



Hunters Hill Public School P&C Meeting Minutes

Wednesday 10/8/2016

The meeting opened at 7:35pm and was chaired by Dougal Hunter.

Attendees: 14 – Tania Weston, Samara Richardson, Dougal Hunter, Veronica Papacosta, Nicole Kleijn-Aalders, John Lau, Raewyn Sargeant, Dane Latham, Paula Godoy, Tracy Ashton, Sophie Hunt, Tee Davies, Jenna Morrow, Caitlin Flett

Apologies: 6 - Lindsay Holliday, Celeste Slijters, Caroline Gallagher, Kate Anderson, Sam Garling, Rachelle Love

1) Confirmation of minutes from previous meeting

Adopted: Dougal Hunter

Seconded: John Lau

2) Business arising from the minutes

a) Working with children checks

- P&C needs to validate Children Guardian website capabilities over coming weeks.
<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

b) PSSA sport supervision

- It has been raised at previous meetings that staff supervision at PSSA sporting events is thin, specifically when cricket players are spread across two ovals. Currently, student / teacher ratios do meet sport supervision guidelines, but no-one is comfortable with this situation.
- Tania agreed that due to the fact that no other staff members can be spared, she will attend cricket events with Mr Monaghan.
- Gratitude was extended to Tania for ensuring the safety of the students.

c) Absent notifications

- Previously, it was requested that a system be developed to send an absent notification to a parent if their child does not reach the classroom. It was suggested that an iPad could be placed at the office so that those travelling to school independently could swipe in on arrival.
- Tania and staff agreed at the June meeting that they're open to this process if it doesn't add to staff workload.
- John is going to research apps that might provide the right tech solution and then Nicole is going to look into the purchase of an iPad.

3) Correspondence

- Veronica continues to handle correspondence re: Canteen worker's compensation claim.

4) Principal's Report – Tania Weston

- See attached.
- *Tell Them From Me* parent survey FAQ:
[file:///C:/Users/Flett/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/IVYK9KJJ/TTFM_Parent_Survey_FAQs_Parent_and_Carers%20\(1\).pdf](file:///C:/Users/Flett/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/IVYK9KJJ/TTFM_Parent_Survey_FAQs_Parent_and_Carers%20(1).pdf)

- *Tell Them From Me* student survey FAQ:
file:///C:/Users/Flett/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/IVYK9KJJ/TTFM_Student_Survey_FAQs_Parent_and_Carers_v3.pdf

5) President's Report – Dougal Hunter

- See attached

6) Treasurer's Report – Veronica Papacosta

- Insurance has been renewed.
- John and Nicole will soon be set up on Comm-Biz as authorisers.
- A Monday payment round may be encouraged with sub-committees to ensure timely authorisation.

7) General Business

a) Election of 2016 office bearer positions

- (i) P&C Secretary: Paula Godoy
 - Proposed by: Dougal Hunter
 - Seconded by: Caitlin Flett, followed by unanimous agreement
- (ii) Grounds Sub-Committee Convenors: Tracy Ashton and Caroline Gallagher
 - Proposed by: Dougal Hunter
 - Seconded by: Veronica Papacosta, followed by unanimous agreement
- (iii) Uniform Shop Sub-Committee Convenor: John Lau
 - Proposed by: Raewyn Sargeant
 - Seconded by: Dougal Hunter, followed by unanimous agreement
- (iv) Performing Arts Sub-Committee Convenor
 - No nominations were received. The position remains vacant.
- (v) Web and Social Media Planner: Caitlin Flett
 - Proposed by: Dougal Hunter
 - Seconded by: Raewyn Sargeant, followed by unanimous agreement

b) Grounds update

- Tania met with Caroline and Tracy to kick off initial discussions regarding the Playground Redevelopment. They are embarking on a lengthy process of negotiations with DOE, students, staff (specifically Mr Monaghan), parents and council.
- 2016 DOE maintenance funds have already been assigned. Asset Management has indicated that 2017 funds may be available this year and will be approx. \$26k based on the school's size.
- John shared an image collection that was presented by Sakuna at last year's fete meetings.
- Once approximate costs are determined (after design and build quotes are received), a proposal is submitted to the DOE for approval, which passes through 6 departments. This process can take years. Greenwich Public School has been hindered by this process.
- Tania has already registered the planned works with Asset Management.
- Tracy highlighted that there may be council restrictions regarding the development near the sandstone wall. They've already reached out to council regarding this.
- Works will be undertaken in a staged approach. 3-6 Playground should be developed first, to benefit BASC community.

c) Fete 2017

- John put his hand up to be the Convenor of next year's fete. Planning needs to commence ASAP to ensure its success. This was met with support from everyone, and shall be voted on at the next P&C meeting.
- John presented his idea for an 'Intercontinental' theme, explaining that the school can be divided into different continents, celebrating the diversity of our school community. Again, he had the full support of all those present.

8) Sub-Committee Reports

Amity – report attached

Before and After School Care – report attached

Bookclub – nothing to report

Canteen – report attached

Creative Workshops – viability report received

Grounds – nothing more to report

Performing Arts – report attached

Uniform Shop – report attached

9) Other Business

a) LJ Hooker Eastwood donation of 21 art easels

- During the meeting, Samara read out a letter that was received from LJ Hooker Eastwood. They have kindly donated 1 large and 20 small art easels to the school.
- Gratitude was extended to LJ Hooker Eastwood.

b) Removal of raised soil bed outside Library

- This work has been scheduled with Asset Management and is likely to occur in Semester 2.

c) Thank you Raewyn

- Gratitude was extended to Raewyn, upon giving her final Uniform Shop report. She has given countless hours of service to the school in various roles over many years, and will be missed.

d) Buddy Bench

- Dane presented a fantastic idea on Sally's behalf. To further the school's anti-bullying campaign, it was suggested that a buddy bench be introduced in the K-2 playground, where children can sit down if they are in need of friendship. It not only teaches our children to reach out to others for help when they're feeling isolated, but it also encourages sensitivity and responsibility from others in the playground.
- This idea was unanimously supported.
- Tania and Samara responded, saying that the introduction of a bench needs to be coupled with an education program, so that children understand its significance and develop appropriate language to help another student.

The meeting closed at 9:07pm. The next meeting will be held on Wed 14 September at 7:30pm.

P&C Meeting – 10 August 2016

Principal's Report – Mrs Tania Weston

Staffing Changes

QTSS Funding Initiative – Quality Teaching Success Students

Outcome of the Initiative: Ensure all primary students benefit from high quality teaching and learning practices that better meet the needs of all students

- Create collaborative practices - ongoing
- Jointly plan lessons and observe each other's lessons with constructive feedback – this has happened in Weeks 3 and 4 of this term
- Jointly develop units of work and assessment tasks - ongoing
- Assess and analyse student data - ongoing

Look to establish mentoring and coaching practices to support all staff at Hunters Hill on an ongoing basis throughout Semester 2.

Ben Monaghan and Jo Messinis have both agreed to work an additional day a week. QTSS program operates every Monday.

It will focus around:

K-6: Focus on Reading

ES1 and S3: Implementation of the History and Geography Curriculum Documents – create units of work, focus around inquiry based learning, redesign assessments that are open ended and ongoing

S1: integration of iPads into teaching and learning programs, PLAN

S2: Taking off with Numeracy (TOWN)

External Validation

Our External Validation evidence was due Tuesday 9 August. Evidence available at P&C meeting with annotations and analysis.

Copies of the School Excellence Framework provided. P&C members asked to take SEF away and highlight where they believe the school has achieved a descriptor. Handed back by next P&C meeting so information can be used to drive future planning, in particular 2017 milestones. (2016 milestones available at meeting) All staff plotted our school against the SEF and brainstormed evidence they believed we have to support our position. This was analysed to drive future planning, as well as provide evidence for the External Validation Process.

Anti-Bullying Plan – Survey Responses

Two questions:

1. Are there any aspects of bullying you feel need to be addressed in the Anti-Bullying Plan?
2. As a school, how can we further promote a positive, respectful, safe and happy environment?

Survey responses feedback to P&C.

Tell Them From Me Survey

Centre for Education Statistics and Evaluation: Student Surveys

- Participation in Sports
- Behaviour at School
- Effective Learning Time
- Participation in extra-curricula activities
- Homework Behaviour
- Teaching Relevance
- Sense of belonging
- Interest and Motivation
- Teaching Vigour
- Positive Relationships
- Effort
- Experience of being bullied
- Valuing school outcomes
- Skills and Learning Challenge
- Positive Teacher and Student Relations
- Expectations for Success
- Positive Learning Climate

Parent Surveys:

- Parents feel Welcome
- Parents are Informed
- Parents Supporting Learning at home
- Parent participation at school
- School supports positive behaviour
- Safety
- Inclusion
- School supports learning

Students in Years 4, 5 and 6 will complete online surveys at school between 22 August - 21 October

Parents will be given a link to complete survey in same time period

Professional Learning Term 3 for Teaching Staff of Hunters Hill PS

Monday 18 July at Hunters Hill HS - Engaging Learning for Gifted and Talented Learners – successful day of professional learning for the 9 schools involved

9 schools including Riverside Girls, Hunters Hill High, Lane Cove, Lane Cove West, Boronia Park, Kent Road, Greenwich, Gladesville, Ryde East and Hunters Hill

4 Keynote Speakers: Dr Angela Chessman, Shirley Koch, Dr Sur Vasilevska and Dr Kristy Goodwin, plus each staff member will choose 2 workshops to attend run by staff over the 9 schools.

Principals and sub-committee are in the process of organising next year's SDD for Lane Cove River Alliance

Term 3 Focuses:

Focus on Reading last week staff participated in 3 hours session after school

History Curriculum and Inquiry Based Learning

ICT – Google Apps for Education

Assessment and Reporting for Semester 2

Performance and Development Goals, Observation and Feedback

Parent Online Payments

Parents now have instructions. A number of parents have used the new online payment system and doesn't appear to be any glitches in the system.

Link to make a payment will be through the school website. Payment process is very simple and follows online payment systems you may have used previously.

Payments are made in a secure Westpac website, for privacy and security of data no student details are maintained within the Westpac site. You enter the details with each payment.

Events/Excursions – Term 3

In the process of organising Mungo Leadership Camp for school leaders

Week 3: we had our Opening Ceremony and Open Day

Week 5: Science Week. Stage groups will organise Science activities during the week around other commitments

Week 6: External Validation Principal Peer Meeting 10.00-12.00pm

Week 6: Book Week / Book Week Parade Thursday 25 August

Week 7: School Leaders at Mungo Leadership Camp

Week 8: School Concert

Week 9: Life Education

Week 10: Teddy Bear's Picnic

Kindergarten 2017

At present, we have 43 students enrolled for Kindergarten for 2017. A number of out of area requests; however, at present time we will not consider as we have the numbers for 2 K classes.

Playground

Caroline Gallagher, Tracy Ashton and I met with Santina La Spina (our asset manager) and Chris Richardson (Asset Services Officer) regarding playground works.

- Concern raised by Tania over any future demountables in infants playground (as that is where they went in the past) – asset management do not see any issue so it will not affect plans for infants playground. Demountables can be located in other areas in the school.
- Need to have a conversation with council regarding sandstone wall and any heritage restrictions before we proceed with quotes. Caroline looked into this - we will speak with Greg Patch and move forward from there. Meeting being scheduled.
- Proposal of playground works has been discussed with Sharon Sands, Director for Northern Sydney as she will also need to sign off on works once paperwork is completed with Asset Management. Sharon mentioned that there is a focus within the Department at Asset Management to clear back log of Playground Works in schools. If we can get quotes/proposal in quickly, it can be actioned by the end of the year.
- Initial proposal paperwork has been emailed to Chris Richardson. List of contractors will be emailed to Tania by Chris so we can obtain 3 quotes to submit to Asset Management.
- Caroline and Tracy organising a power point for Trivia Night so community are aware of what they are fundraising for and where it is up to.

Anti-Bullying Plan – Parent Feedback

Are there any other aspects of bullying that need to be addressed?

- Pushing/shoving
- Exclusion
- Stealing lunches
- Zero strike policy

As a school, how can we further support a positive, respectful, happy and safe environment?

- Videogame stand
- Addressed quickly and treated seriously
- All cases should involve the principal and parents to reinforce the seriousness of the matter
- Teach students to respect each other
- Make sure students understand there are consequences for their actions'
- Break up cliques that form
- Open communication
- Educating children and parents of what is and isn't appropriate
- System for students to remain anonymous when discussing dealings with being bullied
- Promote on a daily basis
- Let students know where to go if they feel threatened

President's Report

President: Dougal Hunter
E-Mail:
dougal.hunter@optusnet.com.au
Phone: 0419 288 638

Thank you

- Get ready, set Rio! Fri 12 Aug
 - Thank you to:
 - the organising committee Andrea O'Halloran, Rosemary Livermore, Helen Concha and Kylie Ozen;
 - the Amity sub-committee Nicole Kleijn-Aalders and Sam Garling; and
 - special helpers Heather Cook, Nick Garling and John Lau who have pulled together what is shaping up to be a great event.
 - All funds raised will be put towards the playground project along the sandstone walls in both the K-2 and 3-6 areas. Thank you to:
 - Tania Weston, Caroline Gallagher and Tracy Ashton who have pulled together a starting point for the vision for the playground re-development.

Action Required

Working With Children (WWC)

- HHPS P&C account – BASC login
- Every sub-committee will need to be activities where applicable.

P&C Register & privacy clearance

- Organise with school comprehensive framework enabling P&C communications with school community.

Website Update

- Website content will be updated as required.
- Caitlin will be creating a social media policy for the P&C Rules with planning for the Fete 2017 in mind.

Improved visibility of P&C activities

Minutes and Agenda to be distributed via the School App

Amity

Overview

The HHPS P&C Amity sub-committee manages and assists co-ordination of social activities that enhance the HHPS community.

Upcoming Events

- Trivia Night Fundraiser
 - Thank you to everyone who has been assisting in the lead up to this event, but particularly Andrea O'Halloran, Kylie Ozen, Rosemary Livermore and Helen Concha
- Fathers' Day Breakfast
 - Getting ready to host this event in a few weeks' time
 - How can we come up with a better payment policy in coming years? It's very difficult for the caterers to prepare with no certain budget. The numbers who attend always exceed the numbers who pay. Could the P&C possibly pay for this as an Amity event? Yearly social fee for parents for P&C

Action Required

- Develop an Amity Events Overview with templates to improve handover of knowledge between organising committees.
- 150th Celebrations – initial thinking has begun. Need to reach out to alumni.

Convenors:
Nicole Kleijn-Aalders and
Sam Garling
E-Mail:
nicole.kleijn@gmail.com,
Nicksamg@bigpond.net.au

Milestones

Trivia Night

Plan, facilitate and deliver the major fundraiser for the year

Fathers' Day Breakfast

Work with organizing committee to run the breakfast

150th Celebrations

For upcoming celebrations - Heather Cook & Nicole Kleijn brainstorming

BASC

Convenors: Kate Anderson & Melanie Buffier
Book keeper: Judy Fisher

Overview

The HHPS P&C BASC sub-committee manages and assists the coordinator effect the delivery of the HHPS Before and After School Care service.

Update

So far we have had a very busy term at Before and After School Care. At the end of this term we will begin re-enrolments for 2017 and also new enrolments for the kindergarten students joining HHPS.

Last week we held a behavioral management in-service for staff development training. Network of Community Services held the workshop after hours for us. The in-service was for staff to develop a greater understanding of children's behavior. The staff learnt strategies for building positive relationships with children, planning positive behavior programs and also dealing with conflict between children.

We had our air-conditioning unit installed this week. We would like to discuss with the school the moisture issue's inside our room in the Eulbertie. The carpet seems to be the issue and also the walls which were painted last year are bubbling and peeling due to the dampness of the room. This week are moving the amity crockery into our storage to make room to purchase a larger fridge and freezer. This will provide opportunity for the service to outsource food and also look at other menu options.

Mrs Weston approved for families to use the staff car park after 5pm last term. This has been a great improvement for parents picking up and has resolved the issues of parents parking illegally and dangerously on Stanley street at times.

Action Required

- **Resolve the moisture issue in the room**
- **2017 enrolments**

Service summary

Convenors: Kate Anderson & Melanie Buffier

Book keeper: Judy Fisher

BSC Capacity

70

ASC Capacity

70

BASC Register

HHPS BASC service is utilised by

- 124 families
- 180 students

Staff

Coordinator – Natasha Marjanovic

2IC – Lauren Djukich

Casual Carers: Taylor Gilbert, Anna Gosteva, Talia Paul, Jana Tringas, Mady Wheeler, Amelia Cooper, Shane Conly, Thomas Mulherin, Derrick Byimiria, Jock Pattinson.

Performing Arts

Overview

The HHPS P&C Performing Arts sub-committee manages and assists Teaching Services Australia (TSA) in the delivery of the HHPS Band and HHPS Strings programmes.

August 10, 2016 Update

Finances

- Currently \$17,916.10 in Band Account on 04/08/2016
- >\$12K has been collected in instrument fees for the 2016 band program
- \$600 invoice for new music and folders awaiting payment.

TSA

- Request to Performing Arts Committee for two cellos at \$1,575 each new. It is possible to get second hand cellos.
- Practice diaries were used in the first two weeks of term 3. Awaiting results.

Fundraising

- Pizza Fundraiser Tues 7th June. Profit \$840.44 – similar to last year.
- Election Day BBQ 2nd July Profit \$1,751.35
- Sponsorship from Bresic Whitney received Aug 4 \$3,750

Committee

- Thank you to Sophie Hunt, Sharon McKenzie and all Pizza Fundraiser volunteers for a successful event.
- Thank you to Sharleen Phengsavath, Dougal Hunter, Jo-Hanna Adam and all Election Day BBQ volunteers for a successful event.
- Thank you to Pat Russell for organising the Bresic Whitney sponsorship
- Child Protection - ongoing discussions with School and P&C
- Cello has been serviced and new bow purchased
- Parent Supervision - Roster established for Training Band and Concert Band Term 3

Past performances

- Hunters Hill Retirement Village Thurs June 30 Showcase, Strings - Postponed
- Assembly Thurs June 30 Concert Band
- Open Day Aug 4 Showcase and Concert Band

Upcoming Event

- Ryde Eisteddford Aug 11 Showcase
- Chamber Music Night Aug 17 All students
- Presentation Evening Nov 8

Action Items

Performing Arts would like P&C approval to use funds raised at Pizza Day and Election Day to purchase second hand cello for \$900 and to set aside funds for another.

Convenor: Open
Treasurer: Jo-Hanna Adam
Instrument Coordinators: Claire Steele, Juliet Benschik, Kristi Jones,
Tutor Coordinators: Pat Russell assisted by Peter Atkins
Strings Coordinator: Trish Henderson

Service summary

Register

HHPS Performing Arts Program is utilised by

- 42 Training Band
- 42 Concert Band
- Showcase Band 20
- Strings Group 14 + 4 Beginners

Sponsor

HHPS Performing Arts 2015 is kindly sponsored by Bresic Whitney.

Teaching Services Australia

Implements the HHPS Performing Arts program.

www.teachingservices.com.au

Strings

- Intermediate Strings Ensemble
- Senior Strings Ensemble

Bands

- Training
- Concert
- Showcase

Next PA Committee meeting scheduled for Tues 18 October 2016

Canteen

Convenor: Dougal Hunter
Book keeper: Judy Fisher

Overview

The HHPS P&C Canteen sub-committee manages and assists the canteen supervisor in the delivery of the canteen service ensuring it is a central part of the school community.

Update

Bronwyn returned to work this term.

I would like to extend a massive thank you to Heather Cook who has kept the canteen service operating during this period. Heather will continue to fulfil the role of assistant supervisor through to the end of August while Bronwyn returns to full time activities.

Action Required

Register HHPS as a member of Healthy Kids and arrange a menu review (food health rating and pricing).

Update Canteen information on the website.

Formulate a Canteen sub-committee that includes BASC representation.

Service summary

BASC Register

The HHPS canteen service is utilised by the school community.

Canteen Operating Hours

Monday, Wednesday & Friday
9.00am – 2.00pm

Staff

Supervisor – Bronwyn Sutton
Caretaker Supervisor – Heather Cook

Parent volunteers

The service is facilitated by the significant contribution of 10 parent volunteers, with approximately 50 volunteers throughout the year.

Flexischools

Canteen orders are managed via www.flexischools.com.au

Uniform Shop

Convenor: Raewyn Sargeant
Treasurer: Dane Latham

Overview

The HHPS P&C Uniform Shop sub-committee manages and assists the Uniform Shop coordinator in the service delivery.

Update

Debbie Fung has settled into her role as uniform shop coordinator. Dane Latham has commenced as treasurer and I thank both Debbie and Dane for coming on board and for all their hard work so far.

Putting the uniform shop on flexischools late last year has proved to be very worthwhile and at present just over 50% of our total sales are via flexischools.

The uniform shop is preparing for the transition to summer and also for kindy orientation day.

As my youngest child is leaving at the end of this year and the uniform shop is moving towards its busiest time of the year it makes sense for a new convenor to commence during this term to facilitate a smooth transition. So I am delighted that John Lau has agreed to take on the role of Uniform Shop convenor and I look forward to working with John during this transition period.

Action Required

Service summary

Convenor: Raewyn Sargeant
Treasurer: Dane Latham

Uniform Shop Register

HHPS Uniform Shop is utilised by

- XXX families each year

Shop Operating Hours

Monday 2.45pm – 3.15pm
Eulbertie ground floor (opp. BASC)

Staff

Coordinator – Debbie Fung
