



P&C

📅 **Date: 1/8/2023**
🕒 **Start Time: 18:08**
🕒 **Finish Time: 20:04**

MEETING MINUTES

Attendees: Erin H, Vanessa L, Shannon B, Michael M, Tracey G, Kylie R, Shanna A and Nive

Apologies: Sonya, Jess

Acknowledgement of Country: Shanna

Acknowledgement of Previous Minutes: Shanna acknowledged and Vanessa Seconded

Principal Report: Michael Murphy Deputy Principal

Enrolment

205 students excluding Early Intervention.

Kindergarten – 21 students, Kinder/One – 22 students, Year 1 – 21 students, Year 2 – 21 students, 3 / 4 T 23 students, 3 / 4 R – 24 students, 5 /6 K – 20 students, 5/6 M 18 students, 5/6 E – 21 students.

MC class – 7 students, ED Class – 7 students

Staffing

- Kim taking Week 4 – 7 off this term. Michael to support when away. Michael taking leave starting in Week 9 for the rest of the year.
- Tracey Gayler is back on class teaching K/6V. Tracey will also support special education as the assistant principal. Tanya Murphy teaching Stage 2 intervention and RFF for K/6V and K/6W.
- Brooke Neal is stepping into the Infants TEW role for Tracey Gayler. This was shared role with infants and special education in Semester 1. For Semester 2, this will be 0.5 (5 days a fortnight) position. Brooke will also continue with Stage 1 intervention.

Areas for focus

- Attendance – children need to attend school every day unless legally excused. We are continuing with our focus on attendance.



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- K-2 teachers will continue to engage with new curriculum reform during Semester 2.
- 3-6 teachers have begun engaging with the new curriculum this week. Additional release time for all teachers to enable effective implementation.
- Aboriginal Education – Last Daughter film night was in Term 2. The community engagement was less than expected. However, for the people who attended, the movie was really powerful. We are planning to show this movie to our Stage 3 students. We will be communicating with parents for permission. Naidoc Week was a huge success. We had a number of events across the week. Feedback from the community about the assembly and activities were positive. Roo Faulkner will continue to work with us this term. Pondee Girls will have a designated time this term working with Roo or Kristy.
- Community engagement – We feel that the engagement of some of our events including our showcases have decreased. We will be looking at reasons and initiatives to try and increase the engagement.

P&C Members gave feedback about alternative timing and days to work with families.

Members gave suggestions about having the children upload videos about the showcases.

Projects

- Planned maintenance and school funded works – refurbishment of cottage and administration block is in progress.
- Rejuvenation of external area outside ED classroom is completed.
- Electronic Gate has been installed.

Treasurer Report:

Canteen Account: \$8518.59

Renovation Account: \$31220.80

P&C Account: \$20885.24

Uniform Account: \$4570.76

There is pending bills and Insurance payments due that hasn't been counted for. Accounts will need to be updated.

Uniform Shop:

Nil Issues



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General Business:

P&C Committee members : Jess S has advised members on the 1/8/23 that she would like to step down as vice president. A meeting will need to be held to vote to fulfil position, a date to be advised.

Canteen: Update from Michael Murphy, advised members discussions from Kim Witt that P&C members to hire a contracted temp or casual staff member min 3 hours a day, school are able to pay and P&C to reimburse. Shannon advised Members she wishes to cease running the canteen from the end of Term 3. Members discussed and revised EDConnect policies on employment. Vanessa to contact preferred applicant advise applicant to contact school.

Tracey G suggested reaching out to each classroom's parents requesting a volunteer roster. Vanessa suggested working with the social media avenues and creating "in the day of a volunteer."

Shannon to create a job description to advertise for a volunteer.

School to assist with videography of the canteen on a Friday to assist in promotion of Volunteers.

Newsletter – Erin discussed with committee about newsletter posts and uploads to social media as well as asking school about access to an account with Dojo to upload content to parents. Erin to provide posts to Hayley.

Fundraising- Tracey G has reached out to the community business Toronto Butcher who is Happy to assist and support the school and allow P&C Members to hold a sausage sizzle in front of his business next to Aldi. Members would need to provide their own BBQ. School has a BBQ that can be used. Suggested the Bread to be purchased from Aldi, Butcher will pre boil sausages for event to be held on a Saturday. Square can be provided for the P&C. Approx 3-4 volunteers at a time would be needed.

Tracey to research and organize dates with community business and speak to Butcher about Costs of Meat.

Suggested Dates Outside of school holidays and away from long weekend.

Meat Trays for Father's Day to be reviewed to be purchased from Toronto Butcher – Discounted Meats or Vouchers – Members to look into.



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P&C To sell tickets at the showcase, or at the fathers day breakfast and going home with families beforehand. Members discussed contribution funds for meat trays and prizes.

School happy to advertise the business, social media adverts of the Butcher and continue using for future BBQs

Discussions about upcoming plans about a trivia night at the RSL, spoke about March 2024. To continue to discuss by members.

Erin to make a letterhead to request support of a donation of the room for the community.

Father's Day stall needing Volunteers

Next Meeting Schedule:

12/09/2023