub-committees
Sonja	Playground Committee – Bec Ho
Sonja/ Laura	Social Media Policy - draft