

16 MARCH 2016 Meeting Minutes

Meeting held at 237 Bobbin Head Road,
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 16 March 2016

1. Welcome & Apologies

Apologies – Alex Berthold, Sandra Calder, Barney Rands, Margie Armstrong, Clare Knight

Attendees – Bree Alami, Darren Murphy, Emily Burnett, Fiona Dennis, Fiona Watson, James Knight, Jen Collins, Karin van Heerwaarden, Lisa Robson, Max Schreiber, Michael Woodrow, Philippa Gordon, Ralph Hale, Suzanne Murphy, Wendy McKasah, Tom Wald, Paul Taylor, Karen Foate

Meeting chaired by Darren Murphy

2. Minutes from previous meeting – Accepted.

Proposed – Ralph Hale

Seconded – Philippa Gordon

3. Matters arising from previous meeting –

- Wad to arrange costings on turf (for the area behind the court) and mature trees to replace the liquid ambers that need to be removed. **DONE**
- Bree to get bank signatories updated, based on exec member changes from AGM. **DONE**
- Karin to arrange meeting with Canteen committee, Exec team including Paul. **DONE**
- Angela, Lisa, Bree, Fiona, Michael to discuss getting band financials into MYOB. **UNDERWAY**
- Bree to instruct Kellie to place an order for long sleeve shirts. **DONE**
- Philippa & Paul to have a chat about ideas for grounds and a working bee. **DONE**

4. Correspondence

- Marketing material

Executive Team report

It's been a busy first month for the Exec team.

We have spent some time getting to know the current status on a range of things across the various sub committees across the P&C.

One thing is clear and has stood out for me - we have a really passionate and dedicated group of volunteers which is terrific to see and I'm looking forward to working with all of you for the coming year.

The exec team has got together to work on some strategic planning for 2016- this is in progress and is essentially designed to ensure we identify what our priorities are for the year as a P&C and how we can support Paul and his vision for the school.

As part of that its fair to say one observation from the newer members (michael and myself) is we need to do some work around priorities, and roles & responsibilities between the exec team and the various sub-committees as well as improved communication between both.

One big area of focus for me and the exec team is to build closer and more productive relationships with each of the sub-committees - linking our broader priorities in with what they are striving to achieve for our children and the community.

Another important area of focus is improving our fiscal responsibility - we are keen to ensure the entire P&C operates soundly and has enough money to support the various sub-committees and the initiatives Paul has put forward for this year.

Over the coming weeks we will be reaching out to get together with each sub-committee to start that process.

Principal's report

Report

- **From last time:**
 - Focus of Fundraising
 - We need to decide as a community if the focus of fundraising is to be 'grove' or the refurbishment of the K-2 and 3-6 toilets.
 - Letter sent home to all families today – request for this to be returned by Friday.

- Should community decide to refurbishment toilets this year, our work with Urban Landscape Projects can be shelved until next year
 - Urban Landscape Projects – redevelopment of ‘grove’ area between the hall and hub
 - Mrs Foate provided an update of the project.
 - Annual School Report 2015 – this is not yet ready to share – will be ready by the end of the term. The ASR is not due to DoE until end T1.
 - Tree Maintenance
 - 4 quotes collected ranging from \$12000 to \$17000.
 - Aura Trees have won the quote – organised by Wad McKasah - price substantially less than other quotes. Thankyou Wad for saving the school several thousand dollars.
 - Work has been booked in for 1st week of holidays by Ian Milton – school’s GA
 - Wood chips to be put in timber ‘edges’ under clusters of trees to east of basketball court in the same fashion that has been done with recent playground rehabilitation works.
 - Working Bee – date set
 - The date of Sunday May 15th – 9am to 1pm.
 - Weeding
 - Garden planting at front entrance underneath mural
 - Installation new trees to replace liquid amber trees to be removed – note sent home today re: selection of which trees
 - Maybe a refurbishment of the gardens at North West end of the quad where these trees will be planted? Grounds committee to lead.
 - NTOOSHC
 - First round of grant submissions close April 6th. Miss Nolan is leading the grant submission and we are planning a meeting next week with Alex B and / NTOOSHC to look at options.
 - Discussions around a ‘refresh’ of the building and addition of a COLA.
- **Recent Events**
 - WHS

- Emergency Evacuation Drill – all students evacuated from classrooms and accounted for in under 6 minutes. Details uploaded to DoE online WHS register. Next rehearsed emergency practice is scheduled for mid T2.
 - Health Care Planning – All families with students with identified anaphylaxis have been contacted and planning put in place to refresh health care plans over the past month. DoE now requires annual updates. Thank you to TNPS Executive for completing this important work.
 - Swimming Carnival – Thankyou to all parents who helped on the day. It was a great day. Zone today – Sophia, Keanu, Kieran all represented TNPS at Homebush. Sophia A came 2nd in her heat. Well done Sophia.
 - Parent Information Evening – Thank you to all parents who attended – very strong support from families and some positive feedback. Thank you.
- **Forthcoming events**
 - Thursday March 24th – Easter Hat Parade
 - Week 10 - March 29th to April 1st - Parent / Teacher Interviews
 - Wednesday March 30 to be scheduled evening
 - Parents will once again be able to book interviews through our online service. Mrs Turner will send out details in the coming weeks.
 - P&C Trivia Night Sat April 2nd
 - Thursday April 7th – Principal’s Assembly
 - Fri 8th – ANZAC DAY school service
 - ANZAC DAY at Turramurra Cenotaph – school leaders and anyone else who would like to come as part of TNPS
- **Matters Arising:**
 - Return to Work –
 - Miss Clifford
 - Injury 2015
 - Has been working back to full time over past 6 weeks. It is anticipated Miss C will be full time again on class wk 11.
 - Mrs Turner
 - Is working through treatment and is working 3 days/wk
 - Miss Fagan is full time as her replacement.
 - Bookfire

- \$6000 rec from NSW Fire & Rescue
- 4000 copies printed
- 1800 copies to be distributed to all NSW Public Primary Schools
- Selling sets of 8 for \$75
- Profit of \$5/book – hopefully 2000 x \$5 = \$10000
- Kindergarten Inquiry for 2017 – Inquiry for Kindergarten 2017 has been very strong in the past two weeks. The school strongly encourages P&C members to remind families in the community that we are now taking enrolments for 2017. There will be an announcement soon re: 2017 Kindergarten 2017 Information Evening. We would hope to see in the vicinity of 50 kinders for 2017.
- CSIRO Report - ‘Tomorrow’s Digitally Enabled Workforce: Megatrends and scenarios for jobs and employment in Australia over the coming 20 years’
 - Important reading for all of us as parents
 - Special evening early T2 with Report Authors where they will provide a free talk about their findings
- iOnTheFuture Teacher Professional Learning Event - Sat Aug 20th
 - 230 registrations in 2.5 weeks with 10 whole staff groups booked in
 - \$60,000 raised in sponsorship since Jan 1st
 - Incredible lineup of speakers – very significant learning opportunity for all educators
 - School is heading for a very healthy result.

P. Taylor,
Principal
16.03.16

5. Treasurer’s report

Report

Financials available.

6. NTOOSH

Manager's Report

Enrolments/Attendance: We have a waitlist for each day. Tuesdays are particularly high with 26 children waitlisted. We had some enrolment movement on Thursdays, with the result, I was able to give seven people, from the waitlist, a place. Two places were given for Mon and Wed respectively.

Finances: Revised budget forecast to come from Becklyn

Staffing: We are happy to introduce three new staff, Yasmin De Jong, Nick Hill (a former student of TNPS) and Aaron Mackay. All three have worked with children previously. (All have a working with children check) with Nick doing volunteer teaching in Fiji, Aaron works as a swim instructor. Yasmin has worked in missions in Philippines and Uganda. They are all fulfilling their shifts and coming up to speed with on the job training.

National Quality Standards (NQS): Continuing to evaluate programs and activities in line with NQS. I attended a Becklyn meeting of directors last week, where we went through NQS compliances and streamlining Becklyn Systems in readiness for vacation care. There is a lot of issues around payments, where delinquent Term debts determine whether you secure a place or not in vacation care. With many centres demanding a hefty deposit, before giving a place.

Correspondence: Copious emails regarding demands for places and some changing work days. Quite a few parents who had booked every session for every day, now have only one or two days, as their proposed work schedule has changed dramatically.

Program: We have been studying Stick insects, their life cycle, their habitat, the food they eat. I bought three to observe and to walk up children's arms, much to their unending delight! One has just shed her skin, which was amazing to watch. We painted a large picture and coloured in female and male drawings.

We are currently looking at Ned Kelly and the Sydney Nolan paintings of him and his story, for St Patrick's Day. We have painted a giant mural of Ned Kelly and the children are painting a picture each of him. On St Patrick's Day we will ice, with green icing, oatmeal cookies.

On Harmony Day we will write stories of our ancestors and where they have come from. We have made luggage labels to write on, these we will put on a large painted map of Australia.

The children have made beautiful Easter cards to give to the residents of Sundowner Homes down the road from us. We have lots of Easter craft and cooking planned for

next week and of course, our Easter party and famous Treasure Hunt too!

Incidents/Accidents: Two head bumps from school, requiring a quiet lay down on the couch and ice packs, and calls to parents. Both times the office has called and informed us of these accidents.

Equipment/Maintenance: We are using the demountable with much success. I have put all in all the appropriate signage and all the hazardous material has been removed. We are teaching the older children chess there. We have plans for them, to also begin their homework and assignments there too. Some computers to achieve this aim, would hopefully, in the future, be a good investment too. We now have a beautiful new door that closes correctly, it has been painted today. The termite damage on the inside wall, running the length of the centre, is also to be replaced and the workman is measuring up the wall as I write this.

Administration: Assisting Miss Nolan has been co-ordinating the grant application, a one off from the government grant of \$30,000 for ASC Centres. I have answered a lot of questions and provided waitlists from last year and this year, and some current facts & figures. Miss Nolan will meet with the NTOOSHC Committee and the stakeholders, for a consultation on how to best allocate the monies, as stipulated in the application.

Miscellaneous: New fridge purchased. Larger 420 Litre fridge to work in tandem with our existing fridge. The old fridge has been temporarily moved to the Demountable/Music room - but may eventually find its home in the canteen (with canteen approval) - where it can be stocked with bulk items such as fruit/ cheese /butter etc that won't need weekly / daily rotation

Co-ordinator's report

- AGM meeting completed on 17.2.16 with Roles and Responsibilities assigned.
- Report on a casual employee's performance requested and presented to P&C executive for their review.
- P&C executive request for more transparency around processes for the staffing. Presented updated on new casual staff details and sent generic casual employment contract from Becklyn provided to Executive for their assessment – possible use of this type of contract for casuals going forward. Sent copy of example of permanent employee contract to Bree A and Michael W - FYI
- Additional meeting re: finance reporting from Becklyn with committee (1.3.16) — incorrectly based on out of date ASC session numbers and staff ratios at the optimum of 1:12 students. Becklyn will need to provide revised draft 2016 budget for assessment and approval using current child numbers and calculations for staffing budget estimates and income.

- Next meeting on 30.3.16 – to discuss possible vacation care day at start of term 3 – staffing – cost saving measures for expenditures.
- NTOOSHC committee Assisting Lexi Nolan with grant application for \$30k for update of facilities.
- Received formal written complaint on 15.3.16 from a parent which occurred on 26th August 2015. Complaint centres around performance of a staff member and management of incident. Complaint forwarded to management committee for review and formal response.

7. Fundraising

Report

Most of the existing fundraising events (from 2015) are again either in place or being considered for 2016. The Easter Egg selling is still going. Sandra Calder has been looking after this.

We are looking at ways to make the fund raising as efficient as possible because we are conscious of everyone's time. As a result, we are looking at one BIG event this year which will hopefully ease the stress of having too many smaller events. At Paul Taylor's suggestion we are considering a trivia night which will invite all P and C's on the north shore. This is planned for August 20, to coincide with the education conference being held at TNPS under Paul's direction. We can therefore 'piggyback' on some facilities and services that are already in place.

I am continuing to research the possibility of a series of 'intimate evenings' with high profile people. These would use the hall facility and would take the shape of TV talk shows. That is, a host and 1-3 guests on stage for approximately 90 minutes. This is a work in progress and certainly won't happen overnight.

The biggest issue is sponsorship. We need to attract more businesses to the table. How do we do this? Does anyone have any business contacts who may be able to work with us on a business plan.

Our immediate aim is to investigate and plan the August 20 event.

8. Canteen

Report

- Work on relaunch is progressing – canteen committee are working with a sub-group of P&C exec (Darren, Karin, Bree) on this and involving Paul as and when required.
- Recruitment for new canteen manager has commenced (<http://www.seek.com.au/job/30575179>) . This will be a big bottleneck if we don't find anyone. ****risk****
- Quote for new benchtops in canteen approved at P&C meeting 17th March. Work planned for first week of school holidays.
- Stocktake has been done. We have a lot of pies and sausage rolls that probably won't make the menu for next term, so any ideas for P&C or school events where we can supply them are welcome.
- We have a new volunteer roster coordinator, Deb Walker. She has found a good online roster system to use. Looking to put the volunteer call out to the community on Wednesday 23rd March (hopefully).
- We're hoping to forge links between the kids and parents and the canteen and will run a canteen menu item competition to start this. Hoping to send details out on Wednesday 23rd March too. The idea is to have a core menu plus items that will change every week that have come from the community. The hope is that a volunteer will/may be able to help prepare their signature dish (eg Bree's chocpea cookies, Sal's mac n cheese).
- Clare meeting Elise Thorgersen to discuss linking veggie garden to canteen too.
- Committee to start work on menu at meeting this week (Tuesday 22nd).
- Committee also investigating other equipment requirements (which will be influenced by the menu).
- Munch Monitors installation planned for second week of school holidays.

Other business

Wendy – Is there going to be a name for the canteen? Suggested last year.

Max, Bree, Darren - will be discussed at the canteen committee meeting next week

Bree – Benchtop quotes - \$4000 quote to replace all the bench tops. Work could be done in the first week of the holidays. Plan is to get something that lasts a few years so don't spend more than we need to.

All agreed to spend the \$4000 on the benchtop.

ACTION – Bree to book benchtop refurbishment in to happen during the holidays.

9. Band

Report

We currently have 81 students enrolled in Band (42 students in Senior Band and 39 in Junior Band)

Band Camp is being finalized with the final number of 80 students booked in. A meeting with the Nicki Tomplinson is scheduled for this Thursday to discuss schedules and supervision, as there is a concern about the large number of younger students on camp this year. The Band camp budget is looking on track to achieve a cash neutral position. A huge thank you to Emma Jones for all her work so far as the Band Camp Co-ordinator.

The Committee met last night and it was identified that there will be a shortfall in this year's predicted budget. We are holding off buying the mini bassoon and continuing to rent this year until fundraising can be more certain. Additional rental of instruments is approximately \$1500. The other big-ticket items would be music stands and the trolley. It was budgeted at \$1500 but quotes are coming in at \$2300-\$2500 (stands \$1500 - \$1600/ Trolley \$790-\$890).

Due to the lack of storage we had our large Bass Drum damaged and in need of repair and servicing. This will impact our instrument-servicing budget. Is the school able to provide a date that work can start on the band storage?

The committee is working on and looking to identify in advance instruments that will be required next year for purchase. We have instruments that will need to be written off and also larger instruments that will need to be purchased. The majority of the purchase of instruments would need to be via fundraising and sponsorship.

We are still waiting on the school to confirm the letters drafted seeking band sponsorship in December 2015 have been sent out.

Band fundraising is an important issue. A need to appoint a position on the Band committee that will help with the P&C fundraising was identified. We will be looking for more band parents to join the committee to help.

Wendy McKasah will take on the role as Band School Liaison and will also be the band representative at the P&C meetings. I will continue to provide a report for the P&C meetings.

We will be seeking another parent to assist with Event Co-ordination as part of the Band Committee.

The incorporation for the Band has been lodged and is expected to take up to 28 days. Thank you to the P&C, Bree and Wendy for arranging.

The school approved the Band Calendar. We are just awaiting the school to confirm the Anzac Day date and Band involvement so we can then pass information onto parents.

The Band Committee's third meeting will be held Tuesday May 10th at 7pm in NOOTSH.

Other business

Paul - responding to the question of more storage for instruments:

The school has been working hard on storage solutions and has already invested in the storage container at the rear of the school for sports equipment and another space beneath the steps for housing the PSSA kits. We will investigate potential storage solutions to meet the band's requirements.

ACTION - Paul to investigate potential storage space for band instruments.

Paul – Sponsorship letter drafted late last year with Angela Mulcahy - has been found again on the network - apologies for not getting this out sooner

ACTION - Paul to give copy of sponsorship letter to the band committee, to redact and arrange for distribution to the school community.

Karen - has there been a flute tutor?

Wendy - there is someone in place currently. And someone new who will be attending band camp.

10. School Uniform Shop

Report

- Boys long sleeved shirts have arrived and will be in stock
- Feedback from the school community in the survey confirmed support for making long sleeved shirts available for purchase
- This week Kellie and I will be working on managing the excess or unwanted stock

Other business

Darren to Bree - Do you have an idea of a desired operating stock level?

Bree - Approx \$20k - gives us about 4 weeks worth of stock.

11. Grounds

Report

Larissa identified a potential Community grant we could apply for (from CBA), but I just delved deeper, and the guidelines state we have to provide charity services, and have a bank acct in our name (P&C does), so I doubt the P&C/TNPS qualifies, but will check with Bree. If we do, it has to be submitted by 5pm March 28.

<https://www.commbank.com.au/content/dam/commbank/about-us/in-the-community/docs/2016-community-grants-guidelines.pdf>

Before finding the eligibility requirements, I asked Paul for ideas. He suggested a plan to 'rebuild' the NW corner of the quad (where the liquidambers will go from), including:

- Outdoor furniture - seating / long bench along garden border for parents to sit
- Water access - plumbing for tap/ irrigation for garden / bubbler for children
- Replacement trees/extra planting (I reminded Paul he was going to get community input on replacement species)

He would like us to draw up a plan incorporating these elements. Maybe a shade sail should be incorporated. He also suggested the blue sports container may be painted like a lego brick.

Paul also talked about extending the garden bed around the YCDI coloured poles, where the grass has died. I believe a border of smaller plants eg agas, box, along the paths would be better, as the poles would remain more visually prominent. Do that along all paths through the quad? Stop people cutting corners wrecking areas of struggling turf and keep grass edges intact. We can ask people to donate a few spare aggies etc.

Ralph and Barney will share the role of Working Bee Co-ordinator. Philippa to update the Grounds job role document and add it to the P&C Dropbox account where all this info is now stored. Fiona will take on design/liaison role, with Larissa looking for Grants. Emily Burnett has also just joined the Committee and will share the design advisory role with Fiona, as she also has a landscape background. We could do with a second Grants person.

The working bee is on May 15, targeting:

- Painting the new little sports shed under the stairs behind the art room (NOT the blue box)
- Creating the garden bed below the new sign on kindy wall – PT has suggested this be boxed/raised, as per other beds around. Ideally we should continue the edging from the front of the kinder room garden if possible. Funding the plants was part of the original plan and approved cost, I need to check if TNPS or P&C will pay. **WE** may still have \$600 the school is holding from 2014's grants we got.
- Weeding – everywhere!
- Mulching – there will be a stack of freshly mulched trees to spread
- Ian Milton MAY have box-edged the trees below the tennis court, in which case there may be some work to do there
- Vegie garden – possibly erecting the poles and bird proofing, plus whatever else... We had a number of ideas last year to improve the look of this – eg securely attaching old garden utensils on fenceline; planting climbers along the edges etc, pls anything else. Children should be planting beds themselves

Meeting planned for March 20.

Other business

ACTION - Suzanne to investigate with her contact at Commonwealth Bank re the grant.

12. Other Business

- Welcome Pack for Co-ordinators - Presented

*** End of meeting 9:15pm ***

14. Next Meeting – Wednesday 18 May

Term 2: 18 May; 15 June

Term 3: 20 July; 17 August; 21 September

Term 4: 19 October; 16 November

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