

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES
7pm Tuesday 14 November August 2023
Location: LEPS Staff Room**



I. OPENING	7.04pm – Welcome
II. ATTENDANCE/ABSENCES	Meredith Todd, Sara Lowy, Stephen Lowy, Danielle Van, Diana Wei, Catherine Zahrai, Kirsten Morris, Sussie Walker, Lani Van-Ooy, Scott Fletcher, Diane Read, Susan Young. Apologies: Neeta Callagher
III. CONFIRMATION OF PREVIOUS MINUTES	Danielle Van 1 st Sara Lowy 2nd
IV. ACTIONS ARISING FROM PREVIOUS MINUTES	In order to set up QKR to collect payments for P&C events, Neeta needs to go to the Bank with another authorised signatory. Diane followed up with bus company that were late to pick up students in East Killara particularly on Wednesday and Sussie noted buses were now more on time. Meredith confirmed P&C contributions currently at approximately 50%. Diane confirmed school voluntary contributions higher. Susan confirmed lock at court wasn't working properly but being fixed.
V. CORRESPONDENCE	None
VI. REPORTS	
A. School Captain's Report	Charlie B and Nick D provided the following School Captain's report: <ul style="list-style-type: none"> – Sliming – Maths in the community – new shade cloths and tables on the playground great additions.
B. Principal/Deputy Principal	Diane delivered report in Attachment A. <ul style="list-style-type: none"> • Projections for 2024 – student numbers; teachers on leave and planned leave for 2024; and replacement for Jacqui • Update on AGAT testing – what was done and what was it used for • Update on Tell them from me survey <p>Action: Diane to query with Schoolbytes – can the form pre-populate known details including parents details & use Apple pay</p>

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C. President's Report	Meredith delivered report in Attachment B.
D. Treasurer's Report	Neeta provided report in Attachment C.
E. P&C Sub-committee highlights	<p><u>IT - Danielle Van</u></p> <ul style="list-style-type: none"> - Community Marketplace launched - Site layout update - Seeking volunteer with website/graphic design skills will message on whatsapp <p>Action: Danielle to speak to Scarlet re raising P&C on LEPS website</p> <p><u>Creative Workshops – Adele Chua</u></p> <ul style="list-style-type: none"> - Creative Workshops Term 4: <ul style="list-style-type: none"> • total enrolment: 222 • Gross profit: \$8622 - Started looking at Term 1 2024 program and met up with some potential new contractors. - Term 1 enrolment will open mid to late January as per previous years. - Iris Lee to be appointed as Creative Workshop Manager and it is intended for the role to transfer from Term 1
VII. TOPICS/ MOTIONS (ON NOTICE)	
A. Facilitating student understanding and kindness in view of ongoing conflict	<p>Diane provided an update that LEPS is following student welfare policy and continuing to embed care and respect as part of every day at school. Further, school is governed by DoE procedures.</p> <p>Diane reiterated to students that they should tell a teacher if they are bullied or experience racism. Where incidents happen, they are reported and investigated as per DoE procedures.</p> <p>Agreed school will not show the episodes of btn relating to middle east conflict.</p> <p>Diane reiterated school focused on providing a safe environment for all students.</p>
B. Specialist Teachers & extra-curricular subjects for 2024	<p>Discussed options for specialist teachers and extra-curricular subjects for 2024.</p> <p>Agreed to survey parents on preferences.</p> <p>Action: Scott to work with Diane on drafting a survey.</p>

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<p>C. Projects update:</p> <ul style="list-style-type: none"> • Sunshades are in • Spotlights on the oval • Murals • Fairy garden • Oval 	<p>Agreed to proceed with oval maintenance.</p>
<p>D. Proposed events for 2024</p> <ul style="list-style-type: none"> • Agreement on list • Class parent /year group involvement in event planning 	<p>P&C to agree list with Diane and Susan and allocate events to years.</p> <p>Agreed to include colour run in 2024.</p>
<p>E. P&C Projects for 2024</p>	<p>Continue with learning support and class wish list.</p> <p>Explore cola over basketball court. May cost \$300K</p> <p>Agree to add question to survey on parents preference for projects to be funded in 2024.</p>
<p>F. Canteen Operation for 2024</p>	<p>Diane to negotiate with canteen operator an extension.</p>
<p>VIII. GENERAL BUSINESS TOPICS/MOTIONS WITHOUT NOTICE</p>	
<p>IX. NEXT MEETING DATES & ADJOURNMENT</p>	<p>AGM to be set in Term 1 in 2024 once accounts available and co-ordinate with teacher's meeting held after school.</p> <p>Meeting closed @ 8.50pm</p>

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Attachment A: Principal and Deputy Principal's report

P&C Meeting

Tuesday 14 November @ 7pm.

Principal and Deputy Principal's report.

1. Staffing
 - Jacqui Coles started as Principal at Beaumont Rd PS in Week 4, Monday 30 October
 - David Cox on paternity leave, Justine Yip and Alyce Wright relieving as Assistant Principal's

2. Current enrolment 528

Anticipated enrolment for 2024 is 515: 20 classes for next year. Currently 63 Kindergarten enrolments.
22 possible international enrolments, 11 possible enrolments.
Teachers leaving LEPS end 2023: Marie Elliott, Christina Elder retiring, Jill Masters, Kimberley Davies and Nicole Richards transfer to other schools.
Planned leave for 2024 – Sarah Penprase: Semester 1, Tessa Noble Term 1, 2024
Jacqui's Position – Assistant Principal Curriculum and Instruction is currently on hold, Library position on hold

3. Schoolbytes – Using Student finance system with electronic permission notes.
In 2024 will be using Attendance Module and Reporting module
Plan to move away from Sentral to Schoolbytes system – user friendly, intuitive and support provided.

4. Strategic Improvement Plan 2021 - 2024
 - Student Growth and Attainment
 - Student Wellbeing
 - Collaborative Practice

Currently completing annual reflections which will guide our planning for 2024.

5. NAPLAN results – LEPS performed extremely well.

6. Leadership process – currently 25 students have been shortlisted and those students will deliver a speech to progress to the next stage.

7. Teacher shortages – the situation continues, it is extremely difficult sourcing casual teachers.
Doing out best not to split classes and secure casuals in advance.

8. Grounds
 - ✓ Shade structures and sunshades erected over K-2 and 3-6 fixed playground equipment and on the oval.
 - ✓ Outdoor tables and umbrellas erected near 3-6 equipment. New paving and Softfall as well.
 - ✓ New roofs on Blocks C1, C2, and C3 (starting 18 December)
 - ✓ Fairy Garden upgrade
 - ✓ Floodlights on the oval
 - ✓ New lights in the library

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- ✓ Follow up with lights on the tennis court
 - ✓ Upgrade of teacher's toilet in Block C6
 - ✓ Storeroom – music and PE
9. End of year presentation days
K-5 held in the hall
Year 6 graduation ceremony: at Killara High School
10. Tell Them From Me (TTFM) Parent Survey
45 parents completed from a possible 394 families – 11%
Survey closed on 10 November. Report will be released after 3 working days.
11. AGAT testing – a screener to provide additional data to assess the strengths of student learning. It is used to triangulate school assessments and standardised assessments.

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Attachment B: President's report

The P&C works in collaboration with our parents, teaching staff and Principal Diane Read to implement initiatives that a) foster a learning environment in which our children can thrive and grow, and b) strengthen the sense of community within the school. Each year, we aim to raise over \$150,000 to provide support that the school would not otherwise have. For 2023 we are focused on initiatives that support the wellbeing (social, intellectual, physical, and emotional) of the whole school community.

As of 2nd Nov 2023, we have raised approx. \$86,000 towards this annual goal, and we expect to raise an additional \$5,500 from Term 4 events bringing **the total raised for 2023 to an estimated \$91,000 by the end of the year.**

- Term 1 events (Easter Raffle, Welcome Back Night, Election BBQ): \$19,500
- Term 2 events (Mother's Day stall & Breakfast): \$ 3,500
- Term 3 events (Father's Day stall & Breakfast, Dance-a-thon) \$12,426
- P&C contributions (represents approx. 52% of families at Nov 2nd) \$50,490
- Estimated profits from Term 4 events (Referendum BBQ, Movie Night) \$ 5,500

From an events perspective, in Term 3 we celebrated all our LEPS father-figures and had our first ever Dance-a-thon on the last Day of term which was a big success raising over \$9000 for the school. Already this term we held a Referendum BBQ during which we sold close to 600 sausage sandwiches and raised \$2000. WE are excited to close out the year with the return of our much-loved family Movie Night which is scheduled for Friday Nov 24th on the school oval.

Thank you to everyone who has supported each of these events either through participation or volunteering your time for organisation and implementation.

Term 3 and 4 events P&L

Event	Month	Income	Expense	Profit
Father's Day Stall	Aug 28th	\$3,928	\$2667	\$1261
Event Lead: Iris Lee				
Father's Day Breakfast <i>For all LEPS Father-figures</i>	Sep 1st	\$6126	\$4140	\$1986
Event Lead: Meredith Todd				
School Dance-a-thon <i>For all LEPS students on the last day of Term 2; Payment required to participate.</i>	Sep 22nd	\$10,319	\$1140	\$9179
Event Lead: Meredith Todd, Iris Lee				
Referendum BBQ <i>Community sausage sizzle during polling</i>	Oct 14	\$2914	\$993	\$1921
Event Lead: Meredith Todd, Iris Lee				
LEPS Movie Night	Nov 24	\$8600 est.	\$5076 Est.	\$3524 Est.
Event Lead: Meredith Todd, Iris Lee				

NB. After completion the P&C considers lessons learned from each event and is always open to suggestions for improvement from the school community.

Since the end of Term 2 we received an additional \$3,300 in **P&C contributions, bringing the total received for 2023 to \$50, 490.** Thank you to those families who have contributed. This payment (\$350 per family, or \$220 per student), while voluntary, is essential to ensure that the P&C can fund projects (facility upgrades and resources) that are not otherwise funded by NSW Department of Education. If all

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families contribute the per family amount, the P&C will raise approximately \$120,000 towards our key projects for 2023 and beyond. It is only through the generosity of our parent community that we can fund initiatives aimed at improving the resources and facilities of our school.

Over the last term we have made significant progress regarding implementation of the P&C funded initiatives planned for 2023 with most initiatives now completed (update below). Two major projects, the Fairy Garden and the murals, are well underway in terms of planning and due to enter the final stages of implementation in December. We will continue to move these initiatives forward throughout the remainder of the year into the school holidays and are flexible to add to this list as needs arise. If you are inspired by this list and have the time or expertise to help us drive any of these projects forward, please reach out to leps.parentauxiliary@gmail.com.

Significant progress towards agreed P&C initiatives for 2023

Status	Initiative	Estimated Cost	Comments
<input checked="" type="checkbox"/>	Learning and support assistance	\$ 40K	Funds agreed for teacher aid support; will be transferred at year end
<input checked="" type="checkbox"/>	LEPS (branded) marquees and flags for school carnivals and events (SRC Welfare idea)	\$5K	4 marquees and 2 flags branded with the LEPS logo provided to school for carnivals and school events
<input checked="" type="checkbox"/>	Classroom Wishlist	\$10K (\$500 per class)	All supplies have been provided to classes.
<input checked="" type="checkbox"/>	Tennis court updated	\$2K	A new net has been installed and court surface repaired
<input checked="" type="checkbox"/>	Hooked on Running training	\$900	Sessions provided (with gold coin donation) to all students to encourage running in the Lindfield Fun Run and school cross country
<input checked="" type="checkbox"/>	Sun safe initiative sunscreen	\$600	Implemented; all classrooms have sunscreen
<input checked="" type="checkbox"/>	Wellbeing week Teacher Thank you	\$2.8K	15 min chair massages offered to all teachers/school staff
<input checked="" type="checkbox"/>	Fairy 'Wellbeing' Garden	\$90-140K (some funding raised in 2022)	Design finalised, Work scheduled to start mid Dec 2023 for completion before Term 1 2024.
<input checked="" type="checkbox"/>	Murals	\$16,500	Work on track to commence early December
<input checked="" type="checkbox"/>	Oval surface	(\$11K-\$40K)	Quotes being obtained to fix/maintain and resurface the oval to improve the surface
<input checked="" type="checkbox"/>	Oval -sports goals	(\$5K-\$10K)	
TBD	K-2 toilet block clean up	TBD (est < \$25K; with murals costed above)	Not yet started: Motivational murals on doors, new dispensers/toilet seats, vertical garden on external front of building (perhaps engage Men's shed)
TBD	Wishing Tree	No cost	Not yet started: To be implemented to engage the school community to communicate ideas for events and projects to be funded (e.g., recent student petition for a new netball court)

completed, ongoing

Another new initiative since our last meeting is the **first edition of the LEPS Community Marketplace** which was published at the beginning of Term 4. Thank you to the 8 businesses who have signed up so far. This directory of LEPS businesses is being compiled to offer support to business owners within our school community by publicising their business details and in turn helping all parents to find local trades, products or services they may need. New businesses are welcome to sign up each term.

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Finally, a huge thank you to all the LEPS P&C Subcommittees who continue to do an excellent job supporting the school community in the form of Creative Workshops, Uniform Shop, Band, String Ensemble and Parent Auxiliary activities.

On behalf of the P&C Executive, we look forward to your continued collaboration for the remainder of 2023. Our goal is to represent the parent voice and collaborate closely with our Principal, Diane and the school executive to best serve the needs of our children and their school. As a reminder, our P&C is run by volunteer parents and carers, who are just like you. We work, do laundry, shuttle the kids around to here, there and everywhere but choose to dedicate our “spare time” to helping the school. We welcome the participation of all parents. Being an active member of the P&C provides you with the platform to guide significant school initiatives. You do not need to take on an executive role to get involved. Perhaps you have a fresh new event idea or would like to run a social/fundraising event or have another skill that could help us with the running of the school (eg. landscaping, graphic design, communication, web design, translation). The more help we have the more we can achieve to improve the experience of our children at school. Our parents are the heartbeat of our school community, and we look forward to meeting you all in 2023!

With your support we will continue to build a school community that is connected, inclusive, transparent and leverages the expertise of all parents and teachers so that together we may do the best for our children and their school.

Meredith Corbett (Todd), Mother of Matilda Y4, Henry Y2, Beatrice YK
LEPS P&C President 2023

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**Attachment C: Treasurer's report
13th November 2023
For the period ended 31st October 2023**

Financial Reports

The Profit and Loss statements for various units are attached. The overall YTD loss of \$8,114 is comprised of the below (presented against prior comparative period)

	YTD 13 Nov 23	YTD 13 Nov 22	Mvt (\$)	Mvt (%)
P&C General	(133,969)	435,120	(569,088)	-131%
Band	12,415	2,207	10,208	462%
Creative Workshops	90,577	34,256	56,321	164%
Uniform Shop	24,445	(92,432)	116,877	126%
Strings	(1,583)	5,210	(6,793)	-130%
	(8,114)	384,361	(392,475)	-102%

*There were no Creative Workshops held in Term 1 2022.

**P&C 2023 Contributions collected by the school to date of \$50,490 have not been reflected above.

For comparative purposes P&C contributions for FY22 were \$66,445.

*** The Profit and Loss of P&C General is further split below.

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Profit and Loss

LEPS P&C General

For the period 1 January 2023 to 13 November 2023

Account	1 Jan-13 Nov 2023	1 Jan-13 Nov 2022
Trading Income		
Community Market Place Subscriptions	450.00	0.00
Fundraising Revenue	43,961.71	73,352.59
NSW Covid Business Grant	0.00	3,000.00
Other Revenue	2,038.00	3,230.65
Parent Contributions	0.00	66,443.38
Sponsorship	2,750.00	0.00
Total Trading Income	49,199.71	146,026.62
Gross Profit	49,199.71	146,026.62
Other Income		
Fund transfer from sub-committee	406.61	210,000.00
Total Other Income	406.61	210,000.00
Operating Expenses		
Accounting & Auditing	1,200.00	0.00
Audit Fee	2,500.00	3,000.00
Bank Fees	0.00	30.00
Bookkeeping	2,100.00	1,686.36
Canteen Murals	4,500.00	0.00
Donation to School	90,096.36	(100,000.00)
Donations to the School - Equipments	4,852.50	0.00
Fairy Garden	30,013.64	0.00
Fun Run training	940.92	0.00
Fundraising event costs	27,160.71	11,770.72
General Expenses	1,879.17	1,425.78
Insurance	2,173.78	1,793.68
Kindergarten Orientation	54.00	0.00
P&C CLASSROOM VOUCHERS	7,979.79	0.00
Repairs and Maintenance	385.00	494.14
Software Subscription	549.98	649.95
Square Fees	0.00	56.22
Sunscreen	550.18	0.00
Superannuation	406.61	0.00
Teacher Massage	2,812.47	0.00
Welcome Back Night	2,355.91	0.00
Year 6 Dinner Dance	1,064.00	0.00
Total Operating Expenses	183,575.02	(79,093.15)
Net Profit	(133,968.70)	435,119.77

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The bank balances as at 13 November 2023 are as follows: -

	13-Nov-23
Band*	\$70,131
Uniform Shop	\$93,418
Creative Workshop	\$36,677
P & C General Account**	\$245,739
P & C Parent Auxiliary	\$332
P& C Building Account	\$27
String Ensemble	\$6,706
Total Cash at Bank	\$453,030

*The Band bank account balance includes \$50k held in a term deposit.

**P&C 2023 Contributions collected by the school to date of \$50,490 have not been reflected above.

Points to Note

- On 8th August 2023, the P&C Association transferred \$90k of the \$136k accrued for 2022 to the school for ongoing teacher support. It was agreed with the school that this amount would be sufficient for FY22.
- Parents contributions were levied in Term 2 through the school payment system and \$50,490 has been collected to date.
- Q3 wages and superannuation were remitted during the period.

Entity Summary

Band – Band generated a profit of \$12,415. 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 \$90,577. Note the increase year on year is largely due to Creative Workshops commencing in Term 2 in FY2022.

P&C General Account – Term 3 saw fundraising effort of the Father's Day Breakfast and Stall- Expenses incurred during the term included those to support P&C initiatives of a new and improved Fairy Garden, classroom vouchers in addition to previous terms expenses teacher wellbeing massages, canteen mural deposits and purchase of sunscreen for all classrooms.

Uniform Shops- YTD Profit of \$24,445. Sales reduced and cost of sales reduced circa 6% on prior comparative period. Lower sales are attributed to generally lower enrolments at the school.

String Ensemble –Strings is running at a small loss primarily due to lower enrolments in 2023 vs 2022. The String Ensemble coordinators are working on generating more interest in the String Ensemble and improve enrolments.

Thank you to all parent auxiliary and parent volunteers for all of their efforts during the year and contributing to the financial results to date.

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

Neeta Callagher
2023 Treasurer