

# 15 MARCH 2017

## Meeting Minutes

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

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

### 1. Welcome & Apologies

Apologies – Alex Berthold, Michael Woodrow

Attendees – Bree Alami, Wendy McKasah, Fiona Dennis, Amy Marsden, Heather Reid, Darren Murphy, Paul Taylor, Neil Smith, Chris Scraggs

Meeting chaired by Darren Murphy

### 2. Acceptance of minutes from previous meeting.

Darren – Proposed

Bree - Seconded

### 3. Matters arising from previous meeting:

n/a

### 4. Correspondence

- Fundraising

- Marketing

### 5. Executive team report

*No report supplied.*

## 6. Principal's report

From last time:

- o Nothing to follow up

Matters Arising:

- o TTFM Student feedback survey. Consent forms and FAQs have gone home and 20 min – at school surveys will be undertaken from March 20 until the end of the term for Yrs 4-6. Parents who would like to opt out have until this Friday 17th March.

- o NTOOSHC

§ The school acknowledges that the current state of NTOOSHC facilities requires improvement. There is work to be done and the school is willing to contribute and work collaboratively with the P&C to improve conditions. However, there are some complex underlying issues around school enrolments, changes to school zones, short term and longer term student population increases and potential capital works. The school hopes to meet with members of the P&C Exec and NTOOSHC sub-committee in the coming weeks to plan an appropriate path forward that aligns with the context of this information.

- o 'Hand, Foot and Mouth' disease – the school has now been notified of confirmed cases of the disease in two school families. As reported in the newsletter Wk7 and Wk8 toilets were 'disinfected' last Monday 6th before school and 'chemically treated and high pressure cleaned' last weekend (Sunday 12th March). At this stage there is no evidence to link 'hand foot and mouth' outbreak to TNPS toilets – the school is taking precautions as appropriate.

- o New Newsletter Format

§ The school received feedback in late 2016 about the formatting of the newsletter – that it was difficult to read on a mobile device. This was good feedback and has helped us to improve.

§ The school has sought advice and has implemented a new format with an embedded 'Adobe Spark' product within the school stream app. This has provided a fresh new look and flow. We are still improving the formatting – please bare with us as we work to improve our communication. We are improving this weekly and our product is better than most public schools. Please also keep in mind that our school does not work with the same level of resourcing as private schools.

- o 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.

o Weekly visits to classrooms

§ As principal I have elected in 2017 to spend the first session of each week in classrooms. This is literacy learning time. A principal spending time in classrooms may be unusual however, it has enabled an array of opportunities:

- Getting to know the child behind the name on a personal level
- Observation of practice, evidence of progress, consolidation and consistency of learning throughout the school
- Confirmation for all children that their learning is important to the school

o Asset Management

§ Review of school facilities late T1 2017 by specialist DoE staff

§ Data collected will form the basis of 'one-off' large round of state-wide maintenance in schools

§ The school has no involvement in the identification of what maintenance is to be done

§ All schools currently undertaking state-wide survey of 'suitability for future focussed learning' – quite a change from two years ago in the NSW DoE when we first began our work in this area, however, it seems this will be the fundamental principal of all new school builds/renovations.

o Vision of New DoE Secretary

§ Distribution of article by Mark Scott, DoE Secretary. Discussion of key messages

§ Mark's messages show direct alignment to TNPS initiatives – including forthcoming event.

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

Enrolment for the event is now approaching 300. Registrations will be taken for around one more week.

o Recently Released MySchool Data

§ This data shows the % of TNPS students in the top two bands for Y5 TNPS 2016 NAPLAN to be higher in all aspects of NAPLAN than local elite private schools including some schools that regularly enroll students from TNPS. Information is publically available on MySchool.

§ An amazing performance that places TNPS among the highest performing schools in NSW in 2016 – public or private.

• Recent Events

o Swimming Carnival 16th February – an outstanding event. Thank you to all parents who took time out and assisted on the day in a variety of roles. The day ran smoothly with Kieran Poulton, Jamie F, Keanu W and Sophia all surpassing old records. A very successful day – underwritten by the wonderful leadership of Nicole Fagan as Carnival Organiser.

o Meet The Teacher Evening – 28th February

§ A huge turnout. Lots of positive feedback to staff

§ S2 and S3 presentations from the evening are available online

o Zone Swimming Carnival March 6th - 38 TNPS students performed strongly at Hornsby Zone, Monday 6th March.

§ Fred C, Piper F, Harrison W, Sophia A, Keanu W and Kieran P all qualified for the 50m Freestyle finals with Kieran placing 3rd, Harrison 4th, Piper 6th and Fred, Sophia, and Keanu all placing 7th. Kieran also placed 3rd in the Senior 50m Butterfly, 4th in the Senior 50m Backstroke and 4th in the Open 100m Freestyle.

§ Jamie F placed 7th in the Senior 50m Butterfly and both Junior Relay teams performed exceptionally well with the Junior Girls team of Sophia A, Haidee U, Georgie L and Alice M placing 6th and the Junior Boys team of Keanu W, Fred C, Harrison W and Jack M placing 7th.

§ Kieran qualified to represent the Hornsby Zone at the Area Carnival on Monday 20th March.

- Forthcoming events

- o Term One

- o Monday 20th to Wednesday 22nd - S3 to Canberra – Paul T travelling with staff and students

- o Monday 27th March – Alan November (Boston) to work face to face with all staff in two half day chunks. This will see all K-2 staff released for half a day followed by 3-6. It is opportunities to work with amazing educators like Alan that has assisted our staff to continue to grow and evolve as successful future- focussed educators in recent years. The patronage of the evening event has ensured that this extraordinary PL for TNPS staff will be cost neutral to the school.

- o Monday March 27th – Friday April 7th – 3-6 Student-led conferences, K-2 Parent/Teacher interviews

- o Monday March 27th – ‘Preparing Humans 4 the 2nd MACHINE AGE’ – starts at 6pm. Venue Ku-ring-gai HS Margaret Preston Hall. 2 x 45 min keynotes and Q&A at the end.

- o Tuesday March 28th – Friday 31st – Paul T to ‘High Tech High Deeper Learning 17’ conference San Diego California. Paul to take LSL and will self fund the trip at no cost to the school.

- o Friday march 31st – Paul T and Karin H to present to combined Bondi / Port Jackson PPA meeting – 150 principals about our work at TNPS

- o Wednesday April 5th – 9am Easter Hat Parade
- o Thursday April 6th – 10am – Principal’s Assembly
- o Term Two
- o Monday April 24th - SDD (student free day)
- o Tuesday April 25th – ANZAC DAY Public Holiday – it would be great to see plenty of TNPS students in Winter Uniform at the service
- o Wednesday April 26th – Day 1 Term 2 for all students K-6. ANZAC DAY service at 2.15pm in hall. Students will be encouraged to bring flowers for the wreath
- o Tuesday May 2nd – Parent info evening re: STEM / REAL Projects for T3 Exhibition of Learning
- o Wk 3 Tuesday May 9 to Thurs May 11 NAPLAN Y3/Y5

P. Taylor, Principal 15.03.17

## **7. Band report**

### **Report**

#### ACTIVITIES UNDERWAY AND PLANNED

All Bands going well.

Thank you to Wendy McKasah who has been co-ordinating the organisation of Band Camp. We are chasing up final forms and payments.

All Committee members are performing their roles wonderfully, and we are all enjoying working with Mr. Spencer.

Thank you to Mrs. Haleblian for updating our page on the School website.

#### UPCOMING EVENTS

Wednesday 29 March 9.15 a.m - Senior Band Concert for Years K-2 in the Hall

Wednesday 5 April 7.30 a.m - Junior Band Breakfast

Thursday 6 April 10.30 a.m - Intermediate Band playing at the Principal's Awards Assembly

FINANCIAL SITUATION - In excess of \$37,000 due to Band Camp payments. Yet to invoice for Term 1. We currently have 80 students enrolled.

EMPLOYMENT SITUATION - Vivien Hon has had to step down as Instrument Co-ordinator, still seeking replacement.

SCHEDULED MEETINGS - Thursday 23 March 8.00 p.m.

## 8. Treasurer's report

See report attached.

### Other business

**ACTION** - Paul & Fiona A - Planned alterations to the school hall – Fiona/Grounds committee to liaise with Paul re designs that have been done.

**ACTION** - Suzanne to send Fiona A the details of the grant.

## 9. Canteen report

### Volunteers

- Online roster has been re-enabled and has shifts available until the end of T2.
- Roster full to the end of T1 ... only just!
- Already working on getting people to sign up for Term 2 - no takers yet though.

### Menu

Catherine is underway planning the Term 2 menu. Aiming to have a draft ready for review by the Exec and Paul by end of Wk 9.

### Munch Monitor

- All new sign ups, including kindys, have received their card & lanyard.
- Bree has arranged with our account manager to manually clean out students who have left the school. Makes it less cluttered in the user interface for processing snack transactions.

## **Equipment**

Capex request - Proposal to fix damaged benchtops in canteen, and take advantage of the repair work being done to alter the bench (cut out a section) to install a standalone oven/cooktop. Bench repair is being done for the cost of material only (no labour cost) - \$1100. Remove the existing oven and hotplates which are slow and inefficient, to install a new standalone oven/cooktop \$1500-\$1800 plus \$300-\$400 for installation including connection to new circuit and kill switch. New oven/cooktop will be more powerful and efficient allowing Catherine to prepare larger quantities of food, and more efficiently.

Total estimated spend - \$2,900-\$3,300.

If approved - aiming to schedule the work during the school holidays.

All agreed to the expenditure.

## **Bookkeeping**

- Employees are now logging their time via timesheets in Quickbooks - more efficient process.
- Fiona will soon be taking on responsibility for payroll for canteen employees, taking over from Bree.

## **Comms**

- Canteen page on school site and in School Stream is out of date. Working on getting the updated content to Helen this week.
- Canteen notice going into the Turragraph every week.

## **10. Grounds report**

Two working bees planned this year on Sundays, 8am to 1pm in May (date TBC) and October (date TBC).

Friday 28th July is National School Tree Day. Kids to plant new area or supplement planting to native corridor. Funds for trees to be either provided by family sponsorship, external sponsorship or grants. Costing to be finalised and options researched.

Funds obtained from grant for hall to be reviewed. Information to be forwarded to grounds committee to coordinate.

Stump for plaque to be selected.

Committee consists of Ralph and Fiona A at present, but will look into recruiting others!

## **11. Uniform shop report**

*No report supplied.*

### **Other business**

Bree – Proposed that uniform shop needs to update

All agreed that we need to move over to Quickbooks/cloud accounting tool and accept the extra expense of approx. \$350 p/a as well as the approx. \$160 for Maria, bookkeeper to migrate from MYOB to Quickbooks.

## **12. NTOOSHC report**

See report attached.

## **13. Fundraising report**

- Trivia Night - Saturday 6 May has been booked at NT Bowling Club.
- Chocolate eggs have gone out to families.
- Parents have asked if they could deposit money directly to the P&C.
- TNPS P&C – Following up the 'Lend a Hand' survey responses.

## **14. Other business**

*None*

Meeting ended 9:30pm

## **15. Next Meeting –**

**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**