

20 JULY 2016 Meeting Minutes

Meeting held at 237 Bobbin Head Road,
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 20 July 2016

1. Welcome & Apologies

Apologies – Clare Knight, James Knight, Darren Murphy, Sue Baker, Suzanne Murphy, Ralph Hale.

Attendees – Wendy McKasah, Philippa Gordon, Lisa Robson, Fiona Dennis, Bree Alami, Alex Berthold, Karin van Heerwaarden, Paul Taylor, Melissa Nikkhah, Michael Woodrow.

Meeting chaired by Michael Woodrow.

2. Minutes from previous meeting – Accepted. Proposed – Bree; Seconded – Wendy

3. Matters arising from previous meeting –

James to arrange an update for the school newsletter on the amounts raised from each of the fundraising events this year so far. **ONGOING**

Suzanne to ask Kelly to investigate with Midford whether they have navy trousers more suitable for girls. **DONE**. Samples being provided.

Suzanne or Kelly to contact Schools In regarding trousers with re-inforced knees. **DONE**. And now available, via Midford, our usual supplier.

Bree to contact e-wallet company to arrange cheque and arrange list of account names and balance. **ONGOING**. School Shop Online not being co-operative. They haven't provided a list of the customers and their balances.

NEW ACTION - Paul to write a letter to School Shop Online asking that they co-operate with returning the funds.

Wendy to arrange flowers to be sent to Helen Long. Ladies in the office had already arranged flowers for her so it wasn't necessary for flowers from the P&C.

Wendy proposed that P&C buy flowers for Sanchia, Helen, & Sue as a thank you. All agreed.

ACTION - Wendy to arrange flowers for Sanchia, Helen, & Sue as a thank you from the P&C.

4. Correspondence

- Fundraising material
- Bank statements
- Workers compensation

Executive Team report

- Addressing areas of risk in NTOOSHC.
- Investigating having line managers for P&C employees.

Principal's report

- From last time:
 - Toilet Renovations
 - Paul T met with Regional Asset Management Staff Wednesday June 22nd. A scope of works was discussed and an estimate of these works has been received yesterday. Copies provided for minutes.
 - K-2 Boys' = \$51,700
 - K-2 Girls' = \$33,200
 - Big issue K-2 is the stench of the tiles / drains in boys' urinal. Tiles to be removed to 1m from urinal and re-laid / grouted with 'special epoxy' grout;
 - Tiling of walls to top of brickwork – 87 m2 in boys' and 69 m2 in girls' are major (30%) of total costs – could be a point to reduce overall costs;
 - All stainless steam cleaned, toilet bowls are ok. Hand dryers, water bottle filler in each, fresh enamel paint, underside of roof cleaned. Ventilation is good but will be further improved with install of perforated colorbond panels to replace glass panes. Sewer pipes jet cleaned, auto cisterns installed, 2 x auto hand dryers in each;
 - From here – what's next?

- A formal scope of works will be completed once the school (P&C) have confirmed that the money for the proposed works is available and that we wish to proceed. This will then go off to Asset Management State Office for the works to be approved;
 - Following this a tender will be offered – either just to pre-approved or open tender.
 - Open tender – probably will come in 10% less than DoE ‘pre-approved contractor’, however, advice is the job will take will take much longer – by way of much longer process;
 - Ralph and Melissa have both kindly offered to join Paul on the Project Group. Thank you. Next stage will be to sit down and go through the estimate together.

- **Recent Events**
 - Athletics Carnival – Wk7 T2 - Thursday June 9th – successfully held at Dunbar Park. Fabulous day with student behaviour, participation and standard of performance all outstanding. Well done to Taylor J who broke the 12 yrs Girls’ 100m record. Special thanks to Mr McLean for organising the day and to all parents and staff who took up roles on the day to help keep the schedule ahead of time.
 - LMBR Rollover – Wk 8 T2 - Mon June 13th – Our school successfully rolled over to the SAP / cloud based accounting system. So far so good. Special thanks to all our office staff. Particularly Helen for leading the transition and Sue H who stepped in during the final two weeks of readying the school for rollover when Helen was in hospital. A huge effort.
 - Sydney North X Country – Wk9 T2 – Friday June 24th.
 - In the 11 years boys 3km, Paulus N placed 21st and Henry C placed 50th out of 72 participants.
 - In the 12/13 years girls 3km, Claire S placed 24th and Taylor J 32nd out of 75 participants.
 - These four students were selected after placing in the top 6 at the Hornsby Zone Carnival.
 - Glen Street Dancers – Wk10 T2 - On the 28th and 29th of June our fabulous Junior and Senior Dance Groups performed at Glen Street. Their performances were outstanding and reflected the huge amount of time and energy each and every student had contributed to ensure their work was ready for public viewing. Thank you to Mrs Foate and Miss Nolan who have jointly led our dancers again in 2016. We are very proud of all students – you were amazing. In fact all schools who performed the night I attended were outstanding. The whole event was a magnificent reflection of the quality of Public Schools in Northern Sydney.

- Ann Stobo Retirement – Wk10 T2 – In the last week of last term, Mrs Stobo retired from teaching. Thank you to Mrs Foate and Y6 who organised a fantastic Farewell Assembly on Wednesday 29th June. It was a moving occasion and we will miss Mrs Stobo, however, we know she will also enjoy a well earned retirement. A replacement will be appointed permanently, however, this may not occur for 6 months or more as Mrs Stobo completes her leave.
- Reports – Wk10 T2 – Semester One written reports went home Wednesday June 29.
- Debating –
 - TNPS debaters have been successful in gaining a place in the semi finals of the North Ryde District debating competition, winning 4 of 5 pool debates
 - The Semi-Finals will be held at Beaumont Road Public School on 31st August (Week 7, Term 3).
- Robotics Classes – Wk1 T3 – Over the last 2 days, all students in Yrs 4,5 and 6 have participated in full day Robotics classes with a specialist provider with \$20,000 of equipment. Students learnt to write programs and also implemented these with their robots; refining their programs and strategies to make the robot go forwards, backwards, turn, to respond to sensors and to dance.
- **Forthcoming events**
 - T3 wk1
 - Life Edn Van – until early wk2
 - Robotics Yr4/5/6
 - T3 wk2
 - Life Edn Van continues
 - Coding workshops commence Y1 -6
 - Koomurri Day – Aboriginal Perspectives – Thursday 28th
 - T3 wk3
 - Usually Education Week – however, TNPS will celebrate Edn week Wk 6 with Book Wk and Exhibition of Learning
 - Walkathon – Thursday Aug 4th
 - T3 Wk4
 - Y3 Robotics Days for 3M and 3L
 - T3 Wk5
 - Thursday 18th - iOnTheFuture Parents
 - Sat 20th – iOnTheFuture Teacher Conference
 - Sat 20th – OnTheCouch
 - T3 Wk6
 - Exhibition of Learning K-6
 - Book Week
- **Matters Arising:**

- Staffing –
 - Miss Clifford / Mrs Turner now back at work full time – both fully recovered from their health conditions. It is a huge relief to have two highly respected members of staff both back at work full time.
 - Miss Fagan – will relieve in the Library until February 2017. Mrs Byrnes is unwell and is receiving treatment and will not return until 2017.
- Kinder 17
 - At this stage it looks like two classes of 18-20. Please share the word – small classes and magnificent / ever improving learning environment with amazing staff at TNPS.
- Podstock – Over the final week of the holidays Mrs foate, Mr McLean and I travelled to the Podstock Teacher Edn Conference in Kansas. The event is Kevin Honeycutt’s hometown event and attracted around 300 educators from across the USA – mainly the Midwest. Interesting talking to teachers about changes and frustrations in their schools as schools redesign learning to enable creativity, critical thinking, collaboration and communication. Growth mindset and authentic learning featured strongly as did student ownership of learning and authentic tasks. The three of us also delivered a presentation on our work at TNPS for around 100 teachers – which seemed to go over well. On the way home we stopped in at our friends at Monte Vista Christian School in California to view the school’s ongoing transformation.
- Library Carpet The school has managed to entice a carpet supplier – Shaw Contract Group – to recarpet the Library with new designer carpet tiles at a fraction of retail cost. This is connected to the conference – exposure for the company. We are delighted with the results.
- POPP – Public Outdoor Ping Pong – The school has ordered a 750kg solid steel Public Outdoor Ping Pong table. The table has been acquired at half price – again through exposure opportunities at iOTF4. The table is identical to those in Turramurra Park. The table is indestructible and will be a permanent installation in our school grounds for our students and community to enjoy. A competition open to Yr4,5&6 has been implemented to find a winning artwork to be added to the table. Mr Kevin Honeycutt artist, educator and iOTF speaker is currently determining the winning artwork. The table will be delivered this Friday at 3.45pm. The artwork will be applied by the artist and Deano who completed the mural at the entrance to the school.

P. Taylor, Principal 19.07.16

Other business

Estimate for toilet refurbishment has been provided by asset management. More expensive than expected, covering only the K-2 boys and girls toilets, not all the toilet blocks. P&C remains committed to funding the refurbishment, pending available funds.

ACTION - Paul to communicate to the school regarding the estimate for the toilets, including the fact that it covers refurbishment of the K-2 toilets for boys and girls.

ACTION - Paul to meet with Ralph and Melissa to discuss the quote. He won't proceed with getting the Dept to provide a detailed quote yet. Report back on outcome of discussion at our next P&C meeting

Treasurer's report

End of Financial Year

- All employees have been given their 2016 Payment Summaries and copies have been submitted to the ATO.
- A 2.4% Award wage increase came into effect on 1st July 2016. All staff including carers at NTOOSH, Uniform Shop Manager and Canteen Manager have been advised of their new pay rate. Our NTOOSH Director was not given an increase as she is paid above the current Award pay rate.
- Workers Compensation was renewed with GIO on 1st July 2016. We now hold 2 Workers Compensation policies one policy for NTOOSH, premium \$2975.79 one policy for P&C which covers canteen and uniform shop, premium \$389.44.
- TNPS P&C Association is now superstream compliant, as per the 30 June deadline for small businesses with less than 19 employees. P&C is using the ATO Small Business Clearing House and NTOOSH is set up with Hesta Clearing House. These both meet the ATO requirements for superannuation payments.
- ACNC (Australian Charities and Not for Profits Commission) Annual Information Statement for P&C has been submitted. TNPS P&C Band Association still needs to submit their Annual Information.
- ABN Branch 002 to be cancelled, as NTOOSH now has its own ABN the branch number under the P&C needs to be cancelled – Karin and Bree to finalise before the end of this quarter
- TNPS P&C has now been set up with an AUSKEY which allows us to submit our BAS statements and other information for the ATO digitally. 2 AUSKEYS will be set up (1 for Treasurer and 1 for the P&C Secretary)
- Public Liability Insurance and Childrens Accident cover (NTOOSH requirement) will be up for renewal on 1st August 2016. Premium estimate is \$2400 for Public Liability and \$4.85/student for Accident Cover (\$1500)

NTOOSH

Co-ordinator's Report- Pupil Free Day 18JUL16 – Lynne Gordevitch

Enrolments/Attendance

Our attendance was 18 children, two children were absent. Fifteen of the children that came are regular daily attendees, two had attended as irregular Casuals and the third child, although registered, had never attended before.

Finances

Wages for rostered staff and the entertainment "Feature Creatures" was the biggest outlay. Cooking ingredients, breakfast and fruit, on site, were provided. Children bought their own morning tea and lunch. There were 2 staff (Aaron and myself) 7am to 9am. Then 2 staff (Gloria and myself) 9am to 12.00 noon. The entertainment provided 3 persons all with WWC Checks.(11am to 12) Then 3 staff to assist with the cooking(Boli, Julia and myself)11.30am to 4.00pm (Morning tea was at 10.30am, Lunch 1.00pm, cooking 1.30pm) Then 2 staff(Viktor and myself) 3.30 to6.30pm

Evaluation of Event Segment

The Creature Feature was amazing, the children were captivated and asked lots of questions. There were lizards, pythons, giant frogs, stick insects, huge slugs, an alligator, some giant spiders. There were lots of interesting facts and the whole show was presented well and aimed for primary aged children.

Evaluation of Cooking Segment

The cooking was so much fun, with everyone following the recipe and the instructions. The oven cooked the Boomerang Pizzas to perfection. The children ate them warm, freshly cooked and cooled, in paper bags, in the sunshine.

Evaluation of the day. The day went really well, it was a beautiful warm sunny day too, so we had lots of time and play outside. There was craft, a snake mobile and an expanding crocodile, to do too. A nature movie was also provided, but there was no time to watch it! The children were happy and we've had lots of feedback from parents saying what a fun day it was.

What worked well

The two main events: The entertainment and the Cooking. Both fulfilled the My Time Our Place outcomes, 0.1,0.2,0.3,0.4,0.5.

What didn't work well

The canteen kitchen took a lot to prepare, the bench was too tall for the Kindy and year one children (who were the majority)so I found thick wooden planks for them to stand

on. I had to remove all sharp utensils, and numerous items from the bench shelving. All surfaces had to be cleaned thoroughly as we were rolling out dough. All ingredients, bowls, spoons, soap and paper towels had to be brought over. There were very long shifts for staff with no real breaks.

Changes for next time

Earlier prep and risk assessment for Kitchen. More staff for toilet runs etc. Shorter shifts for staff.

Convenor's Report – Alex Berthold

ATTENDANCE

Still at capacity 60 ASC for Monday-Thursday. Friday places available approx 40

STAFFING

Award rate increase for casuals takes into effect 1st July and back dated. Casuals to fill roster may be problematic in coming months as transient student staffing. Boli to receive her certificate as completing of her 'Child Protection' component and completion of her 'responsible person status. Gloria has already attained this status.

AUDIT

Center audit ongoing. Main areas still of concern are Medical action plans, completion – chasing parents for children's certificates and action plans. WHS work checklists and daily risk assessment – Alex following up with input from Lynne. Other areas identified have in some instances already been completed and operations tasks put in place by Becklyn.

PUPIL FREE DAY

20 students booked. 1 child withdrawn and 1 child not attending. Pupil free day 18th July (first day back) vacation care day. Well received by students. Kids very engaged by theme of 'Creature Feature'. Boomerang pizza making a big hit – programming ties in with NAIDOC and My time our Place'. May have just broken even with staffing costs and cost of onsite incursion cost of \$413 – reconciliation by Becklyn to come for costing.

Fundraising

Report

G'day all,

Apologies that I'm not with you tonight. Work and family commitments have taken precedence.

All has been going well with fundraising. The latest event on Federal Election day went very well, thanks to the particularly hard work of Sandra and Wendy. 1700 dollars were raised at the cake stall.

The next event is the walkathon in week three of this term. It was moved from last term because it would have added to an already congested calendar.

The art show and 'On The Couch' are also coming up, so spread the word. As we know, 'On the Couch' is a trial and error event. I'd really like to point out the work that Suzanne, Wendy, Emma, and Melissa have been putting into this. Fundraising is a time consuming job, and the enthusiasm and commitment that these four have shown is a great reflection on them individually, and also on the school community.

The committee will soon begin work on a movie night in term four. We recently met with the Bolans from Ray White Real Estate, and they are keen to support such an effort. Watch this space.

After a few rumbles created in the business community by our drive for corporate sponsorship, it has been decided that we won't have a real estate company with an exclusive arrangement. However, as with the film night, any business is welcome to contribute to individual occasions.

Well, that in a nutshell is it. Smiles from afar,
James

Canteen

Report

- Lots of positive feedback from volunteers and kids about the new canteen.
- Volunteer roster only went out last week - will improve on that for future, give volunteers more notice.
- Catherine is so efficient and organised that less volunteers are needed - one on Wednesdays, and two on Fridays.
- Processes being refined to maximize efficiency
- Term 3, lunch orders can only be ordered via munch monitor. This will bring huge efficiencies to the canteen
- Volunteer roster/management requires ongoing work. Online system working well
- Kids helped with posters and displays – thank you (week 1, term 3).
- Munch Monitor have generously waived the fee per family for Term 3. **ACTION** - Bree to confirm with the Munch Monitor account manager that the family fee has been waived for term 3

- Making a profit even with the expense last term on the new benchtops.
- Paint job of the front of the canteen looks great.

Other business

Margie commended the awesome work and commitment of Clare, Bree and Catherine to get the canteen to where it is.

Band

Report

We currently have 79 students enrolled in Band (41 students in Senior Band and 38 in Junior Band)

Thank you to all our Senior and Junior Band Buskers for Election Day – we raised \$313.80 which will go towards the children’s excursion later in the year.

This term will be very busy with performances and eisteddfods. I have attached our term 3 planning calendar below. We have also decided to move the beginning of our recruitment drive for 2017 Junior band forward to the end of this term. Both bands will have an excursion later this term – the details are still TBC and will be sorted during our next committee meeting. We will also be running a Bunning BBQ fundraiser at the very beginning of the school holidays.

The Band Committee have nearly finished a very detailed inventory of our instruments – thanks to the dedication of Vivien Tsui. This will give us a better understanding of the lifespan of our instruments and help plan for replacement. We will be looking to put in a 2017 proposed budget at the end of this term or early term 4.

This term the Band Committee will be continuing to document music and instrument inventory and will hopefully be able to work on labelling and sorting our new store room.

Our next committee meeting will be held Tuesday 26th July at 7pm in NOOTSH

TERM 3

<u>DATE</u>	<u>EVENT</u>	<u>BAND</u>	<u>TIME</u>
Tuesday 26th July	Committee Meeting - Nootsh	Band Committee	7pm
Sunday 7th August	UNSW Band Festival – Randwick	Junior and Senior Band	<i>11.20am – Junior Band</i>

			12.20pm – Senior Band
Saturday 20th August	<i>iOTF - school</i>	Senior Band	<i>Time tbc</i>
Tues 23rd August	Education Week	Senior and Junior Bands	<i>During school time – 9.30am</i>
Tuesday 13th September	Committee Meeting - Nootsh	Band Committee	7.30pm
Thursday 15th September TBC	TBC	Junior and Senior Band	<i>School time</i>
Tuesday 20th September	School Concert – beginning of 2017 recruitment	Senior Band	Lunch Time
Wednesday 21st (or 14th) September TBC	<i>KHS Concert – details TBC</i>	Senior Band	<i>6.30pm KHS TBC</i>
Thursday 22nd Septmber	<i>Year 2 Music Class – Band Introduction * Invite goes home to parents for blow test Part of 2017 recruitment</i>	Band Captains Ben Crocker	<i>school time</i>
Saturday 24th September School holidays	Bunnings BBQ	Parents	<i>8am-3pm</i>

Mike - Requested that the committee put a plan and budget together

ACTION - Band committee to provide a strategy plan for a 3rd band including budget for the extra instrument purchase.

School Uniform Shop

Report

See actions above from previous meeting. Nothing else to report.

Grounds

Report

Bunnings Belrose approached TNPS late last term, offering to host and fund a ‘planting’ day as a community support initiative. We gratefully accepted this offer, and the Committee came up with a range of small-medium native plants to fill a number of specific gaps around the school grounds.

Suzie Duncan from Bunnings did a site visit on Friday July 1, meeting with Mr Taylor, Philippa and Hugh, to explain what they do on the day, and could possibly do in future. She assessed the areas we had proposed planting to take place in, and determined what they could actually do in one day. It was agreed we would only target the top Quad garden beds to start with. I am awaiting the final list of what they will be able to provide. Paul Taylor agreed that Wednesday 28 July would be a suitable day for this to take place. Planting will take place in teams led by Bunnings staff.

Thanks to Anna Cowling, who donated a number of Agapanthus at the end of last term. A number of them have been planted along the street front fence line, and the remainder (sitting near the front gate) should be planted in the next few days, along the same bed.

Other business

Lisa - Has a stingless native beehive at home, provided by Ku-ring-gai Council. The school might want to consider getting a hive.

Other Business

Ralph - Regarding my suggestion last time about something to commemorate the planting of the 3 new trees in the quad. I was thinking of a plaque with suitable inscription. But a time capsule could be fun too though – We would need to bury it in a secret location I think to stop kids digging it up!

ACTION – All - Discuss further at next meeting commemoration of tree planting in quad.

Lisa - Asked Paul whether it's possible to have notes especially permission notes available in SchoolStream or online somewhere.

ACTION - Paul to investigate options for publishing all notes in SchoolStream or online.

*** End of meeting 9:10pm ***

14. **Next Meeting** – Wednesday 17 August

Term 3: 17 August; 21 September

Term 4: 19 October; 16 November

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