

Turrumurra North Public School P&C Association

Meeting Minutes

19-May-2021

1. Summary

Date	Wed, 19-May-2021
Time	7:00 pm
Term	2
Week	5
Location	TNPS 237 Bobbin Head Road, North Turrumurra 2074 Year 6 Classroom NTOOSH room (due to the Year 6B classroom being locked/alarmed meeting was relocated to the NTOOSH room on the night)
Meeting Type	General Meeting

2. Welcome & Apologies

Attending	<ol style="list-style-type: none"> 1. Bree Alami 2. Lucinda Chapman 3. Rebecca Fitzmaurice 4. Robina Joselin 5. Lirize Loots 6. Yolanda Muller 7. Saad Saeed 8. Kath Selkirk 9. Rachel Veitch 10. Beck Dickson
Apologies	<ol style="list-style-type: none"> 1. David Lally 2. Katie Sumpton 3. Michelle Verhagen

3. Acceptance of minutes from previous meeting

Accepted

4. Matters outstanding from last meeting

1	Set correspondence preferences with bank (Westpac)	In progress
2	Grounds - COVID safe plan required for potential working bees (prior to requesting required approval). Michelle / Bree have samples that can be shared with the P&C	N/A
3	Uniform shop order expectation message (e.g. processing time, etc) needs to be added to MunchMonitor	N/A (System will be changing)
4	Band - COVID safe plan required for events (prior to requesting required approval). Michelle / Bree have samples that can be shared with the P&C	Complete (for 1 event)
5	Bree to find exemption form and submit to P&C Federation. RE - P&C Federation request for audited financial records	In progress (Auditor to provide quote for services)
6	Process for renewal of P&C domain name, to be clarified with previous secretary	Complete
7	P&C page on TNPS website - re-request school to update	Complete

5. Correspondence

- None discussed

6. Executive team report

No report provided.

7. Principal's report

The Principal was an apology for this meeting, but provided the following report for inclusion.

Report prepared by Michelle Verhagen:

Date	Term	Week
19/5/21	2	5

Events for Term 2 - *thank you for your attendance and support*

- ANZAC Commemorative Assembly
- Student-Led Assemblies each fortnight
- Novel in A Showbag (Stage 2)
- Band Camp
- Stall for Mothers and Special Others
- Choir (Festival of Choral Music) and Dance groups (Sydney North Dance Festival)
- SRC
- Zone Cross Country
- School Tours
- NAPLAN online and Check-In assessments

Coming up: K-6 Athletics Carnival, Grounds Working Bee, Trivia Night

Wellbeing, Learning and Engagement - explanation

- Positive Behaviour Focus areas (behaviour matrix shared in Turragraph)
- Personalised Learning and Support Plans
- Intensive Learning Support Funding at TNPS (DoE COVID-ILSF)
- Aust. Early Developmental Census for Kindergarten
- Nationally Consistent Collection of Data for K-6
- Semester 1 Student Progress Reports
- School Uniform - options and consultation - explanation

School Improvement Plan – strategic directions (*shared via website and Turragraph, updates on progress provided regularly*)

1. Student growth and attainment - explanation of purpose

To maximise student growth and achievement in reading and numeracy by building strong foundations for continuous success through quality

teaching practice, a culture of high expectations and shared responsiveness to feedback.

2. Evaluative practice – continuous improvement culture – purpose

To maximise learning outcomes for every student, all staff will use data to understand their students' learning and inform differentiated, personalised teaching strategies with high expectations for engagement and success. Students will take responsibility for their learning, be aware of their own progress and set aspirational goals with high expectations for further success.

3. Wellbeing and engagement – purpose

To maximise all students' ability to connect, succeed and thrive there will be a planned, whole school approach to wellbeing that supports social emotional resilience. A focus on challenge and engagement will be underpinned by strong attendance and a positive growth mindset.

Communication reminders: main channels

- TNPS website.
- Schoolzine – Szapp messages and Turragraph

Facilities Upgrade & School Resourcing including:

- NTOOSH Cottage – painting complete. P&C / NTOOSHC now finishing final stages of refurbishment.
- Tree safety & playground equipment audits were completed over the term break. Repairs to equipment.
- ICT – iPads purchased & new laptops to replace failing devices (T4L budget from DoE)
- Installation of new sound system in office – speakers & evacuation alarms throughout the school
- New electronic school sign – plans submitted
- Installation of pathway from the oval to Orange Green exit gate – plans submitted
- Hall – lighting upgrade - plans submitted
- Carpet and vinyl installation - explanation

Safety Reminder: Scooters and Bikes

Parents and carers, please model and help the teachers to reinforce these important safety messages for all students and pre-schoolers:

- Scooters and bikes must be walked through the playground or across the school oval. Riding is not permitted in the playground or on the oval.
- Wearing a helmet is a must.

- During the school day all scooters and bikes are to be stored in the area opposite the junior girls' toilets. An additional bike and scooter rack have now been installed.

8. Treasurer's report

General committee discussion included,

- Balance of various accounts
- Reasons for various balances and expenses
- Invoicing

ACTION: Canteen strategy (in terms of menus, scheduling, etc) needs to be looked at - in an effort to improve financials

ACTION: Stock take of uniform shop needs to be conducted

ACTION: Munchmonitor report of sales needs to be generated for treasurer

Report provided.

9. Grounds report

Items discussed included,

- Working bee at school on Sunday, 23-May-2021
- Lots of weeding work required
- Suggestion to not hold a BBQ at working bee, rather to purchase snacks for attendees and claim back from P&C
- Discussion of potential grants (including Woolworths Junior Landcare Grants 2021, Planet Ark - tree day)
- Mulch - availability and also requirements for parent volunteers to move mulch if/when acquired.
- A grounds plan for NTOOSH participation is required

ACTION: Working bee announcement needs to be made

ACTION: NTOOSH grounds plan is required

10. Uniform shop report

General committee discussion included,

- Stock levels are good (not overflowing).
- Unisex options for pants, shorts are now stocked.
- Team is working on gender neutral options and also Department of Education compliance
- School Uniform - options and consultation - in progress

11. NTOOSH report

General committee discussion included,

- Attendance/enrolment levels continue to remain down compared to pre-COVID levels
 - A smaller school student population is also contributing
- Financial loss in first term due to lower enrolment levels
- Costs have been cut wherever possible
- New cottage in final stages of preparation (painting complete, furniture on it's way, etc) - nearly open (tentatively in Term 3)
- General discussion on how to keep service and keep supplying. Ideas around vacation care - which is advertised in greater community
- Licence fee is due in October. Department of Education licence fee strategy is changing this year - which should will be beneficial for NTOOSH
- Expecting assessment and rating notice (i.e. audit notification) this year.
 - Aug 2017 was the last audit.
 - Usually an audit takes +/- 2 days.
 - Significant preparation is required for audit

12. Canteen report

General committee discussion included,

- Lower utilisation of canteen in Term 1
- Requirement to revisit menu, options and schedule
- Canteen is financially breaking even

ACTION: Canteen strategy (in terms of menus, scheduling, etc) needs to be looked at - in an effort to improve financials

13. Fundraising report

*Report prepared by Lirize Loots & Yolanda Muller
Certain specific financials excluded in these minutes*

The P&C Committee is working with the School to raise much needed funds to pay for much-needed renovations to the junior toilets, upgrade and enhance the safety of the walkways into the school and around the playground. We are also working to raise in the region of \$100,000 to transform the school's oval to a standard which will allow it to be used for sporting matches and to provide seating for spectators.

We started this year with the Easter fundraising with pre-ordering of Cadbury's easter eggs and Baker's Delight hot cross buns. Although we sold less boxes of eggs than previous years, over 30 boxes sold were more than expected. The pre-sales worked really well and we raised a profit.

The Mother's Day stall was held on Thursday 6 May, with Kindy and Y1 parents organising and running the event on the day. The aim was to be inclusive in gift selection and to hold the stall physically to make it more engaging and fun for the children. We raised revenue with profits to be calculated. For future stalls we recommend 3-4 items per child as we sold out of most stock on the day and had to limit children to 2 items in many cases. We quickly sold out of plants and biscuits and recommend purchasing more of both for future stalls.

Year 3 and Year 5 parents are working hard for the Trivia Night to be held on 5 June. Due to COVID-safe restrictions, limited tickets are available for attendance on the night ($82.5 + 19 + 13.5 = 113$ if we include the stage and the movement / passage area). However, the silent auction will be held online and open to many more people. We will have an outside caterer on the school premises with a mobile pizza oven, offering a 3 course meal to attendees. The ticket price (\$40) includes the meal. We have currently sold all 80 tickets released, a waitlist was created on trybooking and we will be releasing more tickets.

Families will be asked to start contributing recipes to the TNPS recipe book during June. We will use the publication services provided by Schoolyard Stories and will run a cover art competition. Entries and photos (donated by Clare Oliver) will create a unique TNPS feel for this special recipe book.

We are pleased to confirm the outdoor movie night, proudly supported by Matt Bolin and Ray White Upper North Shore, to take place on the oval on the Halloween weekend (Saturday 30 October). A save the date will go out shortly.

The calendar below shows the remaining events and fundraising activities to take place during the remainder of the year.

Request: date for thank you tea for teachers for T2?

Approval requested:

- Promote trivia night sponsors:
 - Notice board
 - Szap Newsletter
- Facebook page - P&C
- Stripe

Calendar of fundraising and social events - 2021

<i>Event</i>	<i>Organising group</i>	<i>Date</i>
TERM 1		
Easter fundraising	Fundraising	Second half of Term 1 starting w/c 22 February
TERM 2		
Trivia night	Yr 3 & 5	Date: SAT 5 JUNE
Mother's Day stall	Yr 1 / Kindy	Date: THURS 5 MAY
TERM 3		
Father's Day stall	Yr 1 / Kindy	Date: THURS 2 SEP
Election Day BBQ	Fundraising	Date: SAT 4 SEP
TNPS Recipe book	Fundraising	Call for recipes during Term 2. Design in Term 3. Launch at Art Show in Term 4
TERM 4		
Art show	Yr 2 & 4	Date: FRI 22 OCT Take pre-orders for Tea Towels, cards, calendars during Term 3. Also recipe book.
Movie Night (Halloween) proudly supported by	Fundraising	Date: SAT 30 NOV

Matt Bolin and Ray White Upper North Shore		
Gingerbread house (Jepska honeybread)	Fundraising	Orders close end of October - communicate at end of Term 3.
End of year celebration / BBQ with parent band	Fundraising	TBC - End November / Early December Dependent on COVID restrictions

General committee discussion included,

- Financial performance of events held so far
- Stock levels and requirement for ordering for future Mothers days event
 - For future Mothers day event - recommendation is to start with younger years (i.e. K, Year 1, Year 2 ...), leading to later years - who generally tend to purchase more.
- Trivia night -
 - Initially 80 tickets were released. All purchased. A further 15 tickets will be released.
 - 10 tickets reserved for teachers table
- Recipe book fundraising project is progressing.
 - Schoolyard stories will be used for publishing
 - A cover art competition will be organised for students
 - Local photographer - Claire Oliver is kindly donating her time for the project
 - Recipe book is scheduled to be launched with the art show
- Movie night
 - Date: 30-Oct - starting at 7:30 pm
 - Being planned as a entire family event
 - Raywhite team - covering cost of renting equipment
 - Potential opportunity for band to play

ACTION: Save the date for the movie night

ACTION: Schedule thank you tea for Teachers and Staff

- Sponsors asking if they can be acknowledged in newsletter
- Is there a Facebook page? Bree to set it up. There is currently an inactive school one which will be transitioned to P&C

ACTION: Bree to setup Stripe & eftpos machine

14. Band report

*Report prepared by Lucinda Chapman and Natasha Mercer, Band Coordinators
Certain specific financials excluded in these minutes*

1. Current numbers [share only current, detail for reference if needed]
 - JB= 19 (18 from Year 3, one from Year 4 - we've lost one this year)
 - SB = 28 (combined with intermediate - lost one from same family plus another from IB who didn't continue)
 - Total = **47** from **41** families (compared with 55 from 50 families at beginning of 2020)

2. Bands overview
 - We've merged Intermediate Band with Senior Band - great excitement at the end of last term when we held a special graduation for them, and they were called out at Band Camp for great perseverance. It was the right decision, stretching them all and real benefits from being with older children - for many, first time they had played with someone else on same instrument in band.
 - We've started our Extension Band with 7 children from Senior Band which is key to help keep the more advanced children involved in the program. While 2 of the children were in last year's Jazz Band, there are 5 new children involved who have stepped up and really enjoying it. We envisage holding auditions at the end of each term for anyone in Senior Band who wants to. No additional charge for Extension Band as it's part of our retention tactics.
 - Senior Band has a much fuller sound now and enjoyed playing some movie classics at Band Camp.

3. Current priorities
 - a. Band Camp wrap up - see separate report
 - b. Performance opportunity in Week 10 at Principal's Assembly - confirming which bands can participate - ideally something from each: Junior Band, Senior Band and Extension Band. Are there other opportunities eg fundraising events?
 - c. Tutor review - want to check in with all families. Band camp was a good opportunity to meet the tutors and get to know them a little more.
 - d. Semester 1 fees to be issued by end May.
 - e. Transitioning to new volunteers e.g. instruments, tutors, band parents

4. Actions to discuss
 - a. Band camp recommendation for next year

- b. Performances
- c. Fee rebate following band camp? Recommend \$30 per child
- d. Band fees re Semester 1 - access granted to Cheryle?
- e. Remittance advice for conductor fees
- f. Instruments - planning a mid-year repair as many of our flutes, clarinets and saxophones have had issues. They are all old instruments and while they are adequate for junior band students, we may need to start telling families to buy their own from Senior Band onwards unless we continue to invest in replacing them.
- g. Folders - new band folders would be great - ideally 50 new folders with TNPS logo on them.

Band camp report Beck Dickson

Band camp 2021 was a success – happy reports and positive feedback was received both face to face and through our online survey. The kids voted spending time with their friends, the extra curricular activities (archery and catapult building) and the concert as the best bits, so will be looking at another fun activity to break up the tutorials during the next band camp.

The 2 day (no overnight stay) format worked well, however some parents have voted they would like to see band camp next year to include an overnight stay. This is a maybe at this stage, and we are considering other options ie to extend the Saturday night for seniors with dinner and a movie instead of an overnight stay.

The venue feedback was good, however we are looking at other options that would provide better space for tutorials. Had the weather turned bad we could have been stuck in small rooms with bunk beds and big instruments – not ideal! A couple of venues we are considering are relatively close, one at Lane Cove and one at Ingleside, but will have to do a site reccy to see suitability in the next few weeks and pay a deposit.

Parents feedback on price was that it was about right, so would be looking to keep it the same (or cheaper) for next year. We are also considering 2 hrs of tutorials on the Sunday in addition to Saturday.

I suggest that next year we put together an info pack to send out to all parents a week before the camp that will outline the schedule, tutors, activities, hours and general info.

I've updated the checklist for next year which is saved in the BAND CAMP 2022 folder, ready to go!

ACTION: Bree to check with Michele if 3 bands (junior, senior, extension) could play 1 piece each at principal assembly.

15. Other Business

- P&C policies are being updated based on NTOOSH policies
- P&C Federation is going to start offering email aliases and cloud storage to members. Need to review and consider offering.

16. Next Meeting(s)

General Meetings are held on the Wednesday in Week 5 of each term.

From 7:00 pm in the Year 6B's classroom

- Term 3: Wednesday, 11th August 2021
- Term 4: Wednesday, 3rd November 2021

Annual General Meeting

- AGM: Wednesday, 1st December
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Note: These minutes are documented in the order of headings presented above (to maintain consistency between meetings), and may not match the order they are discussed in the actual meeting.