

## 27 FEBRUARY 2018

# Meeting Minutes

Meeting held at 237 Bobbin Head Road,  
North Turramurra 2074

In S3 Hub, 7:00pm on Tuesday 27 February 2018

### 1. Welcome & Apologies

Apologies – Darren Murphy, Alex Berthold

Attendees – Hugh Jones, David Bradley, David Clarke, Holly Akbanian, Briar Taylor, Fiona Ambrosino, Heather McEvoy, Karin van Heerwaarden, Kate Duncan, Lisa Robson, Arnie Bhattacharya, Dany Coehlo.

Meeting chaired by Bree Alami

### 2. Acceptance of minutes from previous meeting.

Proposed – Bree Alami

Accepted – Arnie Bhattacharya

### 3. Matters arising from previous meeting:

- Uniform shop working bee - Proposed scheduling for the start of next year; before Term 1 start.  
**ACTION** – Dany, Bree, David to discuss plans for uniform shop working bee.
- Dany to arrange for a skip bin for general waste to empty the contents of the shipper container (next to canteen) into.  
**DONE**
- UNDERWAY – Alex converting the artwork into a graphic that can easily be printed as an all-weather decal. Aiming for end of year.  
**DONE**. Dany to speak to Alex about getting the decal applied to the table. Table will remain where it is; too expensive and risky to relocate.

#### **4. Correspondence**

- Banking
- Workers comp
- Fundraising material
- P&C magazine

#### **5. Executive team report**

*No report*

#### **6. Principal's report**

Principal Report P&C Term 1 Week 5

Year has started well. Active citizenship while holding pattern was in place waiting to secure 12 teacher. The week wasn't wasted with PDHPE curriculum being covered. I can confirm that our actual enrolment for 2018 is 290 students. 12 classes were formed which included 2 Kindergarten classes.

Financed- out of RAM funding for SLSO and extra days learning support. Return to basics. Testing and tracking each students. SENTRAL- purchased at the end of last year and is being used to record all data. Stopped using Care Monkey.

Panel is underway and interviews will commence next week, this position is the vacancy against Karin Haleblan who left at the end of last year.

Target Graduate Samantha Bayly appointed taking over Lachlan Mclean's position. We still have another vacancy –Amanda Rutherford's but I am holding off on that job as the numbers are only just over for a 12<sup>th</sup> teacher.

Ping Pong table design is in, decal is completed . Thank you Alex Berthold–Decided to not move table as it requires a crane but to allow students to access it at recess and afterschool care can use it.

External area is underway-applying for tree to be removed. Gates and fence installed on back oval.

The Bollards in the car park protecting NTOOSH are almost finished, concrete has been poured and setting the barrier should be installed this week.

New School plan is up on the school website and the annual school report is being completed.

Strategic direction 2 in our new school plan is reflective creative and collaborative teaching. Students focus on developing essential leaning skills in numeracy and literacy. With this in mind we purchased a new phonics program. Read Write Inc and all the books and resources across k-2. Will commence the implementation in term two.

Staff K-2 are being trained in TEN .The Targeted Early Numeracy (TEN) intervention program fulfilled a New South Wales State Government commitment to provide support for students experiencing substantial difficulty in learning numeracy in the early years. TEN was successfully piloted in 2009, and has continued to grow as part of the suite of programs operating under the Best Start Initiative.

Last year some staff were trained in MiniLit and we also purchased the program. MiniLit is a special teaching program designed for young children in Years 1 and 2 who are struggling to learn to read. The program is usually offered in small groups to help them to catch up with their classmates. Teachers work with small groups for up to an hour a day for four days a week using the carefully structured MiniLit program materials. The program takes about two terms to complete.

We have Increased Learning and support. ½ day LST teacher increase. Executive ½ day off class release. SLSO employed 3 days per week. Extra LST support 2 days per week this term.

Last year I ordered some new flexible furnishing for 9 classrooms. Many teachers have been adapting and using their own materials. The furniture fits in with our strategic Direction 3: a Vibrant progressive learning environment supporting out improved practice and innovation. Staff are saying how fabulous and inspiring the furniture is. Pedagogical TPL regarding flexible furnishings and innovative learning spaces will transpire over the year for the teachers.

Cut in SASS staff allocation by 2.5 days. Newsletter will be fortnightly to free up time needing to be allocated to other areas.

Dany Coelho

## **7. Band report**

The Band is now up and running for 2018 with 35 children in Concert Band (11 of whom are also playing in the Jazz Band) and 20 in Junior band (with another 2 having indicated an intention to join in the next few weeks. This makes a total of 55, down from 73 in August of last year – so growth has to be one of our primary goals.

Camp planning is well underway: the cost has been set at \$330 after consultation with parents, who unani mously felt an extra \$30 is well worth it to have the children be able to break up the day with adventure activities provided by the site’s supervisors. Application forms have been distributed in both hard and soft copy, and are coming back in with payments.

The calendar of competition, eisteddfod, and community performances is still being finalised. It’s planned that the high-point of the year will be a recording project (hopefully including a community performance video featuring children, parents, teachers, and anyone else crazy enough to join in), along with a whole-school creative arts performance evening at the the start of Term 4.

With regard to the instrument assets, all instruments serviced over the Christmas break by Tom Sparkes Instrument repairs were given a life-expectancy review, with the overall condition good, and more than serviceable for the next three to five years. Due to some new instruments (such as clarinets) becoming much cheaper than they were 5 years ago, there has been a corresponding increase in private ownership as opposed to rental, so it's unlikely these will need replacing. On the other hand, the need to maintain a diverse line-up will mean that in the medium term (3-5 years) we will need to consider the addition and/or replacement of some more expensive and exotic instruments – but this is not something which should be seriously addressed until numbers have begun returning to former levels. Finally, the band committee have filled all but 4 positions (and it's highly likely this will be down to 3 shortly. They are as follows:

1) Band Manager	David Bradley
2) Secretary	Lucinda Chapman
3) Treasurer	Lisa Robson
4) Fees Co-ordinator	Vacant
5) Instrument Co-ordinator	Amanda Irons
6) Music Co-ordinator	Jenny Gardner
7) Tutor Co-ordinator	Louise Raggett
8) External Events Co-ordinator	Vacant (?? Kaley)
9) Band Camp Co-ordinator	Vicki Woodhouse (N/A on weekend itself)
10) Concert Band Co-ordinator	Kaley Dark
11) Training/Junior Band Co-ordinator	Vacant
12) Stage/Jazz Band Co-ordinator	Zoe McConochie
13) Fundraising Co-ordinator	Vacant

As manager I see it as my role to fill these empty positions until someone puts their hand up, and then support and equip that person as they grow comfortable in the role – but in all honesty given the level of enthusiasm and among the parents it's unlikely any position to stay empty far into second term.

Lastly, if anyone ever has any questions or comments about the band I'm always available at [manager@tnps.band](mailto:manager@tnps.band), or on 0425 112 290.

David Bradley – TNPS Band Manager

## **8. Treasurer's report**

2017 Treasurer's report is attached (email).

### *Other business*

BREE – Proposed paying a bookkeeper to process BAS statements every quarter (main, band, canteen, and uniform shop) and relieve the treasurer of this job. Estimated cost of < \$500 p/a.

All agreed.

## **9. Canteen report**

Revised pricing of some of the menu items this term to help cover the cost of the additional shifts on Mondays.

Dishwasher installation – Bree has been co-ordinating, first supplier not great, found another supplier and selected a slightly different model. Installer advised that there's not enough powerful available in the location.

### *Other business*

KARIN – Proposed setting up a debit card for our canteen manager, Catherine. This will allow her to do online ordering from Coles, and get goods delivered, in the same way that Roz does for OOSH. This will make Catherine's job easier and make better use of her time. Proposed daily spend limit of \$500 (same as OOSH).

No longer needed. Catherine and Bree found a supplier that can also supply fruit and veg and can put us on account.

## **10. Grounds report**

A number of projects are proposed for 2018 and we would like to confirm acceptance and funding, and set dates that won't clash with school and fundraising events

Projects

1. Small Bird Habitats Creation of small bird habitat in conjunction with Wild

Things NSW Inc . Wild Things NSW providing the funds for plants and fencing. A 10 x 3m minimum area to be utilised to rear boundary, adjacent to native corridor. Year 5 & 6 to use project as part of their Living Things curriculum, including planting, maintaining and monitoring. Wild Things to use this project as showcase for others. Dates: Saturday 17<sup>th</sup> March – 3-5pm -Mini working bee for yr 5 & 6 parents to prepare area or provide a gold coin to go towards fertiliser and organic mulch for soil improvement. School permission required 3<sup>rd</sup> -13<sup>th</sup> April – Student planting (actual date to be confirm by teachers and Wild Things).

2. Hollows Project- In conjunction with Wild Things program the construction and installation of a hollow to an existing tree. \$110 cost for the works. Proposing funding from the North Turrumurra Real Estate donation of \$500. Providing homes for all residents!! Could also be tied into Living Things and registered with Royal Botanic Gardens <https://www.rbgsyd.nsw.gov.au/hollows-as-homes/hollows-as-homes> which requires monitoring.
3. Working Bee No.1- Native bee and Bush Tucker Garden Preparation and planting of native garden, and placement of Stingless Native Bee to new top quad garden. BBQ for volunteers 8.30am-1pm (12.30 lunch). Funding provided by \$1100 Environmental Grant obtained from Ku-ring-gai Council. Dates: Set date in May with P & C and school.
4. National Tree Day- Promote planting and caring of native trees and shrubs to support local biodiversity. Gold coin, wear green, plant a shrub. Money goes to purchasing plants. Work with school to provide plant and an area for planting. Suggested area-Native Corridor ,Normurra road entry and gaps. Catrina (yr 2 mum) has been propagating plants with Mrs Rogers class last year, hopefully some ready for this July. National Schools Tree Day- Friday 27<sup>th</sup> July
5. Working Bee No. 2 – General maintenance-Spring Clean Weeding, mulching, front carpark planting, tidying for spring, BBQ for volunteers 8.30am-1pm (12.30 lunch).\$60-70. Generally over 50hrs of combined work achieved at working bees. Dates: Set date in late September with P & C and school

Questions

Are there any additional trees to be cut down as we need a stump for the plaque. Although a stump is available elsewhere would be easier if on site due to size and weight.

Supplementary/Future projects to be considered

Area near oval- a performance deck/stage viewing platform for sports etc . This would sit over mulched area looking over oval with soil mounding surrounding to allow for new plantings over contaminated soil and vertical posts to support climbers.

### **Other business**

**ACTION** – Fiona and Dany to discuss/agree dates for the working bees.

Fiona – some children are playing and digging near/in the area at the edge of the asbestos area. Recommend that the children be relocated to another part of the playground.

**ACTION** – Dany to remind teachers at staff meeting to ask any children digging near/in the area at the edge of the asbestos area to relocate to another area of the playground where they can dig more safely.

Fiona – planning to do more planting as part of the planned projects for the year, but there are restrictions on where planting can be done due to the previously asbestos-identified sections of the playground. Grounds committee need to know what the regulations are regarding planting and the areas to avoid.

**ACTION** – Dany to provide asbestos report to Fiona.

## **11. Uniform shop report**

## **12. NTOOSHC report**

## **13. Fundraising report**

Dany – School volunteering to organise the disco this year.

Dany proposed that Exhibition of Learning be used as a fundraising event. Term 3 Art Show – Term 4.

Walk-a-thon is a great fundraiser. Dany – last year most of the work was done by teachers.

Dany's wish list for fundraising:

- 2 more smart board for K-2 = \$5000 each.
- Vibrant furnishings

**ACTION** - Briar, Heather, and Holly to arrange a fundraising ideas and planning meeting, and communicate to school community for attendance.

## **14. Other business**

RALPH - Sharing member contact details – it would be helpful for P&C members to have access to other member's contact details, when needing to contact them about P&C events and activities.

BRIAR - Crunch & Sip.

**ACTION** – Briar to create a Survey Monkey to canvas parent opinion on Crunch & Sip and to report back on results at a future meeting.

Meeting ended 9:40pm

**Meetings are held on the 3<sup>rd</sup> Wednesday of each month @ 7:00pm in the S3 Hub**

Term 1: 21 March

Term 2: 16 May; 20 June

Term 3: 15 August; 19 September

Term 4: 17 October; 21 November (AGM & General meeting)