

TURRAMURRA NORTH PUBLIC SCHOOL P&C ASSOCIATION

17 MAY 2017
Meeting Minutes

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

In S3 Hub, 7:30pm on Wednesday 17 May 2017

1. Welcome & Apologies

Apologies – Suzanne Murphy

Attendees – Wendy McKasah, Karen Foate, Karin Haleblan, Bree Alami, Nadine Wood, Kate Duncan, Briar Taylor, Neil Smith, Fiona Ambrosino, Heather Reid, Fiona Dennis, Michael Woodrow, Amy Marsden, Darren Murphy, Caroline English, Alex Berthold, Melissa Nikkhah.

Meeting chaired by Darren Murphy

2. Acceptance of minutes from previous meeting.

Minutes accepted.

3. Matters arising from previous meeting:

- Fiona/Grounds committee to liaise with Paul re designs that have been done for alterations to the school hall. **ACTION** Caroline to see re getting copy of latest designs for school hall improvements.
- Suzanne to send Fiona A the details of the grant.

4. Correspondence

- Banking
- Marketing /canteen

5. Executive team report

Other business – P&C representative on recruitment panel for new principal.

As per Darren's email to P&C members last week he has volunteered to represent the P&C on the recruitment panel for a new principal.
All members invited to nominate themselves for the representative role.
Darren remains the only nominee.

All in agreement that Darren be the P&C representative.

Melissa and Wad are available as backup, if Darren becomes unavailable.

Principal's report

Report

Acting Principal's Report Turrumurra North PS P&C May, 2017

• Recent Events

o Mr Taylor's departure and acceptance of his new position at **Banora Point Public School** which is a lovely change for his family for many reasons. On behalf of the staff, I wish to say he will be greatly missed and his dynamic and innovative approach to Education has seen many wonderful changes to pedagogy at TNPS and well as the physical learning and play spaces.

o Principal's position – Our Director Ms Ford has informed me today that she is now able to proceed with the panel process. As you are aware, I have informed Mr Murphy regarding the panel formation today. On the panel there will be: *The Director, a Principal, a Parent representative and a Staff representative*. As soon as the process begins I will inform the community in the Turragraph. Staff voting began today however some staff are part-time and are able to vote also and the voting will be finalised asap.

o Planned Direction – Mr Taylor and the staff at TNPS have planned the school direction in the School Plan and staff will continue to work to achieve the stated strategies and planned events during this period.

o NAPLAN – last week NAPLAN was held across the state for all Year 3, 5, 7 and 9 students in attendance. There were several students absent during this period due to illness.

o EOL Parent Information Evening, 2nd May – The Executive team hosted an information session for interested parents (20 completed the survey) regarding the pedagogy and purpose behind the Exhibition in 2016 and moving forward to 2017. Those in attendance represented 15% of the school community. (20/300 families) . parents indicated that they :-

- *Had a better understanding of the purpose of the EOL (SA65% / A 35%)*
- *An EOL is an opportunity for the community of TNPS to showcase the quality work that is produced by the students (SA 85% / A 15%)*

- *They believe that deep learning experiences are demonstrated well through our K-6 EOL. (SA 65% / A25% / NS 10%)*

- o EOL 2017 – The focus of the EOL 2017 will be Science / STEM. The date set for the 2017 Exhibition of Learning for 2017 is –

- Thursday , 7th September, 2017 two sessions –

- 11:30 – 1:00pm

- 5:30 – 7:00pm

- o SEF EV – ‘School Excellence Framework External Validation – TNPS has been advised that the date for the EV is 12th September, 2017. Mr Taylor rather expertly identified the likelihood that TNPS would participate in this process in 2017 and as he advised you in November the staff but especially the Executive have been working towards this event. Late last term, we presented to some members of the P&C Executive, the Director, Ms Ford and Mr Brad Lewis PSO EV. Tomorrow, Mrs Haleblian and Mrs Rogers will attend a SEF information session with PSO’s at Lindfield PS from 1:30 – 3:30 to further garner more information, prior to working closely with Brad Lewis next Monday as planned.

- o NESA (NSW Education Standards Authority) Random Inspections 2017 – Random Inspections are planned for NSW Public Schools in Terms 2 or 3 approximately 25 across the State. Any school can be identified and notified. These inspections have a four day notification period and can encompass Strand A or Strand B requirements. The executive and staff will begin to collate the appropriate documents required for such inspections as a matter of course. Strand A – relates to Student Welfare. Strand B – relates to Syllabus and curriculum implementation.

- o General Assistant / Toilet Taps – Mr Ian Milton has resigned and Mr Cameron Saunders has temporarily taken the position and is doing a fine job. He is currently obtaining further tap quotes for the toilets and it is hoped this job can be completed prior to the end of term.

- o Trivia Night – Thank you to the P&C for hosting the recent Trivia Night, a most enjoyable event for parents and teachers alike with friendly banter and competition.

- o Wombat Crossing – New Wombat Crossing was completed in the holidays.

- o Kiss and Drop - A concerned parent indicated that the Kiss and Drop area was not being used to ‘drop’ students at school but rather to park and bring children into the premises. A brief mention was made in the Turragraph this week to remind the community of the purpose of the Kiss and Drop area.

- o Alan November staff Learning Term 1 – Mrs Haleblian will update you on these events.

C. English (Acting Principal)

Other business

Heather – At the last meeting Paul mentioned that the department was going to be visiting the school to do a maintenance assessment of the school.

Has there been any news on that, particularly with regards to the toilets and the school hall?

Caroline – Department actually visited today. Asset management will review the list of maintenance needs that Paul put together last term. She hasn't received the assessment yet but will inform the P&C when she does. No ETA available from the department.

Melissa – Request to Caroline, information for parents regarding how maths is now being taught (eg division, subtraction) as it's changed since we all went to school

Karen H, Caroline – the school has had parent workshops in the past (several years ago) for that purpose.

Karin H – some schools do maths explainer videos (on youtube) for students and parents.

ACTION Caroline to discuss with the maths team re parent education of current math techniques to see what their ideas are, and then report back to the P&C.

6. Band report

Report

Activities Underway & Planned

All Bands going well and looking forward to our first competition at the end of the month where they will travel to Chatswood Concourse and compete for vouchers, and kudos, and maybe some good experience. Unfortunately Senior Band is scheduled to compete the same day as Zone Cross Country. This is yet to be resolved, but it's highly likely they will not be able to compete at the Eisteddfod.

At our recent meeting we discussed what we could improve for next year's Band Camp which was very constructive. Thank you to all teacher and parent volunteers who helped us out over the weekend.

We have been given the opportunity to run the IGA BBQ on June 3. A roster has been distributed. Thank you to Wendy for giving us this opportunity.

Mr. Spencer has plans for a Jazz Band. This would be a small group drawn from the existing Senior Band, by invitation or audition. We are looking at parent/student interest, finances, and Hall availability.

Upcoming events

Monday 29 – Wednesday 31 May Bands at Sydney Eisteddfod

Saturday 3 June 9.00 a.m. – 2.00 pm - IGA BBQ

Wednesday 14 June 6.00 p.m. – 7.30 pm - Concert at KHS

Financial situation

Invoiced for Term 1. We currently have 78 students enrolled. Over \$14,000 in the account
as we have paid for the use of the Galston Gorge Conference Centre for Band Camp.

Employment Situation

Instrument Co-ordinator, still seeking replacement.
Fay Ford stepped down as Secretary, still seeking replacement.
Amy Marsden to resign at the end of 2017 as President.

Scheduled Meetings

Thursday 27 July 8.00 p.m.

Other business

Caroline – Re band camps - Dept have recently advised that the hybrid version of band camp where both teachers and parents attend will no longer be available. In future, band camps must either be solely attended by teachers or solely attended by parents.

7. Treasurer's report

Main account

Fundraising Income \$7666
Main Account balance \$40,611
High Interest Saver \$47,807

Canteen

January - April

Income \$14,108
Expenses \$13,302

NTOOSH

Term 1
BASC Profit \$ 12,031
Vac Care Profit \$980
Irregular expenses
\$500 - uniforms
\$230 - storage
\$240 - excursion shirts

Uniform Shop

January - April
Income \$17,134
Expenses \$13,239

Band

To be confirmed

Upcoming payments to be made
2 x invoices to school
Cadbury fundraiser \$4545
Mothers Day stall goods \$683.12

8. Canteen report

Report

Volunteers

We're struggling to get volunteers to help out in the canteen. Sales are increasing and volunteers are decreasing.

13 days left in Term 2 and only 4.5 are filled. Needing to send an alert in school stream every week now.

Menu

New menu for Term 2. New items include sausage rolls from Jason, and soup.

Easter Special Morning Tea

Friday's Easter morning tea special was a huge success. We sold 115 morning teas - a hot cross bun and a hot chocolate for \$4 a pop. Total sales of \$460 which, after

costs, came in at a profit of \$245.

Producing 115 cups of hot chocolate is no mean feat; Catherine did an amazing job and was very patient with the super slow hotplates. And the special appeared to have had no impact on normal sales which was over \$900, so with the morning tea, total sales for the day was approx \$1400.

We'll potentially do a Soup Special Lunch day this term.

Benchwork & New oven/cooktop

The bench work in the canteen is now complete and the oven has been installed.

The electrician also test & tagged the fridge, changed the fridge plug to a compliant plug, installed a 3-phase breaker for the oven, and removed the powerpoint which was behind the new oven (and therefore not usable).

With the cost of the oven, benchwork, and electrical work total cost came in at -

\$1,490 - Bench

\$1,999 - Oven

\$676.50 - Electrical

TOTAL \$4,165.50

The requested, and agreed on, expenditure in the March meeting was \$2,900-\$3,300. We went over by just over \$800. The additional expenditure was due to -

- Bench ended up being extended further along than was originally quoted for which cost \$300-400 for the additional material.
- Initial oven estimate was just a little low we discovered after doing some more research. We got a Westinghouse which received good reviews and, and can easily be serviced locally (unlike some of the other, cheaper, brands potentially.)
- Electrical was approx \$200 more than estimated due to fixing the fridge plug and installing 3-phase power. Materials as well as labour.

The result is a new and improved benchtop and new oven which will make food preparation easier, quicker and more efficient. Due to the concrete plinth beneath the bench the cooktop is currently too high. Andrew Sproule and Cameron (the new handyperson) will rectify this in the next week or two, spending a few hours cutting and removing the plinth.

Admin

- Fiona is now looking after payroll.
- Fiona & Karin - in the process of getting access to the canteen bank account so we

can process payroll payments and pay suppliers.

Munch Monitor

Reports from some parents of orders not going through even though they were placed well before cut off time of 9am. Following up with MunchMonitor.

Lend-a-hand respondents

Three respondents to the Lend a hand survey volunteered to help out with canteen. All have been contacted and two have replied indicating they are willing to help out with anything that needs doing. At this stage we need help with co-ordinating volunteers, comms, and marketing.

Other business

ACTION Karin - To draft a letter to go into schoolbags requesting volunteers for canteen.

Bree – If we still can't get sufficient volunteers potentially a canteen levy to families to cover the cost of an additional assistant on Fridays. Or some other way of covering the cost (eg raising prices).

9. Grounds report

Report

Working bee dates:

Sunday 28th May 8am-1pm.

Sunday 22nd October

Mulch to be delivered to school by Friday. Alert sent out on school stream on Friday and note to be sent home on Monday re info and number of volunteers. Another alert to be sent out on Friday. Event notification to be completed. BBQ to be organised.

National tree day - school registered on planet ark website - site Id 10015118. Free resources for teachers available on the planet ark website.

Fiona to contact council to see if we can get free plants.

Grounds to coordinate with Mrs Rogers re her plans for junior school.

There is an Eco schools program grant 2017/2018. Applications close 3pm Monday 19 June 2017. Value of grant is \$3500 from NSW Environment Trust and goes to 80 schools. We have to register school on sustainable schools NSW website to be

eligible and must have school support with a school staff member involved to ensure curriculum linkages are delivered. Recipients of grant advised in November for money available in February 2018. Mrs Foate has taken information to review.

Will look into getting a native bee hive from Ku-ring-gai Council small grants scheme. Native bees are stingless and we could put outside near vege garden with some additional planting. Grants up to \$5000, last one we received from council was \$4000 for the wildlife corridor. Applications open in second quarter of 2017.

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

10. Uniform shop report

Report

All is running smoothly. It has been very busy but starting to slow down.

Other business

One item that Kellie and I are interested in the P&Cs feedback though:
We had a parent ask if we could offer reversible headbands in school colours. The plain blue ones aren't great sellers so maybe this could be a good option. Here is a link to what they look like - one side summer and the other winter uniform patterns.

Do the P&C think we should offer it?

<http://www.prittidesign.com.au/school-headbands/3270-reversible-headband-summer-winter-10-per-pack.html>

P&C - Thanks for the idea. However no support from the committee – particularly with the large volume of inventory currently in stock, not keen to introduce new items.

11. NTOOSHC report

See report attached.

12. Fundraising report

Report

- Raffle tickets have been distributed. 35 children opted out. Email worked well
- Trivia night figure thank you to Darren & Suzanne they did a great job!
- Should have done event notification. One has been done for raffle
- Mother's Day stall a success thank you Melissa Nikkhah and friends the profit was \$600. Thank you to Amy Marsden and Fiona Watson for donating baked goods for the stall. They sold out.
Thank you to the parents who helped out with the stall – Sam Taranto, Fiona Watson, Fiona Murphy, Nicki Lukell.
- 15 boxes of chocolates waiting on monies. Are we allowed to write letter with electronic bank details?
- Can treasurer put together a barometer of funds raised?
- Another subcommittee has asked to fundraise we discussed and agreed on this last year, Suzanne Murphy response.
- Band doing June IGA BBQ, school doing one in August.
- Future fundraising activity –
 - Walkathon
 - IGA BBQ
 - Fathers day stall.
 - Fete
 - Art exhibit term 4.

13. Other business

Nadine - On behalf of NTAG - NTAG has received feedback from local residents including parents at the school who are upset about receiving a parking fine for being in the bus stop during school drop off and pick up.
Proposed approaching the council to see if moving the bus stop down the road is a possibility.

Caroline – This has been raised in the past and at the time moving the bus stop further down the road as there wasn't enough room for the bus to enter and exit the bus stop between driveways. But worth pursuing.

ACTION Nadine to contact council re relocating the bus stop.

Meeting ended – 9:10pm

14. Next Meeting –

Term 2: 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