

Turrumurra North Public School P&C Association

Meeting Minutes

3-November-2021

1. Summary

Date	Wed, 3-November-2021
Time	7:00 pm
Term	4
Week	5
Location	TNPS 237 Bobbin Head Road, North Turrumurra 2074 Year 6 Classroom Google Meet: https://meet.google.com/xks-mjvh-fye Note: due to ongoing COVID restrictions the meeting was held virtually
Meeting Type	General Meeting

2. Welcome & Apologies

Attending	<ol style="list-style-type: none"> 1. Bree Alami 2. Lucinda Chapman 3. Natasha Mercer 4. Rebecca Fitzmaurice 5. Robina Joselin 6. Lirize Loots 7. Yolanda Muller 8. Saad Saeed 9. Katie Sumpton 10. Rachel V 11. Michelle Verhagen
Apologies	<ol style="list-style-type: none"> 1. David Lally

3. Acceptance of minutes from previous meeting

Accepted

4. Matters outstanding from last meeting

1	Canteen strategy (in terms of menus, scheduling, etc) needs to be looked at - in an effort to improve financials	Currently online orders only. On hold due to COVID restrictions
2	Stock take of uniform shop needs to be conducted	Stock take not conducted as yet. On hold due to COVID restrictions
3	Munchmonitor report of sales needs to be generated for treasurer	Munchmonitor was emailed - nothing received. Bree following up
4	Working bee announcement needs to be made	On hold due to COVID restrictions
5	NTOOSH grounds plan is required	On hold due to COVID restrictions
6	Save the date for the movie night	On hold due to COVID restrictions
7	Schedule thank you tea for Teachers and Staff	COMPLETE Thank you tea cancelled due to COVID restrictions. P&C organised gift baskets instead.
8	Bree to setup Stripe & eftpos machine	COMPLETE Card tap machines need to be purchased from OfficeWorks.
9	Bree to check with Michele if 3 bands (junior, senior, extension) could play 1 piece each at principal assembly	COMPLETE (31-May-2021)

5. Correspondence

- Correspondence could not be collected by P&C team due to COVID restrictions
- School advised P&C mail tub is not overflowing
- School to potentially organize putting correspondence in bag of one of the P&C Exec' children to take home to designated P&C Exec parent
- No specific correspondence discussed

6. Executive team report

No report provided.

7. Principal's report

Principal presented & discussed the following in the meeting,

- Thanks to Community for support
- School focus on literacy and numeracy
- Communication channels (e.g. SZapp, Turragraph, etc) worked well during learn from home period.
- As students have returned to school there is a string focus on health and hygiene
- Teachers and staff continue to wear masks indoors
- A ventilation audit was conducted and results were good for the school
- Cohorts are being kept separate where possible (e.g. schedule, outdoor play, etc) inline with COVID restrictions
- New Kindy orientation will be face to face
- Entry and exit procedure have worked well at main school gate
- Event confirmations have been sent in newsletter (ie. celebrations, awards, commemorative service, into to band, etc)
- Focus for teachers is currently to pinpoint students levels - this is via both informal and formal assessments,
- Teachers and support service staff are working in close collaboration to provide students support where needed
- Teachers will be starting their reporting process shortly. Reports this semester will be similar to those in Semester 1 last year (during the previous lock down)
- School uniform - items have been added to make compliant to Department requirements

- School has ordered several more bike and scooter racks - due to increased utilisation and demand
- NTOOSH cottage finished - only small things remaining
- School is still working on front sign upgrade and council permissions
- In addition to the OrangeGreen park upgrade the council will be conducting a traffic audit in the area
- Latest Kindy 2022 update - still taking enrolments - numbers are similar to previous years - not enough for two full classes as yet
- Junior toilets upgrade this year is unlikely.

8. Treasurer's report

General committee discussion included,

- Balance of various accounts
- Reasons for various balances and expenses
- Invoicing
- P&C to engage with auditor for review of financials.

ACTION: Shutdown second canteen account with Westpac

ACTION: Bree to forward P&C financials/report to auditor

Report provided.

9. Grounds report

No report provided.

- No update due to COVID restrictions

10. Uniform shop report

General committee discussion included,

- Uniform shop is continuing with online orders
- Stock take not undertaken yet
- Mandy is working on organizing the uniform shop and has been amazing
- Stock levels are good (not overflowing).
- Principal report contains further information on on gender neutral options and also Department of Education compliance

11. NTOOSH report

General committee discussion included,

- Attendance/enrolment levels continued to fluctuate due to homeschooling
- Current booking are down from previous levels
- NTOOSH will be conducting a budget meeting in the next couple of weeks to assist in financial forward planning
- Due to Government directive NTOOSH staff needed to be fully vaccinated by 8-Nov-2021. Unfortunately have lost one casual staff member
- NTOOSH is now back in the newly renovated cottage - the redevelopment took +/- 18 months
- Assessment/audit was delayed due to COVID. Expected to occur between 8-Dec to 20-Feb

12. Canteen report

General committee discussion included,

- End of year procedure/review
- New fridge and new deep freezer required

13. Fundraising report

*Report prepared by Lirize Loots & Yolanda Muller
Certain specific financials excluded in these minutes*

The P&C Committee is working with the School to raise funds to pay for much-needed renovations to the junior toilets, to upgrade and enhance the safety of the walkways into the school and around the playground. We are also working to raise in the region of \$100,000 to transform the school's oval to a standard which will allow it to be used for sporting matches and to provide seating for spectators.

Despite the lockdown, a large number of parents and carers have been involved in volunteering for fundraising and events:

- 16 class parents have played a significant role in communicating messages to classes and promoting the fundraising events
- 10-15 parents volunteered for the kindy and Y1 for the Mother's Day stall
- Outside of a core team of about 10 committee members, we had involvement from an additional 10-15 parents to bring together the Trivia night
- 5+ people are volunteering to help on the recipe book
- 12+ people have put themselves forward to help arrange the outdoor movie night.

In most cases different groups of parents have been involved in different fundraising events, together representing close to half the families at TNPS.

Update on fundraising and events

Trivia night:

The trivia night was the first on-site event since the start of Covid and we've received very positive feedback from attendees. We had 106 people attend with 10 of those teachers and school staff. The evening was a great success with a fabulous atmosphere and a great sense of community. Special thanks to Year 3 and Year 5 for putting the evening together and to Suzanne and Darren Murphy who were a superb quiz master team!

This year we made the move to an online auction that allowed bidding for the generously donated auction items to begin a couple of weeks before the event. As a result the silent auction was able to be shared with the broader community as well as allowing the school community that couldn't attend the event the opportunity to still bid on items.

The trivia night was a great fundraiser and brought in a profit - details in Fundraising report.

Fathers' Day:

Due to the lockdown, the Fathers' Day & Special Others stall was run online this year with contactless distribution outside the school gates at the same time as learning from home packs were picked up.

81 people bought 264 items. Financials included in Fundraising report.

Remaining stock includes lots of pairs of crazy socks (large and medium) which can be sold at other events or sold in family packs if we choose to purchase additional smaller children's pairs. Other much of the remaining stock is non-Dad specific, mugs with generic messages, mobile phone wallets, camping lights, etc.

TNPS Recipe Book:

We had hoped to sell the recipe book in the lead up to Christmas, however, due to Covid restrictions at the school we are unable to accommodate our photographer (Clare Oliver) on school grounds. The decision was made to delay publication until we can include photos of the children as we believe this will increase sales and mean more for families.

Families and staff have contributed close to 90 recipes. We have also collected artwork through Mrs Plasto and the cover art competition.

The fundraising sub-committee will work on editing the recipes. We are using the publication services provided by Schoolyard Stories.

Art show:

Has had to be cancelled due to lockdown.

Movie night:

We have had to postpone the outdoor movie night, proudly supported by Matt Bolin and Ray White Upper North Shore, due to Covid restrictions. Therese Bolin suggested that the event moves to Term 1, following the welcome BBQ.

Gingerbread kits from gingerbread folk:

Running from October until the end of November. Gingerbread Folk house kits offer a premium quality, allergy-friendly and delicious gingerbread for a Christmas gingerbread house making fundraiser or event. We are doing an online only fundraiser and kits are shipped directly to customers placing orders. Shipping is available to anywhere in

Australia and kits can be purchased to be delivered to friends and family across the country.

To date we have sold 21 kits. Deliveries have been quick, some arriving the day after the order was placed. We will be promoting this more over the next 2.5 weeks.

Approval requested:

- Thank you tea for teachers? Date to be confirmed.
- Date for movie night in T1, 2022
- Welcome BBQ

Calendar of fundraising and social events - 2021

<i>Event</i>	<i>Organising group</i>	<i>Date</i>
TERM 1		
Easter fundraising	Fundraising	Second half of Term 1 starting w/c 22 February
TERM 2		
Trivia night	Yr 3 & 5	Date: SAT 5 JUNE
Mother's Day stall	Yr 1 / Kindy	Date: THURS 5 MAY
TERM 3		
Father's Day stall	Yr 1 / Kindy	Date: online
Election Day BBQ	Fundraising	Date: SAT 4 Dec (TBC)
TNPS Recipe book	Fundraising	Postponed
TERM 4		
Art show	Yr 2 & 4	Cancelled
Movie Night (Halloween) proudly supported by Matt Bolin and Ray White Upper North Shore	Fundraising	Date: Postponed
Gingerbread house (Gingerbread folk)	Fundraising	Orders close end of November - online only and contactless delivery
End of year celebration / BBQ with parent band	Fundraising	TBC - Postponed

General committee discussion included,

- Financial performance of events held so far
- Success of trivia night - which was the first and last event held on site due to COVID restrictions
- Stock levels. Mothers day stock finished. Fathers day stock left over.
- Fathers day event
 - Interest trends analysed between face to face spending and online spending
- Recipe book fundraising project is progressing.
 - Put on hold, due to current COVID restrictions and inability of photographer to enter school grounds
- General consensus to keep movie night and welcome bbq separate

14. Band report

*Report prepared by Lucinda Chapman and Natasha Mercer, Band Coordinators
Certain specific financials excluded in these minutes*

Covid experience

- We moved online starting week 1 term 3 and have continued with band throughout COVID. Based on last year's experience, we hold one shorter session a week on a Tuesday afternoon (Junior and Senior Band) with a focus on fun activities and keeping the cohort together with musical activities and fun.
- Current attendance patterns - given Covid, it's been difficult for many with some opting out of online band, technology challenges, others sometimes not joining as they have been largely self-dependent during online learning. We are in touch with some parents
- Each band has been working on two new pieces - they play along with a backing track and Miss Gandy where possible gets people to play sections for the rest of the group to get a sense of how people are progressing
- **Junior Band** were luckier than last year's JB in that they had already had two full terms face to face plus Band Camp so they will be ready to roll into Senior Band next year. (JB= 15/16 regularly attending (we've lost two and gained one,)
- Some **Senior Band** students have taken a break during online learning but we hope they will return next year assuming F2F returns. SB = 20ish regularly attending, 5 have advised they won't be continuing online
- **Extension band** has continued with 6-7 children - they have done a collaborative recording, as well as composition and some new music too.

For the rest of this year

- We anticipate continuing as we are
- Senior Band have been working on a music show together
- We hope for each band to be able to do an online performance in Week 8 (Tuesday 23 Nov)
- We're also focusing on carols in small groups and hope that there may be an opportunity for them to play in the playground at some stage during Term 4 for the other children
- Last band rehearsal 7 Dec, instrument return 8 Dec

Priorities

- Band fees for 2021 weren't issued: they were finalised in June but for some reason not sent out. What's happening with this; what can we tell parents; what about Creative Kids vouchers?
- Year 2 Introduction to Band - Fri 12 Nov (Ms Verhagen in class) and Tues 16 Nov (parent information night). We'd like to take expressions of interest and make instrument allocations this year if possible - although it may be better to do early term 1 when children can see/touch/play instruments (or give allowance for changes). Also some may be reluctant to commit now not knowing what's happening next year
- Transition to broader committee participation to maintain band into 2022 and beyond (Lucinda is leaving TNPS this year)
- Band Camp - confirming same venue for 2022 - will need to do paperwork shortly and pay deposit
- End of year instrument return and servicing, working bee at the end of year and first weekend back worked well to get band started in 2022

Projections for 2022

Junior Band	Currently 30 year 2s - aim for 20 new starters	20
Senior Band	Current JB: 18 Remaining SB: 19 1 new 37 total	Max 38
Extension band	Some year 4 and year 5	5-10
	Total	50-58

General committee discussion included,

- A Motion was raised to move 12K to band account - to cover Ms. Gandi fee and repairs. Motion was unanimously approved.

ACTION: Create and send out a message requesting a voluntary contribution by parents (instead of fees) including option to use creative kid vouchers

ACTION: Invoicing schedule for next year. Consider term accounts instead of semester accounts. Look into payment options (avoid direct debit due to higher fees)

15. Other Business

- Workers compensation for P&C completed by Treasurers
- Bree / Exec team to update schedule of event register
- AGM date reconfirmed in meeting as Wednesday, 1st December

16. Next Meeting(s)

**General Meetings are held on the Wednesday in Week 5 of each term.
From 7:00 pm in the Year 6B's classroom**

- ~~Term 4: Wednesday, 3rd November 2021~~

Annual General Meeting

- AGM: Wednesday, 1st December
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Note: These minutes are documented in the order of headings presented above (to maintain consistency between meetings), and may not match the order they are discussed in the actual meeting.