



**Mount Keira Demonstration School  
Parents and Citizens Association  
Term 1  
Tuesday 15<sup>th</sup> February 2022**

**MINUTES**

Meeting commenced at 6.15pm	
Agenda Item	
<b>1. Welcome</b>	Angelina Neira
Attendees	Angelina Neira, Maddy Morris, Kera Bruton, Natascha Klocker, Matt Daly, Jessica Levchenko, Lily Klasson, Vanessa May, Kate Gehrke, Tanja Brglevski, Melissa Reskic, Holly Tootell, Bec Sartori, Lili Zlojutro, Ashlee Jameson, Jolyon Sykes, Louie and Shikha Joyce, Jennifer Connor, Emma Rattenbury
Apologies	Nicki McNamara, Kerry Sorensen
<b>2. Confirmation of last P &amp; C Minutes</b>	Confirmed by Kera Bruton, seconded by Angelina Neira
<b>3. President's Report</b>	Please see attached report
<b>4. Treasurer's Report</b>	Please see attached report
<b>5. Principal's Report</b>	<p>Please see attached report</p> <p>Additionally:</p> <p>Updated COVID measures</p> <ul style="list-style-type: none"> <li>- Weekly changes coming through</li> <li>- P &amp; C meetings can be onsite for all double-vaccinated attendees but currently trying to keep visitors onsite to within school hours</li> <li>- Cohorting to finish at MKDS Week 5. Special permission granted from DEL due to unique size of school. Children able to mix in playgrounds and Wellness Wednesday again</li> </ul>

	<ul style="list-style-type: none"> <li>- Staffing shortages across the state may be unavoidable, but as yet no teachers at MKDS have been affected by COVID. This could cause disruption in the future and children will be prepared as best as possible.</li> <li>- Currently 92 enrolments and school structure has remained K/1, 1/2, 3/4, 5/6.</li> <li>- New K-2 curriculum implemented this year at MKDS. Teachers will be partaking in professional learning regarding this.</li> <li>- Wednesday communication days to remain this year, unless urgent communication is needed. Summit to come out fortnightly.</li> </ul>
<b>6. Correspondence</b>	P & C Federation have put forward information regarding requirement for volunteers on site to be double vaccinated. Please see attached information.
<b>7. Ongoing Business</b>	<p><b>7.1 Last meeting action items</b></p> <ul style="list-style-type: none"> <li>• <b>Bike racks</b></li> </ul> <p>Included in school-wide survey for parents to vote on. Discussed below</p> <ul style="list-style-type: none"> <li>• <b>WhatsApp group guidelines</b></li> </ul> <p><b>Action Item: Angie to share policy with community and place two-week deadline to go through collectively and agree on/put forward.</b></p> <ul style="list-style-type: none"> <li>• <b>Uniform change</b></li> </ul> <p>Uniform sub-committee officially formed (Holly T appointed leader). Main aim is to bring MKDS in line with diversity guidelines that the Department has put forward. Conscious of affordable options for families and gender perspectives. Currently ‘brain dumping’ ideas within the WhatsApp and looking to meet up next week in some capacity to get the ball rolling.</p> <ul style="list-style-type: none"> <li>• <b>Staff wishlist 2022</b></li> </ul> <p>Included in school-wide survey for parents to vote on. Discussed below.</p> <p><b>7.2 Outdoor update</b></p> <p><b>7.3 Fundraising update</b></p> <ul style="list-style-type: none"> <li>- 64% of survey responses prioritised Teachers Wish List in recent survey.</li> <li>- 40% of parents said air purifiers as a second priority.</li> <li>- 30% parents said air purifiers first priority, bike racks 3<sup>rd</sup> priority.</li> </ul>

	<ul style="list-style-type: none"> <li>- All parents who answered survey identified Teachers Wish List as either first or second priority.</li> <li>- Angie presented information about benefits of air purifiers (please contact Maddy if you would like to be emailed Natascha's presentation). NK shared her views that air purifiers would be an investment in our children's health, as well as the benefits of limiting the spread of COVID there is research that suggests they help with dust allergies, other viruses and so on. AN moved to support Natascha's request to consider further purchasing of air purifiers for classrooms. MKDS looked into purchasing own air purifiers at end of 2021 and was told no by the DoE, however advice has since changed and DoE has allowed P &amp; C associations to raise own funds for air purifiers.</li> <li>- KG raised idea of maintenance and cleaning if air purifiers are installed in classrooms. NK explained mechanics of air purifiers and explained that filter would need to be vacuumed and wiped with a damp cloth but that she would be happy to come in and clean every few months or as needed. NK did say that initially the cleaning would need to happen within the first month or two as an initial clean.</li> <li>- \$149 for new filters which would need to be changed every year or so per purifier. Proposed brand of purifier would cover classroom of 90sqm.</li> <li>- JL suggested that following her husband's advice filters may need to be cleaned more often as windows are open in classrooms (possibly every 6 months).</li> </ul> <ul style="list-style-type: none"> <li>• <b>Learning Deck update</b></li> </ul> <p>Outdoor deck committee has been formed and face-to-face meeting scheduled in the following days. LZ outlined backstory behind raising of funds for indoor/outdoor alternate fundraising. LZ discussed need to store BBQ for events. Previous P &amp; C were after a small deck for BBQ but along the way the idea changed to a larger deck which resulted in a quotes well above what was expected. LZ suggested space could be used by community groups.</p> <p>LZ raised fact that 5.5k was raised for this deck by parents and external community members and this is what it needs to be spent on.</p> <p>LZ would like to encourage everyone to work towards this goal that was set last year and the sub-committee will work towards being able to use the 5.5k successfully.</p> <p><b>Action Item: LZ to take lead on learning deck and speak with VM about the best way forward.</b></p> <p><b>Action Item: MM to check minutes to clarify whether \$5 or \$5.5k</b></p>
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	<p><b>7.4 Fundraising going forward</b></p> <p><b>Progressive Dinner:</b></p> <p>AN reflected feedback she has had from parents being reluctant to attend progressive dinner due to expectations to spend money. AN proposed that we possibly look into amalgamating Welcome BBQ and progressive dinner once restrictions lift for 2022.</p> <p>LZ gave some history on the dinner and it traditionally being one big fundraiser out of parent pockets. Organisers began to look to the wider community to try and raise funds and lessen the burden on parents directly.</p> <p>LZ would like to see the progressive dinner still continue with some history but have a fun catchup and welcome parents back on site when possible.</p> <p>No objections from anyone present. AN moved to make progressive dinner a social event for 2022.</p> <p><b>Action Item: P &amp; C look to setting date for Progressive Dinner once restrictions lift in 2022.</b></p> <p><b>7.5 Uniform update</b></p> <p>Iram not present.</p> <p><b>7.6 Monday Munchies</b></p> <p>MM waiting to hear from MKDS regarding Monday Munchies and when this can start again.</p> <p><b>Action Item: MM to email MKDS regarding start date.</b></p>
<p><b>8. New Business</b></p>	<p><b>8.1 Year 1 children staying in Wattle</b></p> <p>AN raised issue that parents are concerned about the small number of children who stay in Wattle in the Year 1 and what the scope is going forward. Parents are concerned about the social impact that this has on children.</p> <p>VM – very little scope for flexibility in how classes are formed as far as numbers. MKDS needs to stick to a particular formula, and when Year 1 and 2 are combined some children need to stay in the K/1. The children that are chosen to remain in Wattle are done so in consultation with these parents. VM admitted that this does affect children, particularly in the current cohorting climate, but that she welcomes any parent concerned to discuss this issue with her.</p>

### **8.2 Air purifiers in classrooms**

Discussed previously – see attached information below.

### **8.3 Cookbook sales/garden profit account processes**

AN wanted clarification behind outdoor/cookbook account and what these funds are used for. LZ confirmed that this was initially left over money from cookbook sales but also dribs and drabs from garden produce/hydrangeas and so on. LZ would love to see a 'Garden Account' which she believes would cover needs of Wellness Wednesday cooking, etc. and the prospect of making money from garden produce. Soil regeneration costs money as well, sensory pathway in mud kitchen needs to be maintained (rocks, sand, etc.)

AN asked to clarify whether purchases for Wellness Wednesday cooking comes from there – LZ wasn't aware of this account being used for such purposes.

**Action Item: AN to talk to NM regarding use of the account and the best way to go forward with this.**

### **8.4 Formal outdoor committee recognition**

AN asked for formal voting of outdoor position (along with Monday Munchies, Uniform sub-committees etc) to happen next AGM.

Working Bees to start again. KG asked to clean up outdoor classroom area as a priority as difficult for classes for use at this stage. LZ mentioned toilets also.

**Action Item: LZ and AN to set working bee date/agenda**

### **8.5 Food product allergy clarification**

Lots of things in place at school to create an allergy aware policy but schools cannot dictate families sending in particular food products. Further information was sent home in Week 3 Summit.

### **8.6 Commemorative paver order 2022**

Kerry sent through email regarding a potential paver order as it has been three years since our last order. All present members agreed that this should go ahead this year.

**Action Item: Maddy to get in touch with Kerry regarding the best way to proceed with a 2022 paver order.**

	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>• AN proposed idea of putting forward an idea of parents opting to donate a specific amount as a fundraising levy per family. LZ mentioned KCPS had an option which may be worth checking out.</li> <li>• Uniform sub-committee currently needs an additional volunteer as most of the workload is falling on Angie. Jessica Levchenko offered her help</li> </ul> <p><b>Action item: AN to contact JL regarding uniform sub-committee.</b></p> <ul style="list-style-type: none"> <li>• KG raised idea of new sports equipment as many balls lost with low fences. AN asked how to best decide on where to spend money and raised idea of just raising and donating for teachers to decide. KG said onus could be put back on kids to decide which would be best way to spend money.</li> <li>• LZ raised issue of toilet maintenance and spider webs and cleanliness. KG said toilets cleaned daily but will ask cleaner to check webs.</li> <li>• LZ asked about concrete runoff to sensory path from new retaining wall near Banksia classroom. LZ queried whether this would become a cost to P &amp; C to clean sensory path. KG said mud kitchen currently closed due to cohorting regardless, so unsure of concrete cleaning, but will check. LZ mentioned money would be needed to clean and refill path and said labourers should be responsible for that.</li> <li>• Kera Bruton raised Kerry's email re family fun night idea. All in favour of holding an evening like this when restrictions lift. AN mentioned there are many great fundraising suggestions that have come forward from the survey to consider, also.</li> </ul> <p><b>Action item: AN and VM to discuss fundraising and fun night ideas but obviously covid restrictions are holding everyone up at this stage.</b></p> <ul style="list-style-type: none"> <li>• NK raised point that UCI World Road Championships (18-25 September 2022) may provide fundraising opportunity for MKDS.</li> </ul> <p><b>Action item: NK and AN to touch base on this. NK to take position as team leader.</b></p>
<b>10. Close</b>	8.08pm

## **Actions from Meeting Held 15<sup>th</sup> February 2022**

<b>Person/s Responsible</b>	<b>Action Item</b>
<b>Angie</b>	<b>Angie to share Social Media policy with community and place two week deadline to go through collectively and agree on/put forward.</b>
<b>Lili/Vanessa</b>	<b>LZ to take lead on learning deck and speak with VM about the best way forward.</b>
<b>Maddy</b>	<b>Check previous meeting minutes to clarify whether \$5 or \$5.5k was agreed upon to spend on learning deck.</b>
<b>P &amp; C Committee</b>	<b>P &amp; C look to setting date for Progressive Dinner once restrictions lift in 2022.</b>
<b>Maddy</b>	<b>MM to email MKDS regarding start date of Monday Munchies 2022.</b>
<b>Angie/Nicki</b>	<b>AN to talk to NM regarding use of the account and the best way to go forward with this.</b>
<b>Lili/Angie</b>	<b>LZ and AN to set working bee date and agenda.</b>
<b>Maddy</b>	<b>Maddy to get in touch with Kerry regarding the best way to proceed with a 2022 paver order.</b>
<b>Angie/Vanessa</b>	<b>AN and VM to discuss fundraising and fun night ideas for 2022 once restrictions lift.</b>
<b>Natascha/Angie</b>	<b>NK and AN to touch base on possibility of fundraising options when UCI cycling event is in Mount Keira/Wollongong. NK to take position as team leader.</b>
<b>Angie/Jessica</b>	<b>AN to contact JL regarding uniform sub-committee.</b>

## **Presidents Report:**

Term 1 - 2022

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### **Survey Results "What shall we fundraise for" was a success**

We had 25 responses collected from our survey run last week. Great to see the suggestions and creative ideas. So grateful to have had such a great response rate, presentation to be distributed at P&C Meeting.

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### **Fundraising:**

Bunnings BBQ date has been set for and helpers are being sourced. Hopefully the weather is kind to us this time.

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### **Sub Committees Formed:**

- 2 x Subcommittees have been formed via WhatsApp.
- A Team Leader is required now to start investigating options.
- Hoping to have responses back by Term 2 meeting
- Hoping to keep comms communal and shared via WhatsApp

### **Outdoor Learning Space Subcommittee:**

\$5,000 has been allocated. Quotes have been received and shared. Hoping to have some movement and information to report for next meeting in Term 2.

Members: Lily Z, Steph V, Sam (Arlo's mum), Ashlee J, Janaya (Ariana's mum), Emma (Elija's mum)

### **Uniform Subcommittee:**

Hoping to have some movement and suggestions to present for next meeting in Term 2.

Members: Holly T, Jenny Tye, Ashlee J, Samantha K (Audrey's mum), Lily Z, Samantha (Arlo's mum)

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### **Monday Munchies:**

Looking for volunteers to have this back on track.

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### **VP Position Vacant:**

Our VP Jess has needed to standdown, and we are looking for someone to help Kera with all the fun.

Angelina Neira, MKDS P&C President



## What shall we fundraise for?

Our fundraising focus for this year is below, please rank your support and priority:

\* 1. Teachers Wish List (includes new Laptops, iPads, Kitchen Equipment, Felt Panels) (see Qn 6):

\* 2. Air purifiers, one per classroom (total cost approx. \$4,000)

\* 3. Bike Rack (total cost approx. \$1,000)

\* 4. How important do you feel, an air purifier would be, to enhancing your child's classroom air-quality?  
\*refer to the Summit for some benefits, and studies to be presented at P&C Meeting

\* 5. Would you be willing to make a one off donation to the items in this list (e.g. if every family contributes up to e.g \$100, each room would be able to have an air purifier). Any amount would be considered.

6. Summary of the Teachers wish list (note no answer required)

- New Laptops, approx \$1,100 each
- New iPads approx \$1,000 each
- Kitchen equipment i.e blenders, pots, pans etc, approx. \$300
- Felt Panels approx. \$1,000

7. Do you have any fundraising suggestions / or what we should spend the funds on?

8. We can't afford everything but will really try. Please jump on board to help wherever you can... Thanks for helping us be awesome.

## Summary 25 Responses

Page 1: Our fundraising focus for this year is below, please rank your support and priority:

Q1 = Teachers Wish List (includes new Laptops, iPads, Kitchen Equipment, Felt Panels) (see Qu 6):

First Priority	Second Priority	Third Priority
16 / 25 = 64%	9/25 = 36%	

Q2 = Air purifiers, one per classroom (total cost approx. \$4,000)

First Priority	Second Priority	Third Priority
9/25 = 36%	10/25 = 40%	6/25 = 24%

Q3 = Bike Rack (total cost approx. \$1,000)

First Priority	Second Priority	Third Priority
	6/25 = 24%	19/25 = 76%

Q4 = How important do you feel, an air purifier would be, to enhancing your child's classroom air-quality? \*refer to the Summit for some benefits, and studies to be presented at P&C Meeting

Very Important	Somewhat Important	Not at all Important
15/25 = 60%	7/25 = 28%	3/25 = 12%

Q5 = Would you be willing to make a one off donation to the items in this list (e.g. if every family contributes up to e.g. \$100, each room would be able to have an air purifier). Any amount would be considered.

Interested	Not Interested
15/17 = 88%	2/17 = 12%

## Profit and loss

Mount Keira Demonstration School P & C Association  
 For the year ending 31 December 2021, accrual basis

CODE	ACCOUNT	AMOUNT
<b>INCOME</b>		
-	Compass Garden and orchid produce sales	\$346.30
-	Unknown funds - Income	\$10.00
-	Bunnings BBQ Fundraiser	\$1,018.35
-	Raffle ticket sales	\$4,325.00
-	Progressive Dinner	-
-	Progressive dinner - Auction sales	\$6,329.35
-	Progressive dinner tickets and donations	\$1,215.00
	Total Progressive Dinner	\$7,544.35
-	P and C Membership fee	\$800.00
-	Fundraising income	\$1,171.00
-	Flowers	\$85.00
-	Mothers/Fathers day stall	\$428.50
	Total Fundraising income	\$1,684.50
-	Cookbook Sales	\$187.03
-	Uniform	-
-	Uniform - sale of 2nd hand stock	\$456.00
-	Uniform Hats and Bags	\$1,185.00
	Total Uniform	\$1,641.00
-	Monday Munchies	\$126.50
	<b>TOTAL...</b>	<b>\$17,683.03</b>
	<b>GROSS...</b>	<b>\$17,683.03</b>

## EXPENSES

-	Compass Garden and Orchid Costs	\$386.86
-	Gardening costs	\$65.45
-	Gifts	\$109.99
-	Year 6 Farewell Gifts	\$150.00
	Total Gifts	\$259.99
-	Bunnings BBQ Fundraising costs	\$582.68
-	Special Event costs	\$52.50
-	Welcome BBQ Costs	\$137.35
	Total Special Event costs	\$189.85
-	Donation to school	\$5,800.00
-	Uniforms	-
-	Uniform Hats and Bags	\$1,568.60

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Mount Keira Demonstration School  
Parents and Citizens Association  
255 Mount Keira Road  
Mount Keira 2500

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## Profit and loss

Mount Keira Demonstration School P & C Association  
For the year ending 31 December 2021, accrual basis

CODE	ACCOUNT	AMOUNT
	Total Uniforms	\$1,568.60
6-0400	Insurance - General	-
-	P & C Insurance package	\$640.00
-	Student Injury Insurance	\$384.56
	Total Insurance - General	\$1,024.56
6-0670	Sundry Expenses	\$12.50
	<b>TOTAL EX...</b>	<b>\$9,890.49</b>

## NET PO...

Income	\$17,683.03
Cost of goods sold	\$0.00
Gross profit	\$17,683.03
Expenses	\$9,890.49
Other income	\$0.00
Other expenses	\$0.00
<b>NET POSITION</b>	<b>\$7,792.54</b>

## Term 1 Principal Report

Thank you so much for the very warm welcome to Mount Keira Demonstration School. The strong partnership between the school and families is a credit to this school community. In what have been uncertain times, particularly again at the beginning of the school year, I just wanted to say thank you to our parent community for your support in following the current guidelines for schools. We look forward to the day where parents and community members are able to join us on-site again, but thank you greatly for your cooperation in keeping all of our students safe.

### COVID Measures

Each week, we are getting updates with changes to COVID measures. One of the latest changes is that parents and community members are able to re-commence volunteer roles within schools if they are double vaccinated. If you are interested in supporting some of the educational programs at MKDS such as Wellness Wednesday, please let us know.

Community use of school sites including for Parent and Citizens Association meetings are now permitted. Community use of school sites should use outdoor spaces and be held after hours where possible. Community use of school sites should follow NSW Government requirements including wearing masks indoors and maintaining physical distancing. A Community Use Acknowledgement must be in place. All facilitators of activities are required to be vaccinated. Parents, carers and other visitors participating do not need to be vaccinated.

For the first four weeks, we have maintained the cohorting arrangements that were in place when students returned in Term 4 2021 which meant that K-2 and 3-6 had different break times and K-6 programs were not able to operate e.g. Wellness Wednesday. We know how important these programs are to MKDS, and have sought permission as a small school of only four classes to return to our 'normal' break times and recommence these valuable educational programs. This means that all our students will be able to interact in the playground during break times. We will continue to minimise indoor interactions between classes and stages while cohorting remains a COVID measure.

At this stage, our staff haven't been affected by COVID isolation periods, and hopefully that continues to be the case. In the event that one or more of our staff members needs to isolate, we may need one or multiple casual teachers to replace the teacher during their isolation period. I just want to prepare students and families for this in the event that it occurs.

### **Staffing Updates**

Welcome to Rose Stewart, our new School Administration Manager (SAM) for 2022. She is a very experienced SAM and has worked in a variety of school settings, including small schools. The first few weeks in a school year are always very busy, but even more so when you are new

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to a school. I'd like to thank Rose for all her support over the past few weeks in getting everything up and running for this school year.

I'd also like to welcome Melissa Reskic, the K/1 Wattle teacher. She has come highly recommended from Shell Cove Public School with a wealth of knowledge and experience across K-6. We are very excited to have Melissa on board and know she will be a wonderful asset to this school community.

Mrs Kim Christlo is on Long Service Leave and Mrs Glynis Lanyon will also be taking some Long Service Leave from Week 5 onwards. In addition, Mrs Allira Robinson and Mrs Ashlea Travis are both on maternity leave this year. We wish them all the very best and hope they enjoy their very well-deserved leave.

## **Enrolments for 2022**

We currently have 92 enrolments and have been able to maintain the school's classing structure of a K/1, 1/2, 3/4 and 5/6. Three of our classes are considered 'stage-based' and we have one 'cross-stage' class (K/1 Wattle). In a cross-stage class, the teacher plans the teaching and learning program based on two stages of learning from the syllabus. Students within that class are taught the curriculum content related to their specific stage of learning. All teachers are trained in how to differentiate the curriculum to accommodate the learning needs of the students in their classes so being in a cross-stage class doesn't impact the access students have to the appropriate learning content for their stage of learning.

## **New Curriculum**

As you may have seen in the Illawarra Mercury last week, our school is implementing and providing feedback on the new K-2 curriculum which all schools will be implementing from 2023. Being involved in this year's implementation trial has provided our staff with the opportunity to gain early access to professional learning on curriculum advice for English and Mathematics in K-2. This gives our teachers the opportunity to gain insight into the most current information about what students are expected to be able to know and do in the early stages of their learning.

Throughout this year, there will be opportunities for parents and carers to learn more about the changes to the K-2 curriculum for English and Mathematics. Changes to the current 3-6 syllabus documents for English and Mathematics are also currently underway and initial drafts are expected later this year.

## **Newsletter and Communications**

Unless there is an urgent COVID measures update or notification required, our Skool Bag app will only be used for school communications on a Wednesday. We will also be returning to our fortnightly distribution of the Summit and resuming our 'Class of the Fortnight' update.

Class Dojo will be used as a communication tool, but also as a portfolio for updates about your child's learning. Teachers will only respond to inbox messages on Class Dojo between 9 - 5pm. Please allow 24 hours for a response (Mon-Fri). If you have an urgent message for the classroom teacher or your child, please contact our school office.

## **Teaching Principal Role**

While Tenae Carroll is on maternity leave, I am relieving as Principal five days a week for 12 months. This means that I will be teaching some classes RFF throughout Term 1 and 2 on a Monday. There may be some changes to this arrangement later in the year when we have people returning from their maternity or long service leave.

I have already had the opportunity to work with many of the students here at Mount Keira Demonstration School and have been so impressed with their commitment to learning. I am looking forward to a great year working alongside the brilliant teachers and supportive school community to provide high quality learning experiences and opportunities for all students. Despite the challenges with COVID, we have had a great, settled start to the school year.

Vanessa May  
Relieving Principal

## **Mandatory Vaccination for P&C Association Employees and Volunteers**

The requirement under the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2021](#), dated 23 September 2021, is still in effect. All employees and volunteers of P&C Associations are now **legally** required to have received two (2) doses of a COVID-19 vaccine or to have a current medical contraindication certificate.

### **Employees that don't comply with the Public Health Order**

Where an employee or a volunteer chooses not to comply with the requirements of the Public Health Order, they are also making a choice not to be allowed onto the school site. This also extends to a choice not to carry out their regular paid duties for an employee.

A P&C Association does not have to pay an employee when federal or State Governments implement an enforceable government direction that prevents an employee from working. The Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021 is an enforceable direction under the NSW Public Health Act.

If a P&C Association employee

- Refuses to be or remains unvaccinated, or
- Does not provide proof of vaccination

unless alternate duties can be found off-site, the P&C Association does not have to pay the employee unless the employee takes accrued annual leave.

If any employee refuses to be or remains unvaccinated or does not provide proof of vaccination, a P&C Association should notify the employee in writing that, as a result, they will remain employed but will not be paid.

It is not necessary to terminate unvaccinated employees under the Public Health Order. Termination should only be undertaken on a case-by-case basis and in conjunction with legal advice.



## Access to the School Site

Access to the school site will continue to be enforced by the school. The Department of Education requires all visitors, including P&C Association employees and volunteers to sign in each day at the school using the schools' check-in procedure. Vaccination status will be confirmed during this process by sighting proof of vaccination. Physical certificates for proof of vaccination are not required unless a person does not have access to a digital certificate. The school do not need to keep a copy of proof of vaccination. P&C Association employees or volunteers that do not have a valid proof of vaccination will not be allowed on the school site.

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## Rapid Antigen Testing for Employees and Volunteers

The Department of Education has confirmed that P&C Association employees and volunteers are **NOT** required to undertake a Rapid Antigen Test twice a week. However, it is strongly recommended for the safety of everyone. Schools should not prevent P&C Association employees or volunteers from entering the school if they have not undertaken a Rapid Antigen Test. At this stage, only the requirement for being fully vaccinated is mandatory.

The Department has also confirmed that schools will be assigning Rapid Antigen Tests across the school workforce, which includes P&C Association employees and volunteers where needed. This has been left to individual schools to determine. If the school has set aside RAT Kits for P&C employees and volunteers, then the kits will likely **be given directly to** the employees and volunteers and not through the P&C Association. If you have any questions about RAT allocations for P&C employees and volunteers in your school, please talk to your Principal.

## Employees or Volunteers Testing Positive

The following recommended procedure is provided to P&C Associations in the case of a positive test from one or more employees or volunteers

**For a worker** that tests positive, they should

1. Isolate immediately and follow the advice from NSW Health. Do not turn up for work
2. Record any positive test with Service NSW
3. Notify the appropriate person within the P&C Association. All employees and volunteers other than managers should contact the service manager. Managers should notify the P&C Office Bearers in any case
4. Notify the school
5. Notify family members or other individuals you have spent time with over the last 2 days before having symptoms or testing positive, other than those who you work with at the school

**For the P&C Association**

1. Notify all other employees and volunteers that have worked with the positive case of the general situation, noting that the privacy and confidentiality of the person who tested positive for COVID-19 must always be maintained.
2. Follow the advice in the 'Managing COVID-19 contacts in a workplace' factsheet about who should isolate and who can still work. The factsheet can be found [here](#).
3. Remind workers
  - o Where they can seek public health advice and help if required
  - o That they are not to enter the premises if unwell
  - o Of social distancing and hygiene measures
4. Ensure the safety of the workplace and other workers by undertaking cleaning and disinfecting all areas used by the worker who tested positive.
5. If you believe that a worker has contracted COVID-19 at work and the worker has required hospital treatment or has died, then you should notify [SafeWork](#).

## P&C Meetings at the School

The Department has confirmed that face-to-face P&C Association meetings can take place at the school provided they are held under the schools' COVID safe rules. The Department has also placed a limit on visitor numbers in the first few weeks of school. Talk with your Principal before confirming any face-to-face meetings.



