

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' AND CITIZENS' ASSOCIATION
MEETING AGENDA: 19th May 2026 7pm
LOCATION: LEPS Staff Room**



- I. OPENING
- II. ATTENDANCE/ABSENCES
- III. CONFIRMATION OF PREVIOUS MINUTES
 - a. Minutes confirmed by Meredith Todd and Juliet Burnes
 - i. Minor amendments to motions to be made and last names to be added.
- IV. ACTIONS ARISING FROM PREVIOUS MINUTES

Motion	Comments	Status
<u>Motion 1 24Feb2026 - WWCC</u> (Band/Strings) Motion That the P&C raise concerns with the school regarding any new requirement for parent volunteers in P&C-run band/strings programs to hold a WWCC, noting potential impacts on volunteer participation and program costs. The Executive is authorised to liaise with the school and report back.	No longer required. Updated information and consultation process with band and information can be found on the WWCC advice went into the Newsletter. Will go into enrolment packs for new families. Can be communicated via What'sApp. ID to be shown once, but may be needed to show proof of identification.	Resolved.
Motion 2 (24Feb2026) - P&C Funding – That the P&C executive liaise with the school to determine the required projects for funding in 2026.	Digital Wishing tree has been deployed requesting parents input for funding. P & C to develop a potential list of large/medium/small ideas. Teacher Input – Diane to Feedback on what they felt was important.	Funding requests to be proposed at next General Meeting.
Motion 3 (24Feb2026) BASC Transition - That members note that BASC will be privatised unless the P&C assumes ownership. Due diligence was paused	The Parliamentary enquiry was delayed until end of May 2026, no update provided at this meeting.	Update to be reviewed at next General Meeting.

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pending the parliamentary inquiry findings (31Mar2026). An update on this process will be provided at the next general meeting.		
Motion 4 – School Communication – That the P&C work with the school to improve communication when event dates change, including early advice to the Executive and, where appropriate, direct communication to families.	School has agreed to send all executive members an email for any change of dates or arrangements for those members to then post on the LEPS WhatsApp community. Parents to note that School Bytes calendar is accurate.	Resolved.
Motion 5 – Media Consent/Photo Policy – That the P&C request the school review its student media consent process and consider introducing tiered consent options (learning use, internal sharing, external platforms, promotional use). The P&C offers assistance with wording and communication.	Department of Education requires that schools have Facebook accounts and post photographs on the Facebook accounts.	Resolved.

V. CORRESPONDENCE

- a. None received.

VI. REPORTS

- a. Principal/Deputy Principal's Report (appendix 2)
- b. President's Report (appendix 3)
- c. Treasurer's Report (appendix 4)
- d. P&C Sub-Committee Highlights/Updates

Committee	Leader	Update
IT	Danielle Van	Exploring to make an online meeting viable.

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		Request to purchase a conferencing equipment to ensure meeting can run, plus a paid membership to conferencing facilities. Rachel Tao noted experience with previous school with running fully online P&C meetings.
BASC	Jo Tinyou	Transition Update, have been learning about the different options. Parliamentary enquiry into the early childhood education due end of the month. - Based on this the decision processs will begin - License is in holdover status.
Creative Workshops	Iris Lee	Exploring applicants for the creative workshop role. LEPSCreativeWorkshops@gmail.com
Uniform Shop	Melissa Kent	No update.
Chess	Yuna Yang	No Update.
Band	Pearl Ly	No Update.
Strings	Jenna Yang	Business as usual, opera house event next event. Hoping for an interschool competition next year. Running 2 introductions, lot of younger kids to join. - Need help – 1 additional parent volunteer. - Possible electronic Enrolment system for strings possible. May need subscriptions.
Events	Felicia Wu	All events going well. Mothers day breakfast was hugely successful using new model with food and coffee.
Community Partnerships	Leah Frizzel	Community Partnerships – Events went very well. Great Mothers day event. Class parties sponsored by HyperCube.
Lead Class Parent	Catherine Zahrai	No update.

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Grounds Force	**VACANT**	
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Elect Sub-Committee Leads – Those attending the meeting have interpreted that these can be appointed directly provided those members are financial at the time of the meeting.

- VII. Strings - Jenna Yang – nominated by Meredith Todd, seconded by Juliet Byrnes.
- VIII. IT – Danielle Van– nominated by Sarah Loomes, seconded by Meredith Todd.
- IX. Band – Pearl Lam nominated but not present, written approval to be received.
- X. Chess - Yuna Yang nominated but not present, written approval received.
 - a. Addition Tracey Wong also nominated as co-Lead, approval in writing.
- XI. Grounds Force – recently vacant. No nominations received.
- XII. Lead Class Parent – Catherine Zahrai nominated but not present, written approval received.

President – Meredith Todd and Sarah Loomes both nominated for President. A ballot was conducted by those members who were eligible to vote at the time of the meeting.

- The Vote was tied, the President role will remain open, until an additional vote can be conducted at a Special Meeting.

Vice President – Wally McColl nominated, but was unable to be confirmed due to only joining as a member after the AGM. This will be confirmed via a special meeting.

Vice President – Rachel Hao nominated, and was appointed unopposed.

XIII. TOPICS/MOTIONS (ON NOTICE)

Motion	Comments	Status
<u>Motion 1 (19May2026)</u> – That the P&C nominate the outstanding positions	Refer to nominations	Ongoing
<u>Motion 2 (19May2026)</u> - That P&C meetings are offered as a virtual dial in option, including that the IT committee can purchase reasonable equipment to ensure the quality of the meeting	This may require both equipment and licencing costs (free conferencing accounts have caps and time limits).	Approved

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experience for both those online and in person.		
<u>Motion 3 (19May2026)</u> - That the P&C executive reviews funding with a view to invest a proportion of the current cash into a minimal risk financial instrument.	Treasurers to review current cash at hand and provide some options.	Approved
<u>Motion 4 (19May2026) – For General Meetings and AGM -</u>	All reports to be received 2 weeks prior to Meeting, executive (plus relevant) meeting to occur 1-2 weeks prior to meeting, reports to be sent with the agenda 1 week prior to meeting and additional executive (plus relevant) meeting within 2 weeks post general meeting.	Approved.
<u>Motion 5 (19May2026) – BASC Transition</u>	Standing Motion, review status above Childcare sector government enquiry outcomes and implications to be reviewed when report is available from government enquiry.	No action required.
<u>Motion 6 (19May2026) – Health and Safety</u>	Standing Motion – no events or updates.	No action required.
<u>Motion 7 (19May2026) – Child Safe Scheme Implementation at LEPS</u>	That the P&C Executive review the Child Safe Scheme when report and recommendations is available.	To be carried to next meeting.
<u>Motion 8 (19May2026) – P&C Proposed Funding 2026</u>	Survey was launched to parents. Parents encouraged to also talk to or email the P&C. Request from school for \$20,000 AUD to partially fund specialist science teacher Mr Logan. This will relieve parents of \$150 for the school fees. This is proposed to be covered by the voluntary contribution and fundraising to the P&C.	Full motion of funding proposals to be proposed for Special meeting.

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	Additional items have been identified via the survey and P&C will review these items for feasibility and costing.	
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XIV. GENERAL BUSINESS TOPICS/MOTIONS WITHOUT NOTICE

- a. Minutes Term 3 are amended based on Jo Tinyou comments. Secretary to action.
- b. Moon Festival – Volunteers for Moon Festival to contact The P&C to help to organise.
- c. Cash management – Mingyang raised an issue with cash handling, to propose a policy to mitigate the risk.
 - i. Noted there is already a policy around counting, but not handling, Meredith Todd to provide a copy.

XV. ADJOURNMENT 8:56pm

Appendix 1 – Attendees

Financial/Ex-officio (voting) Members	Non-Financial Members
Sam Ngai	Danielle Van
Juliet Byrnes	Wally McColl
Rachel Hao	Jenna Yang
Jo Tinyou	Mark Chappell (Online)
Courtney Crutch	Adele Chua (Online)
Neeta Callagher	Pearl Ly (Online – Partial)
Peter Wang	Felicia Wu (Online)
Mingyang Tang	Lana Gilchrist (Online)
Diane Read	Kate May (Online)
Iris Lee	Nina Watt (Online)
Leah Frizzell	Freya (Online) *Do not have full name*
Sarah Loomes	CP (Online) *Do not have full name*
Meredith Todd	Caroline L (Online) *Do not have full name*
Scott Fletcher	
Jacqueline Downes	