

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



**12 November 2024 @ 7pm
Location: LEPS Staff Room**

<p>I. OPENING (including SCHOOL CAPTAIN'S REPORT)</p>	<p>Meeting opened 7.05 pm</p> <p>School Leaders, Ryan and Kimberlee, provided their report highlighting student participation in:</p> <ul style="list-style-type: none"> • Life education classes with Healthy Harold; • Recent kindergarten orientation where year 5s and 6s led and bonded with the younger children; • Raw art for Kindy students; • African drumming classes; • Parliament House visit by year 6s; • Visit from an Olympian sailor; and • Dance extravaganza.
<p>II. ATTENDANCE/ABSENCES</p>	<p>Attendance: Meredith Todd, Susan Young, Juliet Byrnes, Kelsey Grant, Sara Lowy, Neeta Callagher, Leah Frizell, Yuna Yang, Jo Tinyou, Lani Van Ooy, Pam Marchant</p> <p>Apologies: Danielle Van, Sussie Walker, Iris Lee, Melissa Kent</p>
<p>III. CONFIRMATION OF PREVIOUS MINUTES</p>	<p>1st Diane Read</p> <p>2nd Meredith Todd</p>
<p>IV. ACTION ARISING FROM PREVIOUS MINUTES</p>	<p>a) Meredith and Diane to follow up with Jenny and Melissa regarding netball uniforms and whether they have been ordered;</p> <p>Meredith spoke to Scarlett who confirmed school is working with Melissa to order the uniforms based on feedback from the netball girls. The girls are hoping for a netball dress and waiting on a design from the vendor.</p> <p>School will buy the uniforms for PSSA netball and loan out. Comments made that for fairness, all PSSA uniforms should be made available to students for loan and Diane agreed that this will be arranged by the school.</p> <p>PSSA update: Diane confirmed that weekly PSSA will be replaced with 2 gala days per term. First gala day will be in March 2025. Training will still be held weekly.</p> <p>Kelsey Grant raised awareness re Lindfield Netball Club and Diane suggested a banner could be hung on the School fence to advertise the club.</p> <p>Action: Diane to announce PPSA changes to the school, including</p>

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details re training, games and gala days, and highlighting sporting clubs that are available to students in our local community.

- b) Yuna to finalise “Chess Club” proposal, including exploring coaching options, viable competitions and exploring student interest via an EOI to be sent out to parents in Term 4 2024

Yuna provided the updated proposal in Schedule E and recommended P&C move forward with it.

Chess creative workshop (for varying levels, incl. beginners) currently being held Friday mornings and the new proposed chess program (for intermediate to advanced players) might be able to integrate with this group. Yuna will speak to Iris regarding this.

Will need parent supervision to assist with the competitions. Intention is for the new chess club to operate similar to Band, requiring a P&C subcommittee and mandatory parent involvement.

Diane and P&C attendees agreed Chess Proposal is a great initiative and thanked Yuna for her time.

Action: Yuna to speak to Iris regarding logistics of integrating new Chess Club with existing chess creative workshop, including the creation of a Chess Club subcommittee.

- c) Diane to share list of 14 parents that participated in the “Maths in the Community” event with Sussie to see if those parents are interested in participating in LEPS Marketplace;

This has been completed and Sussie has provided an email to Diane to distribute to those parents, inviting them to Marketplace (see Marketplace Report in Schedule D)

Action: Diane to distribute email to Maths in the Community participants, inviting them to LEPS Marketplace.

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- d) Juliet and Scott to discuss and draft EOI (to be issued to parents in term 4) for involvement in the entrepreneurial student learning activity in 2025, and Juliet to provide Scott with names of parents that have already expressed an interest in being involved with the program;

This has been completed and proposal in Schedule F has been approved by Scott Campbell and Diane.

Action: Diane to forward final approved version of entrepreneurial initiative to Juliet for distribution to the school via class chats and email.

- e) Diane to share the HPGE opportunities with parents via the Lyrebird newsletter;

Diane confirmed this information has been shared.

- f) Neeta to confer with Lani re seeking ATO ruling for building fund and tax-deductible donations;

Neeta researched the P&C Federation website and spoke with Lani regarding this. Proposal is that we don't seek the ATO ruling. We will be restricted as to what the funds are used (i.e. for building purposes only).

We may consider obtaining a specific ATO ruling in the future if we have a big building project in mind.

- g) Danielle to follow up with hosting provider (details provided by Neeta) to resolve P&C website errors (see IT Report);

Website errors have stopped (see IT Report in Schedule D)

- h) Diane, Meredith and Pam to arrange meeting to work through logistics of rolling BASC into P&C, including the creation of a P&C subcommittee (see discussion under BASC below);

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	<ul style="list-style-type: none"> i) Create P&C subcommittee to work with Canteen to implement strategies in line with Waste Free School initiative (see discussion under TOPIC/MOTIONS (ON NOTICE) item (a)); j) Diane to put forward proposal to allocate P&C funds towards long jump pit, high jump equipment and other sporting equipment (see discussion under TOPIC/MOTIONS (ON NOTICE) item (b)); k) Sara to draft summary of LOTE survey findings and the school's proposal to offer Mandarin using existing resources, including an EOI invitation where parents must 'opt into' the LOTE program (to be issued to parents via School Bytes) (see discussion under TOPIC/MOTIONS (ON NOTICE) item (c)); l) Create P&C subcommittee to review and collate parent comments/suggestions obtained through the LOTE survey (see discussion under TOPIC/MOTIONS (ON NOTICE) item (c)); m) Juliet to arrange meeting with Susan/school regarding P&C health and safety policies (see discussion under TOPIC/MOTIONS (ON NOTICE) item (e)); n) Diane to follow up with cleaners to make sure lids are kept down. <p>This has been rectified and we have received positive feedback from the original complainant.</p>
<p>V. CORRESPONDENCE</p>	<p>Nil</p>

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<p>VI. REPORTS</p> <p>a) Principal/ Deputy Principal's Report</p>	<p>Diane provided the Principal/Deputy Principal's Report in Schedule A, highlighting:</p> <ul style="list-style-type: none"> • Staffing updates, incl. Danielle Simes upcoming departure. Advertisement has been sent out to replace Simes' position for technology role. We have someone covering technology for the rest of the year. • Enrolment – anticipated 496 children enrolled in 2025. • Naplan results and check in results- LEPS performed extremely well.
<p>b) President's Report</p>	<p>Meredith provided the President's Report in Schedule B, noting:</p> <ul style="list-style-type: none"> • Fundraising – over \$100k to date. Approx. 67% of target. Contributions of events and P&C Contributions (just under half of families contributing). • Working well handing over the events to the class parents. • Dance- a thon – over \$12,000 in profit. • Calendar of events for 2025 in Schedule B was noted and approved.
<p>c) Treasurer's Report</p>	<p>Neeta provided the Treasurer's Report in Schedule C, noting:</p> <ul style="list-style-type: none"> • Overall profit \$128k • P&C will provide a similar amount to last year for Ongoing Learning Support and Class Wish Lists. <p>Question regarding the year 6 gift this year. Also need to finalise last year's gift.</p> <p>Action: Diane to follow up with Mr Campbell re 2023 and 2024 year 6 gifts.</p> <p>Discussed again using P&C funds for a new school mural as a means of showing a tangible benefit to the school community.</p>
<p>d) Sub-Committee Highlights/Updates</p>	<ol style="list-style-type: none"> i. Band: Yuna Yang provided the report in Schedule D ii. Strings: Jenna Yang and Juliet Byrnes provided the report in Schedule D iii. Creative Workshops: Iris Lee provided the report in Schedule D iv. Parent's Auxiliary: Iris Lee provided the report in Schedule D

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	<p>v. IT: Danielle Van provided the report in Schedule D-addressing action item (g)</p> <p>vi. Uniform: Melissa Kent provided the report in Schedule D</p> <p>vii. LEPS Marketplace: Sussie Walker provided the report in Schedule D addressing action item (c)</p> <p>viii. BASC: Pam Marchant and Jo Tinyou provided the report in Schedule D (incl. action item (h))</p> <p>Pam spoke about the BASC Transition:</p> <ul style="list-style-type: none"> • A meeting was held with Diane, Juliet and Neeta to work through logistics of rolling BASC into P&C (addressing action item (h)). • Need to consider what BASC will look like under the P&C umbrella, pros and cons for rolling BASC into P&C, what it looks like if we don't have a parent led BASC. • The P&C is in the due diligence phase (specialist OOSH consultant). Lawyer may be needed to oversee the transition of assets. • Need to put P&C acquisition of BASC to a vote at next year's AGM. • We will need volunteers to take on BASC executive roles. • Likely need to extend licence to accommodate transition timeframe
<p>VII. TOPICS/ MOTIONS (ON NOTICE)</p>	
<p>a) "Waste Free School" update (incl. action item (i))</p>	<p>Diane confirmed the initiative is going well and there is less rubbish in school generally, however canteen rubbish is an issue. Lani raised that we need to consider how we run events- bin access required to run those events.</p> <p>Action: Diane to speak with the canteen and prepare another plan towards end of term to help mitigate rubbish from canteen</p>
<p>b) P&C funded projects, incl. proposal for new long jump/high jump facilities (action item (j))</p>	<p>Diane has estimates for long and high jump. Diane will consolidate quotes and discuss with P&C. Cost of long jump might be more than originally anticipated so school may pay for all or part of that amount.</p> <p>Action: Diane to consolidate long jump and high jump quotes and discuss with P&C re allocation of costs.</p>

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<p>c) Language program – (incl. action items (k) and (l))</p>	<p>LOTE language survey addressed in Principal/ Deputy Principal's Report in Schedule A: Survey went out to families and closed on Friday 8th November. High demand for the LOTE classes and 150 students will be attending Mandarin LOTE in 2025. There will be one class per year group from Yr1-6 and those classes will be accommodated within the Community Language timetable.</p> <p>New German Creative Workshop began this term and currently has 12 children. It is going well and there are 6 additional students interested, so potentially need to consider another class. Query whether German classes should be a semester long commitment. If term by term, need to consider how to merge new students with existing students to maximise benefit to all.</p> <p>Sara is also trying to source a French teacher for another language offering.</p> <p>Action: Sara to follow up with German teacher re progress of current students and discuss logistics/ best time frames for lesson commitment (term v semester v year commitment).</p> <p>Action: Arrange executive P&C meeting to review and collate parent comments/suggestions obtained through the LOTE survey.</p>
<p>d) Grounds Update incl. update re Fairy Garden</p>	<p>Diane provided update that the Fairy Garden will now include outdoor learning area at the southwestern corner of the school and the new long jump pit (see indicative diagram in Principal/ Deputy Principal's Report in Schedule A)</p> <p>Long jump pit also requires Department approval.</p> <p>Project Manager has assured Diane that the project will proceed, but there is no indication as to timing yet.</p>
<p>e) Health and Safety Protocol (incl. action item (m))</p>	<p>Health and Safety protocol to be an item on the agenda at each meeting going forward and any incidents to be reported at each meeting.</p> <p>Working towards streamlining health and safety procedures/policies and standardising all agreements with contractors.</p>

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	<p>Juliet advised that we now have an Incident Register.</p> <p>There has been a recent incident where a private music tutor gave late notice to a parent that they would not be able to attend the lesson which was being held on school grounds. Complaint from parent that alternative arrangements should be available via the school/ P&C.</p> <p>Parent has been contacted verbally and in writing. Explained that private music tuition is an arrangement between the tutor and parent, and that school grounds is provided as a convenient location for the lesson to take place. There is no back up supervision provided by the school or P&C and parent is responsible for arranging back up plans in the event of cancellation.</p> <p>Discussed having the requirement for students who have private music tuition at school to also be registered for BASC in the event there is a late cancellation by a tutor. Pam commented that there is a \$80 membership fee for BASC and that parents may not want to pay if their child is not a regular attendee. BASC may not be able to accept children at last minute if ratios of staff to children are compromised.</p> <p>Action: P&C executive and subcommittee leaders to meet to discuss communication to parents regarding private music tuition, including drafting additional communication to parent involved in recent incident.</p> <p>Discussed and agreed that private music tutors should sign the Community User Agreement with the school.</p> <p>Action: P&C executive and subcommittee leaders to meet to discuss streamlining service contracts for all P&C contractors.</p>
<p>f) Building House spirit at LEPS (earning house points outside of sporting carnivals etc)</p>	<p>House points heavily sport focussed.</p> <p>Meredith suggested that we could leverage inter year group connectiveness beyond sport, for example:</p> <ul style="list-style-type: none"> • earning house points through care and respect awards, top fundraisers, top performers in band, chess etc

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	<ul style="list-style-type: none"> • house lunch 1x term <p>Action: Diane and Susan to investigate whether current system which records care and respect awards for students can be integrated and linked with the award of house points.</p>
<p>g) Swimming Carnival: location and format</p>	<p>Meredith looked into an alternate location for the swimming carnival (indoor pool at Pymble PLC) as there is limited shade at the current West Pymble outdoor pool.</p> <p>Cost would be the same, but there would be limited room at new facility to run novelty activities in parallel with events throughout the day.</p> <p>Would take work to transfer to new location as systems and procedures are already firmly in place at West Pymble.</p> <p>Swimming carnival is in Wk 3 Term 1 2025 – probably too late to change now. Meredith’s efforts in investigating alternate location for the swimming carnival appreciated.</p> <p>Susan not comfortable holding a carnival at a private school as a matter of principle (we are a public school).</p>
<p>h) Term 1 2025 event calendar</p>	<p>Meredith presented a slide of proposed 2025 calendar events (see Schedule B), which was unanimously approved.</p> <p>Action: At next AGM, propose new Moon Festival event, including a call for lead volunteers (held in September 2025).</p> <p>Action: Arrange another New Parent Coffee Meetup event in Term 4 2024.</p>
<p>VIII. GENERAL BUSINESS TOPICS/MOTIONS WITHOUT NOTICE</p>	<p>Lani raised that the cost of the offsite year 6 dinner- dance this year is \$80/student.</p> <p>Discussed fundraising ideas so that future year 6 dinner-dances may be subsidised: year 6s run the election bbq; slurpee/snow cone/popcorn machine for lunch times sales.</p>

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	Action : Research and discuss fundraising ideas to subsidize the year 6 dinner- dance and present at 2025 AGM, including consideration of onsite vs offsite options for the event.
IX. NEXT MEETING DATE & ADJOURNMENT	Meeting closed 9.27pm Next meeting date 25 February 2025 (AGM)



**Schedule A
Principal and Deputy Principal's Report**

P&C Meeting

Tuesday 12 November @ 7pm.

Principal and Deputy Principal's report.

1. Staffing

- APCI position advertised – Temporary appointment for 2025 – currently interviewing applicants.
- David Cox on paternity leave this term, Ashley Mair relieving as Assistant Principal.
- Scott 3 days per week, Louisa Ruff 2 days on 6LR
- Susan Young will be on leave for Weeks 7 to 10 inclusive 22 November – 20 December. Karen Reid from Narrabeen North PS will be relieving as Deputy Principal.
- Danielle Simes has resigned – last day at LEPS Friday 15 November.

2. Staffing 2025

- Nicole Chau, Michelle Schrieber taking leave in 2025
- Louisa Ruff will not be returning to LEPS on class but as a casual
- Jennie Rixon on leave for Semester 1 2025
- Gwyndolen Powe – maternity leave for 2025

3. Current enrolment 551

- Anticipated enrolment for 2025 is 496: 20 classes for next year. Currently 66 Kindergarten enrolments.
- 13 possible international enrolments, 8 possible enrolments.
- Teachers leaving LEPS end 2024: Jennie Rixon and Louisa Ruff (Louisa Ruff will be casual teaching at LEPS)
- Planned leave for 2025 – Nicola Vernon Term 4 2025

4. Strategic Improvement Plan 2021 - 2024

- Student Growth and Attainment
- Student Wellbeing
- Collaborative Practice

Currently completing annual reflections which will guide our planning for 2025. External Validation is scheduled for Wednesday 30 July, Term 3 Week 2, 2025.

5. NAPLAN results and Check in results – LEPS performed extremely well. Only primary school in The Forest Network to achieve excelling in value added from Years 3 to 5.
6. Leadership process – currently 18 students have been shortlisted and those students will deliver a speech to progress to the next stage.

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7. Special thank you to Catherine Price (Dunkerley) for being instrumental in 'Bringing Bucky Home'

8. Grounds

- ✓ Fairy Garden upgrade – project will also include outdoor learning area at the southwestern corner of the school and the long jump pit.
- ✓ Tree and plants to replace what had to be removed – Arborists report
- ✓ Lights on the tennis court



9. End of year presentation days

K/1, 2/3, 4/5 held in the hall – Tuesday 10 December

Year 6 graduation ceremony: at Killara High School – Wednesday 11 December

School photographer will not be in attendance this year as there were minimal sales last year. Parents can take photos when invited. This is to not disrupt the continuity of the assembly.

10. Tell Them From Me (TTFM) Parent Survey

The reports are not yet available. We will include it in the report at the Term 1 2025 P&C Meeting.

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.
Vocabulary testing – K-6 data

12. 15 students in OC class. 9 boys, 4 girls accepted offer to date, potentially 7 students from LEPS. Appeals process in December then offers to reserves.

13. P&C – Thank you for the Dance-a-thon – children loved it.
Thank you for the class parties

14. Voluntary contributions:

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School:

- a) \$14592 received in School Voluntary Contribution - consumables
- b) \$14852 received in School Voluntary Contribution - Library
- c) \$14486 received in School Voluntary Contribution - Grounds
- d) \$14870 received in School Voluntary Contribution – Technology

This makes a total of \$58,800 received in SVC which represents 67% of students/families have paid.

P&C:

\$45963 has been collected in P&C Voluntary contributions to date.

\$60507 is the total of amount of outstanding voluntary contributions

\$13920 is the total amount discounted for 2nd, 3rd, 4th students in a family

- 15. School events: leaders spoke about school events.
- 16. LOTE language survey – approximately 150 students attending LOTE in 2025. One class per year group Yr 1 to Yr 6. LOTE will be accommodated into the Community Language timetable.
- 17. Tell Them From Me (TTFM) Parent Survey. 46 parents completed from a possible 416 families – 11%. Survey closed, currently waiting on reports to be generated.
- 18. Update on the new teachers award

Staff Development Days

Next year, all students will be starting school on [Thursday 6 February Eastern division OR Thursday 13 February Western division], following 4 school development days. These school development days provide our teachers time to be best prepared individually and collectively to implement curriculum.

School development days will operate the way they always have. Students do not attend on these days as there are no timetabled lessons so staff can engage in professional development and planning. As has always been the case, where no alternative arrangements can be made, this is managed at a local school level.

An updated and public list of school development days for the next 3 years can also be found on the [department website](#).

Leave and flexible work

New flexible work options for balancing family, work and care, including working part time, will be available to eligible teachers from the start of Term 1. These arrangements will also be through full time and part time leave without pay. The department will apply a principle of favouring approval.

Upcoming School Events: Term 1 Dates TBC

Week 1

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Thursday 30 January: Come and Play 9.30am – 11.30am in the school playground
Friday 30 January - Wednesday 5 February: Staff Development Days

Week 2

Thursday 6 February: Students return Years K-6
Thursday 6 February: Tea and Tissues 10am in the staffroom
Friday 30 January - Wednesday 5 February: Staff Development Days
Friday 7 February: Just Like You Workshops - incursion

Week 3

Friday 14 February: Library Lovers Day
Friday 14 February: Last day of early finish for Kindergarten

Week 4

Monday 17 February: Anti bullying performance Years 2-6
Tuesday 18 February: LEPS Swimming Carnival 3-6 and selected Year 2 students

Week 5

Monday 24 February: Parent Information Evening

- Kindergarten: 5.30 - 6.30pm in the hall then classrooms, 6.30 - 7.30pm in the library
- Years 1 & 2: 5.30 - 6.30pm in the library, 6.30 - 7.30pm in the hall then classrooms

Tuesday 25 February: P&C Meeting 7pm in the staffroom

Wednesday 26 February: Parent Information Evening

- Years 3 & 4: 5.30 - 6.30pm in the hall then classrooms, 6.30 - 7.30pm in the library
- Years 5 & 6: 5.30 - 6.30pm in the library, 6.30 - 7.30pm in the hall then classrooms

Friday 28 February: Clean up LEPS day

Week 6

Thursday 6 March: School photo day

Friday 7 March: Bubbles and Bites

Week 7

Monday 10 March - Friday 14 March: Parent teacher interviews

Tuesday 11 March to 10 April: Easter Raffle

Wednesday 12 March – Monday 24 March: NAPLAN Years 3 and 5

Week 8

Monday 17 – Friday 28 March: Year 2 swimming school

Wednesday 12 March – Monday 24 March: NAPLAN Years 3 and 5

Friday 21 March: Harmony Day K-6

Friday 21 March: Welcome Back Night

Week 9

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Monday 17 – Friday 28 March: Year 2 swimming school
Tuesday 25 March: Zone Swimming Carnival
26 - 28 March: Year 6 Canberra excursion

Week 10

Tuesday 1 April: Sydney North Area Swimming Carnival

Week 11

Gol Gol excursion: 7 - 11 April (selected students)
Thursday 10 April: Easter raffle drawn
Friday 11 April: Anzac Day Service K-6, 10:30 - 11am
Friday 11 April: Easter Egg Hunt K-2

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**Schedule B
President's Report**

LEPS P&C, President's Report Nov 2024

The P&C works in collaboration with our parents, teaching staff and Principal Diane Read to implement initiatives that a) enrich the holistic education of our children, and b) strengthen the sense of community within the school.

Each year, we aim to raise over \$150,000 to fund essential resources and facilities that enrich our children's academic, physical, creative, social and emotional learning – and would not otherwise be funded by the Department of Education.

To date we have raised almost 67.4% of this goal with \$100.1K raised:

- \$54.14K in profits from events through the end of Term 3 and
- \$45.96K from P&C contributions (equates to approx. 43% family contribution rate)

P&C Contributions: Enriching the Holistic Education of Our Children

P&C Contributions play a crucial role in ensuring that our children receive the best education possible. These contributions, although voluntary, directly enhance the quality of education and the overall school experience of our children. With your support we can fund vital projects that provide essential resources and facilities to enrich our children's academic, physical, creative, social and emotional learning – and would not otherwise be funded by the Department of Education.

P&C CONTRIBUTIONS*
provide extra funding to implement projects that improve our children's educational environment to ensure they thrive, like additional learning support teachers, playground upgrades, outdoor learning spaces, morali, etc.

SCHOOL FEES
pay for specialist subjects like Mr Logan's science lessons, subscriptions, stationery, library, computers, grounds-keeping, etc.

BASE FUNDING
is received from Department of Education at the minimum level, allocated per student.

Since the last meeting we have achieved several key initiatives:

- **Implemented another term of successful community building and fundraising events:**
 - **Father's Day breakfast** brought together 180 Father figures and their (grand)children and served bacon & egg rolls and pastries to almost 450 students (\$1782 profit raised) **Thank you to our Kindy parents** for taking the lead on this event.
 - **Father's Day stall** allowed the students to purchase a small gift for Dad and grandpa, raising \$1260. **Thank you to Iris** for taking the lead on this event.
 - **Election BBQ:** The local community came out to vote and support the school with approx. 485 sausage sandwiches sold. Through the sale of sausages, drinks and socks to the local community election BBQ raised \$2739. **Thank you to Y4 parents and Lani van Ooy** for taking the lead on this event.
 - **Dance-a-thon** on the last Day of Term 3 was a huge success raising almost \$12,00 in profit (of which \$6560 was from student fundraising). **Thank you to Y1 parents** for taking the lead on this event.

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- **LOTE:** feedback from the parent survey was shared to parents with two LOTE options offered as a result:
 - o **Extracurricular LOTE German:** a teacher was sourced and a class started for Term 4. This class has been overwhelmingly received with students turned away. P&C is looking into additional classes and extracurricular LOTE offerings for Term 1 2025.
 - o **Optional LOTE Mandarin during school hours:** P&C shared the survey results with the school to convey the school community appetite for LOTE during school hours. LOTE during school hours is the responsibility of the school and they will implement optional classes in 2025 pending feedback from parents via school bytes.
- **Soccer goals for oval** have been purchased to complement the H goals which are already well used by students at lunch as well as by PSSA teams for training
- **BASC transition: the P&C (under the leadership of Juliet Byrnes)** has been working with the BASC Management Committee and school Principal to understand what's required with the transition to BASC as P&C run. We will kick off a formal due diligence process this term with the goal to have the results to inform a decision at the AGM in February 2025.
- **Child Safety Procedures for Extra-curricular offerings (under the leadership of Juliet Byrnes):** being a volunteer run organisation P&C is looking into its current child safety procedures related to child safety, for example but not limited to our response to child anaphylactic reactions during extracurricular programs or issues with tutor/extracurricular teacher last minute unavailability. This work will continue in term 4 with a plan to engage an external vendor to provide common sense guidance for procedures in 2025.
- **Sponsorship by Local businesses (under the leadership of Leah Frizell):** The school/P&C has been approached by some local businesses external to the school community and we are looking to formalise our sponsorship approach.
- **Promoted P&C to new families:** P&C attended Kindy and OC parent sessions to welcome new families and invite them to Join the P&C.

For Term 4, **Move Night is scheduled for Friday Nov 29th** and is anticipated to raise an additional \$2000. The P&C is ready to support the funding of a Fairy Garden upgrade as soon as the Department of Education Asset Management Unit is ready to proceed. The P&C position is that the timeline for this project has been too long, and we will discuss our options and next steps at this upcoming meeting.

If any of the above-mentioned activities interest you, please reach out, as more hands make lighter work for all.

Thank you to all parents for your support so far in 2024. Our parents are a critical part of our school community, and we appreciate your collaboration so that we can continue to provide our children with the best education possible. Whether you volunteer your skills and/or time leading or supporting one of our events, or you simply pay your P&C contributions, your continued support and commitment to Lindfield East Public School is appreciated. **Together we can continue to provide the best resources and facilities so that our children have the educational environment they need to succeed.**

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!

Meredith Corbett (Todd), Mother of Matilda Y5, Henry Y3, Beatrice Y1

LEPS P&C President 2024



2025 social & fundraising events

NEW: Each year group is responsible for the co-ordination of one event

Date	Event	Year Group
30 January	Come & Play	P&C
7 February	Tea & Tissues	P&C
7 March	Bubbles & Bites	P&C
11 Mar-10 Apr	Easter Raffle	Year 5
21 March	Welcome Back Night	Year 6
TBD May	Mother's Day Breakfast	Year 3
TBD August	Father's Day Breakfast	Kindy
TBD September	Election BBQ	Year 4
TBD September	Dance-a-thon	Year 1
TBD November	Movie Night	Year 2



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**Schedule C
Treasurer's Report**

For the year to date 31st October 2024

Financial Reports

The Profit and Loss statements for various units are presented below. The overall YTD profit of \$128,050 is comprised of the following (presented against the prior comparative period):

	YTD 31 Oct 24 (\$)	YTD 31 Oct 23 (\$)	Mvt (\$)	Mvt (%)
P&C General	2,025	(43,514)	45,539	105%
Band	9,933	12,025	(2,092) ▲	-17%
Uniform Shop	29,695	24,655	5,040	20%
Creative Workshops	81,993	41,179	40,814	99%
String Ensemble	4,405	(1,597)	6,002	376%
	128,050	32,747	95,303	291%

The bank balances as at 10th November 2024 are as follows: -

	10-Nov-24
Band*	\$70,556
Uniform Shop	\$136,113
Creative Workshop	\$41,742
P & C General Account	\$243,820
P & C Parent Auxiliary	\$332
P& C Building Account	\$27
String Ensemble	\$6,096
Total Cash at Bank	\$498,686

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

Points to Note

- It is expected that the P&C Association will provide a similar amount to the prior year for ongoing learning support (\$20k) plus estimated \$10k donation for the classroom wish list (\$500 per class).
- P&C 2024 Contributions will be levied and collected by the school system to date by Fri 8 November were \$45,963 which is approximately a 43% contribution rate. This has not been included in the results above as it has been collected by the school and will be transferred net of aforementioned P&C contributions to the school this term.
- Term 3 wages and superannuation (Creative Workshops and Uniform Shop) have not been incorporated in the above as timesheets are still pending receipt.

**LINDFIELD EAST PUBLIC SCHOOL
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- The Creative Workshops profit excludes Term 4 contractor payments which are generally made in the later weeks of term.
- The P&L result for the "P&C General" above includes the Danceathon proceeds of \$13,041.25 (which were transferred from TryBooking to the P&C Bank account on 11 November 2024) and World Teacher Day expenses (Teacher massages and lunch catering) which were paid in the first week of November).

Entity Summary

P&C General Account – Term 3 saw profit from fundraising efforts of \$18,703 comprising of Father's Day Breakfast (revenue: \$8,046, profit: \$4,274) and Father's Day Stall (revenue \$3,813, profit: \$2,223), the Election BBQ (revenue: \$1,202, profit: \$614) and the Danceathon (revenue: \$13,041, profit: \$11,592). Notable expenses (other than fundraising) incurred during the term included oval maintenance and line markings (\$2,530), World Teacher Day expenses of \$2,171 (massages (\$1,430) and lunch catering costs (\$741)).

Band – Band has generated a YTD profit of \$9,933 which was a 17% decline on the prior comparative period.

Creative workshops- Creative workshop programs generated a YTD profit of \$81,993 which is almost double the prior year. There have been a number of newly implemented programs this year and removal of less popular programs. Refer to subcommittee report for further detail on the Creative Workshops.

Uniform Shops- YTD Profit of \$29,695. Sales have been greater than anticipated, with the ability to sell stock on hand rather than purchase to meet demand and as a result improved, profitability.

String Ensemble –Strings is running at a profit in FY24. Refer to subcommittee report for further detail on the String Ensemble.

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.

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

Neeta Callagher
2024 Treasurer

**LINDFIELD EAST PUBLIC SCHOOL
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Profit and Loss

LEPS P&C General

For the 10 months ended 31 October 2024

<u>Account</u>	<u>Jan-Oct 2024</u>	<u>Jan-Oct 2023</u>	<u>Mvt (\$)</u>	<u>Mvt (%)</u>
Trading Income				
Community Market Place Subsc	0.00	450.00	(450)	-100%
Fundraising Revenue	77,652.78	43,961.71	33,691	77%
Other Revenue	109.00	2,038.00	(1,929)	-95%
Sponsorship	1,990.00	2,750.00	(760)	-28%
Total Trading Income	79,751.78	49,199.71	30,552	0.62
Gross Profit	79,751.78	49,199.71	30,552.07	62%
Other Income				
Fund transfer from sub-committ	0.00	406.61	(407)	-100%
Total Other Income	0.00	406.61		
Operating Expenses				
Accounting & Auditing	1,345.45	1,200.00	145	12%
Audit Fee	3,000.00	2,500.00	500	20%
Bookkeeping	2,660.00	2,100.00	560	27%
Canteen Murals	9,306.00	4,500.00	4,806	107%
Donation to School	674.00	0.00	674	
Donations to the School - Equip	0.00	4,852.50	(4,853)	-100%
Fairy Garden	8,925.00	33,015.00	(24,090)	-73%
Fun Run training	0.00	1,035.00	(1,035)	-100%
Fundraising event costs	24,250.70	26,740.70	(2,490)	-9%
General Expenses	1,267.42	1,814.34	(547)	-30%
Insurance	2,380.47	2,173.78	207	10%
Oval and lawn repairs	19,625.45	0.00	19,625	
P&C CLASSROOM VOUCHER:	0.00	6,296.96	(6,297)	-100%
Repairs and Maintenance	0.00	350.00	(350)	-100%
Software Subscription	883.81	549.98	334	61%
Sunscreen	0.00	550.18	(550)	-100%
Superannuation	0.00	406.61	(407)	-100%
Teacher Farewell Gifts	0.00	152.47	(152)	-100%
Teacher Massage	2,286.91	1,463.00	824	56%
Welcome Back Night	0.00	2,355.91	(2,356)	-100%
Year 6 Dinner Dance	1,121.66	1,064.00	58	5%
Total Operating Expenses	77,726.87	93,120.43	-15,393.56	-17%
Net Profit	2,024.91	(43,514.11)	45,539.02	-105%
	YTD 31 Oct 24 (\$)	YTD 31 Oct 23 (\$)	Mvt (\$)	Mvt (%)
P&C General	2,025	(43,514)	45,539	105%
Band	9,933	12,025	(2,092)	-17%
Uniform Shop	29,695	24,655	5,040	20%
Creative Workshops	81,993	41,179	40,814	99%
String Ensemble	4,405	(1,597)	6,002	376%
	128,050	32,747	95,303	291%

Manual adjustments

Trybooking Revenue transferred 11 Nov
Danceathon 11569.25

Danceathon costs paid early Nov
Pizza parties 421.25

World Teacher Day expenses paid early Nov
Corporate Bodies 1,430.00
Lunch catering 741.40
2,171.40

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Profit and Loss

LEPS Band P&C

For the 10 months ended 31 October 2024

Cash Basis

<u>Account</u>	<u>Jan-Oct 2024</u>	<u>Jan-Oct 2023</u>
Trading Income		
Annual Fee Revenue	54,032.50	52,955.00
Band Camp Revenue	21,790.00	19,578.00
Instrument Hire Revenue	14,260.00	15,260.00
Stage Band Revenue	3,220.00	5,085.00
Instrument Accessories Revenue	0.00	3,000.00
RAG Revenue	2,865.45	0.00
Total Trading Income	96,167.95	95,878.00
Cost of Sales		
Band Director Expenses		
Band Director - Administration	90.00	0.00
Band Director - Auditions	480.00	660.00
Band Director - Meetings	375.00	75.00
Band Director - Rehearsals/Performances	17,672.00	18,260.00
Total Band Director Expenses	18,617.00	18,995.00
Band Master Expenses		
Band Master - Administration	9,300.00	9,180.00
Band Master - Meetings	0.00	35.00
Band Master - Rehearsals/Performances	8,194.00	7,357.00
Total Band Master Expenses	17,494.00	16,572.00
Band Camp Expenses		
Band Camp Accomodation	15,482.00	13,586.00
Band Camp Conductors	1,760.00	1,635.00
Band Camp Supplies	157.96	280.65
Band Camp Tutors	3,120.00	3,120.00
Total Band Camp Expenses	20,519.96	18,621.65
Band Workshop Expenses		
Band Workshop Conductors	2,390.00	3,004.00
Band Workshop Supplies	1,034.57	978.05
Band Workshop Tutors	5,020.00	4,820.00
Total Band Workshop Expenses	8,444.57	8,802.05
Stage Band Expense	3,220.00	4,050.00
Others Tutors	5,320.00	5,150.00
Total Cost of Sales	73,615.53	72,190.70
Gross Profit	22,552.42	23,687.30
Other Income		
Interest Income	3,512.88	1,805.68
Unknown Revenue	6.00	0.00
Other Revenue	145.00	2,405.00
Total Other Income	3,663.88	4,210.68
Operating Expenses		
Band Bags	800.00	0.00
Folders	255.20	0.00
Instrument Insurance	1,874.23	2,202.76
Instrument Service and Repair	9,237.40	8,461.50
Miscellaneous	108.95	8.00
Music Books	944.00	954.00
Music Scrolls	0.00	212.77
My School Music	784.00	749.00
Performance Entry Fee	1,500.00	2,040.00
Uniforms	780.00	1,245.00
Total Operating Expenses	16,283.78	15,873.03
Total Operating Expenses	16,283.78	15,873.03
Net Profit	9,932.52	12,024.95

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Profit and Loss

LEPS P&C Uniform Shop
For the 10 months ended 31 October 2024

Account	Jan-Oct 2024	Jan-Oct 2023		
Trading Income				
Sales	110,721.00	95,428.00	15,293.00	16%
Total Trading Income	110,721.00	95,428.00		
Cost of Sales				
Purchases	64,756.20	60,278.40	4,477.80	7%
Total Cost of Sales	64,756.20	60,278.40		
Gross Profit	45,964.80	35,149.60	10,815.2	31%
Operating Expenses				
Bank Fees	382.41	605.68	(223.27)	-37%
Cash Over/Short	1,457.90	(3,323.12)	4,781.02	-144%
Credit Card Charges	1,430.98	779.25	651.73	84%
Subscriptions	2,036.96	2,010.00	26.96	1%
Superannuation	1,657.65	633.54	1,024.11	162%
Wages and Salaries	9,303.84	9,789.68	(485.84)	-5%
Total Operating Expenses	16,269.74	10,495.03	5,774.7	55%
Net Profit	29,695.06	24,654.57	5,040.5	20%

Profit and Loss

LEPS P&C Creative Workshops
For the 10 months ended 31 October 2024

Account	Jan-Oct 2024	Jan-Oct 2023
Trading Income		
Sales	227,367	189,722
Sales - Venue Hire	2,310	0
Total Trading Income	229,677	189,722
Cost of Sales		
Contractors	143,431	141,041
Total Cost of Sales	143,431	141,041
Gross Profit	86,246	48,682
Operating Expenses		
Software Subscriptions	462	202
Superannuation	548	706
Wages and Salaries	3,243	6,596
Total Operating Expenses	4,253	7,503
Net Profit	81,993	41,179

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Profit and Loss

LEPS P&C String Ensemble

For the 10 months ended 31 October 2024

Account	Jan-Oct 2024	Jan-Oct 2023
Trading Income		
Fee Revenue	6,480.00	6,883.00
Instrument Hire Revenue	400.00	0.00
Music Intro Program Fee	8,500.00	0.00
Total Trading Income	15,380.00	6,883.00
Cost of Sales		
Conductor	5,120.00	5,130.00
Total Cost of Sales	5,120.00	5,130.00
Gross Profit	10,260.00	1,753.00
Operating Expenses		
General Expenses	0.00	157.85
Subscriptions	248.96	222.00
Tutor Fees	5,423.45	2,295.00
Workshop expenses	182.40	675.00
Total Operating Expenses	5,854.81	3,349.85
Net Profit	4,405.19	(1,596.85)

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Profit and Loss

LEPS P&C General

For the year ended 31 December 2024

Account	Bubble & Bites	Term 3	
		Dance-a-thon	East Raffle Tickets
Trading Income			
Fundraising Revenue	4,353.22	13,040.95	26,976.83
Other Revenue	0.00	0.00	0.00
Sponsorship	0.00	0.00	0.00
Total Trading Income	4,353.22	13,040.95	26,976.83
Gross Profit	4,353.22	13,040.95	26,976.83
Operating Expenses			
Accounting & Auditing	0.00	0.00	0.00
Audit Fee	0.00	0.00	0.00
Bookkeeping	0.00	0.00	0.00
Canteen Murals	0.00	0.00	0.00
Donation to School	0.00	0.00	0.00
Fairy Garden	0.00	0.00	0.00
Fundraising event costs	4,509.35	1,448.55	1,498.80
General Expenses	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Oval and lawn repairs	0.00	0.00	0.00
Software Subscription	0.00	0.00	0.00
Teacher Massage	0.00	0.00	0.00
Year 6 Dinner Dance	0.00	0.00	0.00
Total Operating Expenses	4,509.35	1,448.55	1,498.80
Net Profit	(156.13)	11,592.40	25,478.03
		11,592.00	
	T3 Revenue	26,101.94	
	T3 Expenses	7,398.61	
		18,703.33	

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Term 3 Election BBQ	Term 3 Fathers' Day breakfast	Term 3 Father's Day Stall	Mothers Day Breakfast
1,202.00	8,046.24	3,812.75	5,757.27
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
1,202.00	8,046.24	3,812.75	5,757.27
1,202.00	8,046.24	3,812.75	5,757.27
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
588.07	3,583.69	1,589.50	2,788.83
0.00	188.80	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
588.07	3,772.49	1,589.50	2,788.83
613.93	4,273.75	2,223.25	2,968.44
614.00	4,274.00	2,223.00	

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Mother's Day Stall	Welcome Back Night	Y6 Dinner Dance	Unassigned
4,215.77	10,157.75	0.00	90.00
0.00	0.00	0.00	109.00
0.00	1,990.00	0.00	0.00
4,215.77	12,147.75	0.00	199.00
4,215.77	12,147.75	0.00	199.00
0.00	0.00	0.00	1,345.45
0.00	0.00	0.00	3,000.00
0.00	0.00	0.00	2,660.00
0.00	0.00	0.00	9,306.00
0.00	0.00	0.00	674.00
0.00	0.00	0.00	8,925.00
2,049.00	5,648.35	0.00	546.56
0.00	0.00	0.00	1,078.62
0.00	0.00	0.00	2,380.47
0.00	0.00	0.00	19,625.45
0.00	0.00	0.00	883.81
0.00	0.00	0.00	1,415.51
0.00	0.00	1,121.66	0.00
2,049.00	5,648.35	1,121.66	51,840.87
2,166.77	6,499.40	(1,121.66)	(51,641.87)

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**Schedule D
Subcommittee Reports**

Band Report by Yuna Yang

Band Committee Highlight – 12th Nov 2024

2nd Band workshop ran successful on 25th Aug at school
 Congratulations to TB and CB for being awarded gold award and PB for silver award at Australian School Band & Orchestra Festival (ASBOF) on 15th Sept 2024
 Band audition completed for Band 2025
 Band showcase for Year 2& 3 students was held at school to encourage new TB 2025
 Application for TB 2025 has now opened
 2025 Annual fee will increase to \$550
 PB performed at Remembrance Day on 11th November
 Acknowledgement to Elise for the hard work she continuously puts into Band

Upcoming Events

End Of Year concert will be held at Killara High School on Monday 9th December
 Gate concert: Thurs 12th Dec
 Band party: Friday 13th Dec



Strings Report by Jenna Yang and Juliet Byrnes

1. Financial summary:

This year, we expect to make a small loss of ~\$500.
 Current profit of \$4.5k was a timing benefit of conductors & tutor invoices not yet received for Term 4.
 Overall, our Conductor fee and Music Intro program fee are about break-even.
 This year, we are hosting an annual concert, that some of the concert fee, like Conductor's fee, Xmas gift to teachers, small gift to students, lunch provided for the workshop/concert are supported by String Ensemble.

P&C String Ensemble
 for the period 20 January 2024 to 30 November 2024

20 Jan-30 Nov 2024	
Trading Income	
Fee Revenue	6,600.00
Instrument Hire Revenue	400.00
Music Intro Program Fee	8,500.00
Total Trading Income	15,500.00
Cost of Sales	
Conductor	5,120.00
Total Cost of Sales	5,120.00
Gross Profit	10,380.00
Operating Expenses	
Subscriptions	224.96
Tutor Fees	5,423.45
Workshop expenses	182.40
Total Operating Expenses	5,830.81
Net Profit	4,549.19



2. String Ensemble Update:

We are hosting a year end concert/combined workshop on Sunday 17th November, where we will invite students from beginner groups to join LEPS String Ensemble.

There will be solo performances for LEPS ensemble students, and our parents and students are looking forward to this stage performance opportunity.

This would be an opportunity to showcase to beginner group how it would be like to play in an ensemble, hence to attract these students to join our ensemble in the future.

We have a stall in Kindy Orientation, which drew a few interested students planning to join our Music Foundation program next year.

We will also have a slide in the OC Orientation to promote our ensemble group.

We will send out an express of interest form (via school) soon to all current LEPS students.

We are planning to have two ensemble group next year:

Little Mozart Ensemble ---- Training Ensemble

Bach Ensemble ---- Performance Ensemble

We will need the number of student before we can decide if it would be possible to run two ensemble without making a huge loss)

Finally, we would like to decide and announce the captain for String Ensemble next year, but would like to know what is the process involved.



Creative Workshops Report by Iris Lee

New Yoga classes

Mr T's popular class couldn't return for this term hopefully he will be back next year.

German classes to be run through Creative Workshop next year?

For Term 4 - \$56,832 in sales – 8 week term only, 271 tickets sold



Parent's Auxiliary Report by Iris Lee

Fathers Day stall at the end of Term 3 raised \$2223.00.



IT Report by Danielle Van

1. Updates to P&C website for:

- Creative Workshops

- P&C meeting minutes

- Removed school contact details from header

2. Notified Diane of broken link to P&C website from school website, Scarlett to correct

3. Action item (g) to be closed. P&C website errors have stopped. This was possibly an intermittent Wordpress issue, did not contact hosting provider



Uniform Shop Report by Melissa Kent

The uniform shop is doing well. Kindy had their orientation last week and selective class has orientation soon. We are out of a few sizes but vendor says that they will be able to deliver in a few

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weeks. We are holding lots of sports socks in our inventory as well as sports shirts. Please encourage participants to purchase uniforms. Thanks, Melissa



LEPS Marketplace Report by Sussie Walker

There have been no new applications for marketplace. Diane provided a list of parents that that participated in the “Maths in the Community” event in response to action item (c). I have prepared and provided an email to Diane to forward to those parents, inviting them to join Marketplace.



BASC Report by Pam Marchant and Jo Tinyou

LEPS BASC (Before and After School Care) Report for P&C Meeting 12th Nov 2024

LEPS BASC Parent Committee (PC) members; Pam Marchant (President), George Sin (Treasurer), Jo Tinyou (Secretary), Mark Powell, Jacqui Downes, Victor Lee (General members)

The PC have two meetings each term (start & end of term), Director’s Report and Minutes are available. Our next meeting is tabled for Wed 4th Dec.

We note that 135 LEPS families utilise BASC. The attendance numbers have been steady over T3 (as per Director’s Report/s Aug, Sept & Oct);

- AM daily range 6 – 29 students/session
- PM daily range 15 – 43 students/session
- Spring Vacation Care 13 – 29 students/day
- Winter Vacation Care 10 – 40 students/day

Term 3	Week starting	AM average	daily	PM average	daily	VC daily average
	22.07.24	24		34		
	29.07.24	20		31		
	05.08.24	20		32		
	12.08.24	17		29		
	02.09.24	16		33		
	09.09.24	16		33		
	16.09.24	17		32		
	23.09.24	14		27		
Spring Vacation Care	30.09.24					21
	07.10.24					16

Staffing

The Centre Director resigned effective 28.10.24. Oliver Hartnell has moved to a larger BASC centre at West Pymble Public. The PMC have been working with Firefly HR (specialist OSHC recruitment). The

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PMC have interviewed 3 candidates and will proceed with reference checks with a preferred candidate. The assistant director (Sean Cartright) has stepped in as the interim director. On the busier days – Tues Wed & Thurs, the centre has an additional staff member to help over this interim period. A new RP (responsible person) has also commenced at the centre.

Financials

Treasurer review of Sept cash balance at \$149K. Oct cash balance will show spring vacation care revenue.

Summer Vacation care

T4 ends Wed 18th Dec and 2025 T1 commences **Thurs 6th Feb 2025**.

BASC to provide vacation care on Thurs 19th Dec and 3 weeks of vacation care starting Mon 13th Jan. Summer Vacation care program to be issued early Dec.

BASC Transition

The Exec group is working in more detail on what is required and held a meeting with Diane on 05.11.24 to review requirements, timeframes and actions. The P&C is in the process of obtaining quotes for due diligence that will be undertaken with a view to presenting the findings and the all the information required for the P&C to vote on the agreement to bring BASC under the P&C. This will also include a requirement for a representative on the executive to manage the BASC transition and provide oversight for BASC as is currently undertaken by the PMC. The BASC license will also likely need to be extended given the transition timeframe.



Schedule E
Chess Club Proposal

Chess Club Update Nov 2024

We want to provide you with an update on the Chess Club survey that went out in Term 4. Many thanks to the 66 LEPS families who took the time to respond. The results show that over 40 families are interested in joining the proposed Chess Club. Most respondents have basic knowledge of chess and are eager to play in a more challenging environment. The preferred time for meetings is Friday mornings from 8-9 am. Based on these findings, we recommend that the P&C move forward with the Chess Club Proposal detailed below.

Chess Club Proposal – “Checkmate Champ”

Start Date: Term 1 2025

Coaches: We have been in contact with the Sydney Academy of Chess (SAC) and they are enthusiastic about providing a senior coach to help establish the new Chess Club, assist with grading, and coach our players.

Student commitment : 1 Year

Size : Intermediate & Advance level (capped at 20 students at each level)

Major Competitions Throughout the Year:

- Term 2: NSW Junior Chess League (JCL) Primary Schools Chess – Friday afternoons
- Term 3 : NSW Interschool Girls Challenge (girls only) – One-day Tournament during school time in August
- Term 3 or 4: LEPS School Chess Championship (Junior Y1-3, Senior 4-6)

Meeting Time & Location: Friday mornings, 8-9 am, in the school library

Costs: \$300 per semester (2 terms, it also includes entry fee to all competitions)

Management:

We suggest integrating the coaching component with Creative Workshop (e.g. booking, payment & communication). Additionally, we welcome and appreciate parent assistance with supervision and transportation during various competitions.



Schedule F
Entrepreneurial Initiative

Dear P & C team

Further to our last P&C meeting, I have drafted an EOI to parents for the entrepreneurial student learning activity.

The goal of the EOI is to find a group of parents who are business owners and are willing to help inspire and motivate students around the planning of the Year 6 Mini-fete. If successful, we can invite the same parents to participate in the LEPS Marketplace.

The school will need to confirm their capacity to take on the task of designing and running suitable activities for joint parent/student participation. I have done some research into possible activities, these are in Attachment 2 and the EOI is Attachment 1.

Sincerely,
Juliet Byrnes



Attachment 1

Dear Parent

Lindfield East Public School is committed to continuous improvements in teaching and learning by providing a range of innovative learning opportunities for the students.

Year 6 students are currently planning the Mini Fete for term 4. This activity presents an opportunity for year 6 students to learn about 'entrepreneurial' skills - ideation, planning, marketing, competition and strategic thinking.

We are seeking parents who are business owners or have high level entrepreneurial skills to participate in a 2 hour facilitated student/parent activity aimed at inspiring and motivating the students to have an 'entrepreneurial mindset'.

We welcome parents with children who are in any stage of the school. Parents don't need to be in Year 6.

The activity will be held in Weeks 3 and 4 of Term 3 on the following dates:

- Week 3 : August 4- August 8
- Week 4: August 11- August 15.

A time commitment of two hours is required.

Please respond by providing the following information:

- Name
- Name of child/ren
- Are you business owner?
- Preferred date and time
- Preferred activity (see list)



Attachment 2

Some of the activities that could be run, using the Year 6 Mini Fete as the project are:

1. **Shark Tank:** Students and parents work in groups to develop 'business ideas' for Mini-Fete stalls and then compete against each other by pitching their ideas to a panel of parents, classmates and teachers in a "Shark Tank"
2. **Real Life Storytelling:** Parents share entrepreneurial stories relevant to the Mini-Fete
3. **Idea Brainstorming:** Students and parents think of problems they face in organising the Mini-Fete. For example, they might come up with ideas for better stalls or fun new games.
4. **Business Model Canvas:** Introduce a simplified version of the business model canvas to help them visualize their ideas. This can be done with a large sheet of paper divided into sections like "What will we sell?", "Who is our customer?", and "How will we make money?"
5. **Market Research:** Parents talk to students about how to conduct basic market research by surveying their peers to gauge interest in their ideas and recording and evaluating the results.
6. **Financial Literacy Basics:** Teacher introduces fundamental concepts of budgeting, saving, and pricing (using resources from the DoE toolkit on Entrepreneurialism) with parents assisting. Use fun activities like mock budgeting exercises or simple games that involve money management.
7. **Post-Fete Evaluation:** Encourage reflection on what worked and what didn't. Create an event plan to hand over the next year group. Students do a de-briefing to the P&C with the help of parents and teacher.