

20 SEPTEMBER 2017

Meeting Minutes

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

In S3 Hub, 7:30pm on Wednesday 20 September 2017

1. Welcome & Apologies

Apologies – Fiona Ambrosino, Fiona Dennis, Ralph Hale, Michael Woodrow

Attendees – Arnie Bhattacharya, Karin van Heerwaarden, Bree Alami, Darren Murphy, Wendy McKasah, Alex Berthold, Dany Coelho, Briar Taylor, Amy Marsden, Kate Duncan, Walter Olson.

Meeting chaired by Darren Murphy

2. Acceptance of minutes from previous meeting.

Minutes accepted. Darren – proposed. Bree – seconded.

3. Matters arising from previous meeting:

- Darren to supply school hall designs, quote, and grant details to Dany and Fiona A **DONE**
- Darren to discuss next steps re reviewing approval process for ordering in the uniform shop with Bree. **DONE** Kelly to email Bree with the details of an order, Bree to give approval or not.
- Darren to discuss next steps re uniform shop working bee with Bree. **DONE** **ACTION** Dany to get back to Darren on possible dates for uniform shop working bee.
- Dany to see if she can get the contact for the music shop she knows that manages school bands. **DONE** Decided to keep with the P&C.
- Wendy to send research re outsourcing band management to Dany. **DONE**
- Karin to draft up letter to school community explaining the introduction of a third assistant shift and inviting applications for the assistant role. **DONE**
- Suzanne to speak to Kelly about placing an order of new fleecy zip up jackets next year, for next winter. **TO RAISE AGAIN IN TERM 1 WHEN ORDERING FOR**

WINTER WILL BE DONE

- Arnie to chat to Zan about the supplier and cost of the fleecys she sourced for staff. **DONE**
- Dany to review agreements with groups/companies using the hall at the moment during OOSH hours. **DONE**
- Darren to schedule meeting with Dany, Darren, representatives from OOSH and grounds committee to discussion options for expansion of OOSH capacity. **DONE**
- Alex to send OOSH strategic planning document to Dany. **DONE**
- Wendy to arrange for display boards to be ordered, asap/Thu 17th, so as to get the boards in time for the art show. **DONE**

4. Correspondence

- ACNC

5. Executive team report

Outcome from meeting with Dany, Darren, representatives from OOSH and grounds committee re expansion of OOSH capacity. Dany agreed to give OOSH to the hall on all afternoons with the exception of Tuesdays (band uses the hall on Tuesdays). This will enable OOSH to increase the capacity from 60 to 80-90 children.

OOSH will also have access to the canteen in the afternoons.

Getting quotes for work to the hall doors.

Application for extension to the hall grant has been submitted.

Application for amendment to the OOSH license is underway.

Other business

ACTION – Briar to create a list of the known issues with the toilets.

6. Principal's report

Principal Report 20th September 2017

Validation occurred on Tuesday Sept 12th. All went well. The school captains met the two Principals on the External Validation panel and Our Director Sharon Ford at the gate and then we had a school tour and visited the hub and Art room.

We then took them to the 3-6 exhibition of learning and showed them some of the student's projects. We then went to the library where we discussed our results. They sought clarification of our outstanding evidence. We had discussions for about 1.5 hours. We agreed on everything but the student performance measures we are delivering. Validation occurs every 5 years.

Currently working on all writing and collating school policies for NESAs registration NESAs responsibilities involve monitoring the implementation of a system's procedures to provide an independent verification that they remain consistent with the system's documented policies and procedures and effective for monitoring the compliance of its schools with the relevant manual requirements.

Tell them from me surveys went out this week. This is the community's opportunity to have their say. Historically not a great response rate of completion. We will organise students with ipads to greet parents waiting for their kids in the afternoon. This is good data for us to keep and track. Please encourage others to participate.

I have employed the services of Melinda Zanatich from Learn Grow lead consulting to work with the executive, staff and myself on the new strategic plan 2018-2020 so we can set the achievement and vision for the next 3 years. We will be developing surveys in Term 4 to include the community perspective.

I have reviewed agreements with groups/companies using the hall at the moment during OOSH hours. I have started to inform current hall users that it will be unavailable next year before 6pm. I have approved an increase to capacity. It currently lies with Asset management who are looking over the contract and the renewal.

We would like to take over the running of the disco next and work in collaboration with the P&C on organising the food side. It is a huge responsibility for the P&C to undertake and for an entirely P&C run event they should enter into a community use agreement with the school and the school should sight their public liability insurance as part of that process.

It is advisable that the P&C sign a community usage agreement to assess and manage any risks presented by the event, stalls, activities etc. Under this agreement, the P&C indemnify the school against any liability arising from the P&C's failure to implement a reasonable duty of care. This means the P&C make a commitment the school won't be liable for any injury or incident that can be attributed to P&C action or inaction. The agreement also requires a certificate of currency that will evidence that the P&C hold appropriate insurance to cover any costs related to any such liability.

However, this does not remove the Principal's responsibility to take reasonable care to ensure the site is safe and to see that the duty of care is being met by the P&C. The school will still be liable for incidents or injuries that can be directly attributed to

the school's action or inaction. The school is required to follow the appropriate policy and risk management procedures and to require that the P&C also implement appropriate systems. When assessing the activities or stalls at the event, consider any particular risks that may be present. The 'special conditions' section of the community use agreement allows you to specify relevant safety measures and policy requirements that must be met. For example, if there is a food service stall, specifically state that requirements of relevant food safety legislation and regulations are to be met.

P&C contributions \$13,485-School Seek funding for – Mowing equipment-technology committee require need update smartboards installed in 2005-6. New technology touch screen interactive Tv's. \$6000

\$9600 - 1x Ride on mower, most likely 'zero turn' type. Circa \$7000

1x Self propelled mower with catcher. Circa \$1700

1x Commercial grade whipper snipper. Circa \$500

1x Commercial grade leaf blower. Circa \$400

7. Band report

Report available here: https://drive.google.com/open?id=0B-bNQp_vmC-FUXdiYzgtMXRSR1U

Other business

With Amy leaving the school at the end of the year a new band co-ordinator will be needed next year. No one has put their hand up for the role.

Proposed that the role become a paid role – approximately \$6000 p/a to hire.

All agreed.

8. Treasurer's report

CBA Main \$35002.71

Westpac Main \$14003.90

Uniform Shop \$9695.28

Canteen \$6114.01

They following people need to be removed from our Westpac Canteen account 287088 and 287782

- Christopher Bennett

- Judith Bell
- Kathryn Lawson-Brown
- Kristine Grant
- Susan Wiggins

Accounts also need to be changed to 2 to operate

ACTION - Bree to take minutes to bank and commence paperwork to make changes to canteen accounts.

9. Canteen report

- Staffing – Mandy will be filling the 2nd paid shift on Fridays for the majority of Fridays in term 4, and every Friday from the start of next year so there's no need to hire another person. The Fridays that Mandy won't be working in term 4 will be filled by volunteers.
- Potentially trialling 3rd day – the canteen team would like to trial a 3rd day for the canteen, opening on Mondays in term 4. The current team would be able to staff the day.
- Dishwasher – the canteen doesn't have a dishwasher, which means that a lot of time is spent cleaning dishes, time that could be better spent preparing food and serving children. Proposal to purchase and install an industrial dishwasher. Bree is arranging quotes. We'd like to have a dishwasher installed by the end of the year. And with OOSH using the canteen in the near future and with an increased number of children, a dishwasher will be essential.
- Special lunch order this Friday – nachos. Approx 80 orders placed.

Other business

Request for the P&C to approve expenditure up to \$5000 for dishwasher so we can move ahead with it as soon as a quote is accepted.

Proposed – Bree & Karin. All agreed.

10. Grounds report

No report supplied.

11. Uniform shop report

No report supplied.

Other business

Working bee being organised. Darren has volunteered for the working bee.

12. NTOOSHC report

No report supplied.

13. Fundraising report

This term we have done the following:

- Election Day BBQ, cake stall, second hand and made \$2065.35.
- Disco we made \$2235.58, going forward we will work with the school and also have a teacher on site though out the night and maybe best to hold during day light savings.
- The children have done a walk-a-thon and monies will receive next term.

14. Other business

Darren - Discuss moving the start time of the general meeting forward to 7pm or 6.30pm and/or even alternate formats (like a daytime meeting every second one) to provide added flexibility for folks and to get us home earlier on the night.

All agreed to trial a 7pm start for the rest of the year.

All agreed to trial holding alternate meeting during the morning, next year.

Karin – School fees include a \$45 P&C general contribution fee but the P&C never sees this money or has input into how it is spent. Why are these funds not passed onto the P&C? And what, have they been used for this year?

Dany - \$13,500 this year from these fees. This money has simply been spent as the school has decided how to spend it.

Darren – Proposed that there be a co-ordinated effort about how the funds are spent ongoing, as per other P&C-raised funds. All agreed.

Dany – Painting of winning design onto ping pong table – **ACTION** – Dany, Alex et al to progress re quotes for painting of design onto ping pong table.

Alex – Issue with scripture this week where the casual scripture teacher discussed marriage equality with the children (senior children) and inappropriately shared details of her relationship with her gay daughter. Children were very upset.

Dany has contacted the department and will progress this issue.

Meeting ended – 9pm

15. Next Meeting –

Term 4: 18 October; 15 November

Meetings are held @ 7:00pm in the S3 Hub