



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

| | | | |
|--------------------|--------------------------|---|---------------------------------------|
| Meeting Date | 21 February 2022 | Constitution | By-Laws |
| Meeting Time: | 7:30pm | Code of Conduct | Virtual Meeting Rules |
| Meeting called by: | Rob Kerle (President) | Grievances | Website |
| Facilitator: | Rob Kerle (President) | Registration Link: | |
| Minutes Taker: | Muzna Zohaib (Secretary) | https://us02web.zoom.us/meeting/register/tZAqcOCsrzIqEtcob4bndqKwsCBhvKwNhevX | |
| Location: | Zoom (online only) | | |

| |
|------------|
| Attendees: |
| Apologies: |

Agenda

| Items <i>(CTRL + Click to visit a section)</i> | Presenter | Time |
|--|-------------------|--------|
| Meeting Open | Rob Kerle | [Time] |
| Previous Minutes | Rob Kerle | [Time] |
| Business Carried Forward | Rob Kerle | [Time] |
| Correspondence | Rob Kerle | [Time] |
| Reports | | |
| President's Report | Rob Kerle | [Time] |
| Treasury Report | Todd Dewey | [Time] |
| Canteen Report | Belinda Sultana | [Time] |
| Uniform Shop | Linda Xu | [Time] |
| Band Report | Ruchi Shrivastava | [Time] |
| Fundraising Report | Emily Wong | [Time] |
| Building Fund Report | Trudy Mendis | [Time] |
| Class Parent | Svantje Duller | [Time] |
| Principal's Report | Neil Hinton | [Time] |
| General Business | Rob Kerle | [Time] |
| Matters Arising | | |
| Close | Rob Kerle | [Time] |

Preamble

Virtual Meeting Rules

This meeting will not be recorded as stipulated by the P&C Federation rules governing a virtual meeting.

1. Equity - there is a requirement to ensure that all people wishing to participate are able to do so in an equitable manner, this includes internet connections and ability to be active in the meeting:
2. If someone has a technical issue with their sound and cannot be heard we will enable chat capability;
 - a. If there is a drop out of a number of participants, we may have to defer the rest of the meeting until a time all can participate;
 - b. Host reserves the right to mute all participants if necessary, to gain control of the meeting back.
 - c. Voting – will be done using the Zoom meeting Poll function. Only current 2021 financial members can vote in this meeting, a report can be extracted after the close of the meeting to check that the vote was carried out only by existing financial members.
3. Membership – any membership fees submitted through Qkr! for the 2021 member register by the close of this meeting, will have voting rights at future meetings held up until the AGM is held in March.
4. Quorum – we must maintain a minimum of 5 members in this meeting for the quorum to be valid.
5. No proxy voting allowed – you cannot place a vote on behalf of another member if they are not in attendance.

Code of Conduct

The Code of Conduct and all governance and policy documents are available via the links at the top of this document. If you have not seen or received a copy, please speak up and we will email it to you. If you have questions or access issues regarding any of these documents please contact the Secretary via email.

Meeting Items

Opening

Welcome to New Members & Visitors

Conflict of Interest Declaration

P&C Association members must declare interests which a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association.

Please take this moment to review this obligation with the agenda and topics to be discussed at this meeting, and make any concerns known at any time before, throughout or after the meeting.

Casual Vacancies

2022 P&C Executive

Members are invited to nominate for the following committees:

- Vice President x 2

2022 Committees

Members are invited to join the following committees:

- Fundraising Committee
- Band Committee
- Building Fund Committee

Previous Minutes

The minutes of the previous meeting held Monday 15th November 2021 are to be adopted

| | |
|--------------------|----------------------|
| Motion: Todd Dewey | Seconded: Emily Wong |
|--------------------|----------------------|

Business carried forward from previous meeting

Correspondence

Reports

President's Report

Happy New Year to all our Students, Teachers and Parents/ Carers and hoping that everyone's school year has begun as happily and safely as possible.

2022 Kindergarten Transition

A key focus for us in the last few weeks has been the Kindergarten 2022 Transition Program. P&C Members and other experienced parents have been taking lead roles in the Class Parent WhatsApp groups, set up by Svantje (Our Class Parent Coordinator).

This is helping put parents in touch with the right information and also creating some comfort that everyone is going through the same thing.

We will compile anything we can identify as a theme and see what we can partner on with the school for the next Kindy transition to further improve our processes.

Our current priority is getting the Class Parent groups for Kindy and stage 1 populated (sent to School last week for distribution to teachers) as soon as possible, and then getting a volunteer for class parent in each group.

In the meantime, thank you to Svantje and all our parents who have contributed in the groups so far, to help our new parents get acclimatised to CPS.

P&C Audit

One of the key governance mechanisms of the P&C Association is the annual external audit. It is also critical to the registration of our P&C Association with the ACNC as a not-for-profit and demonstrates financial and operational integrity to justify the trust our members, our community and the School place in us.

We are currently undergoing this process with the final meeting with the Auditor being on Wed Feb 17. The results of this Audit in report form will be made available publicly, 14 days prior to the Annual General Meeting.

Planning Meeting December 2021

Late last year we met to review the events of 2021 and discuss what could be put forward for the P&Cs priorities in 2022. This includes the below:

- New playground Project (in progress), with interim funding to make the current one safe if major delays are expected
- Covered seating for Children - Buddy Lane Sports oval upgrades (Seating, posts, markings) - Water bottle filling stations for both Oval and Sports Courts?
- Old Bathrooms/ Toilets Upgrade
- Potential Shade or lighting for sports courts
- Road Safety Focus

- Grow awareness and membership of the P&C
 - Membership & Presence
 - Facebook Group work as soon as possible.
- Class Parents (incl language groups)
- P&C Involvement & Activities
 - Fundraising – Helping Mr Oram in his objectives as well.
 - Supporting Learning and reading
- Canteen expansion (2023)

A brief update on the ongoing activities we are trying to drive forward during this period:

- Playground Upgrade: School has meet recently with Government Assets Project Manager and School has obtained feedback from Students regarding the proposed Play equipment. 3 members are part of the steering committee for this project in partnership with the school.
- Seating Areas for students: Following conversation last meeting and given the parents have been driving for improved seating since the launch of the new building project, we have obtained financial proposals for shaded, communal seating in buddy lane. We have looked at several options and will continue to drive this forward in collaboration with the School
- Canteen Upgrade: Our second successful grant will come through in the coming months, so we are finalising costs and requirements which will upgrade our Oven capacity. This will allow us to work faster and in higher order volume in the future to support the growth of the school.

Other projects pending bandwidth support from our members if any time is available.

- Facebook: Draft scope and design.
- Microsoft 365: I've approached another vendor for a proposal as other suppliers became difficult to approach.
- Support to Students: Wellbeing and connectivity/ communications
- Support to Parents: – social, wellbeing and learning information
- Support to Families: – emergency funds made available in case of hardship

P&C Parent donation amount discussion

Families with more than one child in attendance are asked to donate \$150 per year and families with only one child in attendance are asked to donate \$100.00 per year. We have been asked whether we should adjust this amount.

Agreed not to Change amount

Request for tablecloths and other branded collateral for use by P&C and School at events

The requirement for this has been noted by both groups and we will undertake costing and scope to put a vote together in the next meeting.

AGM Coming Up:

It is also a timely reminder that all roles within the P&C are made vacant every year in the March Annual General meeting, so if you have any interest in contributing to a specific area please don't hesitate to reach out for more information. We will attach the details of all roles with the minutes of this meeting.

While all roles are made vacant every year, I know that some key roles do not have any current nominations, and these are critical to the ability of the P&C to continue operating. Most of these roles require just an hour or so per week, in school Term and can make a huge difference to what we can achieve as a group. Please reach out to me if you are interested in giving a small amount of your time for a large benefit to the School Community.

Anyone with any time to spare to assist in any initiative would be gratefully welcomed so we can drive as many initiatives as we can. Please contact me at cpspcpresident@gmail.com.

Treasurer's Report

Profit and Loss

Carlingford Public School P & C Association For the period 1 January 2022 to 16 February 2022

1 JAN-16 FEB 2022 1 JAN - 16 FEB 21

Trading Income

| Canteen | | |
|-----------------------------------|---------------|--------------|
| Canteen Sales | 5,676 | 7,705 |
| Cost of Goods Sold - Canteen | (5,089) | (6,043) |
| Total Canteen | 587 | 1,662 |
| Uniform Shop | | |
| Uniform Shop Sales | 16,376 | 16,080 |
| Cost of Goods Sold - Uniform Shop | (4,328) | (11,295) |
| Merchant Fees | (94) | (94) |
| Total Uniform Shop | 11,955 | 4,692 |
| Total Trading Income | 12,541 | 6,354 |

Gross Profit 12,541 6,354

Other Income

| Band | | |
|---------------------------|--------------|--------------|
| Instrument Hire | - | 3,740 |
| Band Expenses | (299) | - |
| Total Band | (299) | 3,740 |
| Interest Income | 2 | 11 |
| Other Revenue | 18 | 5 |
| Total Other Income | (279) | 3,756 |

Operating Expenses

| Bank Fees | 277 | 285 |
|--------------------------------------|--------------|----------------|
| Consulting, Bookkeeping & Accounting | 550 | 1,100 |
| Donations | - | 100,000 |
| General Expenses | - | 65 |
| Subscriptions | 64 | 98 |
| Employee Expenses | | |
| Wages and Salaries | 3,515 | 3,834 |
| Superannuation | 325 | 364 |
| Total Employee Expenses | 3,839 | 4,198 |
| Kindy 2022 Tea & Tissues Expenses | 134 | - |
| Workers Compensation | - | 205 |
| Total Operating Expenses | 4,865 | 105,950 |

Net Profit 7,398 (95,840)

Balance Sheet

Carlingford Public School P & C Association As at 31 January 2022

| | 31 JAN 2022 | 31 JAN 2021 |
|--|-------------------|-------------------|
| Assets | | |
| Bank | | |
| Community Solutions Cash Res | 126,850.91 | 171,826.18 |
| Community Solutions Cheque Ac | 94,840.52 | 88,717.82 |
| Westpac Community Debit Card | 390.60 | 265.26 |
| Total Bank | 222,082.03 | 260,809.26 |
| Current Assets | | |
| Accounts Receivable | - | 420.00 |
| Cash Float - Canteen | 100.00 | 100.00 |
| Cash Float - Uniform Shop | 200.00 | 200.00 |
| Cash Float- Mothers day stall | 310.00 | - |
| Inventory | 28,576.52 | 29,092.23 |
| Total Current Assets | 29,186.52 | 29,812.23 |
| Fixed Assets | | |
| Band Equipment | 14,136.87 | 7,872.87 |
| Canteen Equipment | 11,314.45 | 3,009.00 |
| Less Accumulated Depreciation on Band Equipment | (14,136.87) | (7,872.87) |
| Less Accumulated Depreciation on Canteen Equipment | (11,314.45) | (3,009.00) |
| Less Accumulated Depreciation on Office Equipment | (1,682.99) | (1,682.99) |
| Office Equipment | 1,682.99 | 1,682.99 |
| Total Fixed Assets | - | - |
| Total Assets | 251,268.55 | 290,621.49 |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | 4,778.93 | 6,508.12 |
| Band Bond | 740.00 | 2,200.00 |
| PAYG Withholdings Payable | 180.00 | 1,152.00 |
| Superannuation Payable | 216.50 | 202.13 |
| Total Current Liabilities | 5,915.43 | 10,062.25 |
| Total Liabilities | 5,915.43 | 10,062.25 |
| Net Assets | 245,353.12 | 280,559.24 |
| Equity | | |
| Current Year Earnings | (1,211.36) | (4,593.07) |
| Historical Balancing | (18,985.66) | (18,985.66) |
| Retained Earnings | 265,550.14 | 304,137.97 |
| Total Equity | 245,353.12 | 280,559.24 |

Canteen Report

The canteen opened for 2022 operation on Friday 4 February 2022.

The canteen continues to operate under the rules set in place in Term 4 of last year which includes online orders only with no counter or cash sales. Online sign up for volunteers opened with many slots already filled for this term.

A price review was conducted prior to reopening, with the last undertaken 3 years ago. As a result, increase to prices on some items, where supplier costs have increased have now been applied.

Communication with the canteen by carers/parents continues to be challenging, particularly in regards to our cancellation/refund policy.

Inconsistencies in how the canteen are notified of order cancellation (school office, email, text to staff on personal mobiles on non-workdays) results in frustration to both parents and staff when this results in the canteen being unable to provide refunds for orders already prepared.

Simplifying and providing a direct line of communication, through the provision of a mobile number to the canteen, would go a long way to resolving this issue and ensure the best experience for carers/parents.

Further, this approach would also provide for internet access to allow admin and ordering activities to be completed, without the need for canteen staff to use their personal devices as is the current situation. Previous attempts to leverage the Department of Education internet service have proved untenable due to restrictions in access to the required supplier websites.

As per the above, seeking approval from the P&C for the provision and ongoing costs for a mobile sim plan for the canteen, expected to be in the vicinity of \$25 per month (\$300 per year)..

A reminder to all parents to check that their child's class information is correct in QKR! App. This has resulted in a number of mis-addressed orders last week.

Belinda Sultana – Canteen Manager

Pole for the sim plan: Passed

Uniform Shop Report

The uniform shop has had a busy start to the term. It is still online orders only, with delivery and exchanges made possible through the school office with help from our office ladies.

Library bags have been delivered to the library for distribution to welcome our new kindergarteners.

This year uniform prices have been increased to match with our costs. Our suppliers have increased their prices, \$2 were added to each of our uniform items, keeping our prices at sustainable margin.

A reminder to all parents to check that their child's class information is correct in QKR! App. This has resulted in a number of mis-addressed orders last week.

Uniform Shop Manager

Linda Xu

Band Report

I am pleased to report that this year 83 students enrolled in the Carlingford Band Program 2022. There will be some changes in next few weeks as the enquiries and enrolments are still coming in.

This year the band is divided into three groups:

- Training band (TB) – all new enrolments in 2022
- Concert Band (CB)- all Training Band students from 2021
- Performance Band (PB) all Performance Band students of 2021

There are 22 students enrolled in TB this year, this shows 55% drop in new student enrollments from 2021.

33 current students are enrolled in CB i.e. 3 students discontinued from last year and 28 current students are enrolled in the PB i.e. 11 students discontinued from last year.

P&C Band committee would like to know the reasons for the students to discontinue from the band program, hence would like to conduct an exit survey for the parents who exited the band program this year.

Out of 22 TB students 20 students expressed their interest to hire instrument from P&C band committee and

all 15 have been allocated the instrument of their choice from the P&C. KMA tried their best to give everyone their first preference. 2 instruments were allocated to Concert Band Students.

We have a few spare instruments that can be offered to the Concert band student.

| Type | Clarinets | | | Flute | | | Trumpet | | | Alto Saxophone | | | Trombone | | |
|-----------|-----------|--------|--------|--------|--------|--------|---------|--------|--------|----------------|--------|--------|----------|--------|--------|
| Total Nos | 8 | | | 7 | | | 6 | | | 3 | | | 2 | | |
| Band | T B | C B | P B | T B | C B | P B | T B | C B | P B | T B | C B | P B | T B | C B | P B |
| Allocated | 6 | 1 | 0 | 4 | 1 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 0 |
| Remaining | 1 | | | 2 | | | 4 | | | 1 | | | 1 | | |

Concert band parents are welcome to reach out to the band committee if the child is interested to participate in band this year and if they would like to hire from P&C band committee.

Prachi is unable to continue to be the instrument hire coordinator this year due to other personal commitments. There is an opportunity for the parents to get involved in band and volunteer as an instrument hire coordinator.

The music lessons are scheduled from week starting Monday, 21 February.

Performance Band rehearsals started on Wednesday morning in the new hall from 16 Feb.

Concert Band and Training Band Timing is yet to be confirmed by KMA.

Regards,
Ruchi Shrivastava

Fundraising Report

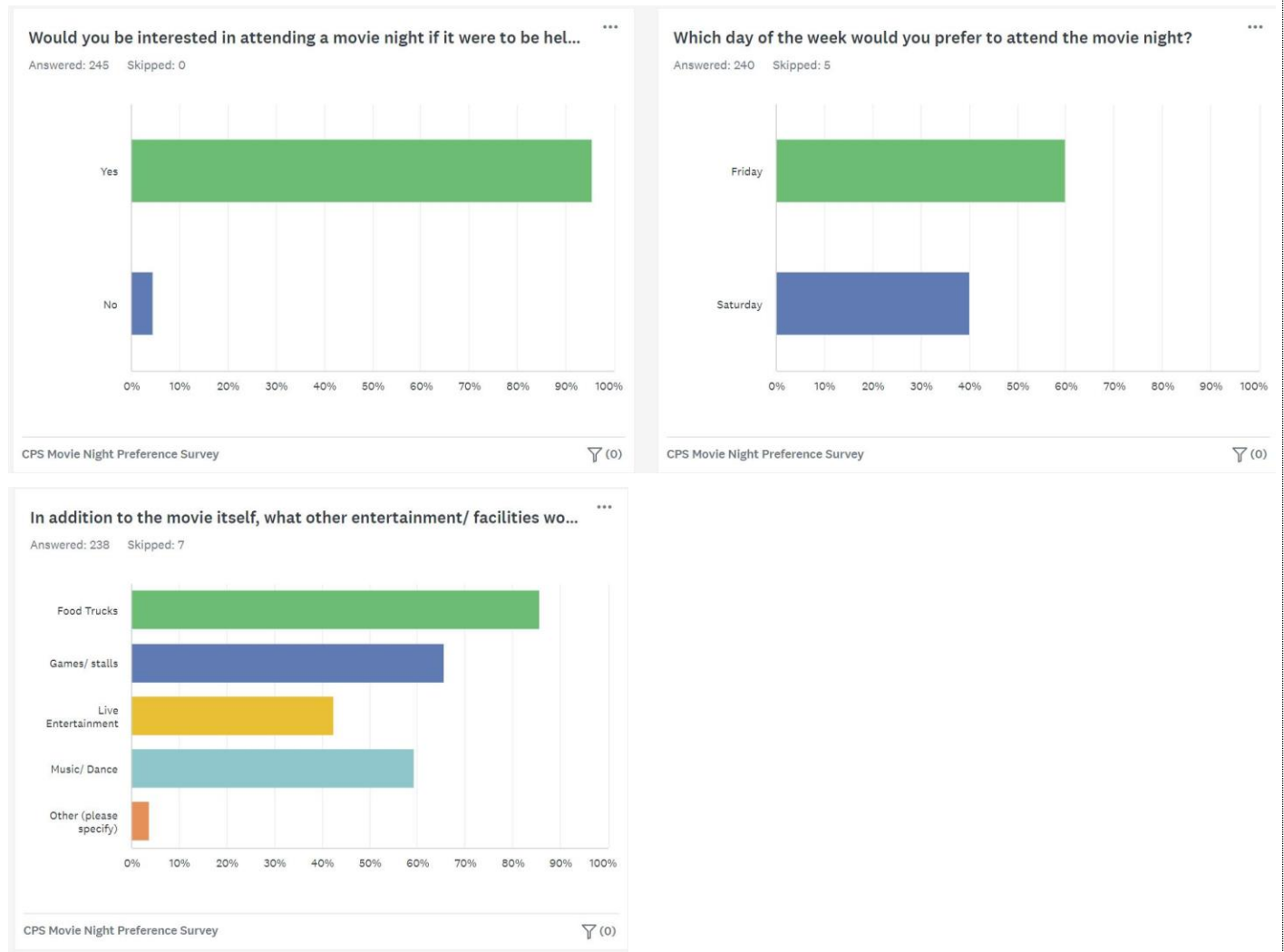
Welcome Disco

Welcome disco was scheduled for Term 1 2022. Due to current restrictions applied for the school settings, we will held off until we are allowed to do it.

Mother's Day Stall

Planning for an Online Mother's Day stall through Qkr! at this stage, will provide update closer to the date.

Feedback on Movie Night



Building Fund Report

Building Fund / Grants report

Summary:

- We have been successful in obtaining Community Building Partnership 2021 – pending final submission of documentation by 31/3/22 to obtain the funds - \$5212.
- We have been invited to apply for, and have submitted an application on 18/1/22 for Stronger Communities Round 7 for \$5400 for new Oven for canteen. Pending final approval of funding, expect to hear by Mid-March 2022.
- Bank account for Building Fund yet to be opened.

| Organisation | Grant | Min Value | Max Value | Opening Date | Closing Date | Comments |
|--|---|-----------|------------|--------------|--------------|--|
| Business.gov.au | Small Business Rebate NSW - Safety Equipment | \$ - | \$ 500 | | n/a | Need to do an eligible event with Safework to be able to apply |
| Business.gov.au | Community and Small Business Fund CCTV Fund NSW | \$ - | \$ 5,000 | | 30/06/2022 | LGA applicable - Parramatta included |
| NSW Government | Community Building Partnership 2021 | \$ 5,000 | \$ 150,000 | 19/04/2021 | 14/05/2021 | Successful for Grant, need to submit grant documents by 31/3/22 |
| NSW Government | Clubgrants Infrastructure Grants | \$ 10,000 | \$ 300,000 | 1/03/2022 | 21/03/2022 | Only one school awarded in last 2 rounds. |
| NSW Government | Stronger Communities Programme - Round 7 | \$ 2,500 | \$ 20,000 | | 19/01/2022 | Invited by MP to apply, accepted, pending final approval of grant funds, to be used for New Oven for canteen |
| Australian Department of Veterans' Affairs | Saluting Their Service - Major Commemorative Grants | \$ - | \$ 10,000 | 9/02/2022 | 9/06/2022 | Can be included: - public awareness and/or cultural activities - school initiatives and/or educational activities – including memorial gardens (which must include a |

memorial item,
such as a
commemorative
plaque or plinth).

Neil is happy to meet to discuss the opportunities

Class Parent Report

Class Parent Report – February 2022

I am pleased to say that the class parent program has had an amazing start to the 2022 school year!

Late last year we started a WhatsApp group for kindergarten 2022 which we were able to share through various channels. After the official start to Kindy this year this group has now got 105 members!

The group has been such a valuable platform for parents who are able to ask a huge range of questions relating to the school and has created a great feel of community even before the official start to the year.

We now also have WhatsApp groups running for all classes in Kindy and in Year 1 with a member in all classes. I am currently waiting for the Kindy and Year 1 teachers to share the QR codes/links to these groups via Class Dojo so that we can reach those parents we might have missed.

On the first day of kindergarten, we added information about our Class Parent program to the welcome packs and already have had several responses and expressions of interest from parents. As soon as we have a decent number of parents in each class group, we will share another EOI for Class Parent as well as Language Representative.

I am hoping to have Class Parents set up in each class as soon as possible!

Following this I would like to, together with the Class Parents, organize social get togethers for Kindergarten and Year 1.

I am beyond excited about the momentum we have been able to create this year and look forward to expanding the program, building an amazing supportive community and moving to include Year 2 in 2023.

Svantje

Class Parent Coordinator

Principal's Report

2022 CLASSES

After a few days of checking student numbers, we moved to 2022 on Monday. We will commence the year with approximately 800 students distributed across 31 classes.

A warm welcome to our 102 Kindergarten students.

Our 2022 staff members are listed below.

Mr Neil Hinton - Principal

Mrs Fiona Tramonte - Deputy Principal

Mrs Beth Edgley - Deputy Principal (Mon & Tues)

Mr Adam Boyd – Acting Deputy Principal

KINDERGARTEN

Supervisor: Ms Margot Tillet (Assistant Principal)

Miss Eunice Cheung – **KC**

Miss Elysse Johnston - **KJ**

Miss Lauren Skibola – **KL**

Miss Kate Smellie – **KS**

Ms Margot Tillett - **KT**

YEAR 1

Supervisor: Term 1 - Mrs Amanda Eltakchi (Assistant Principal)

Term 2 onwards - Mrs Linda Grimmond (Relieving AP)

Mr Braden Cheng – **1C**

Miss Jessica Goldstein - **1G**

Mrs Kerri Cooley – **1K**

Miss Annie Mackenzie – **1M**

Mrs Di Rayner (Wed - Fri) / Mrs Seaegg (Mon, Tues) – **1R**

Year 1 / 2 composite – Mrs Jessica Lewis – **1 / 2L**

YEAR 2

Supervisor: Mrs Natalie Kristensen (Assistant Principal 3 days / week)

Term 1 – Mrs Linda Grimmond (Relieving AP 2 days / week)

Term 2 onwards – Mrs Jessica Lewis (Relieving AP)

Mrs Jessica Bowditch – **2B**

Miss Fiona Gathercole (Wed - Fri) / Mrs Abbey Meguid (Mon, Tues) – **2GM**

Ms Megan McPherson – **2M**

Mrs Michelle Brown (Mon, Tues) / Mrs Mirsini Spiropoulos (Wed - Fri) – **2SB**

STAGE 2: Supervisor: Mrs Laura Elliott (Assistant Principal)

YEAR 3

Miss Emily Grieve - **3G**

Mr Ben Lam – **3L**

Miss Lauren Kelly – **3K**

Mr Connor Pappas – **3P**

YEAR 4

Mrs Laura Elliott – **4E**

Mrs Christina Fruci – **4F**

Mr James Harvey – **4H**

Mrs Susan Pi – **4P**

STAGE 3 - Supervisor: Mrs Grace Foo (Relieving AP)

YEAR 5

Mrs Grace Foo – **5F**

Mr Anthony Norman – **5N**

Mr Paul Oram – **5O**

Mrs Kathy Rowilson (Mon – Thurs) / Mrs Eunice Hallett (Fri) - **5R**

5 / 6 composite – Miss Lisa Pires – **5 / 6P**

YEAR 6

Mrs Robyn Bickham (Mon- Thurs) / Mrs Judi Woodbury (Fri)– **6B**

Mr Clive Bhandarkar – **6C**

Mrs Pam Yee – **6Y**

Support Staff

Mr Adam Boyd – Technology Facilitator

Mr Jye Vitnell - Teacher Librarian

Mr Chris Foo – Technology RFF

Mr Lachlan Fowler – Technology and Library RFF

Mrs Fiona Gathercole – Library RFF

Mrs Judi Woodbury – RFF

Mrs Renee Jones – Kindy Technology RFF

Mrs Pauline Jenkins – K – 6

Learning Success

Mrs Natalie Kristensen – Learning and Support Teacher

Mrs Amanda Eltakchi – Learning and Support Teacher (Term 1)

Mrs Sanja Despotov – COVID Learning Support

Mrs Susanne Johnson – Interventionist Teacher (4 days)

Mr Dennis Govender – School Counsellor

Miss Veraya Govender – Speech Pathologist

EAL/D

Mrs Liz Calf (3 days / week)

Mrs Linda Grimmond

Ms Bronwyn Moncur

Mrs Sarah Woo – (Term 1 – 3 days / week – Term 2 onward – 5 days / week)

Miss Jessica Liang

SASS Staff

Ms Jill Belme – Business Manager

Mrs Tania Cochrane – School Administration Manager

Mrs Suzanne Williams – School Administration Officer

Mrs Jacqueline Gordon – School Administration Officer

Mrs Anna Michales - School Administration Officer

Mr John Clowes – General Assistant (5 days)

Ms Kim Catt – School Learning Support Officer

Mrs Ratika Rana – School Learning Support Officer

Mrs Jenny Liles - School Learning Support Officer

Mrs Pavitra Aravamudhan- School Learning Support Officer

Mrs Priscilla Mallison – School Learning Support Officer

Mrs Ashima Sakkarwal – School Learning Support Officer

Miss Tahira Col - School Learning Support Officer

Welcome back to our Deputy Principal, Mrs Edgley who returns to CPS after a year's maternity leave with her daughter. Mrs Edgley will work two days / week in 2022. Mr Boyd will relieve as Deputy Principal for three days / week. Mr Boyd will also be employed for an additional two days as Deputy Principal.

Welcome back to Miss Grieve who returns to our school after a years' teaching overseas.

A warm welcome to our new permanent Teacher / Librarian, Mr Jye Vitnell who was successful in obtaining the position through interview at the end of last year.

Congratulations to Mr Connor Pappas, Mr James Harvey and Mrs Eunice Hallett who are joining our staff on temporary contracts for 2022. Mr Pappas and Mr Harvey will teach Stage 2, while Mrs Hallett will job share with Mrs Rowlison on Stage 3.

Mrs Murray will be taking a years' leave in 2022.

RAPID ANTIGEN TEST KITS

A huge thank you to our families who have been using the Rapid Antigen Kits to test their children twice a week before coming to school.

The program appears to have been worthwhile as we have only had about 10 students test positive to COVID-19 since returning to school.

At this stage, the Department of Education (DoE) has provided staff and students with enough RATs to continue regular testing until 25 February – twice-weekly.

This week, the DoE have asked all schools to provide a total of 8 tests per staff and student to use as needed for the remainder of term. Staff and students can use their final bundle of RATs should they be symptomatic or if there are cases in their class. Beyond that, RATs and PCR tests are now widely available and accessible in the community for symptomatic testing.

Hopefully changes will be announced shortly for operational settings in schools for the remainder of Term 1. DoE are working closely with NSW Health to finalise these changes.

If a student or staff member receives a positive RAT result, they need to:

- o record the positive RAT result through the Service NSW website [External link](#) or Service NSW app [External link](#)
- o notify the school of the positive RAT or PCR test result as soon as possible
- o follow NSW Health advice [External link](#) to isolate for 7 days.

If someone in a student's household tests positive, the student will be required to self - isolate for 7 days.

Any student or staff member who is unwell and/or displays symptoms of COVID-19 will be asked to go home and stay there until they can complete a RAT or PCR test.

- If symptoms continue, they should stay at home and take another RAT in 24 hours or have a PCR test.
- If the second RAT or initial PCR test result is negative, and they are well, the student or staff member can return to school.

MEET THE TEACHER

Every year, our school holds a 'meet the teacher' session early in Term 1.

However, under the current COVID guidelines parents are not permitted on school grounds.

In Week 7, on Wednesday March 16, we will be holding online Zoom Meet the Teacher sessions. Times and log in details will be posted in coming weeks.

Parent / teacher interviews scheduled to take place at the end of Term 1. Once again, the format of these interviews will be governed by COVID guidelines. We are hoping to be able to invite parents on site for these interviews, although other options could be implemented such as 'telephone interviews.

SPORT COURTS

Our sport courts are now operational and are proving to be a popular addition to our school. Students are using the courts during play times (allocated grades), during class sport and for PSSA training. We are looking into shade sail options for the courts.



PLAYGROUND UPGRADE

Over the Christmas holidays, a number of landscaping projects were completed. A sandstone retaining wall at the rear of the COLA, a raised garden bed in front of the toilet block and sandstone blocks along buddy lane. The sandstone looks fantastic, and also increases seating capacity throughout these areas. We hope to add some plants to the garden beds during the term.



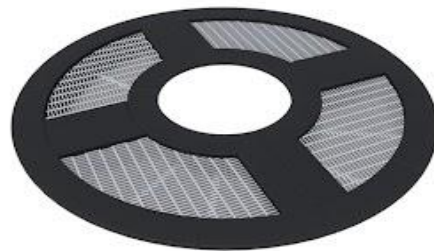
PLAY EQUIPMENT PROJECT

Planning for our playground equipment upgrade is well underway. This project is funded under the 'Metro Renewal Program', where the Department of Education funds 50% of the costs. Thank you to the P&C who have also contributed \$100,000 towards our new play equipment.

This week, students were asked to provide feedback on what type of play equipment they would like to see in our new playground.

We hope to be able to share plans at our next meeting.

Work should commence on the project before 30 June this year.



2022 SCHOOL PROJECTS

Pre-school access upgrade

Due to the expense and complexity, DoE will be managing the project. A new entrance will be installed into the pre - school, along the Rickard St boundary fence that borders Macquarie Community College. The existing retaining wall needs to be cut and a wheelchair compliant ramp installed to the pre – school with a

fence and bollards running the length of the path. The school has already allocated \$130,000 for the project, however quotes have come in for \$230,000.

Although expensive, we feel that the project will make accessing the pre school much safer for our community. Currently, pre – school families have to walk through the teacher’s car park to enter the pre – school.

Shade Sails / Lighting for the Sports Courts

Ideally, we would like to install a number of shade sails to our new sport courts.

Lighting would enable use of the courts in the evening. Provisions for lighting have already been installed.

Shade Sails for New Play equipment

Whilst, \$400,000 has been allocated for our new play equipment, early quotes are suggesting that the final costs will be in excess of \$500,000. We are keen to provide some form of shading for our play equipment.

Neil asked: Can P&C contribute in shade? Rob: we can discuss it, it is on our list of projects for the year.

SCHOOL PHOTOS

School photos are taking place this term:

- Friday 4th March (Week 6)
- Monday 7th March (Week 7)

General Business

- Instead of school gate names, can school use GATE A, B, C, D etc so it will be easy for parents to recognise it. Most of the parents didn't know gate name.

Fiona: it is on our agenda to tag the gates more appropriately, will be conducted inline with the pre school gate upgrades

- Merit awards: no system currently active although this used to be in use here, and seems to be different to many other schools in the area. Given the green card system is quite subjectively used between teachers (i.e. different approaches to the system), can the merit award system be reviewed/ reactivated?

Fiona: It is also in review, We are working with student wellbeing team (Strategic Pillar 3). It was in plan for 2021 but covid changed our timeline. It is on our cards.

Neil: We are talking to have a system for past 7 years. We are trying to rebrand it.

We will be starting discussions on the end of this term.

Members: It is important to have a smooth transition from one system to the other so that kids on the old system do not lose achievement or recognition.

- Parents back on site/ change of restrictions – can we have an update as to when parents might be allowed back on site to make things safer outside the gates?

Neil will update.

- Red cycle recycling plastics – does the school have anything in place, would they be open to something?

Compost program is happening, Jenny is a lead on this within the school. She is onboard to achieve recycling and cut down our waste. Neil happy to pass on message to Jenny. SRC children also are active in the environmental sustainability side of things

- Martial art classes in school hall after school time.

We are working with someone hopefully by the end of this term will come onboard. Kids really enjoy this.

- Awareness raising on the Hindi Language class- can the school please assist in raising awareness of this class so that tutors and class sizes can be established?

Yes, School will support with Dojo, addition to school website and inclusion in the weekly newsletter

- Will Choir be able to begin at some point soon?

Current restrictions around Cohort groups are restrictive as they require parent support for each cohort, but the school is hoping to make this happen.

- Shade options for Kindy Demountables – can the old shade uprights be repurposed?

School: Feedback from builders indicate that the are not suitable and need to be replaced completely. Considering whether it is better to move Kindy kids to have lunch on sports courts under cover or on the seats there

P&C: Can we continue to look at this as food on sports courts may not be ideal, and this is further from the classrooms.

Matters arising and business to be carried forward

| Item | Meeting to respond |
|---|--------------------|
| Follow up on Gate system in line with project updates on Pre School project | June |
| Follow up on Merit Card System and Green Card review | May |

Close

The next meeting will take place on: AGM: Monday March 21, 7pm
Gen Meeting Monday March 21, 7:30pm

Meeting Closed at: 8:55pm