

# 17 FEBRUARY 2016 Meeting Minutes

Meeting held at 237 Bobbin Head Road,  
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 17 February 2016

## 1. Welcome & Apologies

**Apologies** - Rachel Wald, Sue Baker, Tracy Poulton, Quyen Woodrow

**Attendees** - Alex Berthold, Andrew Brightmore, Bree Alami, Charise Sheppard, Clare Knight, Darren Murphy, Fiona Dennis, Jackie Westwater, Kaley Dark, Karin van Heerwaarden, Kate Duncan, Lisa Robson, Margie Armstrong, Max Schreiber, Melanie Mahura, Michael Woodrow, Peter Sheppard, Philippa Gordon, Sandra Calder, Sudqi Alami, Suzanne Murphy, Therese Bollin, Wad McKasah, Wendy McKasah, Barnaby Rands, Steven Berends, James Knight, Tom Wald, Emily Burnett, Angela Mulcahy, Jenny Gardner, Sue Baker, Paul Taylor, Karin Haleblan.

Meeting chaired by Darren Murphy

## 2. Minutes from previous meeting - Accepted.

Proposed - Wendy McKasah

Seconded - Suzanne Murphy

## 3. Matters arising from previous meeting -

n/a

## 4. Correspondence

- Marketing material
- Refund cheque from the ATO
- Primary Activity Information from GIO

## 5. Principal's report

### *Report*

- From last time:
  - o Staffing
    - 326 students = 12.5 classes. This means we have 13 classes, up one on last year.
      - Staffing based on 'average class' size of K=20, 1=22, 2=24, 3-6=30
    - We are 0.5 of a class off the 14<sup>th</sup> class. This equates to 10-15 students depending on the grade.
      - If a 14<sup>th</sup> class does eventuate - maybe in 12 months time, the class would go into demountable where music is currently taken (NTOOSHC) and a demountable would be located immediately adjacent to Vegie Garden for the Music Room / NTOOSHC
    - Writing to parents at the end of 2015 regarding class placement appears to have assisted a smooth start to the 2016 year.
  - o Urban Landscape Projects - redevelopment of 'grove' area between the hall and hub
    - Mrs Foate will lead the project
    - Survey was completed last week
    - Michael Gerrard from ULP will come to the school Thursday 25<sup>th</sup> Feb 10am to deliver workshop with students and Mrs Foate
    - From here design concepts will be formed. If this is deemed something the P&C / staff / students are happy with

drawings of the site plan / works to be undertaken will be drawn. This will enable quotations to be collected for works.

- o Annual School Report 2015 - this is not yet ready to share - new doc format for 2015 released to schools in early Dec has held things up a little. I aim to have this ready for the next meeting.
- o Library Is almost complete following new paint, new furniture, removal of wall. The Library will feature in a state-wide magazine next term on school libraries.
  - Carpet was to be replaced, however, prices have come back too expensive and we have other priorities like trees, books and toilets.

- **Matters Arising:**

- o Tree Maintenance
  - Annual tree inspection completed in Dec '15 by qualified arborist
  - Substantial works recommended
    - Removal of 5-7 trees - including the liquid ambers to north east corner of top quad
    - Significant pruning
    - 'ultrasound' of large gum in top quad
    - \$15000 minimum spend for the school after 3 quotes have been obtained
    - there is no alternative. The school has a legal requirement to maintain the trees - an inspection is required and recommended works are to be implemented.
- o Suggestions for Working Bees / smaller projects -
  - Playground Turf - area of approx. 350 sq m to east of Bball court needs to be addressed. This area was not done in

remediation works and is currently bare earth. It is anticipated that new turf, topsoil, boxing for trees / mulched areas would total approx. \$5000. This may prove to be a good working bee to kick the year off

- Replacement of two liquid ambers with 'mature trees' - would the P&C care to assist with this in both selecting the trees and in paying for these
  - Painting of New Sports Shed - built by Mr Graeme Elder beneath the Y2 stairs.
  - You Can Do It! Colours added to features around the school. Stairs / columns
- o NTOOSHC
- Thank you for the grant application Alex - I have passed on to Miss Nolan - Lexi and I are looking at this together. We will be in touch with you soon to discuss what \$30000 can do to help NTOOSHC. First round of grant submissions close April 6<sup>th</sup>.
- o Updated weekly calendar on website. Parents are reminded to use the calendar as the primary source of information. If you spot an irregularity with information communicated by the school, please contact the office.
- o Reading Materials Refresh
- Guided / Home reading resources K - 3 have been renewed and expanded and will be available in coming weeks for students. TNPS now has an extensive range of quality resources for students select when choosing readers to take home.
  - Overall, to enable such an enormous replenishment of the school's resources in reading, over \$15,000 has been spent to support guided and home reading at TNPS in 2016. This is the largest single replenishment of resources in the last 10 years at our school.
- o 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 has updated emergency evacuation planning already in 2016 and uploaded an updated Emergency Management Plan.
  - *Bomb threats* - All NSW public schools have received regular communications regarding 'bomb scares' in recent times from head office. Additional guidance and advice has been provided. Everything as normal until problem arises.
  - *Emergency Evac* - Please note that the school has scheduled an Emergency Evacuation next week.
  - *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 previously had been the case.
  - *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
    - 100 point check
- o Behaviour Management at TNPS
- 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. This system was first devised by myself and my former principal who is now Director of Schools for Coffs Harbour when I worked with her as DP in Inverell some years ago.
    - 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.
- o Eco - Vegie Garden

Vegie garden was established in 2015 with school funds through efforts of Miss Thogerson and a working party and P&C Working Bees. Things became difficult when the asbestos issue was being sorted out. Mulch from trees felled inside the 'contamination zone' was moved to the space in the initial build. During discussions with Asset Management and independent Hygienists it was suggested that as the mulch (used to build the vegie garden) came from the 'contaminated zone' to be remediated, it would too be classified as contaminated until declared otherwise by inspection. The mulch was from trees felled on site. Fortunately a hygienist has inspected the mulch / vegie garden and issued a certificate giving full clearance as to there being no contamination. This means that the garden is now ready for full production. Miss Thogerson is presently putting some plans together for a future planting.

- o Pest control
- Rabbit Control - Over the Xmas holidays a pest control program was conducted to control rabbit numbers. The initiative appears to have been successful with numbers dramatically reduced.
  - Canteen - Andrew communicated with me last week regarding a pest problem in the canteen. The school has had this matter inspected by a professional on Monday. A quote was prepared and has been accepted by the school - school to pay and the work will be done this Saturday.
- o K-2 Girls' Toilets - Andrew contacted me as President to alert me that some parents had contacted him over a lack of soap / toilet paper in K-2 Toilets. This has been addressed. In this instance, parents are encouraged to come to the school in the first instance. It is the responsibility for cleaners to equip toilets on a daily basis with toilet paper and soap that is supplied by the school.

- The school has also had a rep in today and new (large roll) toilet paper, soap and hand towel dispensers will be installed in the coming weeks.
  - Sports Shed / Music Storage
    - New container almost finished with storage shelving. This will be used exclusively for playground sports equipment.
    - New under stairs storage area on southern wall of artroom is now complete (less paint) and will house PSSA Sports kits
    - This means that the planned storage expansion at the rear of the hall for the Music program is now ready to go.
- **Recent Events**
  - Kindergarten Start - a smooth start. Thank you to Miss Clifford, Miss Thogerson and Miss Barr.
- **Forthcoming events**
  - Tomorrow Thurs 18<sup>th</sup> Feb - Swimming Carnival. Thank you in advance to Miss Bedwell who is organising the day and to all parents who have put their name down to assist.
  - Monday 22<sup>nd</sup> Feb - St One excursion to 'Field of Mars'
  - Wednesday Feb 24<sup>th</sup> - Parent Info Evening
    - ES1 / S1 5:30 - 6.15
    - S2 6:15 - 7:00
    - S3 7:00 - 7:45
  - Wednesday Feb 24<sup>th</sup> - 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.
  - Thursday March 3<sup>rd</sup> - Dance excursion (40 students) to Roslyn Packer Theatre
  - Friday March 4<sup>th</sup> - TNPS 'Clean Up Day'



- o Saturday April 2nd - P&C Trivia Night at 7.30pm
- o Wednesday March 9<sup>th</sup> - Hornsby District PSSA Swim Carnival
- o Monday March 14<sup>th</sup> - Kindergarten to Reptile Park
- o Thursday March 24<sup>th</sup> - Easter Hat Parade
- o Week 10 - March 29<sup>th</sup> to April 1<sup>st</sup> - 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.
- o Thursday March 31<sup>st</sup> - S2 to Botany Bay and S3 to 'sound of music'
- o Thursday April 7<sup>th</sup> - Principal's Assembly

P. Taylor,

Principal

17.02.16

### ***Other business***

**ACTION:** 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.

## **6. Treasurer's report**

### ***Report***

*Financials available.*

### ***Other business***

**ACTION:** Bree to get bank signatories updated, based on exec member changes from AGM.

## **7. NTOOSH**

## **Report**

### **Enrolments/Attendance**

Our attendances are high and we are full to capacity. We have a waitlist for each day. Tuesdays are particularly high with 20 children waitlisted. We have a few recent single parents, so places that have become available, have immediately gone to them.

Due to band and other activities onsite, we are able to offer limited casual places to waitlisted families.

Kindies have settled in well, with no tears at all, even in the morning when parents leave for work. I pick them up at 2.30pm and give them all name tags, so all the children know their names quite well now. They each know each other now too, and all play well together before the big kids come in.

### **Staffing**

We are currently recruiting new staff, as there are three vacancies. Emily and Matt have new teaching positions and John has left.

I have 2 new candidates, who are going through the interview process.

Boli is about to embark on her Certificate 2 for OOSH, so she will be qualified in this area.

### **National Quality Standards (NQS)**

Continuing to evaluate programs and activities in line with NQS.

We had a spot check from NSW Education & Communities on the last day of school. They were checking Working with Children Check. All our staff complied.

We were obliged, by NQS regulations to send out reports for each child. I did this at the end of last year. See the note in the column for Miscellaneous for more detail.

### **Correspondence**

Copious emails regarding demands for places and some changing work days. Quite a few parents completely forgetting what days they had requested, to the point that they sent them on the wrong days!

### **Program**

We began the year making copious amounts of Lamingtons for Australia Day. We talked about our flag and our indigenous people. We also decorated boomerangs. Week 3 we coloured in dragons for Chinese New Year and made beautiful Valentine Hearts cards. This week we have made cute monkeys from paper cups for the Lunar Year of the Monkey. We also have been writing and drawing in our profile books. There are five pasted in pages for each child to fill in, these relate to themselves, with drawings of me, my home, my interests and hobbies. There are questions about favorite food and activities in ASC too. These fulfil NQF requirement.

### **Incidents/Accidents**

Some grazes on Kindies and some of the bigger kids.  
Some mosquito bites too.

### **Equipment/Maintenance**

We go into the demountable this week, but there is a lot of furniture, shelving and electrical cords stored there. This needs to be removed. On the last day of holidays, some Dep of Education men came to look at the termite damage and our sinking door frame. They informed me they will clean out the termite damage, in the craft room, and reinforce the wall and replace the door and frame.

### **Administration**

There were some glitches with Becklyn enrolments early in January, but by the time the new school term began, it had been fixed (by me). Alex Berthold worked tirelessly with me in Nov-Dec, sorting out placements, confirmations and waitlists, it was an enormous task, as demand continues to be high.

### **Miscellaneous**

We absolutely love the new grove area!  
Last year we sent out End of Year Reports ( I called it, Feedback) to comply with NQS Quality Area 1, Standard 1.1,5.1,5.2,6.1,6.2,6.3. Regulation 74,168(2)(a)(i)  
They were well received, by parents and children alike.

## **8. Fundraising**

Planned activities for Term 1

- Chocolate fundraiser
- Trivia night - Date TBD. *Since the meeting the date has been confirmed as Saturday 2 April.*

## **9. Canteen**

*No report provided.*

### ***Other business***

- Canteen committee requests meeting with Exec committee ASAP / early next week

**ACTION:** Karin to arrange meeting with Canteen committee, Exec team including Paul.

- Volunteer roster needs to be addressed urgently.

## **10. Band**

### ***Report***

Band has been really busy getting up and running. We have started the year with **78** students enrolled in Band. We are continuing to get asked by Junior Band parents to join.

We have a fantastic committee and they have all worked very hard to get the program up and running. Band had a great instrument hand out night and welcome night with an inspirational guest speaker. The senior band has even had their first performance - so has started very strong.

We are at the point where funds are depleting due to old instruments needing replacement and a growing band. We are looking to boost finances through either sponsorship or fundraisings.

We will be seeking a sponsor for band to supplement income to help us grow the instrument base and raise funds if there is the tour in 2017. A band tour is usually undertaken for Senior Band only every three years.

We have had to hire some instruments rather than purchase. The Arts Unit are able to hire us instruments at a significantly lower cost but unfortunately there is limited stock. We still have to purchase a bassoon for junior band.

The band we know is under the P&C insurance but the Band does need to incorporate itself as it has its own ABN. This was not done last year. Wendy, myself and P&C will be working on getting this done very soon.

We have planned our calendar for this year and just need to go through this with the school to be approved before publishing the details.

The Band Committees first meeting will be held next Tuesday at 7pm in NOOTSH

### ***Other business***

**ACTION:** Angela, Lisa, Bree, Fiona, Michael to discuss getting band financials into MYOB

## 11. School Uniform Shop

*No report provided.*

### ***Other business***

Bree - Boy's long sleeve shirt - ordering shirts in time for winter.  
Show of hands amongst the committee who would purchase a long sleeve shirt for their son(s) - indicated enough support.

**ACTION:** Bree to instruct Kellie to place an order for long sleeve shirts.

## 12. Grounds

### ***Report***

The final working bee for 2015 was held on November 29. This focused on weeding the frontage of the school and around the library. The rear playground was still out of bounds, so we were unable to access that section of the wildlife corridor, and did not have enough volunteers to weed the remaining length of the wildlife corridor.

This is in now in urgent need of attention, as grass and weeds are invading the garden bed. Ideally an edging barrier would help to resolve this. The front of the school again needs weeding.

The 2016 Grounds Committee is still to be finalised. Both Emma Jones and Monique Wells have now indicated they are no longer able to participate. I thank them both for their dedication, creative and practical ideas and passion over the past 3 years, in both visualizing and creating a school which is a pleasure for everyone to enter.

I look forward to working with the new Committee, together helping My Taylor to continue visualizing and implementing an even better environment for TNPS pupils, teachers, parents and the greater North Turrumurra community to take pride in.

Philippa Gordon  
Grounds Co-ordinator, 2014-2016

### ***Other business***

**ACTION:** Philippa & Paul to have a chat about ideas for grounds and a working bee.

## 13. Other Business

Lisa - What's the progress with the Centenary wall?

Wendy & Paul - It will be installed shortly, near the entrance to the school

(near OOSH).

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

14. **Next Meeting** - Wednesday 16 March 2016

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