

**MEETING MINUTES**  
**DEE WHY PUBLIC SCHOOL**  
**P&C Term 4 Meeting**  
**HELD ON 29/11/2023 on Zoom**

**ZOOM MEETING OPENING**

Heather Cervantes declared the meeting open at **7.30pm**.

**Attendance:** Heather Cervantes (President & Events), Eliza Young (vice president), Hannah Kleboe (secretary) Ella Mesker (Vice president), Liza Blackstone (school rebuild committee) Tanya Wright, Marlaine Linguard (school), Ms Sutton (school teacher)

**Apologies:** Monique Bailey (Treasurer), Christina Lumsden (Sustainability), Rachel Ballesty (Uniform Shop Coordinator)

**Previous meeting minutes** – submitted by Hannah Kleboe, approved by HC and LB

**1. School Update – MS Sutton**

- the new play area near the office has been audited and some changes to be made. Hopefully reopen next term.

**2. President - Heather Cervantes**

General discussion/ideas:

- Class parents social at start of year.
- Class parent WhatsApp group.
- Send calendar of events and specific year event details to teachers to show at parent info night- ? QR code for them to sign up straight away.
- Google calendar for P& C events- Tanya happy to spearhead
- Kids volunteer committee
- \$20 P&C contribution on school fees
- Need to seek approval from Mark to install waterproof boxes for P&C notices at main gates

**3. Canteen report – Ella Mesker**

Canteen Report for P&C Meeting, Wednesday 29th November 2023

· Flexischools orders continue to be the main access point for the canteen and most of the orders are for lunchtime. There are a small number of recess flexischools orders and counter sales are very slow. POINT FOR DISCUSSION- Perhaps we could trial opening the canteen at lunchtimes only or not opening the canteen on Mondays as this is the slowest day?

· We have been talking about needing a new freezer for some time and this continues to be an issue. We have gone from being able to do 1 frozen food order a week to needing 2 or 3 smaller orders due to lack of freezer space. We have been waiting for word on interim works in the canteen to give us a bit more space but it is unlikely that anything will happen until

next year so we will need to start looking at alternative solutions. Perhaps a chest freezer in the GA's shed to store the less frequently used items?

- Belinda has asked for a float for the canteen. There have been a number of occasions where she has had to go to Coles or to the shop across the road to pick up extra items and having a float available would make this easier. \$50 would probably be sufficient.

- Dumplings continue to be the most popular item on our menu, and we have had to restrict the number of days these are available to Tuesday, Wednesday and Thursday as we simply don't have the freezer space to store them. Current dumpling orders are between 65 and 75 SETS (3 per set-so that's over 200 dumplings) plus these are also available over the counter at lunchtime (so that could be another 100+ dumplings). We are currently running 4 small domestic steamers to heat this amount, but we may need to look into an alternative commercial steamer in the future if we wish to continue with this offering. This term we have also introduced frozen yoghurt tubs which are very popular but, again, take up room in the freezer.

- Northern Beaches Council have new food safety standards for retail businesses which come into effect from the 8th December. The Standard was developed by Food Standards Australia New Zealand and applies to organisations that handle unpackaged, ready-to-eat foods including previously exempt school canteens and childcare centres.

Under the new standard, food businesses must: 1. Have a qualified onsite food safety supervisor, who is reasonably available to supervise food handlers. 2. Ensure all food handlers are trained in food safety and hygiene or can demonstrate adequate skills and knowledge. 3. Maintain a record of their food safety risk management or be able to show their food is safe. More info here:

<https://www.northernbeaches.nsw.gov.au/community/safety-and-wellbeing/public-health/food-businesses/new-food-safety-requirements>

#### **DECIDED WAS:**

Fundraiser for dumpling freezer- ? Momo day- engage Tibetan community

Cut 10 canteen employee hours starting in the new year- stagger start and finish times

Keep canteen open on Mondays and recess

Need to look at space for freezer carefully

#### **4. Treasurer's report- Monique**

Bank Accounts As at 27/11/23

Canteen - \$3200

General - \$19,798

Uniform - \$47,682

**Uniform shop** very up and down and needs long term analysis next year to see how much profit we can skim off

**General-** need to work out how much disco made. Heather still has receipts to submit.

**Canteen-** average income over last 4 months was \$12877 and expenses were \$14,918, so still losing money and this will be addressed by cutting hours in the New Year.

**Sushi bills-** there is still a discrepancy here with what we owe them with some invoices having been paid twice and others outstanding. Ella to work out a total to pay to finish the year and we try to get them to direct debit (with Bel checking the invoices)OR Bel or Ella getting a log on to pay them.

**Hot Serve Bakery Van-** Monique to issue them an invoice for \$81 to get the 10% profit. Hannah to send an invoice template.

## **5. Events - Heather Cervantes**

- **End of Year Teacher/Staff Appreciation Lunch-** this was proposed for 7 December but too much on for the P and C. We do it next year in Term 3 and get the community to provide dishes.
- **School Staff & Employee Gifts** - a list of people given to Eliza for her to buy gift cards for and try to print Xmas cards to go with them.
- **Year 6 Graduation & Dinner** - Again too much on this year.
- **P&C Award at Presentation Day** something to do for next year.

## **Events for 2024:**

Term 1- Kindy tea and tissues, welcome BBQ and Easter raffle

Term 2- Mother's Day, trivia for parents at start of term, disco end of term

Term 3- Father's Day breakfast, other community event, staff appreciation lunch

Term 4- Halloween disco, Xmas event

Only 1 P&C meeting via Zoom in Terms 2 & 3. In person meeting term 1 and 4

## **6. Uniform shop report- Rachel Ballesty**

- We are currently investigating the possibility of introducing 4 new sports polo shirts during 2024 which will incorporate house colours. These sports polos would be worn by students on days they are required to wear sports uniform as well as all-school sporting or house events. The existing sports polo will still be available to purchase for students representing DWPS at multi-school events.

- We are currently investigating swapping over to the 'Square' payment system in the Uniform Shop

## **7. Sustainability report- Christina Lumsden**

- Since the last P&C meeting, the sustainability committee has released a newsletter which went home in the note folders. This presented our recent initiatives.
- The waste recycling poster (which will be above the recycling bins by the uniform shop) is currently with the printers, install date TBC.
- Pay it forward facebook page- need to send link to class parents and teachers as searching for it doesn't work.
- Second hand uniforms- what are we doing with this?

#### **8. Rebuild Committee Report- Liza**

- Once the Fisher Road play space works wrap up and the CBP grant is acquitted, President Stu Herring and Secretary Liza Blackstone will be stepping down from the Rebuild Sub-committee. As the only members of this group, we will not be taking on any new projects during this time. Therefore, we recommend that the P&C start its search for new members and consider renaming the group, perhaps the Upgrade Sub-committee, as we are no longer advocating for a complete rebuild of the school. Liza will be happy to discuss our works and handover any materials that may be useful.
- We recommend that the new sub-committee members begin their tenure with speaking to Mark Chaffer to determine his needs and follow up the lead generated by Cass Davidson-Haynes in her recent meeting with Michael Regan and Sally Claydon, as emailed to Hannah on 16 Nov 2023.

Need to rename committee- ? School refurb committee/ upgrade committee?  
 Facebook post- journey to now and pictures of what it will look like finished

Meeting closed by Heather Cervantes at **9.05pm**