



RAMSGATE PUBLIC SCHOOL
P & C Meeting Minutes
Date: 05 Sept 2023
Location: RPS Library
Meeting Commenced: 6:30pm

Present: Amanda Howle, Catherine Lagunday, Candice Wyatt-Davies, Fiona Garnham, Kerré Venter (Secretary), Lorraine Simmis-Taylor, Tiana Russell (Vice-President)

Apologies: Angela Perosin, Deepika Rao (Treasurer), Pablo Fernandes, Samantha Burston, Virginia Sinlao

Acknowledgement of Country: Tiana Russell

Confirmation of previous meeting's minutes from 08th August 2023:

Motion: Catherine Lagunday

Seconded: Amanda Howle

Principal's Report: Lorraine Simmis-Taylor

- Father's Day Breakfast was successful
 - o 453 attended
- Zone Athletics Carnival
 - o 40 students from Ramsgate Public School to represent Sydney East – great achievement
- Year 2 Intensive Swimming Scheme (70 kids) – 10 days
 - o Cost has increased significantly due to bus fees
 - o \$280 per child
 - o Concerns if families will be able to afford the costs
 - P&C to provide some suggestions if possible
 - Ramsgate Public School to send a survey to families to gauge interest
- SASS recognition week this week
 - o P&C to add thank you on Social platforms
- Kindy 2024
 - o Kindy Orientation dates – 27 November 2023 – 01 December 2023
 - P&C to address parents/carers
 - Ensure 2nd Hand Uniform is open
 - o Start date: 05 February 2023 – TBC
 - o Kindergarten sign – P&C to provide

President's Report: Tiana Russell

- Tianna, Deepika and Kerré completed all necessary forms for P&C bank access and signatures – currently completion pending with Westpac
- P&C to arrange an Extraordinary meeting to review P&C processes including cash process

Treasurer's Report: Tiana Russell on behalf of Deepika Rao

- Father's Day stall – all cash banked (\$4,926)
- Cash process – to be discussed and documented after Extraordinary meeting

- Every event should have its own folder on the Drive
- End of every event, form to be completed of cash received, including float and signed by 2 adults and added to the Drive
- The above process includes 2nd Hand Uniform cash received
- Deepika will be responsible for Deposit Book
- Deposit book shows last deposit made was 15 December 2022
 - This will be reviewed once access to the bank is received
 - Amanda to follow up with Samantha on deposit slip for Mother's Day stall

2nd Hand Uniform Report: No report as Samantha Burston not present

- It was agreed after every Term, any uniforms that are stained or do not have the school emblem can be offered to a charity shop/charity bin
 - Catherine will work with Samantha

Canteen Coordinator's Report: Amanda Howle & Candice Wyatt-Davies

- Canteen figures have been added to the Drive by Virginia – Amanda & Deepika to review
- Canteen staff & volunteers will need to complete a Bayside Council Food Handling Safety course by 08th December 2023
 - Donna & Margaret will need to complete the course face-face
 - Remaining staff will need to complete course online
 - Suggest getting a laptop for Canteen, so training can be conducted when on shift
- Option to open Canteen at Recess & offer 'special days' (pizza delivery etc.)
 - Amanda to arrange a meeting with Lorraine to discuss further

Social Media Coordinator's Report: Candice Wyatt-Davies on behalf of Angela Perosin

- Newsletter sent out on Week 5 of Term 3

Event Coordinators' Report: Fiona Garnham

- Father's Day
 - Spent - \$5,200 / Received - \$4,926 – loss of \$275
 - Cash has been deposited by Tiana Russell
 - Lots of stock at hand
 - P&C to conduct a Lessons Learned (what sold/did not sell)
 - Packing day on 21 August 2023 went well
 - Stall day on 28 August 2023 went well
 - A few kids did not have money, and volunteers were able to provide 'other' gifts
 - Follow up day on 30 August 2023 went well
 - Suggestion is to not actually 'package' the gifts and allow the children to choose the gifts and to add these to their white bags that are provided (this will also save on cellophane)
 - Siblings process went well
- Movie Night – scheduled for 15 September 2023 is cancelled
- Trivia Night – scheduled for Term 4 is cancelled
- Tea Towels
 - Amanda to review quote and confirm the next steps
- Meet & Greet (2024)
 - To be hosted by P&C at Ramsgate RSL
 - \$20 per ticket includes open bar and raffle
 - Suggested date is 16 February 2023
- Year 6 Farewell
 - Arrange for Sign – 'Class of 2023' to be installed on field opposite school on 15 December 2023 by 2:30pm

- P&C do not provide gifts to students, however will donate money and pay for cake & decorations
- Eat Up
 - Amanda requested Ramsgate Public School support Eat Up which is a non-for-profit organisation that feeds hungry school kids
 - 03 November 2023 is National Sandwich Day and suggestion is a gold coin donation
 - Amanda will follow up with Lorraine

P&C funds

- Pablo to arrange Landscaper to review the Paved area outside Library and K-2 Equipment
- Wooden edging has been completed as this was a WH&S hazard

General Business

- 2023 Certificate of Currency received and sent to The Markets
- Recycle Bins – no further action required

Meeting concluded at 7:45pm

Minutes by: Kerré Venter

Next meeting to be held 24th October 2023 @ 6:30pm