

# The Junction Public School P&C

## MEETING MINUTES MARCH 2025



<b>Meeting</b>	The Junction Public School P&C Meeting		
<b>Date</b>	18 March 2025	<b>Opening Time</b>	6.31 pm
<b>Chairperson</b>	Kylie York	<b>Closing Time</b>	7:59 pm
<b>Location</b>	Old School Hall, TJPS		
<b>Attendees</b>			
Jes Ryan	Rob Low	Sophie Woodcock	
Alison Cheek	Sarah Snow	Cas Bull	
Cath Larkman	Bree Forrer	Rebecca Dahlstrom	
Bronwen de Srouza	Jaimie Moffit	Anthony Perera	
Nelson Bourges	Kylie York		

<b>Apologies</b>			
Jo Wirrell			

### Endorsed Minutes

Item	
1.	Acknowledgment of Country.
2.	<b>Previous Minutes / Business Arising from Previous Minutes</b> - February 2024 minutes: Proposed by KY, seconded by JR
3.	<b>Reports</b> <b>President's report - KY</b>  Thank you so much for accepting me as President of the P&C for 2025.  I would like to express my gratitude to the outgoing President Jes, who has in every way embodied the role of president – she was inclusive, energetic, vibrant and passionate, and we have seen some amazing progress in the school under her P&C leadership.  Another massive thank you to the outgoing vice president Jaimie, who persisted to impress us with her knowledge and experience of all things P&C. We appreciate all the time and effort both of these amazing women have put into our Committee.  Thank you to those of the exec who have stayed to forge the way through 2025. Alison's eye for detail and passion for the P&C is truly appreciated. Cathryn's knowledge of accounting and energy to continue the team growing is valued. Not to mention Bree's experience in the uniform shop and passion to find better ways to do sees her as a welcome member of the exec. And of course Jes, who is not getting away that easily!  We look forward to embracing our new committee roles and supporting you in continuing to understand the roles. We are always here for you.  2025 is a year to consolidate our learning from our last executive team, and move forward to work smarter and more effectively. Our team is looking forward to continuing to develop our relationships with the staff, and be the bridge between the parents and staff at the school. It's going to be a great year!

	<p><b>Principal's report - CL</b></p> <p>Firstly, I'd like to express my sincere thanks to the outgoing team and note that I am grateful for their many strengths.</p> <p>One of the most difficult parts of these roles is representing the families and community of the school as well as understanding the constraints of the system that the staff work for. This team have managed with grace and humour and we have been able to discuss a huge range of issues which have ultimately been either forwarded or solved.</p> <p>A further thanks for the streamlining of your finance systems as well as the communications platforms both for the P&amp;C team itself and with the wider community in general. You have been very generous with your time.</p> <p>I'd like to suggest we look at the fundraisers for 2025 and work towards minimising the workload behind the scenes. You are all young parents with a range of other career and family responsibilities in your lives. Let's try to keep things simple yet effective.</p> <p><b>Communication</b></p> <p>Largely by accident we didn't manage to get the school newsletter out in the first weeks of term. We needed to prioritise more direct case management with students and families. As a result, we sent out separate articles of information on school bytes to ensure we were still communicating with you. We soon noticed that we were getting a much larger read rate with these short snapshots, so we continued.</p> <p>Towards the end of this term, we will send out a retrospective newsletter celebrating some of the events during the term. We ask if you can share this on the P&amp;C Facebook page as this will reach a wider audience.</p> <p>I am currently working with a staff team around brief and effective communication and promotion processes for our school and will consult with you when we have got our thoughts together. We are currently very much in an experimental space.</p> <p><b>Annual School Report</b></p> <p>Our Annual Report is close to being published on our website. It is currently with our Director, Educational Leadership for his approval. This will include our 2024 financials and our progress on our targets in 2024. I will notify the community when it is on our website.</p> <p>Cath Larkman, Principal</p>
	<p><b>Treasurer's report - CB</b></p> <p>As the full year audited accounts were presented at the AGM, there is no further update.</p>
	<p><b>Uniform Shop - BF</b></p> <p>The Junction Public School's volunteer-run Uniform Shop continues to be an essential service to our school community, providing affordable uniforms as well as a platform for parents to be actively involved in the school community. The Uniform Shop plays a crucial role in keeping uniform costs low for our families. By operating on a volunteer basis, we can ensure that our prices remain as affordable as possible.</p> <p>I would like to extend my gratitude to all past and current volunteer parents whose dedication and hard work are the backbone of our shop's success. I have been blown away this year by the number of parents who reached out to become a volunteer at the Uniform Shop this year and am looking forward to working with everyone to keep the shop running smoothly.</p> <p>The new location continues to be a joy to work from. The improved space has allowed us to better organise our inventory and provides a more pleasant experience for parents and volunteers attending the shop.</p> <p>A big thank you also to the P&amp;C Executive Committee who have helped me over the last year: assisting in the shop, carrying out stocktake, implementing new accounting systems, and organising the donation of the written-off</p>

	<p>stock. Special thanks go to Kylie York, who coordinated with Dawn from the charity Hearts and Hands to ensure all our written-off stock was donated, and to Cathryn Bull, our P&amp;C Treasurer, who has worked tirelessly to implement new and more efficient systems for the Uniform Shop.</p> <p>Lastly, I want to give an update on the new school hat. There was an unfortunate delay on the order of the new hat due to an error on my behalf. I expect the hats to arrive before the end of Term 1. I will input the stock into Square so parents can order them over the Easter break and they will be available to purchase from the physical shop from Term 2.</p>
4.	<p><b>Open Items</b></p> <p><b>Class lists - AC</b> The form has been circulated and we've received over 200 responses. The lists will be distributed by the end of the month.</p> <p><b>Upcoming events:</b></p> <p><b>Term 1</b></p> <p><b>Kindy Trivia Night - CB</b> Organisation is underway for this event on 25 March. Comms have gone out and tickets are on sales. This is a small fundraiser for the P&amp;C, but more importantly an important event to welcome new Kindy families.</p> <p><b>Cross-Country BBQ - AC &amp; Louise Crossskills</b> The Cross-Country BBQ will take place at Nesca Park again this year. There was some discussions with Council around forms required for Food Vendors as part of the booking but this has been cleared up so the BBQ can go ahead.</p> <p>The Crossskills have volunteered to transport the equipment to the park, this way the BBQ can be served progressively throughout the day as kids finish their race.</p> <p>Noted that cost of all goods have increased again this year, but we aim to keep the Sausage Sizzle the same price for our families. This is not a fundraiser as much as a service provided for our kids.</p> <p>AC motioned for a budget of \$700 to purchase sausages, bread and BBQ supplies. Seconded by JR.</p> <p><b>Easter Raffle - LJ (update from AC)</b> The Easter Raffle will be drawn on the 10 April, last Thursday of Term 1. Comms have gone out. The Rafflelink has been set up and the paper booklets are going home this week.</p> <p><b>Term 2</b></p> <p><b>Mothers day stall - KY &amp; SS</b> Kylie proposed that the Mothers Day Stall follow a similar structure to last year, as this was well received by the community. The Stall will be held over 2 days, with every class getting to visit on Thursday, and then return visits possible on Friday. Each child is allowed to buy 2 visits on their first visit to the stall. The 2 gifts limit ensures that a good variety of gifts remains available for all kids, until they have all had a chance to visit one time.</p> <p>Proposed budget of \$800 from KY, that will get to a total of 800 gifts available this year as we have a fair few leftovers from last year.</p> <p>SS suggested using the leftover presents for a Tombola, perhaps on Grandparents Day</p> <p><b>Mothers day breakfast</b></p> <p>To be held before school on Friday 9 May.</p> <p>NHS have confirmed they will have the muffins ready for Thursday afternoon, they have requested numbers. The P&amp;C needs to look into rough numbers asap.</p>

	<p>The P&amp;C requested a maximum of four flavour options. Last year there were many options, which were delicious, but tricky to serve so many options when we need to distribute over 500 muffins in under an hour. A smaller variety will make it easier to serve everyone efficiently.</p> <p>Gluten Free option to be purchased from Coles as we did last year.</p> <p>Coffee cart - Jaimie to organise.</p> <p><b>Potential Election BBQ &amp; Cake Stall - ??</b>  Noted that the next Federal Election will likely be held in May. As soon as confirmed the Exec Team will start planning as per previous Election Fundraisers. These are big events that require a lot of volunteer time, but they do raise thousands of dollars for the school, and allow us to fundraise from the wider community, not just our own families again.</p> <p><b>Movie Night - RD</b>  Proposed date of 28 May (week 5).  Two films proposed are Snow White and Minecraft. While it can be tricky for families to choose between films, they are the 'blockbuster' films of the coming months, and expected to generate good buzz with the kids.</p> <p>Rebecca has reached out to several cinemas to get prices, and Kotara Event Cinemas remains the best option based on price and venue size.  Kotara Event Cinemas - 100 seats, \$12 ticket. Must book the whole cinema.  Charlestown Hoyts - 70 seats.</p> <p>Rebecca would like to get 'save the date' comms out before school holidays so families can decide if they want to see the films during the holidays, or wait till the Movie Nights.</p> <p>Tickets to go on sale in Term 2 by 9 May.</p> <p>RD to get details about food combos when she meets the cinema.</p> <p>Pay it forward option from previous events to be offered for families. Or add a \$2 option to this event to go towards other events.</p> <p>All present in favour of continuing to plan event with Kotara, as proposed.</p> <p><b>Beanies for Brain Cancer - AC &amp; Heidi Routley</b></p> <p>Alison &amp; Heidi have commenced planning for this community day to be held in Term 2, to coincide with the Beanies Round of the NRL. Further details to be confirmed at next meeting.</p> <p><b>Major event update - JR &amp; CB</b></p> <p>Jes updated that the P&amp;C aims to do a major event every 2 years, the last being the Colour Run in 2023. This year the P&amp;C are looking to hold an event that is more parent focussed, bringing the community together and includes parents who have difficulty attending in-school hours events.</p> <p>Initial planning has only just commenced, early ideas include a proposed event of Trivia Night at Souths Leagues Club. Proposal to be tabled at the next meeting. Rough timing of event is Term 3.</p> <p>SS, JR &amp; CB to meet to form a sub committee to continue planning.</p>
5.	<p><b>Fundraising Goals</b></p> <p><b>Multi-purpose Sports Court</b> - The P&amp;C proposed to form a sub-committee to follow and support progress of the MPSC (Multi-Purpose Sports Court) initiative.  Proposed sub committee to include JR, CB, KY &amp; SW. The sub-committee to meet with school and provide update for the next meeting.</p> <p>The school informs the P&amp;C that the proposal is currently before the Exec Director of the AMU. We have maintained our proposal of the artificial surface (not grass).</p>

	<p><b>Sports resources -</b>  Rob Low let the P&amp;C know that the school would be grateful for financial support towards essential sports equipment restocks. While a full stocktake would be carried out, potential items could include: Basketballs, Soccer Balls, AFL Balls, Rugby League Balls, Volleyballs, Netballs, Tennis Balls, Handballs, Bats, Racquets &amp; Sticks, Cricket Bats, Goals &amp; Nets, Cones &amp; markers, Pumps &amp; needles, whistles and stopwatches.</p> <p>AC proposed the funds from this year's Easter Raffle go towards this request, JR seconded.</p>
6.	<p><b>New Business</b></p> <p><b>Anzac Day Ceremony</b>  \$100 for ANZAC wreath - JR proposed, KR seconded. Jes to order.</p> <p><b>School Calendar</b>  The P&amp;C enquired if some school events have been set and can be added to the School Bytes Calendar, including Book Week Parade, Grandparents Day, Yrs 4 &amp; 6 Camps. CL will follow up with relevant school teams.</p> <p><b>School Comms &amp; Newsletter update</b>  As per the Principal's Report, the School is reevaluating how they do the school newsletter. The timing is under review but we expect a newsletter will be released by the end of the Term looking back at what was achieved in the school throughout the term.</p> <p>The P&amp;C confirms the newsletter remains important to parents and we look forward to seeing the next issue.</p> <p>In the meantime, the P&amp;C will continue to provide updates on P&amp;C related topics via school bytes updates, as well as through our own channels: Facebook and the website.</p> <p>The P&amp;C advises that the 'read' function on School Bytes still does not work consistently from an end-user experience, particularly when there is a link to a file, such as the newsletter which is on Microsoft Sway.</p>

**Next Meeting:** Tuesday 13 May 2024, 6pm, Old School Hall, TJPS