

Minutes: Otford P&C Meeting #2 2021

Date:	Tue 30th March
Time:	7.43pm - 9.07pm
Location:	Otford Public School & virtually on Zoom
Attendees:	Dallas Baird (President) Sophie Cresswell (Vice President) Brett Giddings (Vice President) Eleonor Bell (Treasurer) Sarah Deitz (Secretary) Lucy Lee Brie Smith Lucinda Crossley-Meates (via Zoom) Eva B (via Zoom)
Apologies:	Kingsley Reeve
Objective:	Confirm actions & discuss fundraising ideas

Agenda

Item
Meeting opened late due to technical issues setting up Zoom
1. Chair opened at 7.43pm & acknowledgement of country
2. Motion to change the signatories on the Illawarra Credit Union account unanimously voted in: <ul style="list-style-type: none"> ● Rachel Connell and Lucinda Crossley-Meates to be removed as signatories. ● Sophie Cresswell to remain a signatory. Eleanor Bell, Brett Giddings, Sarah Deitz and Dallas Baird to be added as the only other signatories. ● Eleanor Bell to be the Chief Verifying Officer, replacing Sophie Cresswell.
3. School funding all unanimously approved <ul style="list-style-type: none"> ● Wendy Lotter = \$1500 ● The Life Skills Go for 2021 is \$19.95 per student= \$1020 ● The Year 6 shirts are \$58.85 each for 8 students= \$470.80 ● PAT online tests for a statement of costs for this year, based on 51 students. It will be around \$800-\$900 (Awaiting on ACER to confirm exact costs)

In reference to the Life Skills Go program, there was discussion around whether P&C wants to fund digital programs.

It was agreed that there was value in this particular program, but that future funding of digital initiatives would be carefully considered.

SC & LCM to raise cheque and deliver to school before the end of term.

Bec Stone comments:

Bec thanked the P&C for supporting the school activities with P&C funding. I am sure the families appreciate it!

Anything that the P&C do not want to support, eg. Digital initiatives, we will invoice directly to parents in their statement of accounts. Later in the year we have booked SCOPE IT as part of our Strategic Directions for the new school plan. Last time we had them two years ago, families were able to use the Creative Kids grant vouchers for part of these lessons. So I will look into that next term to help support families funding it themselves.

4. Easter parade & fundraiser (Wed 31st Mar)

Brett to arrive around 8.30am to set-up.

Coffees & smoothies \$3.50 each (round-up to \$5 for the school)

Eleonor has completed the insurance form for the P&C Federation, note that this should be done 2 weeks in advance.

Not really a fundraiser, more an event to engage with parents & kids.

Estimate sell ~ 50 = \$175

All reimbursements approved unanimously. SC to arrange money transfers:

- (EB) \$40 for easter eggs
 - (BG) \$40.55 for coffee I suspect we'll use half. I'll make a donation to buy the leftover as it needs to be used within a couple of weeks from opening.
 - (BG) \$20.88 for berries and cows milk
 - (BG) \$22.20 for cups, straws, sugar and almond milk
- = \$123.63
- (EB) \$59 for square card reader reimbursement (general expense)

5. Review of P&C admin actions (details below)

- Bank a/c signatory updates
 - Brett, Dallas & Sarah still to become members of ICU, can be done in person or online.
 - To be completed before the start of term 2.
- P&C membership fees, SC to check who's paid
- P&C member register - EB to action
- Email list clear-up (SC)
 - Jackson's parents/carers still not known
 - Lucy Lee said that his grandparents are caring for him and she will ask them if

they want to be added to the comms list.

- The list is on Google Drive, but the Mailchimp list needs comparing & tidying up. Sarah will take a look at this.
- Brett offered to help with email templates if needed.
- Dallas said he would contact Lee Evans office and send them the new committee details. It would be good to get Lee Evans to attend a later meeting when we're discussing transport links for after school care.
- LCM raised an ongoing item re the constitution. This is complete, but the watermark needs to be removed before it can be uploaded to the website. LCM will follow up on this and co-ordinate with the school office.

6. Gardening club & working bee for the holidays

- All agreed this was a good idea

1st step is to clean up the current garden.

- If time, Archie & Lucy can supply a few seedlings or cuttings to plant.
- Lucy Lee to co-ordinate working bee on Sunday 11th April and communicate on the facebook page.
- Lucy Lee to send wording for email comms, Sarah to send out email to list

Next step will be to review & plan:

- Involve the kids to find out what they want. We can ask the teachers to explore this in class, or look at creating a questionnaire.
- The feeling is that they would like to grow a kitchen garden and possibly use the kitchen to cook the food that they grow.
- We could set-up a community plant swap at the front of the school.
- Put a call out for horse poo & look at costs of supply & delivery of soil from Menai Sand & Soil.

Bec Stone comments

Sadly, as many kids have vege gardens at home, none of them want to garden in their lunch or playtime at school. Last term, they had the option with the wellbeing unit focus all classes had. We thought the senior class would want to run with a project-based idea to integrate the garden but no interest was shown. The Sapphires were even raising seedlings. Up until last year, due to health guidelines, we had kitchen lessons for the senior class, but we have not had the same interest in the maintaining a garden. At my last school, Coledale PS we won the WCC school garden of the year and I organised the kitchen and garden lessons with a volunteer. It is a lot of work and the kids have to really be engaged and it integrated into their learning, to see the time being well spent on it. It has always generated more parent than student interest. I thought refreshing the outdoor play area would be an engaging learning activity and perhaps see a link made to the garden with a mud kitchen.

7. Brick fair (17th & 18th April)

- It's too late for us to sell raffle tickets
- Sophie will continue to promote through social media

8. Fundraising focus

- Eleonor informed us that the average fundraising target in previous years has been around \$10k
- We discussed Bec's proposal of fundraising for refreshing the outdoor areas.

Bec has been talking about updating some of the outdoor areas with a refresh. Play based learning is really important, especially for our younger students. I have been investigating mud kitchens, play areas and stencilling ideas for a while now. I am wondering if that might be a focus for fundraising or grant submissions. If you can discuss and let me know what you think.

- Unanimously agreed that this was a good fundraising focus for the year and would incorporate Lucy Lee's garden update initiative.
- Dallas to talk to Bec to understand what research she has done and what her wish list is.
- It was suggested that the Men's Shed could help with any construction needs. Dallas can get in contact with them when needed.
- Lucy Lee noted that the school used to have "Loose parts play" and it would be good to bring this back. She has been involved with this previously as part of her role with Reverse Garbage.
- Bec also sent a link to a 'connecting neighbours' grant from WCC. Sophie will look into the grant to see if there is an opportunity for us to apply for it:
 - <https://our.wollongong.nsw.gov.au/connecting-neighbours>

Bec Stone comments:

Great to hear you are onboard with the outdoor area refresh. I would like to get the kids involved in designing ideas as part of our STEM work. The Emeralds' Maths Burst focus next is Horticulture and the Rubies is Industrial Design, so we are hoping by the end of Term 3 we will have some design ideas.

9. Fundraising ideas:

- As we are a small school and small community it's difficult to fundraise directly with parents & locals.
- Ideally we want to utilise the school grounds and drawcard of the 'Otford' area to bring in people from outside the immediate area, from Sydney and surrounds.
- Events should be pay-in-advance ticketed events so that we can gauge funds in advance rather than keeping our fingers crossed on the day. It also reduces risk as it doesn't matter if people don't actually show up.
- Think about creating a recurring event, rather than a one-off
- Sophie to head up a Fundraising sub-committee to refine ideas and create an annual plan/calendar & system for capturing learnings for future years.

Summary of ideas discussed:

- Resurrecting the school fete (more details below)
- Movie nights

- Laser disco, Kingsley / Scout had a laser disco party at the Burgh gym recently that was awesome.
- Bunnings sausage sizzle/cake stall (more details below)
- Crazy Camel artwork products (more details below)
- Otford community dinner raffle of old Otford pub picture (more details below)
- Stash of tea-towels from a couple of years ago that we can sell by donation, Eleonor to bring tomorrow to the Easter parade.
- Mothers day stall (more details below)
- Adults only night with food trucks and activity e.g. swing lessons ~ \$30/ticket
- The guy from The Strides has recently moved back to Otford.
- Stanwell park has a successful disco bingo / quiz night
- Can we serve alcohol on school grounds? Eleonor to investigate.
- Camp out with bbq breakfast, tap into hikers and Inner West market.
- Return & Earn collections
- Terracycle recycling. You receive donations for items collected, Sarah to present back suggested schemes.

a. Mothers day stall

- Mother's Day is Sunday May 9th.
- This will be more for the kids rather than fundraising
- Lucy Lee did this a few years ago
- Each family donates 1 gift per child
- Kids can then buy a gift for their mum and it will be wrapped for them
- Lucy Lee will co-ordinate, it will need ~ 4 people to help the kids with choosing gifts & wrapping.
- There will be a cost for the wrapping materials.
- We think there may be gifts leftover from previous years, Lucy Lee to ask around to see if she can find out where they are.
- Lucy Lee will post on Facebook and send copy for P&C email in Term 2.
- has offered to take on the role as organiser, but will need to recruit some helpers. (Sun 9th May)

b. Bunnings sausage sizzle/cake stall

- BBQ is more work and raises ~ \$1000
- Cake stall is easier, midweek, needs 2 people to man the stall and parents to make cakes, raises ~ \$800
- You have to have done the Bunnings training to do it
- Bronwyn has the training, Eleonor will check with her to see if we can get on the list.

c. Children's artwork products

- Crazy Camel is a fundraising website where you can create products using children's artwork & photos. <https://www.crazycamel.com.au/>
- The artwork creation is coordinated with the school curriculum
- Parents order directly from the website.
- Minimum order is 50% of the number of students, so ~25 orders for us.
- You make \$6 - \$9 per item ordered.

- Eleonor to talk to Bec to gauge buy-in
- In addition to kids artwork, Sophie suggested engaging a local artist to create Otford/Illawarra themed Christmas cards.

d. Otford community dinner raffle

- Sophie told us about the Otford community dinner on April 18th where they are raffling off a 100yr old Otford pub photograph as a P&C fundraiser
- Sophie called out for some other prizes for the raffle
- Brett can supply some jewellery
- Suggested to ask Emma Morris about ceramics
- Sophie will coordinate & promote, but can't be there on the day, Dallas said he would be there to represent the P&C.

e. School fete

- The school fete used to be run every 2 years as a lot of effort & co-ordination goes into it. Therefore not feasible for this year, but Sophie will investigate the possibility for running it in 2022.
- Lucy Lee talked about the Christmas market she put on in Stanwell Park, but this model is difficult to make money from, the income is from stall holders paying for their spot. The scale you need to raise money is unpredictable.

Bec Stone comments:

For the last 5 years, parents have hedged away from the school country fair due to the work load on parents and the work didn't end on the day as there were so many outstanding items that had to be dealt with. That is why we went for the Colour Run idea as something different. I am not sure but I did think we had another year approved in council, which could be moved from last year to this year?

One thing that has always done well is cooking stalls, for example the curry stall. See Bron. We did think of having a food fair only instead of the other stalls.

10. Confirm actions & date for next meeting.

- Next meeting will be set-up for last week in April, likely Tue 27th. Sarah to confirm details and agenda.
- Every 2nd Wednesday Dallas to send P&C update to Bec for the school newsletter that goes out every 2 weeks on a Friday.
- Meeting closed 9.07pm