

# 21 SEPTEMBER 2016

## Minutes

Meeting held at 237 Bobbin Head Road,  
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 21 September 2016

### 1. Welcome & Apologies

Apologies – Karin van Heerwaarden, James Knight, Suzanne Murphy, Max Schreiber

Attendees – Amy Marsden, Bree Alami, Clare Knight, Darren Murphy, Fiona Dennis, Melissa Nikkah, Michael Woodrow, Ralph Hale, Philippa Gordon, Wendy McKasah

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

Proposed – Bree, Seconded – Ralph

### 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.
- Suzanne to write letter to all sub-committee explaining the agreement on sponsorship, as per above.
- Band Committee to provide Executive with strategy plan for 3<sup>rd</sup> band.
- Michael to review draft band budget 2017.
- Ralph to follow up his suggestion that a plaque be created to commemorate the new trees.

### 4. Correspondence

Two letters for Fundraising

### 5. Executive team report

Nothing submitted

### 6. Canteen report

Nothing submitted.

Received 3 responses from the letter requested ore volunteers.

Using year 6 students to serve may be an option for T4.

There is a new menu for term 4.

Likely to need to employ a second person 3 hours/day – recommendation accepted. Canteen is doing really well and making money.

#### 7. Grounds report

One of the Harpulia trees recently planted appears to have a crack at its base. This needs to be attended to.

Grounds Committee will prepare a new plan for additional work in the quad (plantings and potential seating), based on recent discussions with Paul Taylor. We need to have one final working bee in term 4.

#### 8. Treasurer's report

Nothing submitted

#### 9. Principal's report

See attached PDF.

#### 10. Uniform shop report

Nothing submitted

#### 11. NTOOSH report

See following pages

Administration	<p>Roslyn (Roz) Doyle from Becklyn P/L is fulfilling the role of Nominated Supervisor for NTOOSHC.</p> <p>Roz and I, Zan, have been fulfilling the Responsible Person role on site each afternoon in addition to conducting the required day-to-day administration tasks.</p> <p>In addition to these tasks, we have been working on the changes required for the Centre's compliance with the National Quality Framework, National Regulations and Law.</p>																		
Attendance Numbers	<p>The average booking numbers across Term 3 per session are as follows:</p> <table border="1"><thead><tr><th></th><th>MON</th><th>TUES</th><th>WED</th><th>THURS</th><th>FRI</th></tr></thead><tbody><tr><td>AM</td><td>26</td><td>38</td><td>28</td><td>27</td><td>19</td></tr><tr><td>PM</td><td>46</td><td>63</td><td>56</td><td>60</td><td>30</td></tr></tbody></table> <p>Please note that whilst the <u>booking numbers</u> 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.</p>		MON	TUES	WED	THURS	FRI	AM	26	38	28	27	19	PM	46	63	56	60	30
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Staffing	<p><u>Rostering</u></p> <p>We have adjusted our staffing each morning session from 3 down to 2 educators to reflect ratios of between 12 and 13 (a ratio of 9 on a Friday</p>																		

	<p>as numbers are lower). The exception of this being Tuesday morning where we have kept a third educator on as numbers are larger. <i>(Please note that the recommended staff:child ratio in OOSH is 15).</i></p> <p>We have also made adjustments to our afternoon staffing by staggering start and finish times. An educator now commences half an hour earlier at 2pm to ensure that afternoon tea preparation is completed prior to children arriving. Two educators now finish at 6pm, half an hour early, as it was unnecessary to have 4 educators finishing at 6.30pm each day. The intention will be to implement a 5.30pm finish next term, where appropriate, in line with child numbers significantly decreasing at that time.</p> <p>We will continue to monitor this for both practicality and financial purposes.</p> <p><u>Staffing Changes</u> This term has seen some movement in the staffing at NTOOSHC with the departure of Lynne and Viktor, Yasmin going overseas for 5 months (to return in November), Gloria overseas for 1 and a half months and other staff on practical placements for uni.</p> <p>As such, we have hired three new casual educators, Julia, Eloise and Lillian. We also welcomed back Matt Low who has returned from his overseas trip and has been acting in a Certified Supervisor role at the Centre for morning sessions in lieu of Gloria.</p>
<p>National Quality Framework (NQF)</p>	<p>To ensure the service is meeting its requirements under the NQF and regulations the Centre’s program, menu and daily procedures have undergone some changes.</p> <p><u>Afternoon Procedures</u> Roll call is now conducted in two groups, a K-3 roll in the cottage and a 4-6 roll in the music room. A headcount has also been implemented in conjunction with roll call changes as a cross-check mechanism.</p> <p>Years K-3 eat their afternoon tea seated at tables inside the cottage whilst years 4-6 now eat at the outdoor silver tables with a supervising educator.</p> <p>A staff member each afternoon is responsible for ensuring each child is accounted for by contacting the families of missing/absent children and where this is not possible, communicating with the school.</p> <p>These changes ensure the safety and wellbeing of each child with greater accuracy with our rolls and less congestion in the main room during the first portion of the afternoon.</p> <p><u>Program</u></p>

	<p>The Centre now has a detailed program for both morning and afternoon which focusses on engaging each child with activities in a wide range of areas – construction, games, craft and outdoor play.</p> <p>Inside play is now available to children all afternoon in addition to play outdoors on the oval and equipment.</p> <p>A Senior 4, 5, 6 program is slowly being implemented with special activities programmed utilizing the demountable (music room) as a senior space.</p> <p>Use of the TV for morning and afternoon sessions has been reduced for inclement weather and special occasions only.</p> <p>Commencing Term 4 we will also be implementing a ‘Homework Club’ for the first half hour of each afternoon where children will have a designated quiet space for homework and quiet reading supervised by an educator who can provide assistance where required.</p> <p><u>Menu</u> The Centre has a new menu which has been designed using the Australian Dietary Guidelines, ensuring each menu item encompasses each required food group. We have been trialing various items, some very successful such as butter chicken, antipasto platters and corn fritters.</p>
<p>Incidents / Accidents</p>	<p>In line with National Regulations, new incident, injury, trauma, illness reporting procedures have been implemented with all reportable events documented on a new form and signed by parents within the required 24 hours.</p> <p>This term has seen minor injuries due to trips and falls, some illness due to virus and one bee sting where no allergic reaction occurred.</p> <p>There are no major incidents or accidents to report this term.</p>
<p>Equipment / Maintenance</p>	<p>General cleaning of the Centre, storeroom and office area has occurred this term.</p> <p>New shelving was purchased for the OSHC room to increase storage and access to resources.</p> <p>New information displays were erected to engage families in our practices for the NQF, the Centre’s philosophy and other legislatively required Centre information which is now available.</p> <p>The new room layout was implemented to facilitate more room for children and activities, particularly during afternoon tea time.</p> <p><u>Maintenance required</u></p> <ul style="list-style-type: none"> <li>• Oven requires replacement – we are utilizing two electric fry pans and a portable convection hot plate for the interim.</li> </ul>

	<ul style="list-style-type: none"> <li>• Electrical circuit occasionally shorts if overloaded.</li> <li>• There are two significant holes in the wall near the storeroom which require repair</li> <li>• 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.</li> <li>•</li> </ul>
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## **12. Fundraising report**

Nothing submitted

## **13. Band report**

A busy month highlighted by the iOnTheFuture collaboration with Kevin Honeycutt, a Senior Band lunchtime concert, and the Senior Band's participation at a concert held at Kuringgai High School where they shared billing with the high school's band, and an older-aged community band. This gave the TNPS students a tangible idea of where their music careers may lead them within the community in the both the near and distant futures.

Last week Mr. Crocker held his annual Year 2 Music Class as an introduction to Junior Band. A letter has gone home to parents to signal their intention to attend the Blow Test night in October. To date we have had nearly 20 respondents.

We are constantly working towards formulating the band make-up for next year. After the Blow Test Evening we will have a much clearer idea of how many students we will have across the three bands, and will be able to allocate instruments and work out our requirements.

We have been proactive about our instrument requirements for 2017. Vivien Hon, our Instrument Co-ordinator, has identified our most likely needs, and has reserved several instruments from the NSW Arts Unit. This program enables schools to hire instruments at a discounted rate.

At our meeting last week, we passed a unanimous decision to remove second child discounts for term fees and Band Camp. This had been \$10 per child, per term, and applied to ten families in 2016. It was agreed that removing the discount was not a significant disincentive to parents wishing to enrol more than one child in the program.

We also confirmed our fees for 2017 to be \$115 per term, an increase of \$5; and \$85 per term for instrument hire, an increase in \$10. This is in line with the proposed 2017 budget which was presented to the P&C last month.

We have a proposal to hold Band Camp for 2017 over the Mother's Day weekend. For no increase in cost we would be guaranteed exclusive use of the conference centre in Galston. This would significantly increase our rehearsal and tutorial space, and benefit the children enormously. I have drafted a survey letter, sighted by Mr. Taylor, to go out

to current band families, teachers, and potential Year 2 families. I propose this survey be distributed in Week 1 of Term 4 to allow us to announce the Band Camp date at our Blow Test Evening on 27 October.

## UPCOMING EVENTS

### **Thursday 22 September**

Junior Band performance at Principal's Award Assembly	10.30 a.m.
Junior Band mock auditions	throughout the day

### **Saturday 24 September**

Bunnings BBQ and Cake Stall  
Thanks to Wendy McKasah and Bree Alami who have taken care of ordering all the supplies.  
The roster is filling, and I have over ten lovely ladies making cakes for the day.  
We thank the P&C for giving us this opportunity to fundraise.

## FINANCIAL SITUATION

Bank account shows funds in excess of \$16,000. All Term 3 fees have been collected. We currently have 75 students enrolled in the program. With the iOnTheFuture conference, the high school performance, and the promotion of the band program, we have had more performances than budgeted for this term, but this is mitigated by fewer performances in the first half of the year, and savings in some of the other line items.

I have had a request regarding payment for damage to instruments. At present we use the following procedure:

- Contractor invoices are paid out of the Band account.
- Our Instrument Co-ordinator, Vivien, relays the information to our Fees Co-ordinator, Fiona.
- Fiona invoices the Band member's family for the relevant amount. If the families ask Fiona what the invoice is for, Fiona goes back to Vivien who contacts the family.

We request that these families are contacted directly by Vivien with the TNPS Band account details, and for payments to be made into the account without having Fiona invoice for them.

Vivien has a very good knowledge of the instruments in question, and it would decrease unnecessary communication and expedite payment. This reduces the likelihood of invoices going unpaid, and the need for Fiona and Vivien to chase these up. It would still show on our account as an invoice paid to the contractor, with corresponding amounts coming in from families.

## EMPLOYMENT SITUATION

It has been formally minuted that Angela Mulcahy has stepped down as President of the Band Committee, and Amy Marsden is taking her place. The change in bank signatory forms are being presented for endorsement by P&C President, Darren Murphy.

## SCHEDULED MEETINGS

**Tuesday 18 October**                      **7.00 p.m.**                      **Venue: Amy Marsden's place**  
Please note this date has been brought forward to give us more time to prepare for the Blow Test Evening on Thursday 27 October.

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

### **14. Other Business**

Wendy – Request that a thank you gift of flowers be sent to Barbara Dowling. Barbara has organised the father's and mother's day stalls for the past four years and is leaving the school at the end of this year. Accepted.

### **Next Meeting –**

**Term 4:** 19 October; 16 November

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