

**RAMSGATE PUBLIC SCHOOL  
P & C Association  
Meeting Minutes  
Date: 13 Jun 2023  
Location: RPS Library  
Meeting Commenced: 7:00pm**

**Present:** Amanda Howle, Angela Perosin, Catherine Lagunday, Candice Wyatt-Davies, Fiona Garnham, Pablo Fernandes, Samantha Burston (VP), Tiana Russell (VP) and Kerré Venter

**Apologies:** Lorraine Simmis-Taylor, Deepika Rao, Mariana, Marie

**Confirmation of previous meeting's minutes from 09<sup>th</sup> May 2023:**

Motion: Fiona Garnham

Seconded: Samantha Burston

**Acknowledgement of Country:** Samantha Burston

**President's Report:** Samantha Burston

- Committee is currently reviewing some fund-raising ideas

**Treasurer's Report:** No report as currently no Treasurer

**2<sup>nd</sup> Hand Uniform Report:** Samantha Burston

- \$432 sales on the square, \$301 cash. \$733 total.
- There has been a rush on jumpers due to the colder weather
- Sam has requested to add a bucket hat in addition to the current hats offered
- Netball Visors to be sold at the Canteen, however currently only 1 in stock – Sam to review
- Suggestion is to provide labels to anyone purchasing 2<sup>nd</sup> Hand Uniforms due to the number of unlabeled uniforms in lost property – Sam to order labels
- It is a lengthy process to change uniform suppliers due to contracts with current suppliers. If this is approved in the future, it is suggested that the uniform does change over a 3-year period
- Pablo confirmed parents/carers can stay on school grounds until 3:30pm however all school gates need to be locked by 3:15pm. Parents/carers will need to go to the office to be let out

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

- There have been a lot of cancellations from volunteers over the last few weeks due to sickness
- Need to chase Virginia for the Canteen figures – Tiana & Sam

- It was agreed that the request for a new oven and freezer is not required at this stage and will be reviewed at a later stage
- Debit Card - Reloadable for canteen purchases – not required
- Pest control is the responsibility of the school and not the P&C
- Canteen staff & volunteers will need to complete a Bayside Council Food Handling Safety course by 08<sup>th</sup> December 2023
  - o Donna & Margaret will need to complete the course face-face
  - o Remaining staff will need to complete course online

**Social Media Coordinator's Report:** Angela Perosin

- The last 2 Newsletters have been added 1 week late on ENews
  - o Pablo will provide feedback to Jaqui
  - o Pablo recommended for any urgent requests to add 'URGENT' in the subject line of the email

**Event Coordinators' Report:** Fiona Garnham

- End of Term 2 BBQ will be held on 27<sup>th</sup> June 2023 – Candice Wyatt-Davies is responsible
  - o The BBQ will be for children and will be held at lunch time
  - o Candice to arrange for RSVP letter to be sent out
  - o Sam to check BBQ gas
  - o Proceeds will go towards the Beanie Day for Brain Cancer
- Father's Day – Fiona Graham & Amanda Howle are responsible
  - o Father's Day stall confirmed for 30<sup>th</sup> August 2023
  - o Catalogues received and currently being reviewed
  - o Events Team has a process in place for ordering
- Movie (Term 3) – Samantha Burston is responsible
  - o Confirmed for 15<sup>th</sup> September 2023
  - o Samantha Burston will follow up with RSL

**Principal's Report:** Pablo Fernandes

- There has been a shortage of casual teachers due to sickness over the last few weeks
  - o This has impacted support classes and programs
- There has been an increase in COVID-19 cases
  - o RAT kits are available to any families that require them
  - o A reminder has been sent out via ENews to advise the school if any children are COVID positive
- Kindergarten 2024 information has been sent out via ENews as well as surrounding preschools
  - o Sticky Beak Tours
    - 23<sup>rd</sup> June, 28<sup>th</sup> July, 25<sup>th</sup> August, 15<sup>th</sup> September & 20<sup>th</sup> October 2023
  - o Parent Information Evening
    - 24<sup>th</sup> October 2023
  - o Kindy Orientation
    - 27<sup>th</sup> November – 01<sup>st</sup> December 2023
  - o School Readiness Program – coming Term 4
- Staff are continuing their professional learning around Trauma Informed Practice

- Flag poles
  - o The school has been able to fund the purchase of 2 new flagpoles bringing the total to 3
  - o New flags will be provided by the local council member
  - o The Garden Club will be planting native plants in the garden below the flag poles
- Groundwork:
  - o The roof work is complete
  - o Painting is complete
  - o Drainage problem has been fixed and the new soft-fall will be laid
- Beanie Day for Brain Cancer is confirmed for 27<sup>th</sup> June 2023
- Father's Day Breakfast is confirmed for 07h30 on 31<sup>st</sup> August 2023
- Attendance Letters will be sent out as per procedures to bring awareness of absenteeism of 85% or below
  - o Pablo to email the Attendance Letter to P&C
- P&C to add sender's name when emailing the school

**Business arising from previous minutes:**

- Mother's Day Report – Fiona Garnham and Amanda Howle
  - o Expense ±\$4500, Banked ±\$5800, Profit ±\$1500
  - o Any remaining stock will be carried over to 2024
  - o Fiona and Amanda have created a Lessons Learned document and saved this on the G Drive
    - Fiona to update details in the Yearly Planner on the G Drive
  - o Overall, the event was a success
- New oven and freezer for Canteen: It was agreed that the request for a new oven and freezer is not required at this stage and will be reviewed at a later stage
- Certificate of currency needs to be updated – Sam will follow up with Virginia
- Organic Markets emails to P&C
  - o Samantha to provide copy of Certificate of Currency once received
- Reloadable debit card for canteen staff – this is currently not required
- Recycle bins – no update

**New business for discussion:**

- Ballot for Secretary and Treasurer
  - o Secretary – Kerré Venter was nominated by Samantha Burston and seconded by Amanda Howle
  - o Treasurer – Deepika Rao was nominated by Amanda Howle and seconded by Candice Wyatt-Davies
    - Deepika was absent for this meeting due to sickness; however, it was agreed that an exception would be made to proceed with the nomination due to Deepika's level of expertise and willingness to accept the roll
  - o Need to arrange for Bank signatures to be updated
    - Tiana Russell, Samantha Burston, Deepika Rao, and Kerré Venter
  - o Arrange access for bank statements – Deepika Rao
- Next event prep
  - o Father's Day stall – on track
  - o Movie night – Samantha Burston to follow up
  - o Trivia Night – will be reviewed at next meeting
- Spending P&C Funds
  - o The paved path near the library is a trip hazard, due to tree roots pushing up the pavers.
    - Arrange for working bee for either Saturday (after the Markets) or Sundays and move bricks to form a border around the garden
    - Set up a poll to assess preferred days

**General Business:**

- P&C Contact List for 2023 to be updated
- Meetings: Review the option of having alternative meetings in the evening and day

**Meeting concluded at 8:25pm**

**Minutes by: Kerré Venter**


**Next meeting to be held 01<sup>st</sup> August 2023**

Westpac - all accounts

- Remove Karen Yacoel and Nicole Taylor from authorised signatures and online banking access
- Keep Virginia Sinlao as signature and online banking access
- Add Tiana Russell, Kerre' Venter and Deepika Rao as signatures and online banking access
- At least 2 authorised persons to operate and sign together as well as online banking



Kerre' Venter - Secretary 25 Aug 2023



DEEPIKA RAO - TREASURER 25 Aug 2023



Tiana Russell - Vice President 25 Aug 2023