



## Hunters Hill Public School P&C Meeting Minutes

**Wednesday 10/2/2016**

The meeting opened at 7:05pm and was chaired by Dougal Hunter.

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**Attendees:** 14 – Sakuna Pho, Jennifer Williams, Rosalind Walsh, Veronica Papacosta, Raewyn Sargeant, Dougal Hunter, Nicole Kleijn-Aalders, Dane Latham, Sam Garling, Heather Cook, Barb Whitnall, Juliet Bencsik, Celeste Slijters, Caitlin Flett

**Apologies:** 5 – Lindsay Holliday, Rachelle Love, Elena Bagley, Nicole Stanmore, Syvi Boon

### 1) Confirmation of minutes from previous meeting

Adopted: Dougal Hunter

Seconded: Veronica Papacosta

### 2) Business arising from the minutes

#### a) ACMA Social Media Information Session

- A cyber safety education night is being planned for parents to bridge the knowledge gap between students, teachers and parents.
- Dougal is researching this as a P&C initiative.

#### b) BASC personal liability issue

- A 2012 law may expose the P&C and its members for corporate and personal liability if there is a breach of legislation.
- Legal advice is being provided by a parent within the school.

### 3) Correspondence

- In: NSW Health recommendations for wholesome food at the canteen
- In: P&C Federation invitation to vote
- In: a Statement of Claim was settled with the school

### 4) Guest Speaker – Dr Rosalind Walsh (Enrichment Program)

- Dr Walsh gave a presentation on the role of Enrichment at HHPS, and shared her expertise in gifted education.
- Sakuna has asked her to realign the school's offering with current practices and thinking.
- Jennifer Williams is the Learning Support Coordinator. Her experience is invaluable in nurturing children in both the learning support and enrichment programs, as they can struggle with similar issues of social isolation.
- When discussing giftedness and talent in education, the NSW DE currently uses a model developed by Francois Gagne.
- The top 10% of students in the intellectual domain are defined as gifted and talented. Research indicates that these students need to be nurtured. Intervention is required to turn natural, raw gifts into talents.
- Dr Walsh and Ms Williams are rewriting the school policy to incorporate latest definitions and types of intervention e.g. curriculum differentiation or open-ended tasks.
- Feedback is always being sought from focus groups with parents, staff and students.

- There has been some confusion in the past over how children are chosen for the program. This could be better communicated.
- The idea is to benefit all students, not just the gifted ones.
- Profoundly gifted children can be difficult to parent. There is sometimes an association between giftedness and perfectionism, which can lead to anxiety issues.

**5) Principal's report – Sakuna Pho**

- See attached

**6) President's Report – Dougal Hunter**

- See attached

**7) Treasurer's Report – Veronica Papacosta**

- See attached

**8) General Business**

**a) Ratification of nomination for vacant P&C position:**

- Vice President: Nicole Kleijn-Aalders  
Nominated by: Heather Cook, Barb Whitnall  
Moved: Dougal Hunter  
Seconded: Veronica Papacosta, followed by unanimous agreement

**b) Boys' Uniform Review**

- A school-wide formal survey will be rolled out shortly.

**c) Tree Removal**

- A termite infested tree has been removed.
- Pruning has been scheduled for April.
- In the case of high winds, a DE warning is issued and the children are brought indoors.

**d) Barriers outside senior toilets**

- A concern was raised that if the gate at the base of the 5/6 building is locked during an evacuation, it limits the exit routes for students.
- Sakuna has organised for a staff member to open and close the gate at the beginning and end of each school day.

**e) Composite Years 5/6 survey**

- A survey will go ahead to understand satisfaction levels with the current 5/6 composite structure. Students, teachers and parents will be surveyed.
- It was requested that Year 3/4 leavers also be questioned to understand if this is a reason for leaving the school.

**f) School exit / evacuation policy**

- HHPS regularly practises drills and follows DE emergency procedures.

**9) Sub-committee reports**

**Before and After School Care** – (absent): report attached

**Performing Arts** – (absent): report attached

**Creative Workshops** – (absent)

**Canteen** – Sam Garling: the canteen sub-committee structure was discussed.

**Uniform Shop** – Raewyn Sargeant: report attached

**Amity** – Dougal Hunter: report attached

**10) Other Business**

- a) A parent requested that the laneway next to the auditorium be kept as clear as possible for residents travelling to and from their homes.

The meeting closed at 8.37pm. The next meeting will be held on Wed 9 March at 730pm.

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# Principal's Report

Principal: Sakuna Pho

E-mail: [sakuna.pho@det.nsw.edu.au](mailto:sakuna.pho@det.nsw.edu.au)

Phone: 9816 4404

## Term Highlights

10/02/2016

- Thank you parents and teachers, the year started off extremely well. The kids are settled and programs are already underway.
- We have 373 students and 15 classes. Two new teachers – Mrs Diver and Miss Begg
- Swimming carnival went very well – thank you again for catering lunch and morning. The teachers and volunteers appreciated the support.
- Work around the school – New bins built by our GA, trial in place and more will be built to keep the Ibis out, asphaltting near the hall was completed and new plants will provide screening. The tree identified last year as being dangerous was removed. The area will be flattened to provide better access.
- Susan Finch – our respected School Administrative Officer has announced her retirement, Sue will finish up on Friday 4 March 2016. Sue has been at the school for 13 years.

## Initiatives

- Other planned items:
  - relocation of the long jump pit
  - New safety signs around the school (NRMA grant)
  - Playground markings re done.
- Professional Learning for staff :
  - Gifted Education with community of schools – Lane Cove River Alliance
  - Focus on Reading and TOWNS will be a major priority for HHPS
  - Library new system – Oliver
  - Assistant Principals and Teachers are developing a new reporting format to reflect changes in the curriculum.
  - City Country Alliance Conference – invite to P&C president
- The school received \$3500 Eco Schools Grant - Gardening for sustainability Thanks to Mrs Fenney and Miss Gillmer's efforts in 2015.

## Action Required

- The Tell Them from me survey is now the standard for assessing the quality of school life for parents, students and teachers.
- Other surveys – Uniform and Stage classes and programs e.g. French, Music, Enrichment, STLA. Delay on this as survey Monkey needs to be renewed. The survey will be released by the end of Term 1

# President's Report

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

## Welcome Back

- Welcome back to New Year and it is great to see so many new faces in attendance at the meeting tonight.

## Action Required

### AGM

- Accounts for HHPS P&C and sub-committees need to be audited before AGM can be held.
- AGM likely to be held in Term Two.

### Succession Planning – P&C and sub-committees

- Sub-committee vacancies need to be resolved before next AGM.

### Improved visibility of P&C activities

- Minutes and Agenda to be distributed via the School App.

### Website Update

- New website and new content required.
- Secretary and President require training on the content management system.

### Social Events

- Dates for social events for 2016 need to be agreed.
- P&C will contact class parents for host years to communicate social event responsibilities.

### Playground working group

- With planning for 2016 underway it is preferable that a vision for the playground re-development be agreed and communicated well in advance of the 2016 fundraising event (date TBC).

# Treasurer's Report

Treasurer: Veronica  
Papacosta  
E-Mail:  
vpapacosta@bigpond.com  
Phone: 0409 220 788

## Actions Completed

- Request sent out for sub-committee financial information;
- Plan to have EOY financials in order by end of February;
- Contact made with auditor and request for quote – Soutar Accountants, Pymble.
- Workers Compensation renewal paid;
- Workers Compensation Actual Wages for the period lodged.
- Dec Qtr Bas finalised and lodged. Auskey created for online lodgements
- Hsu family insurance claim finalised and file closed

## Accounts Summary

### As at 10/2/16

• P&C Main Account	\$41,338.87
• P&C Subcommittee (Creative Workshops)	\$10,195.14
• P&C Subcommittee (After School Care)	\$92,053.75
• P&C Subcommittee (Canteen)	\$15,801.29
• P&C Subcommittee (Uniform Shop)	\$46,695.14
• P&C Subcommittee (Band)	\$22,381.49
• P&C Subcommittee (Band) No.2 Acc	\$ 2,864.34
Total Account Balance	\$231,330.02

### Notes:

- ❖ Main account – approx. \$26k fete proceeds
- ❖ BASC account – Bulk of balance held for capital expenditure plans. Plans need to be determined.

## Payments Required

### Term One

- Student Injury Policy approx. \$1600

## Action Required

- Gather end of year financials from P&C Executive and sub-committees;
- Compile End of year financial reports and prepare documents for audit;
- Submit documentation to Auditor;

# BASC

Convenor: Elena Bagley  
Treasurer: Syvi Boon  
Officer: Nicole Stanmore  
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

We have begun 2016 with ASC at capacity. As we are full on each day there is a large demand for positions. We currently have a wait list for each day and will work towards options for the Centre throughout this year to accommodate the demand for ASC in the community.

We have plans to do some refurbishment in the ASC room, we are currently putting together a budget which includes different ideas some being: air conditioning and change in carpet.

We are focusing on healthy and substantial foods in our menu this term, the new menu includes more rice, pasta and potato dishes. The children have given great feedback so far! We are looking to use the same suppliers as the canteen to order food in bulk eg. Pasta, rice, cheese, sauces.

We have hired a new staff member Tom, the children have responded well to him. The children have been involved in group games and sports activities during outdoor play.

As we have had some very hot afternoons we are enforcing our sun safe policy, ensuring all children are wearing hats and sunscreen – No hat, No play.

## Action Required

- **Continue to work towards Exceeding rating – modifying Quality Improvement Plan and Centre Policies.**
- **Set up account with suppliers to order larger quantity of food.**
- **Investigate options to increase numbers**
- **Finalise expenditures budget and create time plan for the projects suggested**

## Service summary

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### BSC Capacity

70

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### ASC Capacity

70

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### BASC Register

HHPS BASC service is utilised by

- 128 families
  - 180 students
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### Staff

Coordinator – Natasha Marjanovic

2IC – Lauren Djukich

Casual Carers: Taylor Gilbert, Anna Gosteva, Talia Paul, Jana Tringas, Mady Wheeler, Amelia Cooper, Shane Conly.

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# Performing Arts

Convenor: Rachelle Love  
Treasurer: Jo-Hanna Adam  
Instrument Coordinators: Kristi Jones,  
Lindsay Holliday  
Tutor Coordinator: Pat Russell  
Strings Coordinator: Trish Henderson

## 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.

### Feb 10, 2016 Update

#### Committee

- Blow Test and Training Band Enrolments - Huge Success. 51x New Training Band enrolments, and still waiting on a few more to trickle in.
- Most Tutorials commence this week - some last minute ones still being coordinated. Tutor rate rise by \$2 to \$37 for 30 minute lesson.
- TSA is coordinating Strings group in 2016 - new conductor and 2 new tutors employed for 2016: Nazlı Şendurgut (ensemble program and cello tutor), Emma Greenhill (violin), and Menila Angelo Faulkner (violin and viola).
- Two New Band Tutors Kim Lawson (sax and beginner flute) and Ewa Kowalski (flute)
- Strings Rehearsals Commence Thurs Feb 11
- Concert Band rehearsals commenced this week (Tues 9th)
- Showcase Band auditions commence this Thursday 11th with 2 open rehearsals, then selected students commence Thurs March 3.
- **Training Band Rehearsals commence Monday March 7, 8:00am**
- Band and Strings Planning Meeting was held Mon 8th Feb with Steve Lavis, Sakuna Pho and Kristi Jones via phone link.
  - 2016 calendar of dates set up .
  - Feedback regarding Enrolment process - request from committee for Clearer and more timely communication from TSA to Committee and Existing Ensemble members families.

#### Finances

- Account 1 Current Bank Balance 10/2/2016 = \$ 22,281.49
- Account 2 Self Insurance Fund = \$2864
- approx \$13K = income received for 2016 instrument hire (TBC)
- Estimate of current expenses awaiting payment \$6641.25
  - Approx \$2K remaining in Band Account from 2015 - propose this be deposited into "second band account emergency instrument fund."

#### Instrument Return

- All instruments were serviced during the holidays and all instrument hires for 2016 have now been distributed to students.

#### Upcoming Events

- Grandparents Day

#### Action Required

Committee meeting scheduled for 16 Feb 2016

## Service summary

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#### Register

HHPS Performing Arts Program is utilised by

- XXX families
- 37 Training Band
- 42 Concert Band
- 21 Showcase Band
- 17 Strings

#### Sponsor

HHPS Performing Arts 2015 is kindly sponsored by BresicWhitney.

#### Teaching Services Australia

Implements the HHPS Performing Arts program.

[www.teachingservices.com.au](http://www.teachingservices.com.au)

#### Strings

- Junior Strings Ensemble
- Intermediate Strings Ensemble
- Senior Strings Ensemble

#### Bands

- Training
  - Concert
  - Showcase
-



# Uniform Shop

Convenor: Raewyn Sargeant  
Treasurer: Mandy Fahey

## Overview

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

## Update

**Busy start to the year with sales on flexischools increasing.**

**Uniform shop is operating well with no issues.**

## Action Required

## Service summary

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### 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 – Rhonda Fazzolari

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# Amity

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

## Overview

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

## Thanks

- Christmas Party – Woolwich Pier Hotel
  - Thank you to everyone who made the time and enjoyed a casual evening at the Woolwich Pier Hotel on Friday 18th December.
- HHPS Swimming Carnival Catering
  - Thanks to Raewyn Holmes for highlighting this was previously a School Council service. It is now a P&C function and will be added to the list of Amity events.
  - Catering supplied by Next Generation Clubs.

## Term One (Wed 27 Jan to Fri 08 April)

- HHPS Swimming Carnival catering – Tues 2 February
- Sue Finch farewell – Fri 4 March
- Grandparents' & Special Friends' Day – Thurs 24 March

## Action Required

- Researching possibility for HHPS movie night in 2016.
- Social event dates need to be organised and communicated.
- Woolwich Pier Hotel – Country Fair Platinum Sponsor
  - Welcome event proposed for Semester One
  - Dads' Drinks venue for one of the biannual events

## Events held in 2015

**3**

## Milestones

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### School Register

Compile and update school register.

- 14 classes
  - 373 students
  - 249 families
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### Website Information

Work with sub-committees to update web information for P&C functions.

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### House History

Who they were and what they did?

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