

belair public school p&c association

meeting agenda

PO Box 30, Kotara, NSW 2289
belairpublicschool@pandcaffiliate.org.au



Location: Belair Public School



Date: Wednesday, 19 July, 2023



Time: 7:00PM

1. Acknowledgement of Country

2. Attendance

On site: Shelley Sneath, Sarah Jardine, Susannah Lynch, Kira Gough, Kelly Lofts, Jess Struck, Lyndsay Wachs Clare Newton, Robyn, Kristy Waller, Brendan McGrorey, Tarn Bellfield, Janine

Online: Nick, Cathy Seaberry, Natalie

3. Approval of minutes from last meeting

Refer Attachment: June Meeting Minutes

The meetings were accepted, as moved by Lyndsay Wachs and seconded by Jess Struck.

4. Outstanding actions

Date	Item	Who	Status
June 23	P&C Executive to review school fundraising requests and discuss and vote at next meeting	SS	Circulated
June 23	Susannah to request updates to the school website - get in touch with Tai.	SL	Complete
June 23	Susannah help promote the cyber safety resources	SL	Outstanding
June 23	Lyndsay to liaise with Nick for purchase of drawers for Uniform Shop	LW, NE	Outstanding
June 23	GF Goujons to be extended Tuesday, Wednesday, Thursday in Term 3, Friday only GF options will be fried rice and pasta	Robyn, CN	Complete
June 23	Purchase new Rice cooker for Robyn – Shelley to request Clare to follow up	SS, CN	Complete
June 23	Consider cost comparison between Goujons vs GF nuggets	Robyn, CN	Outstanding
June 23	Jess to get Robyn a login for Sign Up to manage rostering & run through how to use; Robyn to take on management of rostering	JS	Complete
June 23	Susannah to organise comms to promote Friday opportunity for drop in volunteering in Term 3	SL	Ongoing
June 23	Shelley to start group chat June with Robyn for canteen comms purposes.	SS	Complete

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June 23	P&C will communicate to parents for Term 4 disco that 'drop and run' is not permitted and they must stay to supervise their children	JS, SL	Timing later this year
June 23	P&C will discuss ideas to support Kindergarten orientation and come back to school with proposal	JS	Outstanding
June 23	Nick and Brendan to liaise on options for preorder payment.	BM, NE	Outstanding
June 23	Kathie to explore options for an orientation tour of the school	KC	Outstanding
June 23	Tarn requested comms support for Reading Club. Susannah to promote on Facebook when launched.	SL	Outstanding

5. Treasurer's report

Refer Treasurer's report

- Some additional banking to collect, Nick to take care of this in the coming weeks.
- Jolly Socks can be direct transfer, Jess to confirm whether that is an option

Actions:

- Confirm whether Jolly Socks will accept direct transfer and advice Treasurer – JESS STRUCK

6. Principal's report

Refer Appendix A: Principal's Report.

- Book week parade parents will be Week 6, parents will be invited to attend. P&C supporting Father's Day following week, so will not have a presence at this event.

7. Uniform shop Report

- Hats have arrived, but consistently experiencing long lead time from supplier; Jess raised concern with lead time but group reassured that delays are only with hats at this time
- Float to be moved to Canteen for banking as cash free; some parents expressed concern as they prefer not to use Flexischools, reminded they can order with Eftpos from the Uniform Shop

Actions:

- Comms to remind Uniform Shop is now cash free – SUSANNAH LYNCH

8. Canteen report

- First meal overseas will be 2nd August and be Italy, canteen will serve lasagne or meatballs and pasta, or gluten free meatballs, orders will close on 28th July
- Rice cooker purchased today
- A new group of people volunteering

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Actions:

- Italian meals – agree on meal package price via group chat - ROBYN
- Pre-orders of Italian meals on Flexischools ASAP for pre-order – CLARE NEWTON
- Promote canteen volunteering to grandparents, and allow people to volunteer by sending direct message on Facebook or email (rather than just sign up app) – SUSANNAH LYNCH

9. Fundraising update

See fundraising report

10. General Business

10.1. Uniform Change update

- Pre-sale will be offered for Summer uniform (M-Th shirt, Friday shirt, shorts and skort) once pricing agreed
- Shelley shared timeline which would have pre-order start on Monday, 24 July for 2 weeks, closing Monday 7th August.
- 2 days grace period to extract the data and submit orders to suppliers on Wednesday
- This pre-order will inform stock ordering numbers also, which will be decided by Nick and Brendan and submitted in August.
- Artwork will be shared this week on all communication channels
- Flexischools updated with pricing this week, ready for Monday go live.
- Presale for 2 weeks only, it will be the only presale this year, next order won't be in until next year.
- Kindergarten parents can pre-order, we can invite them to flexischools or uniform shop
- Discussed the difference between summer and winter weight skort; agreed we would offer summer skort only
- Discussed how sizing would be different and how we would let parents know – parents can come into the Uniform Shop and try on new items if they like, or refer to the sizing chart which will be published on the website. Parents can also swap over for wrong size in the uniform shop. The school will communicate with Shelley if parents need alternative time to try on uniforms.
- Pricing was discussed
 - agreed on an approximate 10% markup to cover administrative costs only
 - Discussion around bringing all prices to \$35, but agreed to keep shorts at \$30 due to significant increase from current availability at stores like Kmart or Target, while skort will remain at \$40 as still is a significant drop from current Lowes
 - Prices as follows:
 - Monday to Thursday shirt \$31.90 cost price → \$35 retail
 - Friday \$28.05 cost price → \$35 retail
 - Shorts – \$24.75 cost price → \$30 retail
 - Summer skort – \$34.65 cost price → \$40 retail

Actions:

- Prepare and publish all communications for uniform artwork release and presale – SUSANNAH LYNCH
- Update Flexischools with Summer Uniform list and pricing – KIRA GOUGH

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- Work with school to identify Kindergarten parent list – SHELLEY SNEATH
- Prepare Kindergarten parents comms – SUSANNAH LYNCH
- Submit pre-order and stock orders to suppliers – BRENDAN MCGROREY

10.2. Community involvement on school grounds

Delayed to next meeting

10.3. Parent rep for each year

- Jess suggested 1 parent from each year group as volunteer as Year Parent, responsibilities could include running FB group, disseminate info to parents, point of contact for parents to ask questions
- What sort of information do people want to know, what are they missing out on? Jo explained how it worked at her previous school, others used recent examples of out of uniform days or speeches
- Discussed whether issue is problem with communication, or with community connection
- Agreed communication is school's responsibility, community connection is P&C responsibility
- Agreed to develop summary of what it could look like and discuss at next meeting, with possibility of going to school community for feedback after that

Actions:

- Develop summary of what role could look like – JESS, SUSANNAH

11. Other Business

- Clare raised issues around communication regarding student speeches
 - email came through to some parents, not on Sentral
 - Group raised general feedback that the communication from the school was inconsistent
 - Sarah Jardine explained how Sentral works, and emails cannot be stored or accessed through the Sentral app. Sarah says email through Sentral is easiest and quickest, and advises of bounce backs; not all staff are using it in the same way.

Actions:

- Sarah to check with office on approach to selecting both contacts – SARAH JARDINE
- Meet with Kathie when she returns to address concerns regarding school communication - SHELLEY

12. Next meeting: 16 August, 2023

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13. Summary of Actions from meeting

Date	Item	Who	Status
July 23	Confirm whether Jolly Socks will accept direct transfer and advice Treasurer	JESS STRUCK	To action
July 23	Comms to remind Uniform Shop is now cash free	SUSANNAH LYNCH	To action
July 23	Canteen - Italian meals – agree on meal package price via group chat	ROBYN	To action
July 23	Pre-orders of Italian meals on Flexischools ASAP for pre-order	CLARE NEWTON	To action
July 23	Promote canteen volunteering to grandparents, and allow people to volunteer by sending direct message on Facebook or email (rather than just sign-up app)	SUSANNAH LYNCH	To action
July 23	Prepare and publish all communications for uniform artwork release and presale	SUSANNAH LYNCH	To action
July 23	Update Flexischools with Summer Uniform list and pricing	KIRA GOUGH	To action
July 23	Work with school to identify Kindergarten parent list for uniform promotion	SHELLEY SNEATH	To action
July 23	Prepare Kindergarten parents comms regarding uniform changes and purchase	SUSANNAH LYNCH	To action
July 23	Submit uniform pre-order and stock orders to suppliers	BRENDAN MCGROREY	To action
July 23	Develop summary of what Class Parent role could look like	JESS STRUCK & SUSANNAH LYNCH	To action
July 23	Sarah to check with office on approach to selecting both contacts on emails to parents in Sentral	SARAH JARDINE	To action
July 23	Meet with Kathy when she returns to address concerns regarding school communication	SHELLEY SNEATH	To action