



## Hunters Hill Public School P&C General Meeting Minutes

Wednesday 12/02/2020 (DRAFT)

### 1. Welcome

- a. Attendees: Geraldine Bourne (co-Chair), Alia Boyd (co-Chair), Sarah Anderson, John Lau, Jennifer Bui, Kim Dudgeon, Loretta Mitchell, Nicole Kleijn, Aleisha Dasilva, Lena Teo, Cath Atkins, Jenna Morrow, David Floro, Marina Treen, Jennifer Edwards, Lesley Illiffe, Caroline McDowd, Emily Salter, Michelle Ross, Josephine Beddow, Camilla Cavarra, Nicole Sharkey, Lisa Bettman, Georgina Wood (24)
- b. Apologies: Wayne Evans (President), Dane Lathams, Andrea O'Halloran, Bec Heska, Fiona Henshaw, Heather Cook, Caitlin Flett.

### 2. Confirmation of minutes from previous meeting

- Motion: Sarah
- Seconded: Loretta
- Unanimous Pass

### 3. Business arising from previous minutes

- n/a

### 4. Correspondence in/ out

- n/a

### 5. Key planning dates for the year

Date	2020 and 150 year celebrations	responsibility	Date	2021	responsibility
				Welcome BBQ	Year 1
03.03	Swimming Carnival Catering	Events		Swimming Carnival Catering	
13.03	Welcome BBQ	Year 1			
April	Easter Eggs	Events	April	Easter Eggs	Events
	Grandparents Day	Year 2		Grandparents Day	Year 2
	Anzac Ceremony				
May	Mother's Day Breakfast	Kindy		Mothers' Day Breakfast	Kindy
	Kindy 2021 Parent Info Evening	HHPS SR		Kindy Information Evening	HHPS SR

Sept	Fundraiser	Year 3			
Sept	Father's Day Breakfast	Year 4		Fathers' Day Breakfast	Year 4
	Teddy Bear's Picnic				
	School Concert				
Sept	150year events				
05.10	World Teacher's Day Lunch	Years 5/6	05.10	World Teacher's Day Lunch	Years 5/6
Nov	Kindy Orientation				
Nov	Kindy Orientation (2)				
Dec	Lomondo	Events			
Dec	Year 6 Farewell Dinner				

*Action: Jennifer to complete Events Calendar with Emily (Events) and Loretta and Nicole (150th celebrations)*

#### 6. Principal's Report by Kim Dudgeon

- Power outage - Sunday 9th February to date. Rain damage to the room housing server in the School office. Phone lines and internet connection lost. Communications restricted to SchoolBag and white board outside Kindergarten rooms.
- Parent Teacher Information night - postponed until 18.02.2020.
- Cleaners - action taken to improve service.
- Traffic - Alexandra Street during pick up and drop off - congested, unsafe practices. Kim has had a meeting with Hunters Hill Council who are monitoring the situation, looking for solutions.
- Communication and Social Media - DET website is out of date and Facebook page infrequently updated to reflect current activity in school. Assessing ways to improve communication with parents and community.
- Learning support review.
- Behavioural expectations - development of staff expectations of student conduct.
- Mr Jake Simpson
  - collegial support: team teaching - observing best practice in other classrooms with supervised implementation. Jake to cover classes as teachers take part.
  - Continuing the Professional Development of staff Technology skills; applying new skills to the learning environment to enhance teaching of the school curriculum.
  - Organising PSSA, Swimming and Sport Carnivals.
- Mathematics - additional mathematics classes taught by Kim Fenney and Erin Crowe in Stage 2 and 3.
- Stocktake of current hardware and software school - Kim to assess resources and future needs, in consultation with staff.

- Language - French taught at HHPS for over 30 years. Currently there is no language program. Overwhelming support for language to be reintroduced. Survey had a poor response rate. Difficult to access, only 50% of families responding. Survey questions failed to represent the values of parents to have a language program, even if it was not their preferred language.

*ACTION: Kim and staff to investigate and communicate with parents about the potential to reintroduce the language program.*

- Sport - No dedicated sports teacher. Transform Us to continue gymnastics program.
- STEM - No dedicated STEM teacher.
- School needs a new BBQ.

*ACTION: Kim to liaise with P&C regarding and cost and requirements of BBQ for purchase*

#### 7. President's Report (attachment)

- Establishment of new executive.
- New domain for P&C email addresses and file sharing facility established to ensure greater transparency, accessibility and ease of transfer to incoming members.
- Budgets and plans have been established for each sub-committee and for the HHPS P&C Association.

#### 8. Treasurer's Report (attachment)

- All budgets to be finalised by week 5.
- Audit - to be completed by Soutar Accountants; cost of audit and bookkeeping to be covered by P&C Parent Account.
- Insurance - Workers Comp payment split across 3 sub-committees (HHOOSH/Canteen/Band)
- HHOOSH leave balances.
- Uniform Shop - appropriate retention of funds.
- Recommendations of return of excess funds over operating expenses.

*ACTION: Subcommittees to return excess funds over operating expenses (20%)*

*ACTION: Subcommittees to put forth proposals to P&C for new expenses and equipment*

#### 9. General Business

##### a. Code of Conduct Implementation

- To be added to Motion to review Hunters Hill Public School P&C Association Rules and Constitution

##### b. Budget and Plans for 2020 - underway

##### c. Payment of Membership Fee for P&C Association

- Preference for option of an online payment in addition to handing payment to the secretary at General Meetings.
- Community members can still pay the secretary directly at meetings.

*ACTION: Jennifer and Nicole Kleijn to look into the suitability of Flexischools as an online payment system.*

- d. Swimming Carnival catering - Emily to organise catering for teachers at RALC.
  - Motion: Nicole Kleijn
  - Seconded: Geraldine Bourne
  - Unanimous Pass
  
- e. Welcome BBQ - to coincide with the opening of the new restaurant at Hunters Hill Club (major sponsor). BBQ provided with entertainers for children. Events and Year 1 parent involvement. Change of time: 3-5pm
  - Motion: Geraldine
  - Seconded: Alia
  - Unanimous pass
  
- f. Grandparents Day - Events and Year 2 parent involvement
  - Inclusion of purchasing bundles of new readers on Grandparents Day to replenish current stock. Payment process to be determined.

*ACTION: Alia to discuss with Cath and Heather using Canteen for payments of class readers*

*ACTION: Alia to discuss with staff their preferences regarding readers and magazines*

- Library would welcome any contribution the P&C would like to make toward Grandparents day and resources for the library.
  
- g. P&C Association Communications
  - Contributions to the HHPs DET website need to be approved by Kim and the school's Administration.
  - Content will be uploaded to the site by the school's Administrative staff.
  - Allow time for Administration to process these requests as they have many priorities.
  
- h. Uniform Shop
  - Convenor resignation, Debbie Fung's resignation from Uniform shop
  - John Lau is recognised for his outstanding contribution to the school community and more specifically, the Fete Committee and the Uniform Shop. John is willing to help another volunteer transition into this role over the next few months.
  - Recognition of Debbie's hard work in her role helping school community
  - Interest has been shown for the position of Uniform Shop coordinator. Interested candidates to be interviewed.
  - Current space for stock is just manageable.

#### 10. Subcommittee Reports

- a. HHOOSH (Before and After School Care) (attachment)
  - Natalie is currently acting director of HHOOSH.
  - Taylor Quinn is resigning.
  - Service provided across 220 families.
  - Recent assessment and rating. Results available in 3-5 weeks.

- Updating First Aid Certificates.
- Still vacancies in Before and After School Care.
- HHOOSH Request to convert long jump sandpit into a garden bed.

*ACTION: Kim does not want to replenish sand until sand covers are available for sand pits. Investigate current use of long jump sand pit.*

- Supernova still not operational.

*ACTION: Kim to investigate current progress on replacing/ repairing*

b. Performing Arts

- In the process of becoming Creative Kids Provider - would come into effect Term <sup>3</sup>/<sub>4</sub>.

*ACTION: Proposals for new instruments and resources can be brought to P&C meetings.*

c. Canteen (attachment)

- Power Outage prevented service during week 3 of Term 1.
- Now open on an additional day. First Friday open was successful, potential for increasing sales.
- Still assessing trends associated with opening 4 days a week. Will there be a decrease in revenue on the other days or overall increase in sales.
- Parent volunteers welcome on Fridays.
- Gluten free, Allergy aware options. Increased variety on healthy food menu.

*ACTION: Canteen to put in a proposal for a new freezer specifying model and cost estimates*

*ACTION: Canteen to release survey of what students would like to see at the Canteen. Appeal to parents for recipes and ideas.*

d. Creative Workshops (attachment)

- Down on enrollments.
- Passing on the try booking fee to the parents.

e. Events

- Welcome BBQ - Week 7 13.03.2020 Year 1 Parent Involvement.
- Grandparents Day - Week 11 Year 2 Parent Involvement.

f. Uniform Shop

- Sample jackets for consideration by P&C.

*ACTION: Confirm price of sample non fleece jacket for the next meeting*

- Questions of quality and durability should be forwarded to the Uniform Shop convenor to investigate and discuss with suppliers.
- DET is still developing guidelines on gender neutral uniform options.

- g. School of the Future
- Kim to stocktake schools current computers and software.

*ACTION: Kim to advise P&C of resources required for STEM*

- SunSafe School - lack of shade, sunscreen not always available. Potential for shade sails and provision of pump packs of sunscreen.

*ACTION: Investigate funding and grants available to schools where installing sun shade sails*

- h. Book club (attachment)
- Book club distributed for Term 1. Orders due by the end of February.
- On 5 occasions credits offered by companies have expired.

*ACTION: Bec to discuss with teacher representative on how to use Red Gum credit*

- i. 150 year Celebrations (attachment)
- Jennifer Edwards organising a publication for sale at 150th celebrations and events. Waiting on the last contribution, final edits and graphic design. Costing to be confirmed
- Events to include School History Day, Parent and Community Adult Dinner and 150 Street Parade and School Open Day.
- 150th Anniversary 24th September 2020. Events to be held the week before.
- Decision to hold a school concert or performance in addition to, or in combination with, 150th year celebrations to be determined by Kim and staff.

*ACTION: Nicole and Loretta to finalise costings and approvals with Kim and Hunters Hill Council*

*ACTION: Communicate and advertise plans to school community, "Save the Date" in the newsletter*

*ACTION: Loretta and Nicole to recruit volunteers to be part of the organisation of events*

## 11. Other Business

- a. Motion to Review Hunters Hill Public School P&C Association Rules and Constitution
  - Motion: Geraldine Bourne
  - Seconded: Cath Atkins
  - Unanimous Pass
  
- b. Motion to Approve Audit Fees
  - Motion: Geraldine Bourne
  - Seconded: Alia Boyd
  - Unanimous Pass

## 12. Close of the meeting at 9:40pm.

- The next meeting will be held on Wednesday 18th March, Week 8, Term 1, 2020 at 7:30pm

- Classes commence this week with 104 enrolments across 15 workshops. Enrolments are lower in Term 1 due to the short lead time to get bookings.
- New classes – Chess, Cricket, Hip Hop, Sewing
- Cancelled classes – Little Bits Circuit building, Taekwondo, Craft
- We now pass on the 2.5% booking fee charged by TryBooking to the ticket purchaser as opposed to previously absorbing it in our margin.

#### Canteen Report

In canteen news, it's been a slow start w power outage but hope to get cooking up a storm in next couple weeks. First Friday open proved to be successful, only see sales increasing on that day. Will watch if being open 4 days decreases revenue on the other days or just increases overall.

Heather Cook

#### **HHOOSH Service summary**

##### **Overview**

The HHPS P&C HHOOSH sub-committee manages and assists the coordinator to affect the delivery of the Hunters Hill Out of School Hours service.

##### **Sub-committee Conveners**

Jenna Morrow

Sally Cheadle

Mandy Pattinson

##### **Before and After School Care Capacity**

72 children per session

##### **Enrolments**

Before school care - average daily enrolment: 30 children

After school care

Monday – 51

Tuesday – 46

Wednesday – 60

Thursday – 65

Friday - 51

##### **Register**

Children enrolled

BSC: 180

ASC: 210

VAC: 250

Across 220 Families

##### **Staff**

Director (acting) Natalie Dimitrievska

Assistant Director (acting) Taylor Quinn (Resigned – last day 6th March 2020)

Educational Leader (acting) Natasha Barrow

Casual Educators Maddie Murrie, Thomas Mulherin, Heather Clarke, Chris Rooke, Jess Russo, Lachlan Stevens, Megan McConnell, Alicia Wilson, Isabella Turner, Margot Bullock, Alice Best, Isabelle Turner, Margot Bullock & Elise King, Ethan Chan & Joshua Bercich.

##### **Staffing**

Taylor Quinn has resigned and will be moving to Brisbane to grow her family.

Taylor has worked for HHOOSH for 5 and half years. Taylor has shown great growth and dedication to the centre, she will be greatly missed. Taylor's last day at HHOOSH will be 6th March 2020.

Tash will be taking on Taylor's educational leader position.

##### **Numbers at HHOOSH**

After School Care numbers have shown they are slightly low for the start of the year. HHOOSH will send out fortnightly reminders to parents in the newsletters to announce that we have spots available for children in ASC.

### **Updating Staff member First Aid Courses**

All HHOOSH staff will be conducting a course to update their First Aid knowledge.

### **Vacation care**

Vacation Care April (9 Days)

14th April – 24th April

### **Assessment and Rating**

HHOOSH had gone through an assessment and rating where assessor from the Department of Educators attends the centre and conducts a audit of the centre going through the National Quality Areas. The assessor attended during vacation care on the 21st and 22nd January with 2 assessors conducting the assessment and rating.

We will know the centre's rating by within 3-5 weeks.

### **P&C Sub-committee**

We currently are on the lookout for more parents to join the sub-committee of HHOOSH.

### **Eulbertie**

Supernova Wheel - The wheel is still closed and out of bounds

Sandpit – Closed and unsure if the school will be using this still for long jump. If the school no longer will use the sandpit for long jump HHOOSH would like to turn this into a garden.

### **Treasurer's Report 11.02.2020**

- Still finalising budgets for 2020. This is the first year budgets have been undertaken using Xero. Initial budgets have been based on 2019 figures. All budgets to be finalised by Week 5. Please contact myself or Judy if you have questions.
- Regarding budgets:
- Audit - P & C parent account to cover. Proposed cost for 2020 Audit to be undertaken by Soutar Accountants - \$1,350 plus GST and Audit - \$2,650 plus GST. Motion to have this accepted and Soutars appointed.
- Audit work to commence with aim to have audit complete by March 2020.
- Bookkeeping costs are covered by P and C Parent Account.
- Insurance - Workers comp payment in 2019 was split across the 3 subcommittees (Band/Canteen/HHOOSH) and have allocated budgets for 2020.
- Outstanding funds relating to P and C Fees and Fathers Day Breakfasts to be repaid by HHPS – Christina is working on these.
- HHOOSH has leave balances of just under \$8000.00 and after July 2020 Natasha will be eligible for part long service leave (she'll have been there 5 years). Potentially, \$10,000.00 employee benefits would need to be available in case they have to be paid out.
- Recommended transfers of excess funds over operating expenses
- Band \$10,000
- HHOOSH \$10,000
- Uniform \$30,000

**Bookclub** for term 1 is distributed.

Orders due by end of Feb

Above are the 2 rewards statements from bookclub.

As you can see from the scholastic statement there have been x 5 occasions where credit has expired.

We have \$406 for redgum so i will check with the teacher rep what they would like to do with it

I will work with the teachers this year to ensure that no credits end up expiring. It is such a shame to miss out on reward purchases for the school.