



**RAMSGATE PUBLIC SCHOOL**  
**P & C Meeting Minutes**  
**Date: 13 February 2024**  
**Location: RPS Library**  
**Meeting Commenced: 6:30pm**

**Present:** Amanda Howle, Angela Perosin, Donna Rawson, Fiona Garnham, Kerré Venter (Secretary), Lorraine Simmis-Taylor, Margaret Hall, Maria Hilellis, Marianna Galouzis, Scott Andrew, Tiana Russell (Vice-President)

**Apologies:** Catherine Lagunday, Deepika Rao (Treasurer)

**Acknowledgement of Country:** Tiana Russell

**Confirmation of previous meeting's minutes from 21<sup>st</sup> November 2023:**

Motion: Fiona Garnham

Seconded: Amanda Howle

**Principal's Report:** Lorraine Simmis-Taylor

- Currently have 507 students
  - o Including 30 new students in addition to Kindy
  - o No composite classes this year
  - o 2 new teachers
    - Emily Rampoldi – 3 Red
    - Qistina Abdul Aziz – 1 Blue
  - o The school requires 516 students to have a Deputy Principal, therefore the Deputy Principal position is currently under review
  - o Pablo Fernandez does hold 'off class Executive' position
- Meet the Teacher: 15 February 2024
- School Development
  - o The school worked with Adam Voigt from Real Schools focusing on school culture and language as well as Positive Behaviour for Learning (PBL)
- Ethics Program
  - o This will be available to any parents that do not have any students registered for SRE (Special Religious Education)
  - o Scott Andrew has confirmed he is available for Stage 2 – Pablo to follow up
- Pavers
  - o Quotes received – Tiana will follow up the paperwork with Lorraine
  - o Suggestion is to have them in the area between Gate 1 & Gate 2
- K-2 Equipment
  - o Pablo is working with the Department to request that this gets updated, however P&C may want to raise some funds to assist with updating the equipment
- Funding
  - o RPS have requested funding for \$10,000 from the P&C for:
    - Inquisitive subscription for 2024
    - Essential Assessment
    - Athletics & Mathseeds
  - o Lorraine to follow up with Pablo

- Important dates in 2024
  - o 13<sup>th</sup>-26<sup>th</sup> March: Naplan
  - o 21<sup>st</sup> March: Harmony Day & Odd socks day
  - o 26<sup>th</sup> March: Easter Hat Parade
  - o 02<sup>nd</sup> April: School Disco
  - o 03<sup>rd</sup> April: Athletics Carnival
  - o 08<sup>th</sup> & 09<sup>th</sup> April: Parent/Teacher interviews
  - o 12<sup>th</sup> April: Cross Country – Lorraine to confirm times

**President's Report:** Tiana Russell

- End of Year BBQ was a success
  - o Thanks to Mr Al, John x2, Fiona, Sarah, Tiana, Kerré & School staff for assisting
- Tea Towels – was a huge success
  - o Thanks to Amanda for co-ordinating
  - o This will not be a yearly event (possibly every 2-3 years)
- Tea & Tissues – was a success
  - o Thanks to Mr Al, Fiona, Angie, Dee, Tiana & Kerré
- Uniform Shop
  - o Managed by Catherine Lagunday with Sarah assisting
  - o Mondays from 3pm-3:15pm
  - o 1<sup>st</sup> Saturday of the month – Markets
  - o Kerré will request Jaqui to update the school website page
  - o Kerré will ask FB administrators to update FB

**Treasurer's Report:** Kerré Venter on behalf of Deepika Rao

- Bank account balances:
  - o P&C: \$19,074
  - o Canteen: \$1,233.96
- Key highlights:
  - o \$1,283.45 made on Uniform and bag sales on Tea & Tissues Day
  - o Processed Spartan invoices for remaining balance and bucket hats
  - o Processed all Year 6 reimbursements
- Investigate the additional bank account that is used for Canteen – purchasing of equipment, LSL etc

**Canteen Coordinator's Report:** Amanda Howle

- There was a delay in paying Canteen staff wages & expenses for Week 1
  - o This will need to be reviewed at the AGM as the number 1 priority should be wages & expenses for staff
  - o Sales from 2023 and 2024 are similar
- Need to review the process for hats & baggage purchases and ensure Canteen gets credited where applicable
- Roster is 'solid'
- Food Safety Courses
  - o Majority of volunteers have completed – this will be an ongoing practice for any new volunteers
- Menu
  - o Menu has been updated and will be valid for the whole year (no Summer / Winter menu)
  - o Price increases
    - A reminder of price increases to be added to P&C Newsletter
    - Healthy School guidelines advises it is better to have increases on 'unhealthy food'

- Healthy School Menu needs to be completed before end of Term 1
- Hotdog Fundraiser – Margaret Hall & Donna Rawson
  - Date: 12<sup>th</sup> April – to be confirmed by Lorraine
  - Margaret & Donna will work with Munch Monitor
- Westpac courier is working well
  - Uniform earnings will be added once a month (in its own pouch) with Canteen earnings
- Lorraine to follow up with Pablo to advise School Cleaners not to use the Canteen sink to clean mops

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

- Newsletter
  - Angie is working and will have it ready by end of this week
- School Bytes
  - The Department are encouraging schools to use it due to Security as only parents/carers can have access
  - Feedback is that information is sometimes sent by email and sometimes on the app and therefore information is missed
    - Lorraine will follow up with Jaqui to review option of sending out by email and push to app
    - Lorraine to request that Margaret and Donna's email address is added to any correspondence
  - Lorraine advised that it is still work in progress
- Facebook
  - Need to add a message on FB page that was originally created that this is no longer in use and add link to P&C Facebook Group Page
    - Confirm admin users: Angela, Candice & Marianna
      - Remove Chani & Tiana
  - Marianna has agreed to assist monitoring P&C Facebook
    - Add Meet & Greet Flyer and Welcome BBQ to FB page

#### **Event Coordinators' Report:** Fiona Garnham

- Meet & Greet
  - Confirmed for 16 February 2024
  - Kerré will follow up with Jaqui on RSVPs on 14 February 2024
- Welcome BBQ – Tiana
  - Confirmed for 15<sup>th</sup> March 2024 for K-6
  - Prices: \$3 each or \$5 for 2
  - School has BBQ tickets
  - Pablo to organise cleaners
- Easter Raffle – P&C Volunteers
  - 21<sup>st</sup> March: Bring Easter eggs to school
  - 22<sup>nd</sup> March: Pack (use Music Room)
- Mother's Day Stall
  - Confirmed for 07<sup>th</sup> May 2024
- Colour Run
  - This was proposed for September 2024 (Term 3) – date TBC
- Other fundraiser suggestions
  - 5c Fridays (Term 2)
  - Cookie Dough
  - Hotcross Buns
  - Crazy Camels

#### **General Business**

- Code of Conduct
  - This is being finalised by the P&C Committee and will be shared at the AGM
- AGM
  - Kerré will request Jaqui to send out Committee & Sub-Committee roles via School Bytes and explain nominations can be made prior (sent to Jaqui's email address) however the person will need to be present at the AGM

**Meeting concluded at 8:00pm**

**Minutes by: Kerré Venter**

**Next meeting – 19<sup>th</sup> March 2024 (AGM)**