

16 AUGUST 2017

Meeting Minutes

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

In S3 Hub, 7:30pm on Wednesday 16 August 2017

1. Welcome & Apologies

Apologies – Bree Alami, Michael Woodrow, Kate Duncan

Attendees – Arnie Bhattacharya, Karin van Heerwaarden, Darren Murphy, Wendy McKasah, Alex Berthold, Melissa Nikkhah, Ralph Hale, Caroline English, Dany Coelho, Fiona Watson, Briar Taylor, Neil Smith, Amy Marsden, Fiona Ambrosino, Walter Olson, Emma Jones.

Meeting chaired by Darren Murphy

2. Acceptance of minutes from previous meeting.

Minutes accepted.

3. Matters arising from previous meeting:

- Darren to contact Paul asking for school hall designs. **DONE** Paul has supplied quote and designs produced. **ACTION** Darren to supply school hall designs, quote, and grant details to Dany and Fiona A.
- ? Review approval process for ordering in the uniform shop. **ACTION** Darren to discuss next steps re reviewing approval process for ordering in the uniform shop with Bree.
- ? Plan for a uniform shop working bee to tidy up stock and install better shelving. **ACTION** Darren to discuss next steps re uniform shop working bee with Bree.
- Caroline to raise wi-fi connectivity issue with Karin Haleblian. **DONE** Caroline spoke to Lillian – there's a particular way for the students to logon and if it's not done correctly initially it requires the device to be reconfigured. Applies to all student and devices for all schools. Best thing to do is reconfigure the device but the teachers don't want any devices

reconfigured before the exhibition of learning.

- Karin to contact office to remove mention of 19 Jul meeting from school site. **DONE**

Outstanding action from May meeting:

- Fiona A to have a chat with Caroline and Karen re application for Eco schools grant and what's involved. **DONE**

4. Correspondence

- Banking
- Marketing - canteen & fundraising
- P&C Fed magazine

5. Executive team report

No report supplied.

6. Principal's report

o Introduction Dany -So excited about my appointment. I have been enthusiastically welcomed by all the community.

o Thank you to Miss Caroline English for filling in as Acting Principal. She has done a wonderful job and the handover has been very smooth. It is difficult job holding the fort and being restricted with what you can and can't implement.

o External Validation- The executive have been working hard on the validation presentation. I have been through the process at Waitara and have run presentations for many Principals on the validation process. They executive have done an excellent job. I will be meeting with Sharon Ford our director in 2 weeks to inform her of the process so far. The data will be submitted on the 1st September and EV will be on September 19th.

o NAPLAN – data came out this week and NAPLAN results will be handed out tomorrow. Our best results were in year 3 reading with 59% of students in band 6 up 12% from 2017.

Naplan rediness test :This means moving NAPLAN from the current paper-based tests to computer-based assessments. The transition to NAPLAN online will commence from 2018. All schools will be undertaking NAPLAN as paper-based tests in 2017. **Better assessment – and more precise results.** NAPLAN Online uses a tailored test or adaptive design, where the test automatically adapts to a student's performance and asks questions that match the student achievement level, allowing the student to demonstrate their knowledge. This provides teachers and schools with more targeted and detailed information on students' performance on the tests.

Tailored testing also provides an opportunity to broaden the scope of the assessments. **Faster turnaround of results.** Delivery of assessments online significantly reduces the time it takes to provide feedback to schools, students and parents, so teachers can respond more quickly to learning needs. **Moreengaging.** ACARA research into online assessment has shown that students have engaged well with electronic tests. As technology develops, ACARA aims to further refine the delivery of the tests to best use the available technology to provide increasingly sophisticated assessments and valuable feedback to teachers, parents and education authorities.

O Today we had a practice evacuation- assembling out on the oval in the afternoon after the wind had died down. Apparently we made it out in record time.

o Exhibition of learning is on track- Thursday , 7th September, 2017 two sessions – 11:30 – 1:00pm & 5:30 – 7:00pm. I am very excited to be involved in this celebration of learning at TNPS.

o School Strategic Plan 2018-2020 due by the end of the year- I would like to run a parent forum with an external facilitator. I believe that a schools vision must incorporate all stakeholders to ensure the plan is implemented. TBA

o Wi Fi,- Miss English has spoken to Mrs Haleblan.

o Fencing update- quotes have been requested.

Dany Coelho

Principal

7. Band report

Report available here:

https://drive.google.com/file/d/0B-bNQp_vmC-FcW93Zks5RTBYc3M/view

Other business

Dany – raised that she's aware of another school which has outsourced management of band to a local music shop/business.

ACTION – Dany to see if she can get the contact for the music shop she knows that manages school bands.

Amy has produced an operating procedure for the band co-ordinator role.

Wendy did research into the same a couple of years ago.

ACTION – Wendy to send research re outsourcing band management to Dany.

8. Treasurer's report

Account Balances as at 14th August 2017

| | |
|------------------|---------|
| P&C Main Westpac | \$12375 |
| P&C Main CBA | \$33116 |
| P&C CBA Saver | \$47877 |
| Canteen | \$5711 |
| Uniform Shop | \$9108 |
| Band | \$17286 |

- Pay increases have been implemented for all P&C employees (uniform shop, canteen and NTOOSH) as per Fair Work NSW.
- All superannuation payments have been processed
- ACNC annual paperwork will be completed next week – need to confirm with band if they need assistance doing theirs.
- NTOOSH financials for Term 2 were presented by Becklyn, sound result for Before and After school care as well as Vacation Care, there are a few minor repairs that need to be completed in the cottage.
- Workers compensation policies have been updated and are due to be paid in September.

9. Canteen report

Volunteers

The letter sent out to families late Term 2 explaining the urgent need for the volunteers and requesting signups to the roster led to a slight uplift in signups for Term 3 but not a significant one. And there has been no change in the volume of signups since then. We'll now be proceeding with arranging a second assistant to work on Fridays, with Di and Catherine. Fridays are the priority as they are significantly busier than Wednesdays. Volunteers will still be welcome, but not essential.

Bree to confirm the additional expense for another paid shift.

The plan is to cover the cost of the third assistant shift for the rest of the year from existing funds. For start of next year 3rd shift will be paid for by increase in prices. Darren proposed looking at the purchasing data to see which are the most popular

items, increase prices accordingly to cover the required dollars.

ACTION Karin to draft up letter to school community explaining the introduction of a third assistant shift and inviting applications for the assistant role.

10. Grounds report

No report supplied.

11. Uniform shop report

Fleecy zip up jacket has been test driven by Darren's daughter and passed the test.

ACTION Suzanne to speak to Kelly about placing an order of new fleecy zip up jackets next year, for next winter.

Arnie raised that the fleecys bought the OOSH staff are really nice; Zan organised them.

ACTION Arnie to chat to Zan about the supplier and cost of the fleecys she sourced for staff.

12. NTOOSHC report

Report available here:

https://drive.google.com/open?id=0B-bNQp_vmC-FRUNBemZ1SVpKTjQ

Other business

Growing OOSH capacity, requires additional space to be allocated.

ACTION Dany to review agreements with groups/companies using the hall at the moment during OOSH hours.

ACTION Darren to schedule meeting with Dany, Darren, representatives from OOSH and grounds committee to discussion options for expansion of OOSH capacity.

ACTION Alex to send OOSH strategic planning document to Dany.

13. Fundraising report

Fundraising update for term 3:

- IGA BBQ cancelled due to lack of volunteers.

- 3rd September Election Day cake stall, BBQ and second hand stall.
- Kids disco/ parent bingo 22nd September.
- Walk a thon last Tuesday of term.

Other business – Display boards for art show.

Wendy has arranged a quote with Kookaburra Educational Resources of \$8,192.80. School has agreed to pay half. P&C to pay the remainder.

Storage is already arranged, with Cameron's assistance.

All agreed to purchase the boards.

ACTION Wendy to arrange for display boards to be ordered, asap/Thu 17th, so as to get the boards in time for the art show.

14. Other business

Meeting ended – 9:15pm

15. Next Meeting –

Term 3: 20 September

Term 4: 18 October; 15 November

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