



**RSPC P&C**

**EXECUTIVE MEETING MINUTES**

**DATE:** Wednesday, 12<sup>th</sup> February, 2020

**TIME:** 7pm

**VENUE:** AGSM, UNSW

<https://goo.gl/maps/4Pjwrs9u3KYPVpc99>

**Chairperson: Belinda Bennett**

Meeting open: 7:10pm

**Attendees:** Diane Nazaroff, Lucy Hancock, Rae Walters, Christina Kingen, Jimmy Hayes, Sally Nethery, Anya Rowlands, Belinda Bennett

**Apologies:** Kat Calverley, Pip Bourke, Louise Wagner

**1. Intro to P&C Federation Guidelines**

Discussed the P&C is regulated & hence why we have certain obligations.  
Overview of P&C roles, responsibilities and processes provided by Diane.

**2. Communications within Exec**

Executive will pause use of Whatsapp for general communication and will use it only for specific communications such as in the lead up to events.

Exec agreed to use email for action items with links to documents needing review/consideration in the dropbox.

**3. Confirm Exec meeting minutes**

i) December 2019 meeting

Moved: Christina

Seconded: Lucy

Carried.

\*These minutes were reconfirmed as Sally Nethery had previously confirmed the minutes but wasn't present at the meeting.

ii) January 2020 meeting:

Moved: Jimmy

Seconded: Belinda

Carried.

**4. Presentation on P&C monthly cycle**

Jimmy discussed the monthly cycle including timing of meetings, agendas and minutes – see attached powerpoint (which will continue to be developed)

**5. Committees / coordinators**

Exec discussed the concept of organising P&C activities/committees into three groups in line with the 3 objects of P&C associations: community, fundraising and education.

Proposed to include nominating members for two subcommittees on the March agenda:

- By-laws sub-committee
- Events and fundraising sub-committee

The Exec also noted that it is pleased to see that Library Fridays is continuing and we will await the guidance from the Principal and President after their monthly discussion on whether this initiative will be school supported or P&C supported from now on. We will aim to present the outcome to members at the March meeting.

To try to keep meetings efficient, it was suggested we timebox agenda points.

## 6. Grievance, complaints and procedures policy

Exec discussed adopting the P&C's sample grievance, complaints and procedures policy as a precursor to bylaws and a code of conduct, to guide discussions in and outside of meetings. We will plan to include it on the agenda for the March meeting.

## 7. Upcoming events

- **P&C Information Night** - confirm date & details

Jimmy will discuss possible dates with Jo at their monthly meeting. We will plan to move a motion to pay for catering at a later meeting.

- **Mother's Day stall** – approve funding for stall

Rae proposes a sustainable gift-themed mothers day stall. She will present her proposal at the March meeting that:

- we seek donations from mums for the stall
- we spend up to \$500 to buy some additional items to ensure we have enough – succulents, sustainable items eg cutlery packs, wax wraps, possibly plants from Randwick Council nursery – seek them as a donation from Council. We acknowledged that these additional gifts have not been planned/budgeted.
- host the stall before and after school on Weds, Thurs and Fri before Mothers day
- we ask Year 6 students to assist us as volunteers to help run the stall

- **Meet and Greet** – planning/to do list

Rae has asked all Exec members to seek one in-kind sponsorship (and note it on Trello).

There was discussion about equity and the use of tickets for free drinks on the night (two per person) versus open bar until the tab (\$1500) runs out.

We plan to advertise the Meet and Greet:

- In the Rambler each week
- Parent rep emails each week
- School stream – Rae offered to ask Jo about this

## 8. Fundraising/Wish lists

Rae has proposed that the top options for events to put to members this year are: movie night, school disco, colour run and trivia night.

Rae arranged a meeting with Jo tomorrow morning to let her know about these event ideas. Rae suggests that these events could raise approximately \$60,000 this year.

Jimmy will request Jo give us the school's funding wishlist at the March meeting. We plan to use the P&C's 2019 survey to guide what parents are keen to fund. Jo has also indicated that she may survey students to find out what they want. We plan to use all these to develop the P&C's funding plan for the year.

We will pursue the idea of a fundraising thermometer in the school foyer.

## 9. Communications/engagement

- Facebook etc for the P&C

Rae will present at the March meeting on the potential use of Facebook for the P&C – eg for events, live streaming of P&C meetings – and the P&C Federations sample Social Media Policy.

- Alternative P&C Meeting nights

We propose to trial a different meeting time of Wednesday 6:30pm for the P&C's April meeting.

- School stream

Lucy can present on possibilities for the use of Schoolstream for communication and will seek in principle agreement to explore this further.

#### **10. Other miscellaneous – decide priority for discussion at meetings**

- We will seek a nominee at the March meeting to work on a bi-directional speed camera and red light camera on Rainbow Street
- No update on Class parent rep program
- We will not propose any increase to membership fees
- Diane will mention the P&C day on March 4
- Jimmy will give an update on the Kiss and Drop on Fennelly Street
- We will defer discussion of the School Talent show (to request parents can attend this event in 2020)
- Belinda will ask about BYOD survey results in General Business

#### **11. Rae will chair the next Exec meeting**

**Meeting close: 9:23pm**