

**LINDFIELD EAST PUBLIC SCHOOL  
PARENTS' and CITIZENS' ASSOCIATION  
ANNUAL GENERAL MEETING MINUTES: 21 FEBRUARY 2023 @ 7pm**



**Minutes of Annual General Meeting  
21 February 2023  
7pm LEPS Staff Room**

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| 1. Welcome  | Meeting opened 7:05pm  |
| 2. SCHOOL CAPTAIN REPORT (Louis J.)                           | <p>Louis provided an update on:</p> <ul style="list-style-type: none"> <li>- Swimming carnival successful</li> <li>- SRC focused on more fundraising ideas in 2023</li> </ul>  |
| 3. STUDENT WELLBEING UPDATE (S.Campbell and J.Yip)            | <ul style="list-style-type: none"> <li>— Continuing with Smiling Minds</li> <li>— Whole school approach to anti-bullying program</li> <li>— National Day of Action 18 August 2023</li> <li>— Harmony day Term 2 2023</li> <li>— Child Protection</li> <li>— Cyber Safety – Stage 2 &amp; 3 children had a presentation from Safe on Social</li> <li>— Buddy programs</li> <li>— SRC</li> <li>— Peer Mediation &amp; Yard games</li> <li>— Social skills &amp; emotional support with 2 therapy dogs &amp; guinea pigs</li> <li>— Investigate the possibility of becoming a Sunsmart School.</li> </ul> |
| 4. ATTENDANCE/ABSENCES  | <p><b>Attendance:</b> Diane Read, Susan Young, Scott Campbell, Justine Yip, Tini Singh, Meredith Todd, Yuna Yang, Kirsten Morris, Iris Lee, Angelina Anderson, Laura Conlon, Peita Jackson, Danielle Van, Darren Lee, Neeta Callagher, Pippa Woods, Esther Sylvester, Janice Poon, Sussie Walker</p> <p><b>Apologies:</b> Amanda Bromby, Adele Chua, Soo Jin Park</p>  |
| 5. Confirmation of Minutes of previous meeting                | Y.Yang 1 <sup>st</sup> T. Singh 2 <sup>nd</sup>  |
| 6. Actions arising out of the Minutes of the previous meeting | Yuna confirmed registered for Back to School vouchers that are now able to be used in the uniform shop   |
| 7. President's Annual Report                                  | Report Attached in Schedule A  |

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| 8. Principal/ Deputy Principal's Report                         | Principal's 2022 Report attached in Schedule B<br><br><b>Action:</b> Diane to advise of percentage of families that pay voluntary contribution<br><br>Principal & Deputy Principal 2023 Term 1 Report attached in Schedule C   |
| 9. Treasurer's Annual Report                                    | Audited accounts available and will be uploaded the on P&C website<br><br>Treasurer's Report for the year ended 31st December 2022 attached in Schedule D  |
| 10. Sub-Committee Annual Reports                                | <b>Band:</b> Report attached in Schedule E provided by Amanda Bromby<br><b>Uniform:</b> Report attached in Schedule F by Melissa Kent<br><b>IT:</b> Report attached in Schedule G by Danielle Van<br><b>Parent's Auxiliary:</b> Report provided in Schedule H by Iris Lee<br><b>Creative Workshops:</b> Report attached in Schedule I by Adele Chua<br><br>➤ Agreed to offer Iris Lee casual Creative workshops convenor |
| 11. Election of Office Bearers                                  | <b>President – Meredith Todd</b><br>1 <sup>st</sup> T.Singh 2 <sup>nd</sup> K. Morris<br><b>Vice President – Sara Lowy</b><br>1 <sup>st</sup> K.Morris 2 <sup>nd</sup> Y.Yang<br><b>Treasurer – Neeta Callagher</b><br>1 <sup>st</sup> T.Singh 2 <sup>nd</sup> Y.Yang<br><b>Secretary – Kirsten Morris</b><br>1 <sup>st</sup> T.Singh 2 <sup>nd</sup> Y.Yang   |
| 12. Election of Sub-Committee Officers and other P&C positions  | <b>Band:</b> A.Bromby<br><b>String Ensemble:</b> G.Petett<br><b>Creative Workshops:</b> A.Chua and I.Lee<br><b>Parent's Auxiliary:</b> I.Lee, A.Anderson, D. Van, Sussie Walker<br><b>Uniform:</b> M.Kent<br><b>IT:</b> D. Van<br><b>Ground's force:</b> Soo Jin Park<br><b>Sponsorship:</b> A. Anderson   |
| 13. TOPICS/ MOTIONS (ON NOTICE)<br><br>A. Sun shades / Sun safe | A. A. Anderson presented on LEPS becoming sunsafe school, SRC to encourage students to put on sunscreen and posters to go in the classroom.  |

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| <p>initiatives</p> <p>B. Events</p> <p>C. Lindfield Fun Run</p> <p>D. P&amp;C Projects for 2023</p> <p>E. P&amp;C Contributions for 2023</p> | <ul style="list-style-type: none"> <li>— Diane presented on shades to go over 3-6 playground, K-2 playground and oval which P&amp;C support</li> <li>— Paving/old stumps that are a trip hazard near 3-6 playground to be removed and extra seating to be added under shade</li> </ul> <p>B. Events - Propose to have different events champion</p> <p>C. Lindfield Fun Run – EOI to be issued for joining a school team</p> <p>D. P&amp;C Projects for 2023 – fairy garden awaiting Dept approval for school funding and shade over basketball court.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>— Diane to ask for teachers if there is any additional support/resources teachers would like that P&amp;C can fund</li> <li>— SRC to also advise if any projects that they would like the P&amp;C to fund.</li> </ul> <p>➤ Agreed P&amp;C Contributions for 2023 – \$350 family, \$220 for one child</p> |
| <p>14. GENERAL BUSINESS TOPICS/MOTIONS WITHOUT NOTICE</p>  | <p>Thank you to Tini, Yuna and Adele</p> <p>Welcome back night – no fireworks due to fire regulations.</p>  |
| <p>15. NEXT MEETING DATE &amp; ADJOURNMENT</p>   | <p>Meeting closed 9:25pm</p> <p>Next meeting dates: 16 May 2023</p> <p>22 August 2023</p> <p>14 November 2023</p> <p>Next AGM: 20 February 2023</p>   |

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Schedule A  
President's Annual Report

Last year was the first year since Covid where we had our children return to school and we were able to organize and hold several face to face events.

It was so lovely to see our children and parent's happy faces at the fun-run, Mother's Day and Father's Day celebrations and other organized activities.

There were several incursions and excursions enjoyed by our children.

We successfully managed to complete the new K-2 playground and outdoor learning hub this year! We also committed \$100k to school learning support staff. This could not all be achieved without the support and effort from the school community!

P&C had an overall **profit of \$81,799** this year.

We have a lot of fun events and activities planned for the year ahead.

Kicking of the year with Bubbles and Bites on the 24<sup>th</sup> Feb! this is an adults only evening to give all new and old parents to come together.

Welcome Back Night is back on popular demand too. We cannot wait to welcome all our new families and children.

P&C Auxiliary team are led by Iris and Danielle, they worked tirelessly at various events throughout the year to raise over \$50k  
Events such as Mother's Day, Father's Day and swimming carnival were well executed and enjoyed by the parents and children equally.

Thank you, Melissa, for all your efforts and hard work in running the uniform shop so smoothly!



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Creative workshop is back with a bang! Thank you, Adele for organizing and running such a wonderful and diverse program!

Thank you, Jane, Elise and Band committee, for delivering a fun and high-quality music program.

**Strings** Thank you, Grace and Olivia, for your time and effort.

After a lot of deliberation, I have decided to step down from my role as President. I have thoroughly enjoyed working with all of you in the executive committee – Yuna, Adele, Meredith, Daniel, Soojin and Iris. You have all been amazing. and I can't thank Diane and Jacqui enough for all their support and cooperation.

I urge you all to put your hand up wherever possible to support one another so our children can have another fabulous year at LEPS.

Thanks  
Tini Singh

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**Schedule B  
Principal's 2022 Report**

The 2022 report provides an overview of the exemplary achievements celebrated by Lindfield East Public School (LEPS). The school fosters strong community spirit through a wide range of activities, centred on the improvement of student outcomes. It is only with the support of the professional teaching staff at Lindfield East Public School that challenging academic, sporting, arts and social programs are successfully provided. The depth of quality teaching that occurs within the school instils a 'love of learning' and inspires the many students who undertake their learning at Lindfield East Public School to achieve their full potential.

Amongst the many achievements of Lindfield East Public School, Coding lessons were provided to students using Scratch Junior, Lego Spike and Minecraft Education Edition. To upskill all students in their technological skills explicit teaching was provided in the use of general computing applications. Using various tools such as Google Suite, Canva and Adobe for Education students were able to create projects and exemplars linked to the NSW Curriculum. Flexible learning spaces are available for all Stage 3 classrooms providing opportunities for students to work collaboratively.

Student collaboration has been supported through providing additional technological resources to all students. Laptops and iPads were purchased allowing for 1:1 access in Year 3 and greater opportunities for K-2 iPad use. This strategy has enabled daily integration of technology to enhance engagement and student collaboration. A comprehensive review of student learning spaces resulted in the continuation of the flexible furniture project. After consultation with staff, students and external consultants 14 classrooms were furnished with a variety of furniture pieces designed to enhance student collaboration and collaborative teaching strategies.

LEPS has had a phenomenal year, academically and in the sporting and creative arts. Students in Year 3 & 5 performed exceptionally well in the National Assessment Program (NAPLAN). In Reading, 94% of students in Year 3 achieved in the top two bands for Reading and 86% in Numeracy. 77% of students in Year 5 achieved in the top two bands for Reading and 74% in Numeracy. The two robotics teams competed in the First Lego League Robotics competition. Stage 3 students performed in the top 5% of the Maths Olympiad and The Premier's Debating team were zone champions.

In the performing arts we have had significant participation. The LEPS String ensemble performed in the Festival of Instrumental Music (FOIM) at the Opera House and Rachael P was invited to perform a violin solo. The LEPS choir performed in the Festival of Choral Music at the Opera House. The junior and senior dance troupes performed at the Sydney North Dance Festival and all four of the bands; Training, Concert, Performance and Stage won Gold awards.

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In the sporting arena LEPS was represented at state and national levels. The Boys AFL team achieved 2<sup>nd</sup> place in the state Paul Kelly Cup, the LEPS tennis team won the Primary Schools Tennis Challenge and LEPS students represented Sydney North for netball, cricket and soccer at state and national carnivals.

LEPS also celebrated success via media appearances. The eco garden monitors appeared on Channel 7 and 10 as part of the 'What's in Your Backyard' campaign. In November LEPS showcased various initiatives on Channel 9's Today Show, Tim's Weather School segment. The LEPS AFL team were invited to appear on Studio 10 as they achieved 2<sup>nd</sup> place in the Paul Kelly Cup.

As part of the strategic directions of the 2021 – 2024 Strategic Improvement Plan (SIP), the implementation of the new K-2 Mathematics and English Syllabuses and the use of highly effective teaching practices to improve reading and comprehension were the focus areas for teacher professional development in 2022. Teachers valued the support of Instructional Leaders to model best practice in Mathematics and Reading.

To embrace culture and social diversity we continue to develop programs which provide opportunities for students to interact locally and globally. Our link with Menindee Central School through the City/Country Alliance of Schools provide opportunities for students to visit both schools. We continue to communicate with our sister school, Chaoyang Demonstration School in Beijing.

Thank you to the P&C, led by Tini Singh, for their continued support and financial contributions throughout the year. A successful 'Bubbles and Bites' event was held in February welcoming parents to the new school year. The annual Easter Raffle raised funds for the school and brought the community together through the selling of tickets and the compilation of Easter baskets. Both parents and students thoroughly enjoyed Mother's and Father's Day breakfasts. The children loved the LEPS Fun Run which raised a substantial amount of money to upgrade the playgrounds. New seating and umbrellas were purchased for The Picnic Area and the K-2 fixed playground equipment installed. Funding to support additional Learning and Support teachers benefited students throughout the year. I would like to sincerely thank our P&C executive for their tireless commitment to the school and ongoing support during 2022. They are effectively working collaboratively together to represent the community, improve the school and provide the best possible education for our students.

As we move into 2023, we will continue to implement the Department of Education's goals, in particular ensuring that every child is known, valued and cared for; that every student is

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engaged and challenged to continue to learn and every student, every teacher, every leader and every school improves every year.

I certify that the information in this report is the result of a rigorous school self-evaluation process and is a balanced and genuine account of the school's achievements and areas for development.



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**Schedule C  
Principal and Deputy Principal Term 1 Report**

Principal and Deputy Principal's report.

1. Staffing

Temporary teachers:

Ashley Mair KAM

Rachael Merlo 5/6RM

New teachers:

Sophie Maxwell who will be teaching 4DC on Wednesday and Friday.

Mimi Kan, School Psychologist will be working on Tuesday and Thursday.

2. Numbers: currently on 516 students, 20 classes K-6.

8 K-2 and 12 3-6

3. School programs

Currently Mandarin, Technology and Science are specialist programs.

Mandarin will continue to be taught by Ms Zeng and Ms Chan, Technology Mrs Simes and Science Mr Matt Logan. Please support these programs by paying for these specialist teachers. The school is paying for the Science teacher.

Got Game will be delivering two sport programs this year, Gymnastics for all years and a sport program for students in Years 3-6.

- Term 2-Athletics 3-6 for ten weeks
- Term 3- Gymnastics 3-6 on Thursday for 10 weeks
- Term 4 - Gymnastics K-2 on Thursday for 10 weeks

Year 2 will participate in a Swim and Survive program in Weeks 8 and 9 of Term 1 at the Kuringai Aquatic Centre at West Pymble. Students will be grouped according to ability and the program will focus on stroke technique as well as survival skills. We have noted in the past how much progress the children make in 10 days.

4. Statement of fees

Semester 1 statement of fees will be emailed to parents shortly.

Fees will be distributed each semester with most excursions/incursions dealt with individually.

5. Voluntary Contributions - Reduced from \$190 in 2019, 2020 \$160. Level of voluntary contributions not increased, remain same in 2023.

The School Voluntary Contribution is \$160 with four components of \$40 each.

Stationery Levy: These funds assist in covering the provision of student classroom resources, photocopying paper and replacement of reading resources.

Computer Levy: These funds are reserved solely to provide and maintain the high standard of computers, laptops and iPads.

Library Levy: These funds go directly to the library to provide library books and other library resources.

Grounds Levy: Funds are used to employ a gardener and Bushlink to assist in the maintenance of the school grounds. All Year 4, 5 and 6 students will be learning with laptops.

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6. Sentral Parent Portal - easy access for school reports and to log attendance.  
Gradually moving towards using Schoolbytes – first step will be the student finance module.
  7. Parent Information evenings were a success, and it was wonderful being able to hold them on site - face to face.
  8. Safe on social- excellent session  
Proactive approach to responsible digital citizenship.
  9. Strategic Improvement Plan 2021 - 2024: Annual reflections (share with community)
    - Student Growth and Attainment - Focus on Mathematics and English
    - Student Wellbeing - Anti-bullying program, Smiling Minds, proactive wellbeing strategies for students
    - Collaborative Practice - Collaborative planning and programming
  10. School grounds
    - Asphalt replacement program completed and line markings on the playground.
    - Projects waiting to be managed by AMU: Shade areas over K-2 and 3-6 fixed equipment and oval, sports storeroom adjoining school hall.
    - Seating erected around the garden beds outside the admin area
    - Path to eco garden – gravel base and gravel base path near BER building
    - BaSC garden maintenance and new plants

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**Schedule D**  
**Treasurer's Report for the year ended 31st December 2022**

**Overview**

The accounts prepared are special purpose financial accounts. It is audited and are TABLED as such. There have been no qualifications for the Audit.

After a few years of covid interruptions, we are finally able to come together as a full school community with all fun and exciting activities. It was lovely to see our children and parent's happy faces at the fun-run, Mother's day and Father's Day celebrations and other organised activities.

P&C has successfully funded the new K-2 playground and outdoor learning hub this year! We also committed \$100k to school learning support staff. This could not all be achieved without the support and effort from the school community!

P&C had an overall **profit of \$81,799** this year.

The bank balances as of 31<sup>st</sup> December 2022 are as follows: -

|                           |                                |
|---------------------------|--------------------------------|
| Band                      | \$61,316                       |
| Uniform Shop              | \$71,223                       |
| Creative Workshop         | \$48,149                       |
| P&C General Account       | \$304,858                      |
| P&C Parent Auxiliary      | \$517                          |
| P&C Building Account      | \$27                           |
| String Ensemble           | \$8,326                        |
| <b>Total Cash at Bank</b> | <b><u><u>\$494,416</u></u></b> |

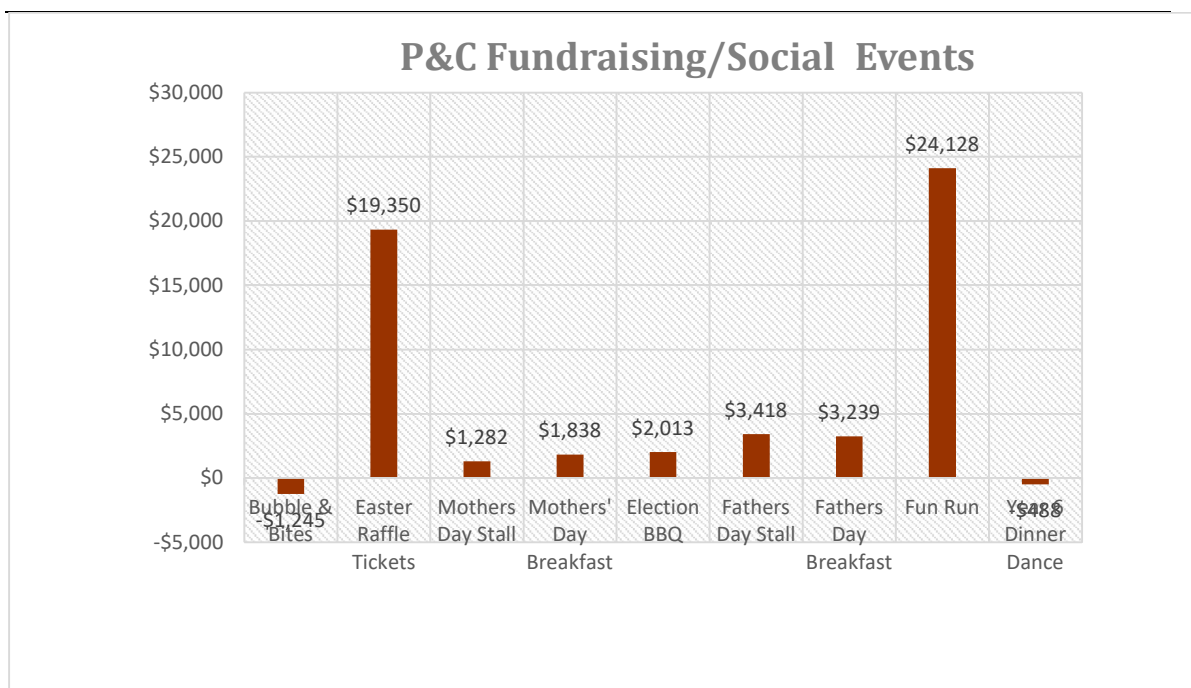
**Entity Summary**

**General Account -**

Thank you to our wonderful LEPS family for your generous contribution of over \$66k this year.

P&C Auxiliary team are lead by Iris and Danielle, they worked tirelessly at various events throughout the year to raise a further \$53,534. please see the financial breakdown below.

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**Uniform Shops-** Uniform shop produced a surplus of \$30,688. Sales revenue increased by 15% compared to 2021. Stock remains at sufficient level. P&C successfully registered as a provider to accept the NSW Back to School Voucher and families are welcome to use their vouchers at the uniform shop. Thank you, Melissa, for all your efforts and hard work in running the uniform shop so smoothly!

**Creative workshops –** Creative workshop is back with of full array of fun and inspiring courses this year. Our revenue has increased by 64% compared to 2021 - which only ran for 3 terms due to covid restriction. As a result, creative workshops produced a surplus of \$16,827. Thank you, Adele for organising and running such a wonderful and diverse program!

**Band –** Band generated a loss of \$12,677. Although revenue had increased by 3% compared to 2021. Operation costs such as Instrument repair and tutor fees were higher. Band has not increased their annual fee for a few years. They had to use their reserve to fund the shortfalls. 2023 annual band fee is set to increase by \$50 per student to cover the increasing costs. Thank you, Jane, Elise and Band committee, for delivering a fun and high-quality music program.

**Strings –** String ensemble generated a surplus of \$1,001. Revenue and operation costs were steady. Thank you, Grace and Olivia, for your time and effort.

**Other matters**

- P&C appointed Pitt Martin Tax Pty Ltd as our auditor this year at special meeting on 6<sup>th</sup> December 2022

Furthermore, A huge thank you to our president Tini and all executive team Adele, Meredith & Kirsten as well as Diane, Jacqui and their team at LEPS for your support!

If anyone would like some more detail about the financial reports, feel free to contact me via [treasurer@lepspanc.asn.au](mailto:treasurer@lepspanc.asn.au) Yuna Yang  
Treasurer



**Schedule E  
Band Report**

- Band rehearsals and tutorials have commenced and we are off to a great start with 106 students in total comprising off:

Training Band - 47 students  
Concert Band - 33 students  
Performance Band - 26 students

Of these 106, 19 students are also registered for the Stage Band.

- 2023 conductor and administrator contracts have gone out and I will get them signed this week.

- The next Band Committee Meeting will be held on Thursday 9 March 2023 at 7pm online.

- The next upcoming band event will be the Band Camp in Term 2, 5-7 May 2023.

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**Schedule F**  
**Uniform Report**

The Uniform Shop has been quite busy. We are accepting the back to school vouchers in store. Qkr! Is working well and we are trying to get the teachers list updated. Hours will be the same Tuesday and Friday morning.

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**Schedule G  
IT Report**

LEPS P&C – IT Subcommittee 2022 Report – 21/02/2023

The LEPS P&C IT Subcommittee took on the following initiatives this year:

- Look and Feel
    - New theme implemented with decluttered homepage layout
    - Proposed design changes
-   
LEPS PnC.docx
- Content
    - Out of date content updated
    - New pages added eg. Creative workshops FAQ, class parents info, BASC
  - Hosting
    - Alternatives were explored, will remain on Wordpress
  - Events calendar
    - Up and running since term 3 2022, containing school and P&C events
    - Calendar will be migrated to school's SchoolBytes calendar
  - Payments
    - WooCommerce plugin for website installed, trial products added, pending WC Payments account set up
    - Dedicated phone set up for P&C Square reader, removing reliance on a P&C exec presence at fundraising events
    - Phone set up with Service NSW for Business app to accept Back to School vouchers
  - Cleanup of school website
    - Duplicate content identified, proposed link to P&C as a top level menu item
  - Site Administration
    - Assisted content creators with page editing errors
    - Cleanup of redundant plugins, files

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**Schedule H  
Parent's Auxiliary Report**



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**Schedule I**  
**Creative Workshops Report**

For Creative Workshops, Term 1's revenue is \$49,584.00 which is the highest since Creative Workshops returned from Covid in 2022. This is wonderful given the decrease in the number of students we have at the school. Changes were made this year to ensure we only hire qualified teachers/contractors with good track record to teach at our school. We will be bringing art lessons in Term 2 which will be taught by Kari. Kari has taught at our school before and she is well loved by the students and parents.

I would like to thank Jacqui and Diane for your help and support. There are extensive amount of effort required from the school end to ensure we run this smoothly and I really appreciate your support.

I will be away in April during the school holidays and into the first week of Term 2 to visit my family. I would like to nominate Iris to be my second in charge during that period. This will require Iris to be contracted by the P&C (hopefully by the end of March) if there is no violent objection from anyone in the room. Eventually Iris will be in charge as the manager of Creative Workshops as my other work commitment is expanding.

As discussed, I won't be going for any executive role this year. Thank you to the team for all their hardwork this year and to Tini, a humble and great leader we are lucky to have.