



**P&C Meeting Minutes  
Wednesday 4 November 2020**

**Chair:** A.Hill

**Minutes:** M.Allen

**Attendees:** A.Hill, M.Allen, E.Hockey, A.Ashworth., K.Gann B.Martin,, K.Connelly, K.Purdy, D.Scott,, M.Waller, C.Hill, F.Veltmeyer, G.Humphreys, E Harper, S.Gates (until 8.00pm),

**Apologies:** K.Steele, G.Carr, M.Fitzpatrick, J.Surplice, J.Vassett, E.Moy, E.Stanton, G.Steele, G.Cash, B.Neilly, B.May, C.Morpeth, A.Shapiera, B.Johnson, A.Treharne, J Mula, J O'Connor, S.Harkness, C.Butler,

**Meeting opened:** 7.35pm via Zoom

**1. Acknowledgement to country**

**2. Chair's welcome and opening remarks**

**3. Minutes**

Motion to approve the minutes of the previous month by K. Connelly, seconded by G. Humphreys

**4. Business arising from previous minutes**

Nil

**5. Presidents Update**

Building, playground and landscaping works completed a couple weeks late but looks great.

The cladding and deck on the BASC building, synthetic grass, natural play features and landscaping has transformed the space.

Large usable space is noticeable on the resurfaced oval with the new retaining walls.

The State MP, Ms. Eleni Petinos, used a number of photos of the playspace in her newsletter and in publicity in the Leader. The P&C gratefully acknowledge the contribution of the NSW Government but note that, given the relatively small government contribution to the overall project, we are hopeful of her forthcoming support for the next investment at the school.



Before and after photos of playground available and to be included in school newsletter. Landscaper also has a video of the improvements. D Scott considering burying a time capsule.

Notwithstanding significant interest from the community, the Christmas market has been cancelled due to COVID restrictions. B Martin searching for alternative fundraising opportunities.

B Martin noted the need to encourage new members, especially Kindergarten, to attend P&C meetings. A sign-up sheet will be included for kindy parents to participate in P&C and canteen. The playground area will be showcased as a key recognition point, with an article in the Leader and local community, supported by social media activity to highlight many years hard work by School community.

Dedicated social media role for the P&C discussed – any expressions of interest from the community for this role would be welcomed.

E Harper was warmly welcomed as the newest attendee.

### **Proposed by law changes (refer Appendix 1)**

Discussion was held on the proposed changed changes to By-Laws S 31, 31a and 34 as outlined in the Appendix, as introduced in the previous meeting. The rationale for both the existing drafting and for the proposed change was outlined, the former being to encourage turnover of executive members and the latter being to avoid the scenario of the P&C not having requisite executive members where there are no nominations and a sitting member is prepared to continue in the role.

G. Humphreys motioned a vote in support of the proposed changes. M Allen seconded the motion. The motion was **carried** with one abstention and otherwise unanimous support.

### **6. Treasurers report.**

- With the changes to JobKeeper, we no longer qualified to receive the payment for the canteen staff so this ceased last month.
- Major costs for **Oct** have been,

SLSO salary - \$15,000  
LaST salary - \$18,000  
Wages - \$29,497.20  
Super - \$4,699.58  
Bookkeeper - \$3,110.88  
9D Mobile Cinema - \$750  
Uniform purchases - \$1,413.40



Chilcare Co-op Subscription - \$594

Alfred's Foods - \$521.19

Storage Box for BASC - \$517

Major costs for **Sept** were ,

Wages - \$25,478.95

Super - \$2,643.06

Bookkeeper - \$3,039.38

Insurance - \$4,992.39

- Our accounts hold,
  1. Como West P & C Main Account - \$7,584.02 (Cheque Account)
  2. Como West P & C Debit Card - \$1,400.08
  3. Como West P & C Savings Account - \$33,946.90
  4. Como West P & C BASC Main Account - \$190,588.64 (Cheque Account)
  5. Como West P & C BASC Debit Card- \$580.57

**TOTAL AVAILABLE BALANCE - \$234,100.21**

Full reports are distributed to P&C Executive and available upon request to [comowestpandc@gmail.com](mailto:comowestpandc@gmail.com)

## 7. Sub-committee Reports

- a) **Canteen** –Monday meals continue and continue to be very popular. 1,300 meals for Monday since May which will continue next year. Sushi will not return. Jen Wood has taken over the rosters. Big thank you to D. Coulton for covering this for years, appreciate the huge support.

Renewed request for volunteers.

G.Humphreys motioned a vote in support of investing a total **\$10K** to:

1. replace the old dishwasher with a commercial dishwasher to comply with the latest standards which is required to obtain certification of the canteen
2. replace the partially broken oven.
3. cover associated electrical and plumbing work

M. Waller seconded the motion which was **carried** having been unanimously agreed.

- b) **Before and After School Care** – Just started re-enrolment, Kindy had 17 siblings enrol plus another 10 others.

Brielle and Emily ran another successful vacation care program despite COVID limitations and building works. Activities such as bushwalking were particularly successful.



35 before school and 45 after school attendees is 20% down on pre COVID which is likely new normal. Now no year 6 and very few year 5.

License – initial term ends end of this year with 2-year option available and needs to be exercised shortly. D. Scott advised we will take this 2 year extension and will notify the appropriate dept.

Formation of BASC committee is underway, led by B Martin. To assist with a more formalised process, Heather Causley, Chair Network Communities has offered to be a 3<sup>rd</sup> party participant in committee to assist. Heather is very experienced in this regard and can assist us establish ensuring all relevant components are lined up to properly undertake governance and workplace requirements etc. Meeting to occur in the next fortnight with sub-committee targeting at March AGM. No payment requested until and unless committee set up.

- c) **Uniform shop** – Continuing to supply to office. Just note where second-hand uniform is requested. No further update around change in fees or going online.
- d) **Fundraising** –proceeding with gingerbread fundraiser. 25 orders to date with an intent to ramp up advertising.

Suggestion to hold Tea and tissues morning when new kindy's start next year to welcome new parents to the school and encourage P&C participation.

- e) **Sponsorship & Advertising** –No update
- f) **Year 6 Farewell** – No update, operating under existing club COVID restrictions. RSVPs are being returned by the kids.

Budget available from last year. Danielle anticipating new guidelines in the next week.

## 1. Principal's report

D. Scott thanked the P&C and parents who have done many years of fundraising for the playground. Kids are very excited. A couple of minor fixes will be resolved shortly prior to official handover.

3 year school planning process in underway with a number of non-traditional feedback given COVID restrictions. Feedback helps inform where schools next strategic plan and priorities. Formats will include some zoom, situational analysis and other mechanisms and outcomes will be



presented at next P&C or similar. A rapid analysis was undertaken at the meeting, the results of which can be seen in Appendix 2.

Review of prior Community forum outcomes demonstrates significant progress made to date.

## 9. General business

P&C refreshed the call for:

- a. President
- b. Secretary
- c. Treasurer
- d. General executive members

## 10. Meeting closed 9.20pm.

**Next Meeting 7.30pm Wednesday 3 December 2020**

Items for the agenda to be emailed to [comowestpandc@gmail.com](mailto:comowestpandc@gmail.com)

You can become a financial member for the year at any time by completing a membership form and paying the annual fee of \$1, this will allow you the right to vote on important matters as they arise throughout the year. Please see the office or email us for a form. All are welcome to join!



## Appendix 1

Proposed Amendments to Clause 31 (and introduction of 31A) to CWPS P&C By Law:

(Proposed changes noted)

31. The Executive shall consist of the officers of the Association. [Subject to clause 31A](#), no person shall serve more than three (3) [consecutive](#) years in the same position as an officer of the Association. At the end of a three (3) [consecutive](#) year term, a person may take up a different role for a substantive term of service not exceeding another three (3) [consecutive](#) years. This limitation rule shall not apply to any sub-committee position.

[31A. Despite clause 31, a person may serve more than three \(3\) consecutive years in the same position as an Officer of the Association if there are no nominations by any other eligible persons for that position.](#)

### NOMINATIONS AND RECRUITMENT OF EXECUTIVE

32. A person can be nominated for more than one position at an election, however may only take up one elected position. When elected into a position and accepting that position, a person shall be deemed to have withdrawn from any outstanding nominations for any other positions on the Executive Committee.

33. All Executive positions shall be advertised publicly in a P&C Newsletter or similar flyer, seeking expressions from interested persons, who are eligible under Clause 4 of the Constitution, at least six (6) days prior to the Annual General Meeting. Nominations may be accepted in writing during this period to accommodate anyone who may be unable to attend the Annual General Meeting but wishes to stand for a position.

34. If an urgent call for nominations shall apply, and no nominations are received [for a position at](#) a final call at the Annual General Meeting from any eligible persons, the position shall be held to be vacant at the Annual General Meeting, and shall be dealt with and filled by way of casual vacancy under Clause 63 of the By-Laws at a future general meeting.



<b>Teaching and learning at Como West Public School...</b>	
<b>What current practices/activities should the school keep?</b>  Quick transitions to class  Extracurricular dance/band/green team  Buddys / environmental education centre  Extra class time recovered from chucking the extras  Peaceful kids  Cardboard challenge	<b>What current practices/activities should the school modify/improve?</b>  Homework levels for year 5 and appropriate for high school / reference high school framework  BYOD years 3 and 4 – consistent messaging  Reports: Better coverage of what specific goals kids have reached during the year in each subject  School start/finish times
<b>What current practices/activities should the school discard?</b>  Speeches - could this be better implemented eg impromptu  Public speaking contest/recitals	<b>What current practices/activities should the school add?</b>  Coaching for lateral thinking re: selective high school?  New awards system  Language  Learning support for maths/extension maths  Some form of teacher end of year transition



## SCHOOL GOLD SPONSORS







SINGER  
RESIDENTIAL



QUALITY MEATS

Marnie McKnight

Artist