

15 FEBRUARY 2017

Meeting Minutes

Meeting to be held at 237 Bobbin Head Road,
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 15 February 2017

1. Welcome & Apologies

Apologies –

Attendees – Alex Berthold, Amy Marsden, Bree Alami, Charise Sheppard, Clare Knight, Darren Murphy, Jen Collins, Karin van Heerwaarden, Michael Woodrow, Ralph Hale, Suzanne Murphy, Wendy McKasah, Paul Taylor, Karen Foate, Karin Haleblian, Heather McEvoy, Chris Scraggs, Arnie Bhattahoy, Briar Taylor, Neil Smith

Meeting chaired by Darren Murphy

2. Acceptance of minutes from previous meeting.

Alex – Proposed
Suzanne - Seconded

3. Matters arising from previous meeting:

- Ralph to finalise the plaque quotes and design with Philippa and Paul. **Made progress – still to complete.**
- Bree to arrange gift vouchers/pre-paid cards for Catherine and Kelly. And give to Catherine to before she goes on holidays. **DONE Thank you from them both.**
- Alex to arrange gift vouchers for Ros, Zan and OOSH staff. **DONE**
- Alex to raise safety concern re OOSH children playing handball in front of the cottage with Ros and Zan. **DONE Addressed by placing cones in the area.**

4. Correspondence

- Fundraising
- Marketing

5. Executive team report

No report supplied.

Other business

Heather – Is it possible to be contribute to the sub-committees without being a member of a sub-committee

Michael – Yes, there's opportunities to get involved without making a year-long commitment.

Wendy – Exec team is putting together a letter to be distributed at the parent information evening asking parents what they would be willing to participate in and/or contribute to throughout the year.

6. Band report

Report

ACTIVITIES UNDERWAY AND PLANNED

The Band Program is off and running with a smooth transition to three bands.

A contract was signed on February 4 between Darren Murphy, representing the P&C; Amy Marsden, representing the Band Committee; and Mr. Tom Spencer, our new Band Director.

Our Junior Band Instrument Handout Night was well attended. All the new Junior Band members were so excited to receive their instruments. Many have since had their first lessons, and their first rehearsal was this morning.

We are now preparing for Band Camp, first week back in Term 2. Forms have gone home to families.

UPCOMING EVENTS

Wednesday 29 March 9.15 a.m.

Concert for Years K-2 in the Hall

Wednesday 5 April 7.30 a.m.

Junior Band Breakfast

FINANCIAL SITUATION

We ended 2016 with \$16,494, and recorded a surplus. We currently have 80 students enrolled.

EMPLOYMENT SITUATION

Nothing to report.

SCHEDULED MEETINGS

Tuesday 21 March 7.30 p.m.

7. Principal's report

Report

- **From last time:**
 - Staffing
 - 301 students = 12 classes.
 - Staffing based on 'average class' size of K=20, 1=22, 2=24, 3-6=30
 - This is a reduction from 13 classes and 320 students to begin 2016.
 - Kinder numbers are down on previous years and a couple of families have moved children in yrs 4 and up to local private schools. This enrolment reduction comes on the back of the best school results in the history of the school.
 - Congratulations to Miss Nolan on her appointment to Pymble Ladies' College. She will do very well. We are proud of her and her appointment to a school such as PLC is recognition of the quality of staff at our school.

- Writing to parents at the end of 2016 regarding class placement appears to have assisted a smooth start to the 2017 year.

- **Matters Arising:**

- Tree Maintenance
 - Annual tree inspection completed in Dec '16 by qualified arborist as per NSW DoE requirements. Works were completed over the holiday period to ensure that issues arising in the arborist report were addressed.
- NTOOSHC
 - Thank you to Alex and Bree and sub-committee. You have been searching for a permanent replacement for the Director's role – we have come close recently. We will get there. Special thanks to Zan and her team at NTOOSHC who have moved the service to a new level for our families.
- Annual School Report 2016 – will be published at the end of the school term. Some outstanding progress and results to report. Best Y5 NAPLAN in the history of the school.
- SDD – TNPS began the school year with a fabulous day of professional learning. Mrs Jen McVeity led the day with a tight focus on writing – and in particular, effective school-wide implementation of '7 Steps to Writing Success'. TNPS has been implementing the program for 3 terms and it has made a big impact on student writing outcomes. Writing is broken down into manageable chunks for the children.
 - Plan for success
 - sizzling starts
 - dynamic dialogue
 - show don't tell
 - ban the boring
 - exciting endings

Jen is the founder of the program and responded to our school's request to assist us to take our work to the next level. Jen was connected with each staff member online, with all staff voicing their needs and areas for growth. Jen custom built the day around our staff. Feedback from Jen after the day - *'I rarely get to escape from the office but your school was so advanced in the Seven Steps (and you were so insistent Paul, I still have a sore arm!) so I wanted to try and advance the challenge and experiment with a Seven Steps advanced PD. I'm so glad I did.'*

TNPS will host future '7 Steps' PL events – once a semester – for staff from across Northern Sydney. This relationship has seen our school with the program founder and will see our school continue to access customised, high quality PL for a fraction of the usual cost.

- Suggestions for Working Bees / smaller projects -

- Vegetable garden needs a kick start for 2017
 - The school has plans to add 'You Can Do It!' Colours added to features around the school. Stairs / columns
 - New garden / seating for area outside Kinder / S3 Hub
 - Driveway / behind hall needs a tidy up
 - Front of school / gardens tidy
 - Community is strength of our school and investment of a morning / day by our families in making the school special is an essential semesterly event, providing opportunity for community ownership of ongoing development
- Updated weekly calendar on website/app. Please use the calendar on website and events tab on schoolstream app to review forthcoming dates and events. These are updated weekly by office staff and come directly from the school's calendar.
- WHS
 - *Emergency Management* – all schools are required to comply with mandatory guidelines with regular audits. All schools must also comply with monitored online schedules of management including updated Emergency Management Plans and practice schedules. Turramurra North is this week updating emergency planning for 2017 as per NSW DoE Policy. We thank Ms Shapero for her leadership in this area.
 - *Emergency Evac* – Please note that the school has scheduled an Emergency Evacuation sometime over the next few weeks.
 - *Anaphylaxis* - TNPS is also presently refreshing Health Care Planning for all students with anaphylaxis as per DoE procedures. This is being led by APs and is now required by DoE to be done each 12 months – not 3 years as was the case pre 2016.
 - *First Aid* – The school has a first aid policy as per all NSW Public Schools. It is displayed on mandatory WHS display boards in staffroom and office as it is in every NSW Public School. All staff have their own first aid kits. Anything more than band aids – students are sent to the office. A register is maintained for the sick bay and contact will be made with parents/carers (and records maintained) for any student who has suffered a head knock / serious injury.
 - Working With Children Checks – all volunteers. P&C is responsible for volunteers working under P&C Activities such as Canteen. All is administered in office.
 - Declaration form – new form for 2017
 - 100 point check
- Behaviour Management at TNPS – Karen F

- The school has very, very low incidence of bad behaviour and we all need to keep this in mind. We also need to keep in mind that children can and do make mistakes. At TNPS we will:
 - Investigate – interview students and witnesses if required
 - Record – APs engage at majors, principal at severe
 - Report – Parents will not be contacted for minor. They may be contacted for major – certainly if there is a pattern. Principal will communicate re: severe.
 - Once a behaviour matter has been dealt with and due process followed with appropriate consequences handed out, all students will be allowed to put the matter behind them and move on. Should a pattern of behaviour continue, parents will be engaged and further consequences implemented as required.
 - The school has a comprehensive, structured and whole school approach to the management of student behaviour with minor, major and severe categorisation of unacceptable behaviours. This process does not use levels and is replicated in schools across the state. Mrs Foate has led a review of the school’s structures in recent weeks with all staff contributing to further refinement of our processes and practices.
 - Minors – name calling, taking hats, pushing, playing out of bounds
 - Major – intentionally acting to upset others physically or emotionally – punching, biting, vandalism, continued disobedience
 - Severe – ‘resulting in pain or injury’, weapons, physical violence with intent to injure. Suspension.
 - Pink cards are issued by classroom teachers for minor offences. 3 minors in 5 weeks = major.
 - All major incidents are recorded on database. Minors are not. Where applicable photographs of witness statements are attached to incidents.
 - All severe / suspensions recorded on database and NSW DoE state system (ERN).
 - All parent contacts regarding behaviour management / issues are recorded as a parent contact on the welfare database – phone calls, meetings and emails.
- New Horizon K-12 Report – Karin H

The [New World Consortium New Horizon Report K-12](#) is an annual, internationally recognised report, on the developments across the globe in education. The Report was published in September 2016 and is distributed for

your interest this evening. The trend identified in the report raises 18 main areas and shows that TNPS is in step with global education change and innovation – and we need to be with the changes that lie ahead for our children. Please take time to view the report and watch the [summary video](#) outlining:

Six Key Trends:

- Redesign of Learning Spaces
- Rethinking of how school works
- Collaborative Learning
- Deeper Learning
- Coding as a Literacy
- Students as Creators

Six Significant Challenges:

1. Authentic Learning
2. Rethinking the role of the Teacher
3. Digital Equity
4. Scaling Teaching Innovation
5. Achievement Gap
6. Personalised Learning

Six Important Developments in Education:

1. Maker spaces
2. Online learning
3. Robotics
4. Virtual Reality
5. Artificial Intelligence
6. Wearable Technology

○ Special Event! 'Preparing Humans 4 The 2nd Machine Age'

A special TNPS event for all parents and teachers, 'Preparing Humans 4 THE 2nd MACHINE AGE' will explore the area that is 'The Future of Work' and what schools can do now to help our kids prepare for a very different tomorrow. Two world class speakers:

1. **Dom Price** - Head of Research and Development, Atlassian Australia and one of Australia's leading minds on the future of work.
2. **Alan November** - Global education leader and author of time best seller 'Who Owns The Learning?' - Boston USA.

Where? Ku-ring-gai HS Margaret Preston Hall - seating for 500+

When? Monday 27th March 6 - 8.30pm

Format? 2 x 50 min keynotes and 1 x panel q&a

Cost?

- Free for TNPS parents

[Register for the event here](#): or visit the TNPS home page.

• **Recent Events**

- Kindergarten Start – a smooth start. Thank you to Miss Bedwell and Mrs Muldrew.
- 'Who am I?' Identity Fair

- Thank you to all parents who attended the 'identity fair' last week at TNPS. This is the first event of its kind at TNPS. Staff worked with their new classes in the first few days of school to help them think about their own identity.
 - Schools are about little people growing. Being excited about ourselves and sharing it with each other is a great way to start the year.
- **Forthcoming events**
 - Tomorrow Thurs 16th Feb - Swimming Carnival. Thank you in advance to Miss Fagan who is organising the day and to all parents who have put their name down to assist.
 - Wednesday Feb 22nd – TNPS Leaders' Induction Assembly – TNPS Hall 2.15
 - Band, Choir, Dance and SRC Leaders to receive their badges and all leaders to say their oath.
 - Tuesday Feb 28th - Parent Info Evening
 - ES1 / S1 5:30 - 6.15
 - S2 & S3 6:15 - 7:00
 - Friday March 3rd - TNPS 'Clean Up Day'
 - Monday March 6th – Zone Swimming Carnival
 - Monday March 27th - Special Event 'Preparing Students 4 the 2nd Machine Age' as above
 - S3 Canberra – Monday March 20-22nd – this is coming up soon.
 - Paul T to High Tech High – San Diego March 28th – 31st for tour of schools and 'Deeper Learning 17' conference.
 - Karin H and Paul T have been invited to keynote to Port Jackson / Bondi PPA Conference – 150 principals. Karin will be live and Paul will facetime in from High Tech High. Are schools on track?
 - Parent/Teacher Interviews and Student Led Conferences
 - Wk 10 and 11 of Term
 - Parents will once again be able to book interviews through our online service. Mrs Turner will send out details in the coming weeks.
 - Thursday April 7th – Principal's Assembly

P. Taylor,
Principal
15.02.17

8. Treasurer's report

See report supplied for AGM.

9. Canteen report

No report supplied.

10. Grounds report

No report supplied.

11. Uniform shop report

Report

No report supplied.

12. NTOOSHC

Report

See director's report attached.

Other business

Heather – Do the same OH&S requirements that apply to the school also apply to OOSH?

Alex – OOSH OH&S requirements are actually more rigorous than those for the school.

13. Fundraising report

No report supplied.

Message from James:

Unfortunately I won't be able to continue in the role of fund-raising co-ordinator for the PandC in 2017. The role in 2016 was much too time consuming for me, and I am

disappointed I couldn't contribute anything useful. I am thankful for the support of everyone else on the committee who picked up my slack! As mentioned previously, I firmly believe the P&C should consider outsourcing fund raising. It is a big job and demands professional attention in this day and age.

I am happy to help out the P&C whenever I can, but unfortunately I don't have the time to regularly commit.

14. Other business

None

Meeting ended 9:10pm

15. Next Meeting –

Term 1: 15 March

Term 2: 17 May; 21 June

Term 3: 19 July; 16 August; 20 September

Term 4: 18 October; 15 November

Meetings are held @ 7:30pm in the S3 Hub