



Hunters Hill Public School P&C Meeting Minutes

Wednesday 8/6/2016

The meeting opened at 7:37pm and was chaired by Dougal Hunter.

Attendees: 10 – Tania Weston, Robyn George, Dougal Hunter, Veronica Papacosta, John Lau, Dane Latham, Sam Garling, Juliet Bencsik, Kristi Jones, Caitlin Flett

Apologies: 6 – Raewyn Sargeant, Nicole Kleijn-Aalders, Carlos Lopez, Tonia Polorotoff, Cindy Blaney, Rachelle Love

1) Confirmation of minutes from previous meeting

Adopted: Dougal Hunter

Seconded: Veronica Papacosta

2) Business arising from the minutes

a) Working with children checks

- P&C needs to utilise the government's guardian website

<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

- BASC is already utilising the site and has a log-in.
- Tutors at the school will be asked to laminate and carry their 'Working with Children' certificates so that parents can ask to see them at any time.

b) Asbestos removal from property on Stanley Lane

- It was raised at the last P&C Meeting that a home behind the school had scheduled asbestos removal during school time.
- Tania confirmed that they were able to stop the demolition before it progressed. The removal was therefore executed on a weekend.
- Those present expressed their gratitude to Tania and staff, who acted quickly to prevent students being exposed to the process.

c) Removal of raised soil bed outside Library

- This is likely to occur in Semester 2 dependent on DOE Asset Management timing.

d) Playground redevelopment

- Tania has contacted Department of Education Asset Management for North Sydney region.
- Working Group, Caroline Gallagher and Tracy Ashton, to meet with Tania and Asset Management to progress.

e) PSSA sport supervision

- A concern was raised at previous meetings that staff supervision at PSSA sporting events is stretched, specifically when cricket players are spread across two ovals.
- Currently, student / teacher ratios meet the sport supervision guidelines, but it was acknowledged that no-one is comfortable with this situation.
- Mr Monaghan and Tania will talk through ideas for solutions.

f) History Hall

- Juliet shared her insight on this matter. Sakuna was keen to create a "Hall of History" in preparation for the upcoming 150th celebrations, and charged Juliet and Trish Henderson to think about its creation, due to their extensive knowledge of the school.

- Juliet currently doesn't have capacity to devote time to this, so will update us on her availability next year. It was agreed that this isn't a priority.

g) Absent notifications

- It was asked at the last meeting if current systems could support an absent notification to be sent 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 are open to working on a solution if it doesn't add to staff workload.

3) Correspondence – none listed.

4) Principal's Report – Tania Weston

- See attached.

5) President's Report – Dougal Hunter

- See attached

6) Treasurer's Report – Veronica Papacosta

- The deposit for the fundraising event at the Hunters Hill Club has been paid.
- A worker's compensation claim is currently being handled.
- Funds from the Pizza Fundraising Day have been finalised at \$3,700.

7) General Business

a) Election of 2016 office bearer positions

(i) P&C Secretary

- No nominations were received. The position remains vacant.

(ii) P&C Vice President: John Lau

- Proposed by: Dougal Hunter
- Seconded: Veronica Papacosta, followed by unanimous agreement
- Proxy: Nicole Kleijn-Aalders

(iii) Performing Arts Sub-Committee Convenor

- No nominations were received. The position remains vacant.

b) P&C sub-committee pricing policy and objectives

- At previous meetings, discussions have focussed on the profit structure of sub-committees.
- Our P&C Rules state the following:

Service Sub-Committee Objectives

- *Sub-committees of the Association that are established primarily to provide services or products for the benefit or use of students are designated as "Service Sub-committees".*
- *All of the sub-committees listed in rule 7.1 with the exception of Amity and Fete are Service Sub-committees.*
- *Service sub-committees should be operated in order to provide a service to children and parents at a competitive price while generating an appropriate contribution to Association funds.*

Pricing Policy for Service Sub-Committees

- *Service Sub-committees should develop and maintain an awareness of the pricing of equivalent services both commercially and at other schools.*
- *Where volunteer effort is a significant factor in the delivery of a particular product or service then an appropriate mark up on costs should be taken.*
- *Service Sub-committees should aim to break even over time or generate surpluses consistent with a gross margin on turnover of no more than 25%. (Dec 2002)*

- When the HHPS Uniform Shop and Canteen sub-committees are combined, profit margin sits at 12-13%.
- Uniform Shop pricing is being compared to other schools.

c) Composite classes 5/6

- This is a conversation that continues to surface at P&C meetings.
- A survey of parents and students will be conducted to gather feedback on the 5/6 composite arrangement.
- It was raised that students in years 5 and 6 currently have the same teacher across both years. It was suggested that this may not be the best preparation for students as they make the transition to high school, with multiple teachers across multiple subjects.

d) Fundraiser update

- Venue deposit has been paid to Hunters Hill Club.
- Teachers, students and parents are contributing to artworks that will be auctioned on the night.
- Canvases in different sizes have been ordered for delivery.
- Andrea O'Halloran has secured Gold Sponsors, Belle Property Real Estate.
- Gratitude was extended to the fundraising committee of Sam Garling, Nicole Kleijn-Aalders, Andrea O'Halloran, Kylie Ozen, Rosemary Livermore and Helen Concha.

8) Sub-Committee Reports

Before and After School Care – (absent) report attached

Performing Arts – (absent) report attached

Creative Workshops – (absent)

Canteen – Dougal Hunter: report attached

Uniform Shop – Raewyn Sargeant: report attached

Amity – Sam Garling

Book Club – (absent)

9) Other Business

The meeting closed at 9:03pm. The next meeting will be held on Wednesday 10 August at 7:30pm.

P&C Meeting – 8 June 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
- Jointly plan lessons and observe each other's lessons with constructive feedback
- Jointly develop units of work and assessment tasks
- Assess and analyse student data

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

It will focus around:

Focus on Reading

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

External Validation

Hunters Hill PS will be involved in an External Validation process in Semester 2. Each school involved once every 5 years. Developed by High Performance Unit. We will find out this week when our process will be.

Copies of the School Excellence Framework provided. SEF underpins what we do and drives our School Plan. We then align our budget to the School Plan.

All staff will be asked in Week 1 to plot our school against the SEF and evidence they believe we have to support our position. This will be analysed to drive future planning, as well as provide evidence for the External Validation Process.

Class Art Work for Trivia Night

Some staff were asking who is paying for the resources. In some classes, class parents are purchasing, in other classes staff are purchasing. I have asked staff that all orders go through the office – I have allocated a CAPA budget this year to support Art Works and School Concert.

Are we happy with this arrangement? (to maintain consistency)

Anti-Bullying Plan

Copies provided. The Anti-Bullying Plan is reviewed every year and every three years reviewed with parent consultation. Survey Monkey has been set up to get parent responses to the plan and are due next week. I will present survey results at next P&C Meeting. At present, 4 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?

Professional Learning – Staff Development Day

Monday 18 July at Hunters Hill HS

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

Engaging Learning for Gifted and Talented Learners – brochure provided for parents to have a look at.

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 10 schools.

Term 3 Focuses:

Focus on Reading

History Curriculum and Inquiry Based Learning

ICT – Google Apps for Education

Assessment and Reporting for Semester 2

With implementation of History Curriculum, staff are in the process of spending \$10000 for quality historical literature to support the units of work.

Parent Online Payments

Instructions will be made available to parents towards the end of the term.

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

Mildura Excursion was a great success last week and this week. We hosted Wentworth students today.

In the process of organising Mungo Leadership Camp for school leaders – our students will be putting together a presentation with Wentworth for the 'Kids Teaching Kids' Initiative.

15 June – Kindergarten Orientation Evening
NADIOC Week and Aboriginal Performer
North Sydney Dance Festival 21/6, 23/6 and 30/6
24 June Area Cross Country
Wednesday 29 June Semester 1 Reports home

After School Care

Have over the last few weeks improved the lighting about Eulbertie and staff carpark.

Have contacted council re lighting on Stanley Rd. In meantime, parents can park after 5pm in staff carpark to pick children up.

President's Report

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

Thank you

- E-Safety presentation Wed 25 May – was well attended with 39 parents and carers on the night
 - Thank you to Nicole Kleijn-Aalders for organising Leonie Smith, the Cyber Security Lady
- Fundraising Event Fri 12 Aug
 - Thank you to the organising committee Andrea O'Halloran, Helen Concha, Rosemary Livermore and Kylie Ozen who are off and racing organising the fundraising event for 2016.
 - Save the Date – Friday 12 August.

Action Required

Working With Children (WWC)

- Follow up on creation of WWC register capturing all sub-committee activities where applicable.

P&C Register & privacy clearance

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

Improved visibility of P&C activities

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

Website Update

- Website content being updated as required.
- Caitlin has offered to continue her involvement in the role as web communications officer.

Playground working group

- It is preferable that a vision for the playground re-development be progressed in the lead up to the fundraising event (date confirmed Friday 12 Aug).

BASC

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 held our first committee meeting this week with Kate and Mel. We are looking at our budget, wage changes for staff and our centre policy for outstanding accounts. We will be creating a new policy for accounts which reach a high amount, this will be implemented ASAP and also we are looking to try and have all families on direct debit by the end of the year.

Yianni has spoken with Natasha regarding the new air conditioning unit. He is currently obtaining a quote from the school and heritage preferred electrician.

We have had some issues with the lighting around Eulbertie this term. The lights around and inside the building have now been repaired, the street lighting is still a remaining problem to families. Tania sent out a letter to families regarding these issues and also about the unsafe parking on Stanley street. We have decided that parents can use the staff car park after 5pm to collect their children from ASC. This has worked well this week and is making pick up a lot easier for families in the darkness. The council has been notified of the lights not working on the street.

By the end of term we will be asking families in the school to complete a survey to seek the interest in Vacation Care for HHPS. We will make this an online survey to encourage more people to take part.

Action Required

- **Continue to work towards Exceeding rating**
- **Air conditioning**
- **Stanley Street lights**
- **Vacation care survey**

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

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.

June 8, 2016 Update

Finances

- Currently \$12,816.14 in Band Account on 07/06/2016
- >\$12K has been collected in instrument fees for the 2016 band program
- \$617.16 invoice awaiting payment.

TSA

- Request to Band Committee for New Music \$600 + additional folders
- Ensemble Workshop weekend a success with nearly 60% participation rate. Lots of positive feedback from parents on the organization of the weekend.
- Practice diaries were trialled and prizes given at the workshop. Conductors commented on improvement at rehearsals. Will repeat practice diaries.

Fundraising

- Pizza Fundraiser Tues 7th June. Very successful! Preliminary profit \$800 TBC – similar to last year.
- Election BBQ 2nd July
- Sponsorship from Bresic Whitney

Committee

Thank you to:

- P&C for - Training Band/Beginner Strings Subsidy for Band Workshop at \$100 per head - \$3,700
- School for additional music stands to cater for increased numbers \$110 each and for repair/ replacement trolley(s) for music stands due to poor condition \$995
- Sophie Hunt and Sharon McKenzie for organizing the Pizza Fundraiser

- Practice Diaries have been sent out to encourage practice at home
- Child Protection - ongoing discussions with School and P&C
- New music has been purchased for the Concert Band
- Parent Supervision - Roster established for Training Band and Concert Band Term 3

Past performances

- Saturday & Sunday 28th/29th May - Band Workshop Weekend (All bands)

Upcoming Events

- Strings Performance Kindy Info night June 15 Strings
- Group Photos Thurs June 16 All ensembles
- Hunters Hill Retirement Village Thurs June 30 Showcase, Strings
- Assembly Thurs June 30 Concert Band
- Ryde Eisteddford Aug 9-11 TBC Showcase

Next Committee meeting scheduled for Tues 27 July 2016

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

- 48 Training Band
- 47 Concert Band
- Showcase Band 19
- Strings Group 15 + 5 Beginners

Sponsor

HHPS Performing Arts 2016 is kindly sponsored by BresicWhitney.

Teaching Services Australia

Implements the HHPS Performing Arts program.

www.teachingservices.com.au

Strings

- Intermediate Strings Ensemble
- Senior Strings Ensemble

Bands

- Training
- Concert
- Showcase

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 unfortunately had a fall on Monday 16 May and has been out of action with an injured ankle since this time. At this stage it is not expected that Bronwyn will be returning to work until at least late June. We wish her a speedy recovery.

I would like to extend a massive thank you to Sam Garling and Heather Cook who both stepped up and have kept the canteen service operating during this period.

Heather will continue to fulfil the role of caretaker supervisor. Thank you Heather!

I would also like to thank the volunteers who have helped Sam and Heather during this time.

Action Required

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

Review HHPS Canteen service in relation to canteen offering available in other schools in Northern Sydney and Strathfield districts.

Execute contract of employment for Canteen Supervisor.

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

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 is settling into her role and performing the role well.

Dane Latham has completed his handover with Mandy Fahey and has commenced in his Treasurer role.

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
