

Meeting Minutes		Motion Approved/ Not approved	Action Items	Actions finalised
Date & Time	11 April 2024 - 18:32 - 20:32			
Minuted drafted on	4/21/2024 and 27/4/2024 and 28/4/2024			
Final day for amendments to minutes	2 May 2024			
Meeting Name	Parents and Citizens Meeting			
Meeting Type	Monthly Meeting			
Location of	Bomaderry Bowling Club			
Recorded by	Charlotte Prinsloo			
Attendees	Brent McKean (Chair), Raquel Remnant (Vice Chair 2), Charlotte Prinsloo (Secretary), Kylie O'Neill (Canteen Convenor), Ceirwen Harris (Executive Member 1), Sherrin Waterhouse, Cathy Russell (Vice-Principal), Daniel Hundt (staff)			
Apologies	Ian Morrison (Principal), Steve Kershaw (Vice-Principal), Karen Wood (Vice-Chair 1), Jacinta Donaldson (staff), Sara Potter, Jenny Raison			
Open	Acknowledgement to Country by Brent McKean			
SRC Report	No report.			
Confirmation of Previous Minutes	Motion: That the minutes from 14 March 2024 be accepted.	Motion passed by DH. Seconded by RR.		

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Correspondence in	CP briefly discussed incoming mail received: (1) Matthew Devlin's request for a report from the P&C for school newsletter and which CP attended to, (2) email from Berry Garden Festival and DH's reply confirming the school's enthusiasm to continue to be involved, (3) Sara Potter's correspondence with Bunnings' Nyassa re Bunnings BBQ with preferred date of 31 August 2024. Also correspondence over insurance for this event and DH providing the certificate of currency (4) DH's creation of P&C letterhead for executive use (5) Receipt of notice that Westpac Statement is ready (6) Correspondence to/ from Gareth Ward re Ceirwen Harris' and Raquel Remnant's proposal that a gender neutral bathroom be built as part of the school refurbishment including G Ward's copy of letter forwarded to the Minister for Education and Early Learning.		Any relevant action items will be placed in the category below to which that correspondence relates.	
	Mail - DH forgot to collect the mail from the pigeon hole before the meeting and will email CP mail received.		DH to mail CP mail in pigeon hole.	
Principal's Report	The Principal's Report was delivered by Cathy Russell, Vice Principal as Mr Morris was not able to attend this meeting.		Cathy Russell to provide her emailed report to CP	No (09/06/2024)
	Anzac Assembly and helicopter fly-by - Thanks to Tracey Clothier (BHS Defence Student Transition Mentor) who organised the event, and also for the support of Matthew Devlin. Darryl Kelly (retired) gave an inspirational talk and the Last Post was played on the Yidaki.		None.	

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	<p>School Finances: Mr Morris not available to discuss the school budget. He is on leave in Term 2. In any event, Cathy Russell told the P&C the school budget is in flux owing to a recent announcement of significant government cuts. It is not known what the cuts will look like although at this stage she is advised that the cuts will not apply to the promised school refurbishment and it seems as if there will not be staff cuts. It is not known at this stage what shape those cuts will take. The DOE will be focused on ensuring there is a teacher in front of every class during this current teacher shortage. DOE is to adopt an "explicit teaching" strategy, which is a research based strategy with good results. The reason for the cuts is that public schools are losing pupils to poor attendance, private schools and home schooling.</p>		Cathy Russell/ Ian Morris to provide more information as and when further developments are known.	
Principal's Report	<p>Technology evaluation - the Technology Evaluation is ongoing. Invoicing issues will be added to that evaluation.</p>		Ongoing.	
	<p>Connecting to Country - the local Aboriginal community has been involved in advising the Infrastructure Plan (school rebuild) and have provided good ideas to incorporate into the school rebuild e.g. yarning circles.</p>		CR to provide further information as and when there are developments in this regard.	

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	<p>Invoicing transparency: This is another matter Mr Morris said he would look into at the March meeting, and now pended until Mr Morris' return. For those not present at the previous meeting, RR explained that the app School Bytes is prone to technical glitches and another issue is that is that the system does not always clearly explain what a payment needs to be made for. For example, a parent may go into the system intending to pay for a school excursion but then end up having to also pay book contributions, voluntary contributions and so on so that the amount they are billed for is bigger than what they anticipated.</p>		Pended until Mr Morris returns	
	<p>New gym equipment: Not installed yet but Daniel Hundt said he anticipated that the installation would be soon. At the moment the matter is being handled by DOE Assets.</p>		Follow up at next meeting	
	<p>New boys toilet: Ready to use and looking good, however, key handover has yet to occur.</p>		Follow up at next meeting	
	<p>Yr 7 Welcome Breakfast: Went off very well. Good staff turnout. Good feedback. Daniel Hundt thanked Mr Flack, Mr Volpatti, Stacey and Canteen staff for providing the catering. Cathy Russell thanked the P&C for this initiative and said it motivated the pupils.</p>		To note in action items list for early 2025 to obtain financial assistance/ donations. This is an important fundraising item.	
	<p>Teacher Recruitment: Difficulties finding permanent staff are ongoing.</p>		Follow up at next meeting	

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Treasurers Report	<p>* REFER TO ATTACHED FINANCIAL REPORT</p> <p>Discussion of Financial Report: Decline in P&C savings due to (a) no price increase in 2023 while costs increased (b) more canteen staff hours to reduce queue times. DH proposed that next meeting an increase in prices be moved as prices have not increased in 2 years and P&C is making no profit at all. Also, at the start of the new financial year, wages will be increased in line with minimum wage plus 2% (which is the usual increase). KN told the P&C Stacey has proposed a 5% increase from Term 3 and a further 5% increase at the end of 2024. Discussion arose regarding whether price increase as proposed goes far enough or not. KN told the P&C Stacey does not know what profit is made or not. It was agreed prices need to be increased to allow at least a small profit and most members present were of the view this factor must determine the increase to be agreed upon. In other words, a more financially rigorous assessment is required. Furthermore, Mr Morris needs to be involved in the final assessment with Stacey and KN. KN has advised the P&C she and Stacey are meeting the Wednesday before each P&C meeting in the afternoon so the time-margin is tight, however, DH said he did not think this would present much difficulty. Further discussion ensued about notification of price increases to students and parents and it was agreed that this would be done on the school Facebook page.</p>	Motion passed by DH. Seconded by RR.	KN to email CP current prices for next meeting's discussion.	
Treasurers Report	Finances this past month - \$7,000.00 due to Canteen for catering at school events.		See below.	
	North Nowra Tavern - donation cheque bounced a 2nd time due to glitch. New cheque to be issued.		DH to follow up.	

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	<p>P&C bank accounts: DH has had difficulty with Westpac and P&C needs to complete more paperwork. Westpac requires appointment of signatories to be minuted in the AGM minutes to comply with Westpac's requirements. Accordingly seeks permission to amend minutes. It is not known off-hand whether this is the correct procedure to follow. Furthermore, Westpac requires all members of the P&C executive to attend that meeting which makes it difficult to comply given everybody's differing timetables and priorities. Also, former P&C members or members who are no longer to be signatories also need to be removed as signatories at that meeting.</p>		<p>DH and CP to investigate correct procedure to alter the AGM minutes and follow up at next meeting.</p>	
<p>Canteen Report</p>	<p>Proposed price increases - See Treasurer's Report (above)</p>	<p>Motion passed by DH. Seconded by BM.</p>	<p>See above.</p>	
	<p>TV Screens - There has been a delay in instalation due to the internet box and safety screens requiring approval by DOE. KN has been given information by Mr Flack about this but at time of the meeting KN had not had time to review the info and will do so before the next meeting and report to the P&C. The lack of TV screens showing the menu is a frustration for staff especially dealing with new pupils who are unfamiliar with the menu and undecided by the time they reach the counter. Slows down the queues. Mr Flack is working with the Tech Support Officer to get this matter off the ground.</p>		<p>KN to review info provided by Mr Flack and report to P&C next meeting.</p>	
	<p>Catering - Canteen Staff have catered at various school events and would like more catering work. Currently, \$6,000 is owed by the school to the canteen for catering.</p>		<p>DH/ KN to follow up for next meeting.</p>	

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	Electrical issues dealt with - Stacey wished to extend her thanks to Ian Morris for his attention to the electrical issues in the Canteen. Stacey looks forward to improved electrics (re-wiring) and a new dishwasher. DH has looked into pricing of industrial dishwashers. An issue is a lack of space for the dishwasher.		Pending Council report	
Canteen Report	Shoalhaven City Council Health & Safety Report - DH advised that the report has not been received yet, but the canteen and coffee van were inspected in February and some issues were raised. Until the report is received, DH says it is premature to do anything much to the canteen e.g. exhaust fan clean.		Pending Council report	
	Exhaust Fan and Grill Clean - The canteen exhaust fans and grills require cleaning as this has not been attended to for the past 5 years. The cleaning needs to be done by a contractor and will be expensive, but it must be done.		DH to arrange contractor to clean exhaust fans once Council H&S Report is received.	
	Stacey has attended temperature course - to be completed in June/July. RR said that Kiama Council run free Food Safety Courses and anyone running the coffee van should undertake this course. TAFE also offer free courses.		Interested persons to speak to the executive about attending a food safety course.	
	Stacey has complimented student behaviour around the canteen - says there are rarely behavioural issues and thanks the school for promoting student well-being, including yellow slips. DH explained that yellow slips are given to pupils who perhaps have forgotten their lunch or have no lunch. The school (or P&C??) sets aside \$300.00 per term for this purpose. A pupil who receives a yellow slip can order whatever they like at the canteen.		Not applicable.	
General Business	Bank account signatories - refer to Treasurer's Report (above)		See above.	

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	<p>NAPLAN breakfast - The cost was \$6,037.27. DH explained that the budget that was agreed upon earlier in the year will need to be revised as the costs went well over the anticipated budget. Part of the reason was that in 2023, 940 breakfasts were served, and this year (2024) that figure was \$1,400 breakfasts which is a very bit increase in number of users. Discussion ensued about bringing costs down in future - for example, obtaining food donations and/or donations from the parent body who may have businesses or wanting to contribute to the breakfast. Suggestion also to approach Manildra which has assisted generously in the past.</p>		<p>CP to add approaching Manildra and other businesses and parents to Action Items for early 2025.</p>	
	<p>Faculty chats - follow up with Ian Morris/ Cathy Russell at next meeting.</p>		<p>Follow up with Ian Morris/ Cathy Russell at next meeting.</p>	
	<p>School P O Box - DH closed this.</p>		<p>None.</p>	<p>Finalised.</p>
	<p>Fundraising generally - Also suggestion (following on from costs of NAPLAN brekkie) that, for example the Bunnings BBQ, it is explained what the money being raised is intended to be used for. If we spend \$6k+ per year on NAPLAN breakfasts, then we can put up a poster/board at fundraisers explaining that is what funds are being raised for. Otherwise, we will have the same issue as with the Berry Garden Festival where the public are under the impression that DOE funds earmarked for the school refurbishment are being directed towards the "extras" the P&C provide, which is not the case.</p>		<p>CP to add to action items for all fundraisers.</p>	

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General Business	<p>A guide for parents and new students regarding school apps and links - after discussing various ways of bringing these matters to the attention of parents and new students, it was agreed that putting the information on Facebook would create some privacy issues, and so the information would be better to be emailed to parents and also included in the welcome pack explaining which apps/links parents/students will need like School Website (for general info), School Bytes (for payments), the Uniform Shop (Daylight) website and ordering page, Sentral (student welfare, student info), Flexischool (lunch orders), school texts (eg absences, notifications), Facebook (notifications). To also add that if a parent needs to get hold of a teacher, the parent should email the office and the email will be redirected. There should not normally be emailing teachers directly. RR expressed concern that there is now nowhere for parents to go to find out what assessments are due by their children. DH to look into the Flexischools card which he was not aware existed after CP expressed some concern over how a stolen card was still able to be used by a thief even after it had been blocked, and that once the funds were in the student's account, it was not possible to transfer them back to the parent account.</p>		DH to follow up with Flexischools. CP to propose outline of guide.	
	<p>School uniform supplier review - to be pended until Ian Morris returns.</p>		Pending return of Ian Morris	

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	<p>Suggestions to improve school uniform options - some pupils have complained that the white shirts are too transparent and a desire to wear grey pants instead of green pants. Cathy Russell explained the current uniform is not negotiable for pupils. Part of the issue is that the current supplier, Daylight, has limited options available and while that contract is in place (till next year February) there is no capacity to change.</p>		<p>Pending return of Ian Morris</p>	
	<p>School website P&C page - needs updating. Mr Matt Devlin is in charge of the school website and can be approached to update the page.</p>		<p>CP will review updates required and report back at next meeting</p>	
	<p>Certificate of Currency - see Bunnings BBQ (above)</p>		<p>None.</p>	<p>DH has finalised.</p>
	<p>Gender neutral toilet - discussion of actions taken by CH and RR (letters to Gareth Ward) and replies to those letters and actions taken by Gareth Ward.</p>		<p>Follow up at next meeting whether any developments/ reply from Minister's office. Does DOE need to be contacted?</p>	

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Business without notice	<p>Safe crossing petition - Sherrin Waterhouse raised the issues of student safety and the roundabout near the McDonalds on Cambewarra Road where it meets the bypass. Sherrin has previously met with Gareth Ward and both attended an inspection <i>in situ</i> to which representatives of other nearby schools had been invited, but only Sherrin and Gareth attended that inspection. This is not a new issue and it has been raised before at P&C meetings. Sherrin explained that an overpass is not really a viable option given the proximity of buildings to the edge of the road and also before very large trucks will need to pass beneath it. A traffic light system seems more viable, but State Government appear reluctant to do anything to disrupt the flow of traffic on the bypass. Students walking home towards the new developments at Cambewarra have no safe way to cross the road. The traffic circle is hard enough to negotiate as an adult driver, let alone as a child pedestrian. Something needs to be done urgently. A petition has already been started by Gareth Ward but it needs more support to get some action. It was proposed that contact is made once again with all local schools, including NAC, Bomaderry Primary School, Illaroo Road, Cambewarra Public, Shoalhaven River College, TAFE, Nowra Christian School and try to get a groundswell of support going. CP suggested that as well as writing to the school, the schools are also phoned.</p>		<p>BM will email Gareth Ward and send all schools a link to the petition. Sherrin will email BM a link to the petition which is also on Gareth Ward's website.</p>	<p>https://www.garethwardmp.com.au/principeshwycrossing</p>
	<p>School attendance emails - RR says parents are not receiving emails where their children have had consistently good attendance.</p>		<p>DH will look into this?</p>	
	<p>MEETING CLOSED 8:32PM</p>			