

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

I. OPENING	7.04pm – Welcome
II. ATTENDANCE/ABSENCES	Meredith Todd, Sara Lowy, Neeta Callagher, Danielle Van, Iris Lee, Kirsten Morris, Sussie Walker, Diana Wei, Bren Fang, Tony Ng, Hugo H, Nalini G, Diane Read, David Cox, Susan Young, Jaquie Coles Apologies: None
III. CONFIRMATION OF PREVIOUS MINUTES	Neeta Callagher 1 st Sara Lowy 2 nd
IV. ACTIONS ARISING FROM PREVIOUS MINUTES	Danielle and Sussie still exploring QKR to collect payments for P&C events
V. CORRESPONDENCE	Petition from students received for a netball court
VI. REPORTS	
A. School Captain's Report	Hugo H & Nalini G provided the following School Captain's report: <ul style="list-style-type: none"> – Student leaders visited Stewart House – Successful athletics carnival held – 2nd Menindee trip coming up – Visitors from Korean school last week – Open day held with many performances and open classrooms – Students excited by new shade cloths and water bubblers
B. Principal/Deputy Principal	Diane delivered report in Attachment A. Action: Diane to follow up with bus company that are late to pick up students in East Killara particularly on Wednesday.
C. President's Report	Meredith delivered report in Attachment B. Action: Diane to send out reminder to parents for P&C contribution.
D. Treasurer's Report	Neeta delivered report in Attachment C.

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
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<p>E. P&C Sub-committee highlights</p>	<p><u>Uniform Shop – Melissa Kent</u> Everything going well in Uniform shop. All items in stock and we are ready for summer. Kindy orientation is much later this year so sales may appear down but no fear. Student numbers are down this year from last so sales may be less than 2022. Prices are rising in a few items so a possible price increase may be necessary. Volunteers will be needed for Kindy orientation.</p> <p><u>IT - Danielle Van</u> - Ongoing calendar maintenance - LEPS Community Marketplace - Business info page created - Directory page and entry process in progress</p> <p><u>Band – Amanda Bromby</u> - Band numbers have not changed throughout the year. - Band workshop #2, Sunday 6 August - another successful workshop held at LEPS coordinated by Liz Williams and Elise Lee. - Enjoyable performance by the Concert Band and String Ensemble during the Education Week Open Day. - ASBOF Band competition held at Knox on Sunday 20 August. - 2024 auditions for Performance Band commence week of 21 August.</p> <p><u>Creative Workshops – Adele Chua</u> - Revenue for Term 3 is \$42,509.22. Revenue for Term 3 is down \$5K from Term 2, despite more enrolments. We reduced profit margin to support rising cost of living. 2- In Term 3, Filmmaking and Orienteering workshops were cancelled due to low enrolment. We are unlikely to bring those 2 back for Term 4 as they have been unpopular. - Creative Workshops will run for only 8 weeks in Term 4 as the last 2 weeks of school is an extremely busy time for the school. - Hoping to transition Creative Workshops to Iris by the end of 2023. If she is still interested, we can start planning for 2024 and start drafting contracts.</p>
<p>VII. TOPICS/ MOTIONS (ON NOTICE)</p>	
<p>A. Student Report review</p>	<p>Mr Cox asked for feedback on the report Generally well received More information requested to be included in the report as standard rather than on request.</p>

**LINDFIELD EAST PUBLIC SCHOOL
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MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

B. Explanation of A to E grading on reports	A-E based on school circular. Parents can request table to see how many students in each band.
C. NAPLAN results for 2023 and key takeaways	Diane explained new way of testing for NAPLAN so can't compare results from previous years. LEPS average still above comparable schools average for year 3 and year 5.
D. Status of P&C and school voluntary contributions	Action: Diane to advise status of school voluntary contributions Meredith advised P&C contributions approximately 40%
E. Specialist Teachers – parent feedback on preferences	Parents happy Technology & Mandarin & Science & Library for specialist teachers.
F. Grounds update: <ul style="list-style-type: none"> • Sun shades • Fairy garden • Updating netball/tennis court and oval 	Sun shades to be installed at the end of the term or start of term 4. Plans for fairy garden been developed by Go Gardening. Plans to be considered by SRC. Quote being obtained to fix hole and for netball hoops to be added for the tennis court so can be used for PSSA netball training. Action: Jacquie to check if lock at court working properly.
G. Canteen	Agree to extend canteen contract for 12 months based on parent feedback.
H. Public Speaking competition - presentation of medallions and trophies	Students will be presented with medallions at the finals and trophies at presentation
VIII. GENERAL BUSINESS TOPICS/MOTIONS WITHOUT NOTICE	BASC query re how much screen time. Suggested parent talk to the Director.
IX. NEXT MEETING DATES & ADJOURNMENT	14 November 2023 Meeting closed @ 8.30pm

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES
7pm Tuesday 22 August 2023
Location: LEPS Staff Room**



Attachment A: Principal and Deputy Principal's report

1. Staffing

Tessa Noble is on leave. Jeanette Carter and Michelle Nederlof are teaching 4TN Temporary to permanent transition program.

The staff below will move to permanency in 2024.

Ashley Mair
Emily Gaughan
Alison Chan (4 days)
Diana Johnson (4 days)
Danielle Simes (4 days)
Amanda Gabell Chan (1 day)

2. Numbers: currently on 521 students, 20 classes K-6. 8 K-2 and 12 3-6

3. Statement of fees

Semester 2 statement of fees has been emailed to all parents.

School events are organised in School Bytes using the student finance module. Online permissions are now available for the convenience of parents.

Payment is required to attend incursions/excursions. Please be prompt with payment, it is time consuming for teachers to call parents who have not paid.

4. School programs

Got Game: Gymnastics program for 3-6 this term & K-2 in Term 4

5. School attendance

- ✓ LEPS back to 2019, pre COVID attendance rate – well done LEPS!
- ✓ Aim to reduce partial absences and late arrivals
- ✓ Encourage holidays to be taken during the scheduled vacation periods

1. School events

Upcoming School Events: Term 3

Week 6

Tuesday 22 August: Zone Athletics Carnival
Tuesday 22 August: P&C Meeting 7pm staffroom
Tuesday 22 August: KSP Dance Concert at KHS
Wednesday 23 August: Father's Day Stall
Friday 25 August: Author visit - Oliver Phommavanh
Saturday 26 August: Primary Schools Tennis Challenge

Week 7

August 28-1 September – Menindee Spring Excursion
Friday 31 August: Author visit – Gus Gordon

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

Friday 1 September: Book Week Parade 9.30am and Book Fair (Dads invited from 8am)

Friday 1 September: Father's Day Breakfast (Dads invited from 8am)

Week 8

4-8 September: Public Service Association (PSA) Recognition Week

Monday 4 September: Kindergarten Teddy Bear's Picnic - Field of Mars Excursion

Monday 4 September: Year 2 Gibbergong Excursion

Tuesday 5 September: Year 1 Gibbergong Excursion

Sunday 10 September: Swain Gardens Open Day – Bach and Mozart String ensembles performing from 11.15am (Parents invited)

Week 9

September 11, 12, 19 & 21 – NRMA Road Safety Show

Wednesday 13 September: Public Speaking Grand Finals (Parents of students invited)

Thursday 14 September: Year 5 Leadership Say

Friday 15 September: Lyrebird gold coin day

Week 10

Monday and Tuesday 18 and 19 September: Debating Camp for selected students

Tuesday 19 September: Optus Satellite Earth Station at Belrose for Years 5 and 6

Wednesday 20 September: K-2 Sports Day at LEPS – parents invited from: K: 11-12noon, Year 1 11.40 – 12.10 and Year 2: 12.20 to 12.50pm

Friday 22 September: DISCO day

Upcoming School Events: Term 4

Week 1

Monday 10 October to Wednesday 18 October: Life Education

Thursday 12 October: Optus Satellite Earth Station at Belrose for Years 5 and 6

Week 2

Tuesday 17 and Tuesday 24 October: Kindergarten Orientation

Week 3

Thursday 26 October: Blue Mufti Day for Stewart House

Friday 27 October: World Teachers Day lunch (Parents invited to contribute food)

Week 4

Tuesday 31 October: Get Set for High School year 6 workshop

Week 5

Wednesday 8 November: Killara High School Dance Festival – junior and Senior Dance troupes invited.

Week 6

Wednesday 15 November: Year 6 Mini Fete

Wednesday 15 – Friday 17 November: CCAS Leadership conference (selected leaders)

Week 7

Wednesday 22 November: Year 6 Gala Day at KHS

Friday 24 November: P&C Movie Night

Week 8

Wednesday 29 November: Stage 1 Raw Art incursion

Week 9

Monday 4 December: Presentation Day Assemblies (Parents invited)

Kindergarten: 9.30 - 10.30am

LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

Year 1: 11.30 - 12.30am

Year 2: 2.00 - 3.00pm

Tuesday 5 December: Presentation Day Assemblies (Parents invited)

Year 3: 9.30 - 10.30am

Year 5: 11.30 - 12.45pm

Year 4: 2.00 - 3.00pm

Wednesday 6 December 9.30 - 11.30am: Year 6 Graduation Ceremony at KHS (Parents invited)

Week 10

Monday 11 December: Year 6 Dinner Dance (Parents invited at the beginning and at the end)

Tuesday 12 December: Years 3-6 picnic day

Wednesday 14 December: Kindergarten. Year 1 and 2 Picnic Day

Friday 15 December: Year 6 Mowercade (Parents invited)

Week 11

Monday 18 December: Staff Development Day

Monday 18 and Tuesday 19: Admin Team: end of year administrative and financial tasks; student data rollover and preparation for new year.

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

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 21st Aug 2023, we have raised approx. \$70,140 towards this annual goal, and we expect to raise an additional \$10,000 at least from the events planned for Term 3 bringing the total raised to an estimated \$80,000 by the end of Term 3.

- Term 1 events (Easter Raffle, Welcome Back Night, Election BBQ): \$19,500
- Term 2 events (Mother's Day stall & Breakfast): \$ 3,500
- P&C contributions (as at 21 Aug) \$47,140
- Estimated profits from Term 3 events (Father's Day; Disco) \$10,000

From an events perspective Term 2 and Term 3 have been much quieter than Term 1. We celebrated all our LEPS Mother-figures in May with our inaugural Mother's Day Stall and Breakfast. We also had our very first Team LEPS join the Lindfield Fun Run! Coming up in the next 2 weeks we will celebrate all our LEPS father-figures and will end Term 3 with a school disco on the last day of term, instead of a Fun Run/Inflatable Day!

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

Term 2 and 3 events P&L

Event	Month	Income	Expense	Profit
Mother's Day Stall <i>Event lead: Iris Lee</i>	May	\$3782.10	\$2862.00	\$920.10
Mother's Day Breakfast <i>For all LEPS Mother-figures</i> <i>Event lead: Sara Lowy, Erin Greenfield, Iris Lee</i>	May	\$6200.00	\$3575.65	2624.35
Father's Day Stall <i>Event Lead: Iris Lee</i>	Aug 28th			\$900 est.
Father's Day Breakfast <i>For all LEPS Father-figures</i> <i>Event Lead: Meredith Todd</i>	Sep 1st			\$2500 est.
School Disco <i>For all LEPS students on the last day of Term 2; Payment required to participate.</i> <i>Event Lead: Meredith Todd, Iris Lee</i>	Sep 22nd			\$7000 est.

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

At the end of Term 2 the P&C contribution was also rolled out to all families via the school payment system. Since then, \$47,140 has been received by the school and will ultimately be transferred to the P&C. Thank you to those families who have contributed so far. 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 families contribute the

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

per family amount, the P&C will raise approximately \$120,000 towards our key projects for 2023. 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.

Since our last meeting significant progress has been made towards the P&C funded initiatives planned for 2023 with updates provided below. Most initiatives have been started with a number already being completed. The upgrade to the Fairy Garden is progressing well and we expect to kick off that work before the end of the school year. We also expect the canteen murals to commence in Term 4. Unfortunately, we were not successful in receiving the Student Wellbeing Grant from the DoE, however, are able to fund these projects using existing P&C funds. We will continue to move these initiatives forward throughout the remainder of the year 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 come to our next meeting or reach out to leps.parentauxiliary@gmail.com.

Progress towards agreed P&C initiatives for 2023

Initiative	Estimated Cost	Comments
Learning and support assistance	\$ 40K	Funds agreed for teacher aid support; will be transferred at year end
Fairy 'Wellbeing' Garden	\$90-140K (some funding raised in 2022)	Design plan received; quotes being finalised. Work expected to start in 2023, date to be confirmed.
Murals	\$16,500	Design received; deposit paid with work expected to start T4.
Classroom Wishlist	\$10K (\$500 per class)	Teachers and students have been working together on this since last meeting; Lists to be provided to P&C by Sep 1 for purchase.
Hooked on Running training	\$404	Sessions completed; with additional session added for creative workshops
Sunsafe initiative sunscreen	\$750	Implemented; all classrooms have sunscreen
Wellbeing week– chair massage for all teachers/school staff	\$1300	Implemented
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)
SRC welfare ideas	TBD	LEPS Marquees purchased and in use at carnivals Quotes being obtained for sports goals on oval Tennis court net replaced; quotes being obtained to fix court and upgrade netball rings.
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)

Finally, the LEPS Community Marketplace is in progress, with the first edition to be published at the start of Term 4. 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.

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

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

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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

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

Attachment C: Treasurer's report

22nd August 2023

For the period ended 31st July 2023

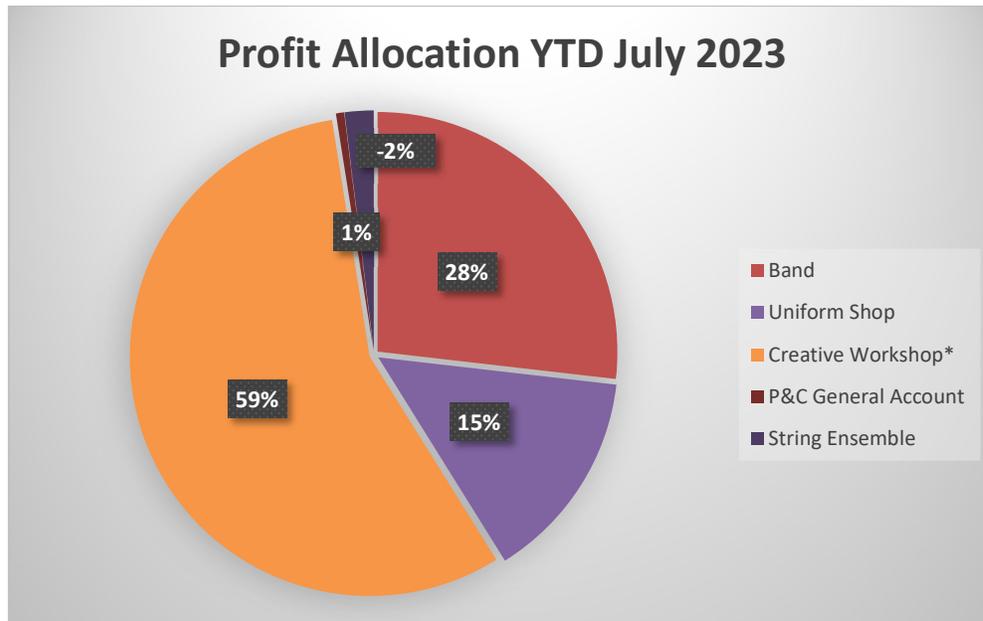
Financial Reports

The Profit and Loss statements for various units are attached. The profit of \$100,863 is split comprised of the below (presented against prior comparative period)

	YTD July 2023	YTD July 2022	Mvt (\$)	Mvt (%)
Band	28,145	(4,229)	32,374	8
Uniform Shop	15,029	30,016	(14,987)	(0)
Creative Workshop*	59,168	1,349	57,819	43
P&C General Account**	580	81,418	(80,838)	(1)
String Ensemble	(2,059)	651	(2,710)	(4)
	\$100.863	\$109.205	(\$8.342)	-8%

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

**P&C 2023 Contributions collected by the school to date of \$47,140 have not been reflected above.



**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES**



7pm Tuesday 22 August 2023

Location: LEPS Staff Room

The bank balances as at 21 August 2023 are as follows: -

	21-Aug-23
Band*	\$83,436
Uniform Shop	\$83,026
Creative Workshop	\$85,279
P & C General Account**	\$275,784
P & C Parent Auxiliary	\$332
P& C Building Account	\$27
String Ensemble	\$6,245
Total Cash at Bank	\$534,129

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

**P&C 2023 Contributions collected by the school to date of \$47,140 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 \$47,140 has been collected to date.
- Q2 wages and superannuation were remitted during the period.

Entity Summary

Band – Band generated a profit of \$28,145. 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 \$59,168 YTD July 2023. Note the increase year on year is largely due to Creative Workshops commencing in Term 2 in FY2022.

P&C General Account – Whilst Term 2 saw fundraising effort of the Mothers Day Stall and Mother's Day Breakfast but was otherwise quieter compared to Term 1. Expenses incurred during the term to support P&C initiatives included teacher wellbeing massages, canteen mural deposit and purchase of sunscreen for all classrooms.

Uniform Shops- YTD Profit of \$15,029. Sales reduced 9% on prior comparative period (and costs increased by 24%). Lower sales are attributed to generally lower enrolments at the school and higher costs are being incurred to replenish cost of stock previously purchased at lower prices.

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 Term 2 and

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
MEETING MINUTES
7pm Tuesday 22 August 2023
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contributing to the financial results to date.

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

Neeta Callagher
2023 Treasurer