

## MINUTES

# MAY 2015

### TURRAMURRA NORTH PUBLIC SCHOOL P&C ASSOCIATION

Meeting held at 237 Bobbin Head Road,  
North Turramurra 2074

In S3 Hub, 7.30pm on Wednesday 20 May 2015

#### 1. Welcome & Apologies

**Apologies** – Max Shreiber, Kris Grant, Issy Baldwin, Laxmi Thakur, Emma Jones, Fiona Ambrosino, Alex Berthold, Paul Taylor, David Louie

**Attendees** – Kate Duncan, Rebecca Louie, Margie Armstrong, Philippa Gordon, Wendy McKasah, Melissa Nikkhah, Yvette Audet, Fiona Watson, Fiona Dennis, Cheryl Nolan, Bree Alami, Ralph Hale, Sandra Calder, Kathryn Carey, Andrew Brightmore, Karin van Heerwaarden, Caroline English, Julie Rogers.

Meeting chaired by Andrew Brightmore.

#### 2. Minutes from previous meeting – Accepted.

Proposed - Philippa  
Seconded - Bree

#### 3. Matters arising from previous meeting – None.

#### 4. Correspondence

- Marketing material
- Fundraising material
- Australian Charities Organisation - letter re revocation of not-for-profit status.

### 5. Principal's report

#### *Report*

#### **From Last Time:**

- 5P Plan – The school's 5P plan has been published on the school's website as a public document. All members of the school community are invited to view the document at their leisure. The plan sets out the school's priorities and directions

for the period 2015-17; and continues with programs and directions introduced in the past 12 months including a focus on literacy and development of writing, social and emotional learning and the focus on 21<sup>st</sup> century learning skills.

- NTOOSHC - All paperwork has been processed – huge thanks to Alex. We now await news of licence with expanded numbers – 60.
- LaST – Learning and Support Teacher
  - All NSW Public Schools receive a ‘Learning and Support Teacher’ (LaST) allocation each year to support those students who may require additional support in their learning at school. This allocation comprises a staffing allocation and some flexible funds to be used as required. Mrs Jacquie Fraser is the LaST at Turramurra North PS. Our school had our LaST allocation trimmed from 2.5 days/wk in 2014 to 2 days/wk in 2015 due to our school’s strong performance in NAPLAN in recent years.
  - We trialled this reduced allocation in T1, however, found that the allocation was insufficient for the needs of our school community. For this reason the school’s Executive has elected to employ an additional teacher for one day a week to fill the gap from day one Term 2. This now means our school enjoys 3 days /wk LaST – an increase on 2014. This increase in time has been funded by the school. Mrs Diane Mitchell has joined our school for the extra day each week in and formerly worked as Deputy Principal at Carlingford West PS from 2000 to 2011. Our ‘Learning Support Team’ which comprises teaching staff from all stages, is led by Miss Caroline English and meets every 3 weeks to allocate ‘caseload’ to Mrs Fraser and Mrs Mitchell according to need.
- Playground Equipment – damaged by tree in late 2014
  - This work has taken longer than expected to get started. The school has paid a deposit and it is anticipated that work will be completed by the end of May.

### **General Business**

- Proposed focus for P&C Fundraising 2015
  - Renovation of the outside seating area between hall and S3 Hub and 4/3B. This area has some magnificent seating which the school proposes to re-position in the Top Quad. This would then allow for the area to be repaved and decking to be installed around the trees with tiered seating. The rear of hall could also be opened up with bi-fold glass doors and the lean-to shelter extended right across the rear of the hall. This is the social centre of our school with magnificent trees and presently is a WHS minefield. Cost of such a renovation would likely be \$50-80000.
  - The softfall under the play equipment closest to the hall will also need to be repaired / replaced. Cost is likely to be \$20000.

- The school has also submitted a grant application with Bendigo Bank Community Grants this week.
- 'i on the future' learning conference for public school teachers.
  - 311 teachers have registered from 77 NSW Public primary and high schools from Wollongong to Cessnock in the Hunter Valley. All metropolitan regions of Sydney are represented;
  - Substantial expenses for international speakers / workshop providers and nearly 600 sq m of marquees have been balanced by 311 paying attendees and more than 20 corporate sponsors;
  - Turrumurra North staff will benefit from the day with the inspirational learning opportunities on offer at no cost to the school and also from pulling together as a team to put the event on;
  - Participants will select a day of learning from 4 keynote speakers and 27 workshop providers;
  - Full details are available on the school's website;
  - The school would appreciate 6-8 parents assisting on the day as volunteers; this would involve simply being a participant and helping visiting teachers find their way around on the day;
  - Does the P&C want to run a raffle on the day? This could be anything.
- Apple Distinguished Program
  - Turrumurra North PS has been acknowledged as an Apple Distinguished Program for 2015-16. Our school is only the second school outside of Neutral Bay PS to receive this recognition from Apple in the whole of Sydney. Considering the school did not have wifi until week 6 on T2 last year, this is an outstanding achievement and a credit to the staff of the school.
  - Adding to this TNPS has had 12 schools visit the S3 Hub in T1 and this term we have seen visitors from the Philippines, Eastwood Hts PS, Lightning Ridge CS, Ermington PS, Cowan PS and the NSW Board of Studies. Bellevue Hill PS will visit next week.
- New signage
  - New 'blades' will be installed at the corner of Bobbin Head Road and the Pacific Hwy and Bobbin Head Rd and Burns rd.
  - A new sign is being manufactured to be mounted across the top of the refurbished front entrance to the school. Thank you to Fiona Ambrosino for organising this sign;
  - These signs will be installed in the coming weeks.
- Asbestos remediation

- Security fencing was installed around the area of the playground to be remediated yesterday morning. This will ensure the area is safe during and after school hours; keeping everyone out.
- The site has been viewed by staff, including all executive, Teachers' Fed. Rep and WHS Committee, the P&C Grounds Committee, P&C President, NSW Asset management and Public Works. The school was promised drawings of proposed works by Tuesday of last week. These drawings finally came through Tuesday of this week after continued follow up on behalf of the school. The school will publish details of these once the school and Public Works agree on the details of the solution.
- Proposed inclusions in the solution to the area include concrete paths for high traffic areas, retaining walls, clean fill soil, turf, artificial turf and mulched gardens beneath the trees.
- At this stage the school has received no indication of when the works are to be completed nor if the work is proposed to be done during school hours or during school holidays. The school has asked questions in writing about air monitoring during works to ensure the safety of all students and staff – with airborne fibres being the risk.
- Front of School Upgrade
  - Bitumen path at front entrance to be laid tomorrow and Friday.
  - Working Bee Sunday 31<sup>st</sup> May – about 20 slips returned. Please promote – the idea of one BIG working bee each term may be more attractive for parents. Lots of jobs to be done this time around:
    - oiling the top quad platform
    - high pressure (water) cleaning the kindergarten building
    - dismantling the old front fence and reusing the panels to build the TNPS Vegie Garden fence;
    - installing raised vegie garden planters and filling with soil;
    - installing new garden beds to the south and west of Kindergarten;
    - painting the panels on the front (west) of Kinder to match the colours to that of the east;
    - staining the timberwork on the front entrance shelter (charcoal) to match the new front fence and
    - distributing mulch.
  - New fence to be installed June 1<sup>st</sup> – 5<sup>th</sup>. Sample provided for your interest.
- **Recent Events**
  - ANZAC Service – A beautiful service at school. Student tone was excellent. Thank you to our student leaders and Mrs Foate who did such a wonderful job of organising and leading the event.

- Band Camp – a highly successful camp. Our students positively shone as they performed on the Sunday afternoon. Student behaviour was reported as exceptional and we are all very proud of the performance of our band. Many thanks to Mr Crocker, Kathryn Carey, the Band Committee and all the parents who volunteered their over the weekend and Miss Thogerson and the rest of the teaching staff of TNPS who also gave of their time to make the weekend the success it was.
- Cross Country - A very successful day. All students participated enthusiastically and completed the course. Thank you to those parents who came along to help out on the day. The Athletics Carnival is set for next Tuesday May 26<sup>th</sup> at Dunbar Park, Marsfield.
- Information Evening for 2016 enrolment – Thursday May 7<sup>th</sup>. A very successful evening with 30 plus prospective parents in attendance. TNPS has had very strong enquiry for Kindy 2016 enrolment.
- NAPLAN – all ran smoothly. We await results to be delivered to TNPS sometime in mid-late T3.
- Staff Training – Recent opportunities for staff learning at TNPS
  - Action learning – Dr Kristy Goodwin has commenced her work with staff from S1 and S3 for 2015. This work involves staff working with Dr Goodwin as academic partner on the design of learning to effectively use technology to enrich and empower learning with a focus on literacy acquisition in the early years and project based learning in the older years.
  - SAMR – Miss English and Mrs Shapero travelled to Melbourne last Thursday to learn directly from Dr Ruben Puendedura – the author of the SAMR Model – which is seen as the driving force world wide in the re-shaping of teacher pedagogy. This opportunity gave two of our most experienced and well respected staff a very rich and deep understanding of the transformative impact technology can have on learning if deployed in the correct manner.
  - Miss Bedwell and Miss Thogerson both attended a specialist Project Based Learning event at Hilltop Road PS yesterday and Monday. Hilltop Rd PS is one of few schools engaged with the UK Innovation Unit in Sydney and is considered a leader in educational innovation. Turrumurra North has further plans for more connected learning opportunities with Hilltop Rd in the next 12 months.
- **Forthcoming events**
  - S3 Canberra Excursion – Wk 5 – Wednesday / Thursday / Friday 20<sup>th</sup>-22<sup>nd</sup>. I will be attending.
  - Tuesday May 26<sup>th</sup> – TNPS Athletics Carnival – Dunbar Park, Marsfield

- Sunday May 31<sup>st</sup> – P&C Working Bee – 8am – 2pm
- Tuesday June 2<sup>nd</sup> – Grandparents’ and Special Friends’ Day
- Thursday June 4<sup>th</sup> – Walkathon & Crazy Sock / Hair Day
- Monday June 8<sup>th</sup> – Public Holiday – Queens Birthday Long Weekend
- Wednesday June 17<sup>th</sup> – P&C Meeting
- Thursday June 18<sup>th</sup> – Kevin Honeycutt PBL Learning with S2/3
- Friday June 19<sup>th</sup> – ‘iOnTheFuture’ learning conference at Turramurra North – student free day
- Wednesday June 24<sup>th</sup> – Semester One 2015 reports go home.
- Friday June 26<sup>th</sup> - Last day T2

T3

- Monday July 13<sup>th</sup> – School Development Day – student free day
- Tuesday July 14<sup>th</sup> – first day T3 students K-6

P. Taylor,  
Principal  
20.05.15

## **6. Treasurer’s report**

The financial statements for the Main P&C account are available upon request.

## **7. NTOOSH**

*No new update provided.*

## **8. Fundraising**

### ***Report***

Fundraising Goal?

A suggestion for a fundraising goal is the refurbishment of the lower playground and back of hall area. ie new play equipment, levelling the pavers, rearrange seating and make better use of the general area. This will be a big ticket item and will require big

fundraising ventures possibly over several years. Is this the goal we want to present as a P&C for the remainder of this year? If so, how is it best expressed? As the P&C meeting wasn't until after the Walk-a-thon forms went out it has been expressed on the sponsor form as upgrade of lunch eating area.

### **Term 1**

Trivia Night - \$400

Cadbury Chocolate Easter Eggs – not finalised, hopefully \$5,000

170 boxes went home to families last term. There is still money from 6 families that has not been returned. Emails have been sent with no response, a personal letter will go out this week.

Election Day BBQ and Cake Stall - \$1370

A special mention goes to Mrs Wallace, who baked multiple cakes, brownies, shortbread and mudcakes that sold well. We didn't have that many cakes to sell so without hers we would have had a very bare table. All our cakes were sold, some selling for \$15 or \$20 each. We also sold the excess Easter eggs left over from the Easter Hat Parade as well as the BBQ. We held the stall for 5 hours (8-1pm), some of those hours only had 2 volunteers, others stayed longer than their allotted times to fill the gaps and others helped on the day. A reason for low numbers may have been that the grounds committee were asking for volunteers the following day. Sport in the morning. End of term. Not enough promotion/pushing of the event.

Feedback received regarding the day. \*Location was easy to miss \* Don't have the cakes and BBQ right next to each other (smell) \* More notice re making cakes\* Cupcake stand to sell individual cupcakes\* Coffee & drinks \* Second hand book stall.

Some of these suggestions had been considered prior to the day but due to the low numbers of volunteers they couldn't be done. For instance 2 people on the BBQ and cake stall can't be asked to sell drinks, make coffee, sell books or even have the BBQ and cake stall away from each other.

### **Term 2**

Entertainment Books – have gone out. There was an email and SMS opt out option. Melissa Nikkah and Yvette Audet organising.

Mother's Day Stall – Tues 5th May – Thanks to Barb Dowling and her team. A big thank you should go out to Simone Quirk who donated a generous amount of jewellery products from her business Allsorts Jewellery & Accessories. They were a big hit with the kids. Profit of \$611.

Walk-a-thon – Thurs June 4<sup>th</sup> (week 7)

As last year this will be run by the teachers during school hours. K-6 will walk the same route, a distance of 450m. Children will ask family/friends/neighbours to sponsor them for the distance they walk. They can wear crazy hair and socks day for

a very colourful day! There will be prizes for the highest earners in each class and a class party for the class that raises the most per capita.

### **Term 3**

Art Show – Fri Sept 11. There will be a request for volunteers to help on the Art Show committee. This is a big job with many opportunities to get involved.

Father's Day Stall – Barb Dowling to organise.

### **Term 4**

School Disco – Fri 23<sup>rd</sup> Oct 6-8.30pm. Planning in progress, an event with something for children and their families. This will be a major fund raiser.

Other: Letter to school requesting sponsors –Wendy.

### ***Other business***

Sandra – Re Paul's proposal to direct P&C fundraising toward the upgrade to the eating/social area (b/w hall and the hub & 4/3B). Requesting P&C vote on/agree to supporting this and if successful the endorsement comes from the P&C not just the fundraising committee.

Wendy and Melissa – Support from the school community for fundraising events/activities is better when there's a target for what the money will be spent on.

Agreement from P&C to support fundraising effort towards upgrade of eating/social area.

Kathryn – Previously and would again like to propose a sound audit of the hall for use by the band, noise created. Fundraising could potentially go towards this work.

**ACTION** – Andrew to follow up with Paul regarding a sound audit of the hall.

Andrew – Organising volunteers for events (eg election day BBQ and cake stall) always a struggle - request for people to volunteer for these events.

## **9. Canteen**

### ***Report***

#### **Volunteers**

We have experienced great support from the TNPS community filling all slots at the canteen for the term despite earlier concerns. Support bolstered immediately after issuing several thank you messages in the Turragraph.



### **Bunnings BBQ**

Our main fundraiser for the year is the Bunnings BBQ on the 27th of June. So far we have filled all but 9 slots from 32 so we are tracking very well.

### **Menu Changes**

We continue to make minor menu changes in response to feedback from parents.

### **Financials**

Financials for this quarter show a \$4,284 loss reported. We have to take into account loss of revenue over January so it is only reflective of a 2 month term. Having said that, our revenue does not cover our COGS. We will need to look at our financials in more detail as a committee.

*Financials available.*

### **Other business**

Wendy – re the large loss reported - some menu items don't have updated prices, or items on the menu that we don't have available.

Margie – The Canteen committee will be investigating further into the cause of the loss.

## **10. Band**

*No new update provided.*

*Financials available.*

## **11. School Uniform Shop**

### **Report**

#### **New Employee**

Kelly McDaniel has started as the Uniform Shop Manager from the start of this term and has been training with Kathy over the last few weeks.

(Had two applicants, both parents, who both interviewed well. Second applicant to volunteer in Uniform Shop with a view to acting as a backup to Kelly)

In that time, Kelly has held a second hand uniform cash sale and is trialling opening the Uniform Shop on Wednesday afternoons as well as Monday mornings.

Thank you to Kathy Brown for her contribution over the last couple of years – I have personally thanked Kathy and will include a \$50 gift card with her final paycheque

### **Banking**

We need to update signatories with the ANZ Bank as all other signatories have left the school.

Propose Kelly, myself and at least one other P&C office bearer  
(This must be minuted and updated on the ANZ Form)

Electronic banking enabling us to utilise internet banking & therefore pay bills & salary online cost around \$11.00 per month – P&C to approve

### **Uniform Shop Pricing & Profits**

Kathy and I have discussed the current pricing and have proposed that prices remain unchanged this year.

The Uniform Shop generally passes excess profits of around \$10,000 to the P&C to subsidise fundraising. The bank account is healthy, although with no price increase, the profit may well be less this year (P&C to approve).

As most P&C Fundraising is already from parents and school community and Uniform prices are at a reasonable (but not cheap) level, it seems reasonable to not ask parents to spend/donate more every year.

### ***Other businesss***

Cheryl – Currently the only signatory on the uniform shop bank account.

Propose that Kelly McDaniel (new uniform manager) be a signatory on the uniform shop bank account as well as another P&C member.

Philippa Gordon – also offered to be a signatory.

Committee agreed.

Melissa – re long pants - used to have double-re-inforced but have now returned to the old style.

Cheryl – it's up to the supplier - not controlled by uniform shop. Kelly is talking to suppliers this week.

Cheryl – Uniform shop is upgrading to internet banking - 2-person authentication.  
Cost \$11 per month.

## **12. Grounds**

### ***Report***

We are working closely with the school to complete the first phase of the front renovation over the next 2 weeks – front fence, paths, updated garden beds, shelter, painting; and eco garden establishment. We are still to determine and finalise specific planting schemes for the refurbished beds, but anticipate they will probably be grass-like in form, low maintenance, shade tolerant and not exceeding 1m in height.

We also plan to remove the unsightly 'Christmas bush' tree near NTOOSH, relocate the agapanthus beneath it, and possibly enclose that space with a raised garden/seat next term. The stump will be difficult to grind out, and this is not part of the upcoming asphalt works. A mosaic there has also been suggested.

Philippa and Issy relocated the Box hedge from the bed near the front gate to a space alongside the coloured tables; moved the gardenias from there to the front of NTOOSH and the Office (alas they are not thriving); dug out remaining unwanted shrubs; planted a large quantity of 'found' Clivea in the garden bed near the flagpole, and Clivea seedlings from the now-demolished front garden beds. Special thanks to Issy and Ralph for coming in over the last weekend and digging out roots left behind from the excavation of the Camellias etc.

We hope to get some treated pine edging (approx 45m) to lay around the SW edge of the Quad lawn/garden, near the Wollemi pine, cost approx \$500. Funding of this TBA.

Mr Taylor wants us to be involved in the asbestos-remediation. We are waiting for him to receive the proposed plan of works from DEC.

After various committee members suffered physical problems which prevented us painting, we are close to finishing the 'snakes and ladders' mural outside Yr1. Unfortunately the fresh paint applied on Monday was disturbed, requiring additional touch ups before the final application of letters and black borders. This may now not be finished next week, as planned.

A list of working bee requirements has been prepared, for Ian Milton to purchase from Bunnings on the school account.

Future working bees could be organised using Doodle.

### ***Other business***

Julie Rogers – Thank you to Wad McKasah for coming on a weekend to assist with grounds work.

## **13. Other Business**

Andrew – Re Remediation in asbestos areas: Thank you and well done to Paul and the staff for all their efforts managing the situation and arriving at such a positive outcome with the Dept of Education. Communication with the school community has been excellent.

Kathryn – We need a handover procedure for children leaving OOSH and going to band practise to ensure they arrive at band practice.

Bree - Also for soccer practice.

**ACTION** – Bree to raise for discussion with OOSH committee.

Margie – What’s happening with the Centenary wall?  
Philippa & Wendy – Bricks ordered last week. To go near the kindy rooms. ETA 3rd term

\*\*\* End of meeting 9:05pm \*\*\*

14. **Next Meeting** – Wednesday 17 June 2015

**Meeting dates for 2015**

Term 2: 17 June

Term 3: 15 July; 19 August; 16 September

Term 4: 21 October; 18 November

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