



Murray Farm Public School P&C Association  
Tracey Avenue,  
Carlingford, NSW, 2118  
ABN: 987 547 285 97

**Murray Farm**  
PUBLIC SCHOOL  
A Great Place to Be

## MFPS P&C ASSOCIATION Meeting Minute - Tuesday, Nov 21st 2023

### 1. Commencement of meeting

Apologies for members not coming : Tina Kao, Shirley Xie

### 2. Approval of Minute from last meeting Oct 17th Yes from Cecile, Anna and Kim

### 3. Reports to be tabled

❖ **PRINCIPAL – MR DAVID SMITH**  
*(Ref to Principal's Report)*

### 4. BUSINESS ARISING/OUTSTANDING ISSUES (from parents' request)

- Concerns from Dr. Rodney Jilek.

- Complaints one of the Class parent enter to school in the morning that abuse his son. Questioning about the school opening time and management issue. Request to suspend the Class Parent's position.

- The school respond : before 8am other bands students need to enter to school, 8:20am teacher will monitor the students in school. 2:40pm school gate open to allow parents enter.

- P&C Responds on the Class Parent Scheme / official channels for communication /social media/remove the said parent from her class parent role/restricting access to school grounds/ Parent's concerns about access to the school outside of regular hours.

- Vote in the 2024 Year 6 Farewell Convenor, current candidate: Niro Wanigatunga.  
Yes from Cecile, Kim, Nicole.

- Disco afternoon event Q&A.

- Different class starting time is different, parents can wait outside the hall, but can't enter to the hall.

-Parents need to pick up children and bring them back for their disco start time unless they are staying at school and supervising them.

-Any students not picked up will have their parents phoned for pick up as per normal procedure. Normal pick up time is at 2:50pm and parents are phoned after there are no more cars in the car pick up line or as soon as students are identified as not being picked up.

- Seeking Approval: Catering for SDD Lunch on 18th December

Purpose: Seek approval from P&C to provide catering for the School Staff Development Day (SDD) lunch at the end of the year.

Details: Proposing to order from KB Chickens, consistent with previous end-of-year lunches.

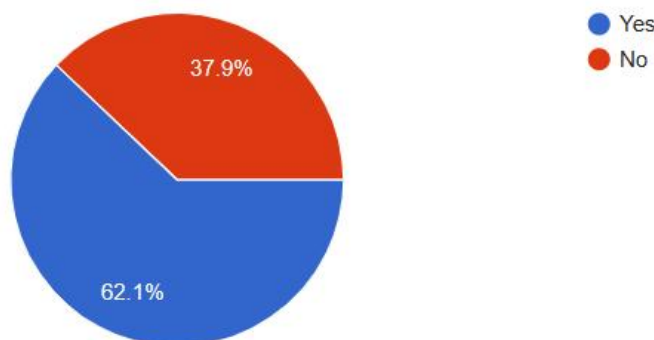
Menu: Includes chicken, three types of salads, fruit salad, a vegetarian option, bread rolls, and soft drinks.

Cost: \$15 per head for approximately 70 staff members.

Do you agree on P&C to provide catering for the School Staff Development Day (SDD) lunch at the end of the year?

 Copy

29 responses



**Vote Pass.**

**62% Yes**

**38% No**

## ❖ PRESIDENT- JANET ZUO

1. Term deposit finalized - \$200K at an annual rate of 4.83%, mature in April After April'24, all the funding will be moved back to P&C account. David to follow up after AGM next year.

2. Gardening project flourishing – please follow up with the cost reimbursement with Mrs Rennie and Ms Nicole next year if not by the end of this year.
3. All committee members – please submit your annual report by next Wednesday 22 Nov
4. End of year Volunteer Morning Tea – 30 Nov, Thursday 9:00 AM
5. Year 6 Parent Volunteer Leaving
  - a) Elka Watmore
  - b) Jenny Deng
  - c) Kim Balcombe
  - d) Lydia Chan
  - e) Lydia Deng
  - f) Mandy Lam
  - g) Nicole Cook
  - h) Olivia Suen
  - i) Rebecca Male
  - j) Rory Warren
  - k) Sarah Selva
  - l) Sasikala Pattabiraman
6. Social Media
  - a) Our official channels for communication are the email group and school website, as emphasized at the start of the year and on many other occasions. These platforms ensure transparency and the traceability of information. We will reiterate this protocol at the upcoming P&C meeting. We always encourage open communication; should any parents have concerns, we urge them to reach out via email or through our website feedback form.
  - b) Please be aware that **Neither the school or the P&C** manage or monitor any social media groups on platforms like WhatsApp, WeChat, Facebook, or Twitter. While these platforms offer quick communication, they present considerable challenges for information management and ensuring the privacy of our children. We recognize that social media groups are commonly used for their ease, but responsibility for the content and interactions within these groups falls on the individual members. Consequently, the P&C is unable to oversee or authenticate any information shared within these social networks. Choices about creating or participating in any social media group rest with the individual parents.

## ❖ VICE PRESIDENT - CECILE SIU

- P&C logo
- Two election BBQ events
- ICAS exam – David will follow up the possibility of the exam to be held in school next year. He will update the outcome in next meeting.
- Cracker Carnival
- Executive duties

- Follow up the school facilities and road safety – The school submitted an application for the road safety crossing supervisor for the school community. David will follow up this status from time to time and **publish the news to all.**
- **P&C shed upgrade – Cecile proposed to upgrade P&C shed as the inside is very old and dusty. David will follow up the application procedure and update to all in next meeting.**

**❖ TREASURERS' REPORTS - FAY JI & VINCENT MAN**

***(Ref to Financial Report& Cracker Carnival Profit & Lost Report)***

**Administration fee breakdown.**

	2023			2022			2019		
	Income	Expenses	Net profits	Income	Expenses	Net profits	Income	Expenses	Net profits
Administration	482	6,527	-6,045		5,121	-5,121	400	4,764	-4,364
Other Services		5,220	-5,220						

Other Services		
kwickopy banners and posters		\$3,415
ATM rental hire		\$490
Zeller terminal hire		\$255
PA speaker hire		\$ 330.00
security guard		\$458
commander security(picking up the cash)		\$271
<b>Total</b>		<b>\$5,219</b>

	2023			2022			2019		
	Income	Expenses	Net profits	Income	Expenses	Net profits	Income	Expenses	Net profits
Administration	482	6,527	-6,045		5,121	-5,121	400	4,764	-4,364
Other Services		5,220	-5,220						
Bank & Card Fee		271	-271						
Books	2,212		2,212	2,147		2,147	1,911		1,911
Cake Stall	1,230	101	1,129	2,863	304	2,559	1,509	208	1,301
Fireworks		6,300	-6,300		5,900	-5,900		5,000	-5,000
Food	49,875	10,183	39,692	55,544	5,568	49,976	28,733	5,752	22,981
Games	3,601	1,152	2,449	4,421	1,092	3,329	4,613	1,625	2,988
Gates	3,084		3,084	4,283	6	4,277	1,642		1,642
Kids' Activities	636		636	891		891	872	753	119
Laser Tag	783	2,354	-1,571	2,791	1,703	1,088	1,830	1,980	-150
Market Stalls	280		280	590		590	1,990		1,990
Murraycino	7,632	8,650	-1,018	10,521	2,003	8,518	8,358	1,229	7,129
Online auction			-	1,301	58	1,243	1,031		1,031
Raffle	6,249	2,063	4,186	4,990	220	4,770	8,418	521	7,897
Rides	35,739	26,617	9,122	54,040	39,064	14,976	30,951	22,548	8,403
Sponsorship	6,000		6,000	6,500		6,500	2,700		2,700
Tombola	1,789		1,789	3,583		3,583	2,160		2,160
Toys&Glow Sticks	3,029	2,548	481	3,878	1,920	1,958	3,690	2,040	1,650
Vendors	550		550	977		977	31		31
White Elephant	1,092		1,092	2,115	12	2,103	1,329	34	1,295
Year 6	4,285	4,285	-	3,123	3,123	-	2,487	2,487	-
Donation	-300		-300						
	<b>128,248</b>	<b>76,271</b>	<b>51,977</b>	<b>164,558</b>	<b>66,094</b>	<b>98,464</b>	<b>104,653</b>	<b>48,942</b>	<b>55,711</b>

## ❖ SECRETARY - ANNA KAN

Thank you for all P&C Committees to contribute the time in year 2023, everyone has done their best to support the school and community to be the better place.

In 2024, if you would like to continue volunteering on the same position, or you are interest to sit on other P&C position, or decide to move forward and leave the chance to other P&C members. Please email your decision to [Murrayfarmpandc@gmail.com](mailto:Murrayfarmpandc@gmail.com).

Here attached the summary of all the positions on the P&C committee. If you would like to contribute to the school and the community, please email your desire position to [Murrayfarmpandc@gmail.com](mailto:Murrayfarmpandc@gmail.com) .

The P&C positions will be published again on the school NEWSLETTER at begging of Term 1 2024 with updated job description. The cut-off date will be on Feb 13<sup>th</sup> 2024, one week before Feb 2024 P&C AGM Meeting.

At last, I would like to express my appreciation to those giving assistance to my work in last one year.

Thank you!

## ❖ CRACKER CARNIVAL CONVENOR REPORT - KIM BALCOMBE

Please note this is not my full Report as we have been unable to have our Cracker Debrief Meeting due to the delays in some of our Cracker Carnival providers sending through their Invoices for payment, and one Sponsor.

We received the last invoice as of Monday evening and that has now been paid. We have also received all Sponsorship & Stall Holder monies (totalling \$11,150) (bar one \$500 Silver Sponsor), but that will come by end of this week.

Total will then be \$11,650 in Sponsorship & Stall Holder monies.

(That doesn't include the Raffle monies & the takings on the day, which will also be included in the final Profit).

I mentioned some updates at our last P&C Meeting, including some major improvements/changes to Cracker for next year.

Once Cracker is officially wrapped up for 2023, and we have been fortunate to have our final Debrief Meeting, I will send through my final Cracker report. I will mention a few things at our

P&C Meeting next week as to the improvements/changes that I have now set in place, or are currently working on, so that we don't have those major issues/impacts occurring for Cracker 2024.

For now, I will leave the amazing & hardworking Cracker Carnival 2023 Treasurers, Vincent & Fay, to provide the Profit & Cost Report to the P&C on behalf of our beloved Cracker Carnival, for 2023.

#### ❖ **CANTEEN COORDINATOR - SOPHIA KIM**

- 
- The canteen will have three FSS trained managers by the required date of 8th December 2023. This is above and beyond of what's required but it will mean there is a certified person on duty all days of canteen trade. The certificate requires a renewal every 5 years.
- Missing canteen orders. Please remind your child what you have ordered for them for lunch.
- Last minute orders. Lunch orders must be completed on Munch Monitor by 8.50am. If you order after that, the canteen managers will not see your order. The list is printed off at that time. If for some reason you have not or could not order the lunch by that time, please come to the canteen or send your child to the canteen in the morning to order it at the counter. If lunch is not ordered, the canteen may not be able to make a sandwich or serve hot food for your child.
- If ordering please look out for the confirmation email from Munch Monitor.
- Weekly advertising for volunteers are going out with the newsletter. Volunteers are still desperately required at the canteen. Please spread the word!
- New menu trial will begin this term starting with one this week. We will be advertising in the newsletter in the coming weeks!

#### ❖ **UNIFORM SHOP MANAGER - MICHELLE ZHANG**

- **LAST DAY OF 2023 AND BACK TO SCHOOL 2024:**  
The last day for the uniform shop of this year will be Monday 11/12. The uniform shop will open on Tuesday 30/01/2024 and Wednesday 31/01/2024, from 9am - 12pm. The dates will be posted on the newsletter to help parents to prepare uniforms before school starts.
- **KINDY ORIENTATION 2024:**  
We helped more than 100 new Kindy students with their uniforms at Kindy Orientations. Much appreciated to my lovely volunteers.
- **STOCKTAKING:**  
The uniforms shop will close on week 9 for End of Year Stocktaking, 04/12-08/12. Orders in week 9 will be sent to students on the following Monday. Will post reminder on the newsletter in the next couple of weeks.

## ❖ STRING ENSEMBLE CONVENOR – TINA KAO

### STRING ENSEMBLE 2023 FINAL REPORT – FOR NOTING ONLY

#### 2023 in reflection:

We had 54 players across four ensembles: Minuet, Andante, Dolce and Vivace, with the following highlights in 2023:

- All ensembles performed for the school and our local community at school assemblies, kindy orientation and Cracker Carnival.
- Dolce and Vivace ensembles both received 1st place in their events at the Sydney Eisteddfod.
- Minuet and Andante ensembles both received Gold Awards in their events at the Australian school Band and Orchestra Festival.
- We have ensemble members performed at the Department of Education Arts Unit Festival of Instrumental Music concert, and one member selected and performed as a soloist at the Primary Proms concert.
- We held our first String Ensemble Information Night for prospective members.
- We will conclude our musical year with a final year end concert on 24 November 2023, which is open to the whole school community.

Our heartfelt thanks to Mrs Kasumi Koo, Ms Yufu Muramatsu, Mr David Smith, and the P&C Committee for your unwavering support throughout the year.

#### 2024 forward looking:

- Ms Yufu Muramatsu's contract with MFPS P&C Association (String Ensemble) will be renewed in December 2023 for 12 months. Remuneration will be based on amount endorsed in the June 2023 P&C meeting.
- Audition for 2024 ensemble members will commence in Week 8 term 4, 2023 and will continue in term 1, 2024.
- We have two string committee members leaving at the end of 2023 but will have a strong team of eight committee members continuing in 2024.

#### **String Committee 2023**

**Alison Le, Olivia Suen, Emma Yang, Nathan Haris-Pavey, Wendy Mak, Jia Liu, Katy Tsui, Kim Ching, Jessica Zhang and Tina Kao**

## ❖ YEAR 6 FAREWELL CONVENOR – NICOLE COOK

- Yearbook was completed and sent for printing on the 1<sup>st</sup> November
- Invitations are being prepared and almost ready to hand out to students.
- Permission to attend the farewell will be going out on schoolbytes in the next week.
- Signature products have been received and are being stored at school ready for distribution.
- Decorations team are well underway in sorting out what is required on the night.

## ❖ MFPS P&C EVENTS CO ORDINATOR REPORT – KIM BALCOMBE

### Recent Events: Teachers Day High Tea Friday 27 October 2023.

I had the pleasure of providing an amazing High Tea Experience, on behalf of the P&C, for our most deserving and hard-working Teachers, to show our appreciation and to celebrate them on Teachers Day. As the pictures showed, the Teachers were very happy with the High Tea Provided (especially the choice of Tea Pots and flavours, and variety of Milks on offer). They loved the bite size cakes and sandwiches provided too. All feedback was positive and heartfelt thanks were expressed via email, which I have already shared with the Committee, especially from Penny Purcell who appreciated us thinking of the Teachers and the most enjoyable and wonderful High Tea provided by the P&C.

Upcoming Events: End of Year String Concert Evening, Volunteers Thank You Morning Tea, School Disco Afternoon and Grand Parents K-2 Fun Day.

All the above are in various stages and as at the Meeting next Tuesday, would still be in motion.

As P&C Events Co-ordinator, I have the pleasure of making sure all School Events are supported appropriately, whether it be direct support by myself and the amazing P&C Events Crew, through purchases and supplies, or set up and logistics. For our first Event above, I will be supporting the Strings Co-ordinator with the requirements from the P&C for the End of Year Strings Concert. This includes purchasing and providing water and juice for refreshment, serviettes, paper plates (if required), and making sure our Kitchen equipment (oven, microwave, serving platters etc) are clean and in working order.

I will be setting up the Hall, purchasing and plating the Morning Tea for the Volunteers on Thursday 30th in the morning,

For the School Discos, (same day as above from lunchtime), I have had the ongoing pleasure of working directly with Miss Potter and her Class on behalf of the Wellbeing Team. I have been in Meetings with the SRC over the last 3 weeks, and in addition to the Drinks and Water donated from Cracker, I ordered a small amount of extra Drinks, and the Chips for the Children, paid for by the School and delivered 2 weeks ago, in readiness for the Event. I have organised the set up on the day with Miss Potter, supported locating decorations, and the Events Crew will be onsite to provide



additional support to the Teachers. I will be Catering for the Teachers including some dietary requirements. These will be purchased through the Canteen and the invoice provided to the P&C for reimbursement, as agreed to by Janet with Miss Potter to provide Catering for all Teachers in attendance.

For Grand Parents Day & K-2 Fun Day, light Refreshments Tea & Coffee will be provided by the Events Crew for part of the Morning, same as in previous years.

I have sent through an email to the P&C regarding the SDD Lunch for the Teachers, at the end of this Term. It is a sincere request made to the P&C through myself, as Events Co-ordinator, by Stacey Kerr, for consideration of the P&C to pay for this event. The Teachers and Staff at MFPS would appreciate this greatly if this was approved.

#### ❖ GRANTS OFFICER – ANDREW JEFFERIES

- No applicable

#### ❖ CLASS PARENT SCHEME – CATHIE BATES

- 16 new Kindy families have signed up for the class contact list for 2024.
- 1 Parent has expressed interest in becoming class parent.

#### ❖ BOOK CLUB COORDINATOR - Carmen Lee

- No applicable

#### ❖ FUNDRAISING BBQ COORDINATOR

- No applicable

#### ❖ PARENT MASTERCLASS COORDINATOR – CARMEN LEE

- No applicable

#### ❖ IT CONVENOR - SHIRLEY XIE

- No applicable

## 5. CORRESPONDENCE

**IN: nil**

**OUT: nil**

## 6. CONCLUSION OF MEETING

**Next Meeting(AGM) date Feb 20<sup>th</sup> 2024**