

19 OCTOBER 2016

Meeting Minutes

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

In S3 Hub, 7:30pm on Wednesday 19 October 2016

1. Welcome & Apologies

Apologies – Karin van Heerwaarden, Susannah Rands, James Knight, Kate Duncan, Suzanne Murphy, Fiona Dennis.

Attendees – Bree Alami, Amy Marsden, Alex Berthold, Clare Knight, Darren Murphy, Fiona Watson, Michael Woodrow, Philppa Gordon, Paul Taylor, Karin Haleblan.

Meeting chaired by Darren Murphy.

2. Acceptance of minutes from previous meeting. Accepted

3. Matters arising from previous meeting:

Paul and Bree to carry out a proper survey of parents to identify their true needs around the use of NTOOSH.

UNDERWAY. Aiming to get the survey out this year

Suzanne to write letter to all sub-committee explaining the agreement on sponsorship. **DONE**. Supplied to Karin. Exec team to do a quick review before finalising for distribution.

Band Committee to provide Executive with strategy plan for 3rd band. **DONE**.

Michael to review draft band budget 2017.

ACTION - Amy to provide draft band budget to Michael for feedback.

Ralph to follow up his suggestion that a plaque be created to commemorate the new trees. **DONE**. Ralph proposed to put the plaque (brass with black writing)

using the trunk of another tree, maybe a liquid amber near KT. Can be laquered to prevent weathering. Potentially include a drawing of the tree on the plaque.

ACTION - Ralph to arrange a couple of quotes for plaque and report back to P&C.

4. Correspondence

None

5. Executive team report

Report

Alex, Bree and the OOSH committee continue to a great job managing the centre. The committee with the executive team continue to examine our position for the future.

6. Canteen report

Report

No report available.

Other Business

Term 4 menu needs to be updated on the school website

ACTION: Karin H to arrange upload of Term 4 menu to school site. **ACTION** Bree to email menu to Karin H.

Darren - Feedback on the canteen roster – I was on the roster but not aware of the date, didn't receive a reminder email.

Clare - The roster system relies on volunteers to self manage and set their own reminder, approaching their date.

Michael - is there a policy on substitute of food, if the ordered food isn't available?
Kids don't always like what they got.

Clare - Kids need to come to the canteen and ask for something else.

7. Grounds report

Report

The final working bee for 2016 (date TBA) will focus on weeding, tidying up and mulching, prior to summer. Several trees in the remediated area of the playground have died, as a result of the changes to their drainage patterns. It is to be expected that more could follow suit over coming months, especially if summer is very dry and hot. These will be listed in TNPS' annual tree inspection and removed as necessary. This may allow for smaller native plants to be grown in the space these trees once occupied. The cracked bark at the base of the new Harpulia (tree) in the quad needs to be monitored.

Fiona prepared two options for creating a small deck and garden on the eastern edge of the quad, as requested last term by Paul Taylor. It incorporates new drainage as discussed, and extending the existing garden bed (outside the Hub). A new brick retaining wall needs to be built below the Sydney blue gum, and this work could be done in 2017, as part of that work.

Other business

Paul - Approaching the time of year for the annual arborist review.

8. Treasurer's report

Account Balances as at 30.09.16

| | |
|----------------------|-------------|
| Main P&C Account | \$23426.54 |
| Online Saver Account | \$70366.21 |
| Canteen Account | \$7020.65 |
| Uniform Shop | \$26344.99 |
| Band Account | \$17,425.24 |
| NTOOSH Main Account | \$20905.32 |

Superannuation – all superannuation payments have been made via the clearing house. A back payment of \$375.13 made for short paid superannuation for Kelly (quarter 1 & 2) BAS to be completed by the end of this month – will be completed by ATO business portal

Employee leave

- Kelly on leave 2nd November - 7th November (Uniform store will be closed)

- Catherine on leave 28th November – 16th November (canteen will need to be covered on the following dates 30th Nov, 2nd Dec, 7th Dec, 9th Dec, 14th Dec, 16th Dec)
- Eloise (NTOOSH) 3 week in November, will be covered with other NTOOSH staff

Insurance required for Vacation care at a cost of \$404.00, this has been added to our policy held with P&C Federation and will be paid by NTOOSH

9. Principal's report

- **From last time:**
 - Paul to prepare a letter to the school community to ask for more help in the canteen
 - Paul sent a letter home Aug 29th requesting more parent volunteers in the canteen
 - Paul to meet with Ralph and Melissa to discuss quote
 - Completed.
 - Proposal to not proceed with Asset Management managed project and to address individual shortfalls in K-2 toilets independently. We will work together as P&C and school to address the issues below gradually throughout T4 2016 and T1 2017 in separate projects. Total funds required = \$25000 (DoE estimates). The school proposes that the P&C commit \$15000 and the school \$10000:
 - New taps enabling students to wash hands together with soap
 - New floor tiles / epoxy grout in boys' toilets to 1m from urinal
 - New auto hand dryers
 - New auto cisterns in boys' toilets
 - Cleaning of stainless steel basin / urinal
 - Jet cleaning of sewer
 - Paul and Bree to carry our proper survey of parents to identify the true needs of NTOOSH
 - This has not been done as yet
 - Paul to investigate the options of publishing all notes online via schoolstream.
This has been actioned. Thank you to Helen and office staff for sorting this out.
- **Recent Events**
 - iOTF parents – Thursday Wk5 T3 – Mike Priddis and Kevin Honeycutt addressed a group of around 160 parents from TNPS and other schools. Very strong, positive feedback.

- iOTF4 – Saturday Wk5 T3 – 700 teachers, 160 schools. An enormous undertaking. With 647 paying customers - the school has after paying costs, has generated a substantial profit. It is worth noting that almost all invoices are paid following the event, after all income has been received, with no risk to the school. TNPS has been approached to enter a partnership with the DoE for potential 2017 event. No commitment to do another iOTF or to partner with DoE. This is an indication though that DoE are supportive of the event. Special thanks to Karin Haleblian and Wendy Mckasah who worked so hard for so long to make the event possible;
- ACEL Awards Evening – Tuesday Wk6 T3. Mrs Turner, Mrs Foate, Mrs Haleblian and I all received a 'Leadership Award' for our work in leading educational change for improvement at TNPS at ACEL State Dinner;
- Exhibition of Learning – Thursday Wk 6 T3. An incredibly successful event with magnificent, museum quality work. Students were bursting with pride and excitement as they shared their learning, knowledge and skills with an authentic audience. Estimates of more than 500 at evening event. All projects have been photographed and will be included in an app built by students, so that the work can live on and be enjoyed by others anywhere anytime. The school plans to host another exhibition of learning in late T3 2017.
- S3 Aussie Bush Camp – Mon – Wed Wk 7 T3 -_An outstanding experience for all. Students were very well behaved and learned a lot about themselves and each other with a wide range of learning opportunities.
- Father's Day Stall – Fri Wk7 T3 – Special thanks to Barbara Dowling and all those who helped put the Father's Day stall together for our children. You have brought many children great joy in their purchase of a gift for their dads.
- School Photos – Thurs Wk8 T3 – All seemed to run smoothly with some follow up photographs taken at a later day to complete the task. The same photographer has been booked for summer uniform photographs in T4 2017. Thank you Mrs Turner for her organisation of photos.
- Art Show – Wk 9 T3 – A magnificent event and a fitting send off for Mrs Stobo as she finished her time at TNPS. Congratulations Mrs Plasto for a wonderful show and the simply stunning student work on display. Thank you also to those willing parents who gave of their time to help put things together in the lead up to the event.
- Deeper Learning – 6 staff from TNPS at Hilltop Road PS today and tomorrow for high level PL with David Price from UK Innovation Unit. This is the second half of the special training from T1. The learning agenda we have undertaken with staff at TNPS is a large component of why our school is moving as successfully as it is.
- **Forthcoming events**
 - Monday 10th Oct – First day T4
 - Friday Dec 16th – Final day students 2016
 - Wk 2 T4 – S2 and S3 Student led Conferences all week. This is an opportunity for students to articulate their progress using evidence and to outline what their

next steps in learning are to be. This is the first time S2 students have undertaken the process;

- Wk1 &2 T4 - TTFM – Surveys. Parents K-6 are invited to complete the survey. We would love your feedback. Details were sent out via notes today with a link and frequently asked questions.

- **Matters Arising:**

- Classes 2017 At this stage we are borderline 12 to 13 classes and really need a few extra kinders. Our school performance is among the best anywhere in 2016, we have magnificent facilities and an outstanding community. If you know of anyone rethinking their options, please tell them about our great school.
- Turf - New turf will be added to the entire top quad this weekend. Top dressing will also be distributed to the oval to resolve damage caused by trucks during dismantling of marquees following iOTF4 / wet weather.
- Writing Wall – yet another opportunity for our students to produce work for an authentic audience. Two display cabinets will be erected outside staffroom on brick wall, one K-2 and one 3-6. This strategy will also assist our community to observe student writing progress and gain further insight into our '7 Steps to Writing Success' initiative.
- Most Likely to Succeed – Special Film Showing. Details in this week's newsletter. Friday 11th November

P. Taylor, Principal 21.09.16

Other business

Paul - Could OOSH possibly provide a babysitting service for the movie night (assist/encourage parents to attend)

ACTION - Alex to discuss OOSH babysitting service on movie night with Zan. **ACTION** - Alex & Bree to investigate costings of babysitting service.

10. Uniform shop report

Report

All is going well with the uniform shop. Kellie has been working with Bree (who is organising the Kindy Orientation Days on behalf of the P&C) and is getting prepared for the Orientation Day in November. Also the Uniform Shop will be closed on Wednesday

2nd November and Monday 7th November as Kellie is away on holiday. Other than that the uniform shop is tracking well.

Other business

Bree - The shelving where the stock is stored could be improved - difficult for Kelly to access stock / stock falls down. Requires the shelves to be ripped out. Bree proposed using storage bins from Bunnings.

Paul - Need to check for / be aware of asbestos for any construction work.

11. NTOOSH

Report

Administration

With centre based administration tasks increasing substantially this term Matthew Low will be resuming his role as the Responsible Person on Duty for Friday afternoons whilst the 4 hours where we would usually be face-to-face will be utilized as extra administration hours.

Attendance Numbers

Booking numbers for Term 4 based on average bookings from Weeks 1 and 2.

| | MON | TUES | WED | THURS | FRI |
|----|-----|------|-----|-------|-----|
| AM | 26 | 37 | 27 | 28 | 15 |
| PM | 47 | 61 | 55 | 56 | 27 |

Please note that whilst the booking numbers above indicate that we are over our licensed capacity on Tuesday afternoons, this is due to accepting casual bookings to fill the place of absent children.

Staffing

Staff on leave - Eloise (casual educator) will be away for three weeks during November and then have reduced availability for the remainder of the school term due to her university placement. As other educators will be on uni holidays at this time we will be

able to cover her in her absence.

National Quality Framework

We are continuing to work through action items from the audit report.

QIP

The Centre's QIP has been created and will be submitted to ACECQA tomorrow in preparation of our Assessment and Rating visit.

Individual Child Evaluations

The staff commenced the process of completing individual evaluations on children's learning and development last week. These evaluations will form a part of our educational program, ensuring that the activities planned meet the needs and interests of each child.

Incidents/Accidents

So far this term we haven't seen any major accidents at all, only two minor injuries needing an icepack/bandaid.

We had one incident last week where a junior child told an educator to "go and kill themselves". An incident report was documented and the parents advised of the incident.

Equipment/Maintenance

General cleaning of the Centre, storeroom and office area has occurred this term.

We have had quite an issue with cockroaches since coming back this term so cockroach bombs were let off over the weekend. A deep clean of all cupboards and the emptying of under the child's sink occurred this week. Another bomb will be let off this coming weekend.

Maintenance required

Oven requires replacement – we are utilizing two electric fry pans and a portable convection hot plate for the interim.

Electrical circuit occasionally shorts if overloaded. Has not occurred in the last few months however. There are two significant holes in the wall near the storeroom which require repair.

TV – aerial no longer works and so the TV does not receive reception. This is not a great concern as we have reduced the use of the TV for just inclement weather and have been utilizing movies when needed.

Other business

Bree - Cockroach infestation has returned.

ACTION – Paul to contact the pest control company about cockroaches in the OOSH building.

Alex - Question to Paul - does any work re kitchen maintenance (eg new benchtops, new oven, lockable cupboards) go through the school or be organised by the P&C? The hole in the wall needs to be repaired before the assessment early next year.

ACTION - Paul to contact Asset management to see what's possible and what level of responsibility they're willing to accept for the maintenance of the OOSH building. And then let Alex and Bree know the outcome.

12. Fundraising report

Report

No report available.

Other business

13. Band report

Report

ACTIVITIES UNDERWAY AND PLANNED

Late last term we held our annual Junior Band Mock Auditions. Students were given a list of requirements to perform for evaluation. It was a valuable experience for our young musicians to prepare for their auditions. Feedback for all students has been provided by Mr. Crocker.

The Junior Band also performed successfully at the Principal's Awards Assembly.

Our Bunnings BBQ and Cake Stall on the first Saturday of the school holidays raised nearly \$2000; a great effort from all the parents who contributed leading up to, and on the day.

A preliminary sounding out of all students currently enrolled shows numbers for next year to be high 50s, low 60s. The maximum number of students that works efficiently in

Senior band is 45, and we are well above that number even at a conservative estimate. We are setting up a third band for 2017, and scheduling extra rehearsals into a Monday afternoon.

The Band Committee is pleased to be working with the School and the P&C to grow the Band Program.

After the Blow Test, when applications come through for Junior Band, we will have better numbers to work with on our budget for 2017. At this stage, Budget 2017 continues to be a work-in-progress.

We are currently working on our Blow Test Evening next week, expecting around 30 students.

UPCOMING EVENTS

Blow Test Evening - Thursday 27 October 6.00 p.m. – 8.00 p.m.

Band excursion - Wednesday 9 November - cancelled

FINANCIAL SITUATION

We have an available balance in excess of \$13,000. Term 4 invoices are being sent out this week. We currently have 71 students enrolled in the program.

EMPLOYMENT SITUATION

At our meeting last night, Jackie Westwater was appointed Tutor Co-ordinator, a role previously held by Fay Ford.

I have asked all committee members to consider their current and future roles in the lead up to our Annual General Meeting in December.

SCHEDULED MEETINGS

Tuesday 15 November 7.00 p.m. Venue: Amy Marsden's house

AGM - Tuesday 6 December 7.00 p.m. Venue: TBA

Meeting ended 8:50pm

14. Other business

Kindy Orientation 8 November – Bree organising the P&C contribution and needs more volunteers to help out.

ACTION – Karin to contact class parents and P&C members requesting volunteers for kindy orientation.

15. Next Meeting –

Term 4: 16 November

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