



RAMSGATE PUBLIC SCHOOL

P & C Meeting Minutes

Date: 21 Nov 2023

Location: RPS Library

Meeting Commenced: 6:30pm

Present: Amanda Howle, Andres Gomez, Angela Perosin, Candice Wyatt-Davies, Catherine Lagunday, Deepika Rao (Treasurer), Donna Rawson, Fiona Garnham, Kerré Venter (Secretary), Margaret Hall, Pablo Fernandez, Samantha Burston, Tiana Russell (Vice-President)

Apologies: Lorraine Simmis-Taylor

Acknowledgement of Country: Tiana Russell

Confirmation of previous meeting's minutes from 24th October 2023:

Motion: Candice Wyatt-Davies

Seconded: Angela Perosin

Principal's Report: Pablo Fernandez

- Kindy Orientation Week
 - o Samantha Burston will represent the P&C on Thursday, 30th November 2023
 - o Aiming to have the Uniform shop open daily (the following will support Sam)

Monday	Candice
Tuesday	Angela
Wednesday	Katerina
Thursday	Sarah
Friday	Andres
 - o Kerré will work with Jaqui to have P&C information flyers printed ready for 30th November 2023
- P&C End of the Year BBQ (01 December 2023)
 - o Flyer sent out, however did not include RSVP as need an idea of numbers to order rolls and sausages – Pablo will follow up with Jaqui
- Thrive to Five
 - o Ms. Grimley has been running this program for School Readiness for children who have yet to start school - the school has received positive feedback
- Year 2 → Year 3 transition
 - o Program for parents and students transitioning from Year 2 to Year 3 to assist with answering questions
- Leadership
 - o Voting has started for Year 6 Leadership for 2024 (currently Year 5 students)
- Presentation Day
 - o 05th December at RSL
 - o Year 1-4 @ 10:00am
 - o Year 5-6 @12:30pm
 - o Samantha Burston will represent the P&C
- Funding
 - o RPS have requested funding for \$10,000 from the P&C for:

- Inquisitive subscription for 2024
 - Essential Assessment
 - Athletics & Mathseeds
- Letter received – P&C to review
- Landscaping
 - Bunnings to visit school on 22 November 2023 to review options for K-2 Equipment and Pavement (outside Library)

President's Report: Tiana Russell

- Bucket Hats received and paid for P&C
 - Bucket hats to be sold for the same price as caps (currently \$20)
- Visors are no longer required
- Lorraine Simmis-Taylor has approved for the Uniform shop to open on Wednesday mornings for Walk to School Wednesdays
 - Samantha will work with Kate, Sarah and Leonie to support her with opening the Uniform shop on Wednesday mornings and Friday afternoons
 - The Uniform shop will no longer be opened at the Saturday markets
 - Angela will create a flyer with the updated information to be sent out via ENews and School Bytes
 - Kerré will work with Jaqui to review any updates to the school websites for the new Uniform days
- Wi-Fi
 - Pablo will follow with IT Department to discuss the options of the Square and the Canteen to use the school's Wi-Fi

Treasurer's Report: Deepika Rao

- Bank account balances:
 - P&C: \$22,044.53
 - Canteen: \$2,992.46
- \$400.00 transferred from P&C account to Canteen account to cover the shortfall on Canteen wages
- Virginia has advised there will no further (additional) funds drawn from the Canteen as need to pay ATO and Superannuation
- Westpac Courier
 - It was agreed at the meeting on 24th October 2023 that Westpac will send a courier weekly at a cost of \$34 + GST to pick up the Canteen money
 - Deepika received an invoice from Westpac for 2 pick-ups prior to the 24th October. The P&C are unable to approve this payment as it was prior to the agreed date of 24th October 2023
 - Lorraine Simmis-Taylor did approve the courier. Pablo will follow up with Lorraine to discuss if RPS will cover the costs of the 2 pick-ups
 - Deepika proposed that her husband has volunteered to collect the Canteen money every Friday and will deposit into the bank
 - Concerns over security as there could be over \$1,000 to deposit – this will be reviewed in 2024

2nd Hand Uniform Report: Samantha Burston

- Sales:
 - Total cash - \$227.30, less float - \$110.00
 - Square sales - \$249 (September – November 2023)
- Donna has ordered bags & hats – all sales need to go back to the canteen
- Deepika to follow up to confirm if the P&C are able to have 2 accounts linked to the Square
- Candice to follow up with Munch Monitor to request a detailed a report to show bags & hats

- sold
- Iron on Labels
 - Samantha to purchase the Iron on Labels from Spotlight which can be sold at the Uniform shop
- Sarah, Leonie & Kate to assist Samantha with Uniform shop

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

- New oven is working great
- Food Safety Courses
 - Donna has completed the course
 - Amanda and Candice are finalising the training for Volunteers
 - Templates
 - Angela is finalising the templates for the Canteen which will include cleaning schedule, food temperature checks etc.
- 2024 Roster
 - Amanda and Candice are finalising
- Volunteers
 - Angela is finalising the flyers for Canteen Volunteers and will include the links to 'Working with Children' and the 'Basic Food Hygiene' course
 - A free sandwich, coffee, ice block etc. can be given to volunteers if requested
- Menu
 - Amanda and Candice are finalising the menu and prices
- Healthy Menu status
 - Amanda and Candice need to first complete the menu and pricing and then this will need to be approved by the Department to receive the Healthy Menu status
- Fun Day was scheduled for 06th December 2023; however, this will no longer go ahead due to too many other commitments at this stage
- Excursion Days
 - The Canteen is notified of any school excursions
 - 11th December 2023
 - K-2: Carrs Park
 - Year 3-4: Beverly Hills
 - Canteen will be closed on this day
 - Donna, Amanda and Candice to update Munch Monitor and Kerré will request for a message to be sent out on ENews & School Bytes
- Volunteers Dinner
 - Confirmed for 29th November 2023 at 6:30pm at the RSL
- Margaret received a nasty note on her car where she was parked at the back of the school (legally) requesting she not park there as it is a school pick area

Social Media Coordinator's Report: Angela Perosin

- ENews & School Bytes
 - Jaqui confirmed the process for P&C remains the same to email Jaqui the requirements and she will update School Bytes as necessary
- The school is transitioning to School Bytes, so there is still some cross over between ENews and School Bytes, however only School Bytes will be used in 2024
- Facebook
 - Marianna has agreed to assist monitoring P&C Facebook
 - Samantha to update admin users to: Samantha, Angela, Candice & Marianna and to remove Chani and Tiana

Event Coordinators' Report: Fiona Garnham

- Year 6 Stall Day

- Pablo will remind students in future to provide vegetarian options in future as this was not an option for 23rd November 2023
- End of Year BBQ – 01 December 2023
 - Pablo will follow up with Jaqui to send out RSVP to gauge numbers
 - Need to order by Monday, 27th November 2023
 - Request for Canteen volunteers to clean sauces
 - Sarah and her husband have offered to volunteer on the day
- Year 6 Farewell
 - Sign confirmed – ‘Class of 2023’ to be installed on field opposite school on 15 December 2023 by 2:30pm
- Kindergarten 1st day
 - Sign confirmed for 02nd February 2024
 - Arrange for Tea & Tissues to be provided
- Tea Towels
 - Tea Towels have arrived and are currently stored in the school office
 - Amanda to print off lists and to collate a ‘working bee’ group
- Colour Run
 - This was proposed for September 2024 (Term 3) – date TBC
- Fencing / Paving
 - Tiana will investigate the option of donations for fencing

General Business

- Emails
 - Separate emails have been created for Subcommittee members (Canteen, Events & Uniform)

Meeting concluded at 8:15pm

Minutes by: Kerré Venter

Next meeting – 2024 TBC