



# Russell Lea Public School P&C

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## General Meeting Agenda

18 June 2019

| Item   | Speaker                |
|--|------------------------|
| 1. Welcome                                   | Chair                  |
| 2. Minutes of the Previous Meeting           | Chair                  |
| 3. Matters Arising                           | Chair                  |
| 4. Correspondence                            | Secretary              |
| 5. Reports                                   |                        |
| 5.1. Principal                               | Principal              |
| 5.2. Treasurer                               | Treasurer              |
| 5.3. Sub Committees                          | Committee Coordinators |
| 5.4. OOSH Liaison                            | OOSH Liaison Officer   |
| 5.5. School Transition                       | Chair                  |
| 6. Update: Uniform Review Committee          | Chair                  |
| 7. Update: RLPS Yearbook                     | Chair                  |
| 8. Discussion: Gifts and Acknowledgments     | Chair                  |
| 9. Discussion: School Choir                  |                        |
| 10. Discussion: School Drop Off/Pick up Zone | Chair                  |
| 11. Discussion: Air Conditioning quotation   | Chair                  |
| 12. Discussion: Fete Committee Update        | Marisa and Livia       |
| 13. General Business                         | Secretary              |
| 14. Close                                    | Chair                  |

## Attendance

| Executive         |                   |                |                     |
|-------------------|-------------------|----------------|---------------------|
| President (Chair) | Jacqui Manning    | Treasurer      | Amando Buenaventura |
| Vice President    | Narelle Horton    | Vice President | Liz Maniscalco      |
| Secretary         | Lindsay Springall |                |                     |

## Apologies

Veronica Williamson  
Lindsay Springall

1. Welcome
  - Meeting opened at 19:35
2. Minutes of previous meeting

|        |           |                           |         |
|--------|-----------|---------------------------|---------|
| Motion | M090419-1 | Pass the previous minutes |         |
| Moved  |           | Seconded                  | Outcome |
|        |           | Liz Maniscalco            | Passed  |

## 3. Matters arising

Art wall - as this was discussed at last meeting: project took Ebony and her family a weekend to paper and paste the wall. Thank-you gift given to Ebony for all her efforts. Ebony gave thanks to everyone who helped - staff, students etc as it couldn't be done without that support.

Twenty students yet to have their portrait completed

Art work to be replicated elsewhere so the portraits can be reused in a different format - possibly tiles

## 4. Correspondence

|    |     |     |     |
|----|-----|-----|-----|
| IN | Nil | OUT | Nil |
|----|-----|-----|-----|

## 5. Reports

### Principal

- Teachers are increasing their networks and profiles attending and presenting at various events –
  - Edutech – Ms Fedele, Mr Brittain, Ms Aguisanda
  - University of Sydney Master Students presentation by Miss Tang on best practice in teaching literacy
- Co teaching network presentation held here at RLPS - best practice in team teaching/co-teaching. Lots of requests from other schools to come and visit us
- Parking – observation that parents don't seem too concerned about incorrectly using the No Parking Area bay. Council will visit so be aware, as it is essentially a kiss and drop zone. No Parking Signage means a two minute limit, not to leave car by more than 3 metres. A kiss and drop zone was requested in planning stages of the school so we were given what we wanted but it does need to be used correctly.
- Building update:
  - End of August - for playground, most likely Term 4.
  - Library - not ideal set up so meeting taking place with architect 19/06 and modifications pending. Won't be functional for a number of weeks.
  - Level 1 - will be ready soon – to be used for some extracurricular activities initially; classroom for Mrs G
- Student Reports –
  - Written comment for each Key Learning Area which is new - would like feedback from parents
  - While more work for teachers, collaboration is happening so it's been a positive for the teachers
- Language classes - Mandarin – been in touch with an interactive school that offers live link up with native country speakers - demo potentially at next meeting - tbc

### Treasurer

- Election Day takings discussed
- Signatories for CBA account organised at last. Secure tokens administered to Amando, Jacqui awaiting hers. Cheques been issued in the interim. Overdue accounts paid.
- Journalised P&C donations collected by the school.
- Business debit card can soon be organised for Jacqui
- Uniform shop inventory - how to order guide for Flexischools to be prepared

### Sub committees

#### 1. Social committee

Nothing to discuss at this meeting but Jacqui thanked Laura as she was not present at last meeting when thanks were given for May events

#### 2. Uniform shop (Jacqui)

- No report this month

#### 3. OOSH (Davina)

- Helen's report read by Davina. Inspection from Department of Education. Happy with process and layout but 69 children instead of 70 students. Ashleigh on 7 week leave - hope she returns.
- Vacation care online via Book Me /Mon 22 July service operating
- Absences - reminder for parents to notify OOSH of any absences so that staff are not looking for absent children
- Electronic Sign in - reminder to sign in/out children ensuring it is the correct session
- Parent concerns raised at tonight's meeting include:
  - spray and wipe being used by children / glass jugs broken when trolleys being pushed between hall and OOSH office/kitchen
  - children on iPads and iPhones unsupervised
  - no communication from staff when parents arrive regarding any issues, specifically injuries
  - there seems to be minimal supervision or concerns about areas where there is no educator supervision

- food options - concerns raised that food not being enjoyed by students
- Davina and Jacqui to raise these concerns with Helen in a face to face meeting

#### 4. Uniform Review Sub committee

- Uniform options displayed in admin office for past 2 or so weeks
- 101 voting forms returned from 160 families so good response rate
- 80% responses were positive
- Some concerns over loss of girls winter tunic and grey trousers/shorts as part of boys uniform
- Russell Lea appliqué to be removed from skort
- Stage 2 kids liked options - thought they seemed comfortable

#### Gifts and acknowledgements

- Gift for Dan's new baby
- Gift and Acknowledgement of Ebony's efforts on the portrait art wall

#### Yearbook

- Decision that was made and agreed by P&C Exec and Senior Staff was communicated. Decision was to only produce a Year 6 graduation yearbook. This is based on what is the norm at other schools and significant workload involved in preparing a whole school yearbook.
- Recommendation that a group of parents from graduating cohort should assist with production of the yearbook each year

#### School Drop Off/Pick up Zone

- discussed in principal's report as noted above. Jacqui to include reminder in P&C newsletter

#### General Business

##### 1) Teaching Staff Thank You

- Suggestion by Davina and Evy for the P&C to put on a fancy morning tea as a thank you for staff for transitioning children from old school to new school etc
  - cakes and fresh produce to be sourced locally and staff room to be decorated by Evy and Davina - Date to be confirmed

|        |       |                             |   |
|--------|-------|-----------------------------|---|
| Motion | Chair | M090419-2                   | P&C to fund staff morning tea to a total of \$150 |
| Moved  |       | Seconded<br>Rebecca Nichols | Outcome - passed                                  |

##### 2) School canteen

- Kirsty would like to implement some eco friendly changes for RLPS in term 3
  - Soy sauce single use 'fish' to be removed from service. A bottle of Soy Sauce to be available at canteen counter for students to use
  - No plastic cutlery - children bring own or purchase bamboo cutlery on flexischools
  - Bamboo and bio packaging
- Comments and feedback requested

|        |       |                           |  |
|--------|-------|---------------------------|--|
| Motion | Chair | M090419-3                 | Agreed to implement no single use plastic soy sauce vials and no plastic cutlery in Term 3 |
| Moved  |       | Seconded<br>Marisa Zammit | Outcome - passed   |

##### 3). Performing Arts Night

- Night for the arts - junior and senior band and all dancing groups - to be scheduled in Term 3

##### 4). Spotlight Festival at Seymour Centre

## Meeting Minutes 18 June 2019

Location: School Hall, Lithgow St Russell Lea

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

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- mention of dance performances currently taking place during this fortnight, good luck to all involved
- 5) Choir
- still in investigation phase. Lots of goodwill to have a choir but the week is fully scheduled with dance and music before and after school. Lunch times are quite difficult.
  - majority agreed that parents would be happy to pay if the choir session was an alternative to OOSH
- 6) Aircon for admin block
- quotations underway. Initial rough quote received was \$80k
  - Jacqui to prepare note regarding tax deductible donations to building fund prior to EOFY to be sent out asap
- 7) Sustainability Grant
- Mrs G reported that RLPS applied for and was awarded a Canada Bay Council grant of \$1000
  - gardening group to hopefully start in term 3 - Mrs G looking for volunteers to help
- 8) Presentation of Lifetime Membership Badge to Mrs Pike
- In thanks fo Mrs Pike's continual support and significant contributions to the school and parent community over the past 40 years

Meeting Closed (9:35pm)

### Next Meeting:

The next P&C General meeting will be held on Tuesday 13 August, 7.30pm, in the school hall, Russell Lea Public School, Lithgow St, Russell Lea.

### Matters Arising