

18 SEPTEMBER 2019

Meeting Minutes

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

In the S3 hub, 7:00pm on Wednesday 18 September 2019

1. Welcome & Apologies

Apologies – Kate Duncan, Katie Sumpton, Jenny Lockhart

Attendees – Rebecca Fitzmaurice, Robina Joselin, Lirize Loots, David Clarke, Michelle Verhagen, Ralph Hale, Ross Brockbank, Bree Alami, David Bradley, Karin van Heerwaarden

2. Acceptance of minutes from previous meeting –

Proposed–Rebecca

Seconded–Robina

3. Matters outstanding from last meeting: (5 min)

- Bree to contact Alistair Henkins requesting his assistance to resolve the payment of the community building partnership grant. **DONE** All sorted
- Rebecca, Lirize, and Bree, to meet to discuss process for paying canteen supplier invoices. **DONE** New process all arranged - hardcopy invoices to be placed in Treasurer in-tray in the staffroom. Reb
- Michelle to speak to Helen about holding off on purchase of storage bins in which to place stock items in uniform shop. **DONE** Too late, but bins can be used elsewhere and new bins (better size) have been purchased.
- Bree to arrange date for stocktake of uniform shop, review and cull of items available for sale, and re-stock of shelves. **DONE** Stocktake 95% complete, Rebecca has entered in Quickbooks, some items being donated to the high school,
- David B to raise event notifications with the P&C Federation for upcoming events. **DONE**

4. Correspondence

- a. Banking

- b. ABS survey. School and P&C have both received correspondence regarding ABS survey. Bree - Can the school and P&C submit only one response.

ACTION Michelle to discuss with Helen to see if she can submit a response to ABS survey on behalf of both the school and the P&C.

5. Executive team report

No report supplied

6. Principal's report

Thank you

- Exhibition of Learning
- Working Bee
- Fortnightly assemblies

Events and Achievements, including:

- Festival of Choral Music (Opera House)
- Student success at regional Spelling Bee
- Walk-a-Thon
- Band success
- Sporting success

Staffing

- Welcomed Ms Lia Woerde – EAL/D teacher 1 day/week supporting students learning English
- Best Wishes: Ms Alison Shapero, Mrs Sam Rosewell

Facilities Upgrade, including:

- Soft fall – play equipment progressing well, student access T4.
- Roofing – final work outside office and staff room to commence next week and completed in holidays
- Agreement from School Security Unit – installation of higher fences & electronic gates in 2020
- Reminder of the use of CCTV in the school – staff, parent/community
- Some additional flooring /carpet laying – 1/KS & KR rooms happening in holidays

School Self Evaluation / Feedback: Tell Them from Me Surveys

- Students in Years 4-6, received a note this week and will have the opportunity to participate at school. Our teaching staff will take part too.

- Opportunity for parents/carers to complete Tell Them From Me survey as per instructions in last newsletter. As part of our evaluation processes this year our school, like many others, is participating in the suite of surveys on student engagement from independent research company, The Learning Bar. The results, analysed by the Centre for Educational Statistics and Evaluation (CESE), will help us to focus on quality teaching and leadership practice and further determine what works best to improve student outcomes.
- <http://nsw.tellthemfromme.com/z74sq>
- The parent survey helps to clarify and strengthen the important relationship between parents/carers and the school. It asks range of questions related to the following drivers of student outcomes:

Parents feel welcome	Parents are informed	Parents support learning at home	Parents' participation at school
School supports positive behaviour	Safety	Inclusion	School supports learning

- The survey is anonymous and takes around 15 minutes to complete. It is available in multiple languages and is conducted entirely online on computers, tablets, iPads or smartphones from now until the end of term, Friday 27 September. Feedback to be provided as part of our Annual School Report and via newsletter.

Communication:

- Stage Planning Days and Professional Learning: Staff are meeting as stage groups this week to collaboratively evaluate Term 3 programs and develop programs and learning for Term 4 in all Key Learning Areas. These meetings are opportunities to focus on student learning adjustments (particularly in literacy and numeracy) and build on shared knowledge and expertise. Staff are also involved in the development of school-based scope and sequences for 2020 and 2021. This collaboration & shared staff expertise promotes change beyond individual classrooms resulting in whole-school consistency and improvement.
- NAPLAN: parent reports/letters arrived today. Sent home to Years 3 & 5 tomorrow. Staff analysis of results to occur over next few weeks and information re: whole school trends, strengths and areas for focus will be provided via newsletter.

- Term Account: TNPS will be introducing a streamlined term invoicing system at the start of Term 4. Rather than multiple notes going home at various times, parents and carers will receive one set of permission notes providing the details and cost of the excursions and incursions planned for the term at the start of each term.
- Enrolment Information re: DoE Policy Changes: Recently the Department of Education reviewed its Enrolment Policy. The revised policy supports schools to have a consistent process of enrolment. Changes to the policy come into this semester. While existing enrolments are not affected, I encourage you to read the overview of the policy (in last newsletter)
- Students Not Returning to Turrumurra North in 2020: If your family is leaving Turrumurra North PS at the end of 2019 and your child/children are currently in Kindergarten to Year 5, please let the office know in writing or return the slip sent home. Please include the name of the new school and leaving date. This information will assist with our class organisation and staff planning for 2020.
- Term Dates - A reminder that the last day of Term 3 is Friday, 27 September. Students and staff return to school for Term 4 on Monday, 14 October. Summer uniform to be worn from the start of Term 4.

7. Treasurer's report (5 min)

Cash Balance

	Main Acct *	Band	Canteen	Uniform Shop		TOTAL
General Account	13,444	4,806	(1,332)	21,444		38,363
Savings Accounts	83,730		1,964			85,694
						-
Loan to Band	881	4,119	(5,000)			-
	98,055	8,926	(4,369)	21,444	-	124,056
Receivables	20,000	2,533				
Creditors Due	20,000		3,671			

Band notes

- Only 1 invoice still outstanding from Term 1 & 2 fees. \$853.

- Owed \$1,680 outstanding from 2018. (One invoice paid from 2018 for \$420)
Invoices for term 3 & 4 to be issued once creative kids voucher finalised
\$4,136.36 Payment for 2 Yamaha French Horns.
- Tom Sparkes - repairs \$ 3,164.
- Tom Spencer paid \$3,370. Cover to period from 22/8.

P&C Notes

- Still awaiting \$20,000 from grant which is due to the school. Bree is chasing.
Paid! \$3,378.64 for new Gazebos.
- \$1,483 - fathers day stall income.
- \$2,348 - fencing payment for working bee.
- Easter & Mother's day expenses \$1,273.59.

Uniform Shop

- Quicken file set up.
- Opening stock balances loaded. Kelly to start using Quicken file.

Canteen

- PAYG withholding & super payments now up to date
- Need to set up new Westpac account to enable Lirize / Rebecca to make payments
Agreed all invoices from Canteen will be placed in treasurer in-tray for Rebecca to view QB showing a loss of \$3.5k for the year to date. \$872 loss from 1/7.
- Creditors \$3k. Mainly Weico \$2.6k (sushi)

8. Grounds report

No report supplied

9. Uniform shop report

- New shelving on the wall facing the door
- New containers have arrived which better fit the new shelving
- Stocktake – Bree/Karin/Rebecca have almost completed
- Sales Report – Bree has run sales reports for 2018 and 2019, to be used to decide on which items to continue to stock and which not to
- Following the completion of the stocktake the remainder of the items will be moved back into the shop from the classroom
- Arrangements are being made to dispose of surplus stock to staff/high school/supplier returns

10. NTOOSH report

No report supplied

11. Canteen report

No report supplied

12. Fundraising report

13. Band report

No report supplied

14. Other Business

None.

Meeting ended - 8:25pm

Meetings are held on the 3rd Wednesday of each month @ 7:00pm in the S3 Hub

Term 4: 16 Oct; 20 Nov

AGM: 11 Dec