|  |  |
| --- | --- |
| OPENING | 7.04pm – Meredith welcomed everyone and provided President’s Welcome in Attachment A noting report circulated to families prior to the meeting. |
| ATTENDANCE/ABSENCES | Meredith Todd, Sara Lowy, Neeta Callagher, Danielle Van, Iris Lee, Kirsten Morris, Jenna Yang, Elise Johnston, Camilla J, Sussie Walker, Diane Read, David Cox  Apologies: Angelina, Susan Young, Jaquie Coles |
| CONFIRMATION OF PREVIOUS MINUTES | Add Sara Lowy to attendees.  Meredith Todd 1st Danielle Van 2nd |
| ACTIONS ARISING FROM PREVIOUS MINUTES | Diane advised (i) 58% P&C voluntary contributions received; 74% school voluntary contributions(ii) teacher requests for P&C funding more decodable readers. |
| CORRESPONDENCE | None |
| REPORTS |  |
| School Captain’s Report | Camilla J provided an update of key events happening incl cross country; Year 5 camp; SRC discussing tadpoles & sun safe program making posters, mother’s day breakfast, harmony day & walk to school day |
| Principal/Deputy Principal | Diane delivered report in Attachment B.  Staffing update  10 new families  Shade sails & water fountains installed.  School policy on refunds – unable to provide refunds as most excursions and buses are prepaid.  Mr Cox showed new format of reports aligned with new syllabus  Annual school report 2022 published on school website |
| Treasurer | Neeta delivered report in Attachment C. |
| P&C Sub-committee highlights | Danielle to explore QKR to collect payments with Sussie |
| TOPICS/ MOTIONS (ON NOTICE) |  |
| P&C funded Projects | Agree to P&C funded projects set out in Attachment A |
| P&C WhatsApp policy | Agree to roll out P&C WhatsApp policy in Attachment D to class parents  Same principles to apply to any other P&C subcommittee |
| School & P&C Events (Remainder of Term 2 and Term 3 2023) | New events proposed but need volunteers to run new events. Meeting to be scheduled to agree to events. |
| BASC Leadership: need for new volunteers | Need for parent volunteers for parent committee (4 meetings a year).  Before & after school care offered daily  Vacation care offered for all children in the area. |
| Sun safe initiative: provision of sunscreen | Agree to fund sunscreen for each classroom. |
| Sponsorship drive to commence in Term 2 | Desire to increase sponsorship from business community.  Form from Department of Education required for sponsorship.  Parent Directory could be created.  Need volunteers to drive! |
| Creative Workshop Manager | Adele and Iris to advise how role will be shared |
| GENERAL BUSINESS TOPICS/MOTIONS WITHOUT NOTICE | None |
| NEXT MEETING DATES & ADJOURNMENT | 22 August 2023 & 14 November 2023  Meeting closed @ 9.05pm |

**Attachment A: P&C Meeting slides\_May 2023**

**Attachment B: Principal and Deputy Principal’s report**

1. Staffing

Mrs Sophie O’Hearn will be teaching 4TN as Miss Tessa Noble is on leave this term.

1. Numbers: currently on 519 students, 20 classes K-6.

8 K-2 and 12 3-6

1. School programs

* 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

* C and M will be delivering school sport for Term 2, for students that do not attend PSSA sport.

1. Statement of fees

Semester 1 statement of fees have been emailed to all families. Many thanks to those who have paid promptly.

1. Voluntary Contributions - Reduced from $190 in 2019, 2020 $160. Level of voluntary contributions not increased, remain same in 2023.​ Many thanks to those who have paid their contributions.
2. Schoolbytes parent portal is up and running and providing more visibility for parents. It is also more efficient for the office staff.
3. Annual School Report (ASR) 2022

At the meeting we will share progress on strategic directions, attendance rates, Tell Them From Me survey results. The ASR will be uploaded to the school website shortly.

1. School grounds

* New signage will be placed around the school this term.
* Projects waiting to be managed by AMU: Lighting on school oval, Shade areas over sports storeroom adjoining school hall.
* Shade structures over K-2, 3-6 fixed equipment and oval, is currently in the tender phase, will be completed end Term 2, early Term 3.
* Two water fountains will be installed on the oval this term.

1. School refund policy

Refunds will be considered depending on circumstances. For example, if students are unable to attend excursions, refunds are unable to be given as costs have been accounted for prior to the excursion. Theatre tickets, bus seats, airline tickets for example are prepaid.

1. School events

Grandparents Day - The day was a huge success, and I would like to thank all parents, grandparents and students who so enthusiastically supported the event.

Cross country – All students ran and enjoyed the course at LEPS. Thanks to the parents who assisted Mr Cohen and Mrs Merlot.

1. Semester 1 Reports

Revised report format in line with the new Mathematics and English syllabus.

A draft report will be displayed and explained to parents.

1. Thanks to the Band Committee for organising another successful band camp on the weekend. A special thanks to Gill Hollister and the parents who were instrumental in the organisation and those parents who volunteered to attend and stay overnight.
2. P&C - Thank you for the successful Mother’s Day Stall and Mother’s Day Breakfast.

The Easter Raffle and K-2 Easter Hunt were enjoyed by the students.   
Bubbles and Bites and Welcome Back Night held last term were well attended and enjoyed by all.

The P&C are working tirelessly behind the scenes to support the school and connect the community. We are extremely grateful and appreciative of their efforts.

Thanks to Meredith and the P&C for organising the Hooked on Running sessions for the student to train for the Cross Country and Lindfield Fun Run.

**Attachment C: Treasurer’s report**

**16th May 2023**

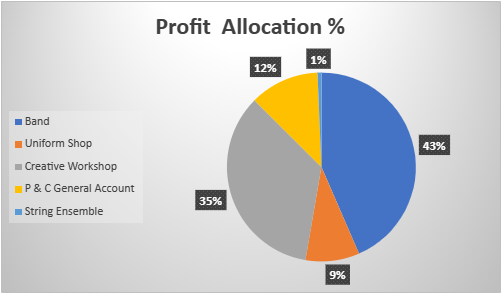
**For the period ended 30th April 2023**

**Financial Reports**

The Profit and Loss statements for various units are attached. The profit of $148,158 is split comprised of the below (presented against prior comparative period)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YTD April 2023** | **YTD April 2022** | **Mvt ($)** | **Mvt (%)** |
| Band\* | $64,422 | $43,473 | $20,949 | 48% |
| Uniform Shop | $13,661 | $14,460 | ($799) | -6% |
| Creative Workshop\*\* | $51,521 | $34,238 | $17,283 | 50% |
| P & C General Account | $17,578 | $22,029 | ($4,451) | -20% |
| String Ensemble | $976 | $3,643 | ($2,667) | -73% |
|  | **$148,158** | **$117,843** | **$30,315** | **26%** |

|  |
| --- |
| \* Band profit includes Band Camp revenue but excludes Band Camp accommodation expense paid $12,082 in May 2023. |
| \*\* Creative workshop profit includes revenue but excludes supplier costs for Term 2. Note there were no creative workshops held in Term 1 2022. |

**

The bank balances as at 30th April 2023 are as follows: -

|  |  |  |  |
| --- | --- | --- | --- |
| Band |  |  | $120,138 |
| Uniform Shop |  |  | $84,591 |
| Creative Workshop |  |  | $58,855 |
| P & C General Account^ |  |  | $383,610 |
| P & C Parent Auxiliary |  |  | $332 |
| P& C Building Account |  |  | $27 |
| String Ensemble |  |  | $9,302 |
| **Total Cash at Bank** |  |  | **$656,855** |

^Note: P&C General Account currently includes $136k due to the school from FY22.

**Points to Note**

* Kevin San and Associates have been enlisted to perform payroll, superannuation and BAS lodgment responsibilities for the P&C accounts ($600 per quarter).
* The 2023 annual Vend uniform shop subscription was renewed but they have been contacted to allow direct debit of the subscription on an annual basis rather than via credit card (historical arrangement which caused some confusion with subscription renewal).
* Parents contributions will be levied in Term 2 through the school payment system.
* Q1 wages and superannuation were remitted during the period.

**Entity Summary**

**Band –** Band generated a profit of $64,422. Annual fees increased from $450 to $500 in 2023 with 7 more students in band compared to 2022. In addition instrument hire fee increased compared to 2023, and there are more Training Band students this year (instrument hire is more typical in Training Band). Finally percussion accessory usage fee has been charged this year (and as not charged in FY2022).

**Creative workshops-** Creative workshop program generated a profit of $51,521 YTD April 2023 (however Term 2 contractor/expenses are still pending).

**P&C General Account –** YTD Profit of $17,578 largely driven by $19k profit (refer President’s report) for Term 1 events, offset by FY22 audit fees of $2,500.

**Uniform Shops-** YTD Profit of $13,661. Sales reduced 7% on prior comparative period (and costs reduced 11%). Vendors are having stock issues and we have some delay on some items (spray jackets and tights) but otherwise stock levels are sufficient.

**String Ensemble –**Strings is running at minimal profits primarily due to lower enrolments in 2023 vs 2022.

Thank you to all parent auxiliary and parent volunteers for all of their efforts kicking off the year with a successful Term 1 and healthy financial results to date.

For further details or queries on any of the financial reports, please contact me via treasurer@lepspandc.asn.au

Neeta Callagher

2023 Treasurer

**Attachment D: P&C WhatsApp Guidelines**