



We welcome all parents and interested community members to our meetings - please feel free to come along and ask any questions.

Waitara parents: supporting your child's school experience

Meeting: Waitara Public School P&C General Meeting – June 2020

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Jack Liu	JL	P&C	Li-Leng Foo	LLF	P&C
Dany Coelho	DC	Waitara Public School	Shruthi Kamath	SK	P&C
Amy Hill	AH	P&C	Shreya Chugh	SC	P&C
Joshua Quinn	JQ	P&C	Shiran Vithanage	SV	P&C
Katherine Barrat	KB	Waitara Public School	Divya Narayana Menon	DNM	P&C
Shwetha Sripad	SS	P&C	Michelle Wigglesworth	MW	P&C
Alex Quinn	AQ	P&C	Saurabh Agrahari	SA	P&C
Erica McKay	EM	P&C	Ruchi Mishra	RM	P&C
Anna Rigney-Kinnaird	ARK	P&C	Xu Zhao	XZ	P&C
Benoy Gopinathakaimal	BG	P&C	Jacqueline Simpkins	JS	P&C
Cathy Li	CL	P&C	Suganya Rajmohan	SR	P&C

Apologies		Group			
Daniela Cardoso	DaC	P&C	Jocelyn Loughnan	JoL	P&C
Steve Jackson	SJ	P&C	Nick Berman	NB	P&C
Siddharth Samant	SIS	P&C	Donna Murrell	DM	P&C
Nathalie Meyns	NM	P&C			

Location: Zoom

Date and time: Opening at 09:35am 19/06/2020

Minutes by: Amy Hill (Secretary)

1. Welcome

JL declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the May 2020 General Meeting be accepted as true and correct.

Carried (Moved by JQ, 2nd by CL)

3. Business Arising

Motion 1 – Vote for the Amended Constitution_

What are the changes?

Historically, NSW P&C Associations incorporated by the NSW Minister for Education have not had an enabler within their constitution to hold meetings other than face to face. However, due to restrictions on public meetings, P&C Federation has advocated on behalf of NSW P&C Associations to amend the Prescribed Constitution (the constitution of P&C Associations that are incorporated) to allow P&C Associations to meet virtually.

The amendments have been approved by the Minister. More details are

at <https://www.pandc.org.au/amended-constitution-for-incorporated-pc-associations-2/>

We have amended the Waitara Public Schools P&C constitution accordingly based on the P&C Federation's instruction.

Carried (moved by AQ and 2nd by AH)

Motion 2 – Vote for Virtual Meeting Platform

There are many platforms available for hosting virtual meetings and/voting with some being free and others having an ongoing cost or pay as you go type system.

P&C Federation uses Zoom for meetings and webinars and is currently in consultation with Zoom to see if we can negotiate a special deal with them for P&C Federation members, so P&C Association members that are interested maybe be able to purchase a Zoom licence at a reduced cost for a period of 12mths (\$119.00).

Note: P&C Federation does not endorse any platforms as it is the decision of members individual P&C Associations to decide on the platform and processes that are best for their P&C Association

<https://www.pandc.org.au/meeting-processes/>

A sample of options available for virtual meetings and voting

Note: P&C Federation do not endorse any platforms as it is the decision of P&C Association members to decide on the platform and processes that are best for their P&C Association

Function	ElectionBuddy voting only https://electionbuddy.com/	ElectionBuddy voting only https://electionbuddy.com/	Election Runner voting only https://electionrunner.com/	Election Runner voting only https://electionrunner.com/	GoToMeeting https://www.gotomeeting.com/en-au/meeting/pricing-ma	GoToMeeting https://www.gotomeeting.com/en-au/meeting/pricing-ma	Zoom - Syd +61.1800.768.027 https://zoom.us/	Zoom - Syd +61.1800.768.027 https://zoom.us/	Skype https://www.skype.com/en/
Cost	Free	\$19 US per election	Free	\$15 US per election	Professional Aud \$17.33	Business Aud \$23.08	Basic Free	Pro \$20.99 US per month 1 host	Free
Meeting/voting Capacity	20	350	20	100	150	250	100	100	50
Secure Voting	✓	✓	✓	✓					
Voting Ability show of hands	x	x	x	x	✓	✓			
voting text only	x	x	x	x	✓	✓			
multiple voting options	✓	✓	✓	✓					
Ability to vote anonymously	✓	✓							
Ability to upload voters details	✓	✓	✓	✓					

Vote Use of the virtual meeting platform

Microsoft Teams: Yes = 4, No = 9

Zoom: Yes = 15

Carried (moved to use Zoom AQ and 2nd by CL)

4. Correspondence

Future meeting dates conflict with Constitution – Discussion around that how our current meeting practices conflict with the Constitution. The feeling was that parts of the Constitution that were written in 1993 are no longer fit for purpose and that we should look into revising these points and potentially creating more flexibility within the document – Action Amy to email Executive to review Constitution and bring proposed changes forward to the next meeting.

5. Reports

Treasurer's Reports (Alex Quinn):

For the details, see the attachment.



202005_WAITARA_PUBLIC_SCHOOL_PC_Management_Report_May 2020.pdf

Treasurer's Report Reported challenges with the integrating of Square, Flexischools and Xero. Advisory Committee to be established on possible solutions/alternatives – Action Amy to send out and email to establish committee.

For the 8 months ended 31 May 2020 Overview

- New School Building and Uniform Shop operational
- Impact of COVID-19 on School and P&C Activities Key Financial Position at 31 May 2020
- Sales year to date of \$128,407
- Profit year to date of \$50,546
- Cash at bank of \$147,518
- Payables of \$7,552 Issues
- Fixing up Square Inventory system to remove manual processing

Key Observations

1. Transitioned Accounting Software from MYOB to Xero - Cloud Based with live bank feed connected
2. Square POS System issues with full integration with Xero to be investigated and resolved
3. New Uniform Shop in new school building
4. Impact of COVID-19 on fundraising and uniform shop sales

Require Uniform stocktake by the end of July 2020.

Carried (moved by JQ and 2nd by JS)

Uniform Shop Report

The Uniform Shop Committee (Shwetha, Daniela and Jacki) have been extremely busy since our last meeting. Along with the normal processing of orders and the changeover of stock to the winter uniform at the end of Term 1 we packed up all of the Uniform Shop stock into boxes, labelled furniture (shelving units, storage boxes) and located and labelled all of the P&C items so they could be moved to the new building. A special thank you to Irene for helping with this huge task.

The fit out of the new Uniform Shop was organized and included custom made cubed shelving and movable counters with shelving inside. The fitout was done by a local company JoineryOne (see photos below). Other items were purchased to complete the fit out including two changerooms (portable), stationary, storage containers and a printer.

The cost of the fit out and items to complete the shop came to \$18,107.81.

Once the new building was opened, we unpacked and sorted the uniform shop stock and organized the P&C items. This took Daniela, Shwetha and Jacki approx.. 80 hours to complete.

Jacki's niece also volunteered 7 hours to help in the unpacking of stock. Along with this we have processed 578 uniform orders worth \$56.5K.

This has included printing the orders from flexischools, processing the orders through Square, packing the orders and distributing the orders to the student's classrooms.

An amazing group of volunteers have helped with the packing and delivery of all of these orders along with restocking the shelves and helping with the final touches of setting up the new shop. A special thank you to Ivy, Helen, Lena, Irene and Cissy you are an amazing team.

130 Year 6 Jackets were sorted, labelled and distributed to the Year 6 students in time for their return to school. Feedback received has been most positive and the Year 6 students look very smart in their special jackets.

We still have some rubbish to remove from the shop and a bit more organizing to do but otherwise we are nearly all set up. The P&C items need to be sorted and organized more effectively but we will leave this for the fundraising team to address.

At this stage we do still have a couple of items that we need to purchase including another clothes rack for sample uniform items and a portable WIFI dongle so we can link the new printer to the iPad. This will enable the flexischool orders to be printed at the shop rather than being printed by Jacki and brought into the shop. The next major task to be undertake is a stock take which will be done at the end of this term and the creation of the new sports shirts. As we all know the last several months have been challenging for us all and the Uniform Shop team have done their best under the circumstances to process and fill the orders as quickly as possible, effectively and efficiently manage exchanges and refunds and to get the orders to the students in their new classroom spaces. All of this on top of the move to the new uniform shop space. We really look forward to the day where we can welcome parents into the wonderful shop we have set up for the school community. A special thank you to the WPS staff for your support and to the school community for your patience: Shwetha, Daniela and Jacki.

Approved to purchase of a clothes rack estimated cost \$120.

Carried (moved by AH and 2nd by JQ)

Fundraising Committee

Father Day Stall – Amy (AH) spoke on behalf of Joce (JoL) who had technical issues with zoom. Mrs Coelho confirmed we would confirm Fathers Day Stall when we have had further clarification around restriction in Term 3. Jacki raised a possible option could be online orders via flexischool. Mrs Coelho said that if required to do stocktake for Fathers day Stall permission could be granted.

Next action: AH to feedback to Fundraising Committee

Principals Report

It was a very trying time during the phases, Covid, students return one day per week, moving. Understand that the teachers were also going through Covid and the reactions of staff to the situation varied greatly. So very proud of all the staff. The admin staff worked tirelessly in the build up to the move and were so efficient in unpacking so quickly. The

Lockdown allowed us to unpack better with staff able to come in and unpack over a week. All classroom teachers also unpacked quite quickly and settled into their new classrooms. We are all settled now and of course there are issues with the build but ADCO are onsite if we need anything we just call. Last week we lost internet for two days because an optic fibre was cut.

Thank you to the parents who completed the survey on online learning it was important to us to understand what we may have needed to improve on 141 have replied so far.

- 6% found the access not easy 40% found it easy, 54% somewhat easy
- 72% found the work to be provided as just right, 9% too little, 19% too much
- 76% engaged positively, sometimes 23%, No was 1%
- 40% used an iPad, 38% a laptop, 10% tablet, 4% iPhone, 8% desktop
- Request for more Zoom was predominant- more interaction.
- Staff found it difficult to know the level of support students were getting at home.

Stage 2 of the build is currently underway. We are currently sharing the site with ADCO and Progroup who are in charge of the demountable removal. We have no access to the carpark which has been proving difficult at times.

The landscaping plans for the new build leaves a few areas untouched it is these areas that we are returfing ourselves. The plans from the build allowed only for bark or to be left as is. We have opted to returf as the bark gets washed away or creates mud areas when wet. The latest one is costing around \$110,000 for 4 large areas.

We are also looking at upgrading the library and the asphalt area between the old admin and the library. Which we thought we would request some P&C funds.

We have a community garden going in now which ADCO is contributing too. The slab is being laid and it will have water and power to it. It will be a separately gated area that the community can access.

Term 3 SDD Monday 20th July. We are exploring our new school plan. 4 years in line with External validation. In Term 3, according to our face to face guidelines, it allows more activities to resume. Like band, choir, sport, incursions, tutorials, scripture.

Still under consideration are school camps, excursions indoors, parent attendance, parent volunteers, assemblies and other large school events.

Staffing- we will have around 5 vacancies in term 3. 3 will need to be centrally appointed and 2 will go to panel. Will need to call on a P&C and Multicultural rep.

6. General Business

World Teachers Day - Monday 5th October 2020

P&C have submitted the application of Community Building Partnership (CBP) Program 2020 regarding the school's library upgrade project on 12/06/2020.

Meeting Closed at 10:58am

Planned next meeting

Date	Start time	Location
12/08/2020	19:00	Zoom (Virtual Meeting)