



Hunters Hill Public School P&C Meeting Minutes

Wednesday 9/3/2016

The meeting opened at 7:38pm and was chaired by Dougal Hunter.

Attendees: 13 – Sakuna Pho, Dougal Hunter, Raewyn Sargeant, Nicole Kleijn-Aalders, Dane Latham, Samara Richardson, Carlos Lopez, Jenna Morrow, Kristi Jones, Rachelle Love, Tee Davies, Caroline Gallagher, Caitlin Flett

Apologies: 4 – Veronica Papacosta, Sam Garling, Lindsay Holliday, Mandy Fahey

1) Confirmation of minutes from previous meeting

Date of last meeting was corrected to “2016” and time of next meeting was corrected to “730pm”.

Adopted: Dougal Hunter

Seconded: Nicole Kleijn-Aalders

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.
- Amity is organising this. It will be held in the school hall next term. Date TBC.

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. No update currently.

3) Correspondence

- In: Andrea O’Halloran submitted a request to reinstate a parent register from class lists.
 - This was pursued last year, but concerns were raised that some parents did not want to be registered on a list for privacy reasons.
 - A permission letter will be drafted by the P&C and circulated amongst parents to rectify this in 2016.
 - Ideally, it was suggested that a permission check box be included on the annual form.
 - Sakuna suggested a Google doc to register.

4) Principal’s report – Sakuna Pho

- See attached

5) President’s Report – Dougal Hunter

- See attached

6) Treasurer’s Report – Veronica Papacosta (absent)

- All documents are with the Auditor. The audit is underway with a view to complete by 11 May.

7) General Business

a) Declaration of vacant position on P&C Executive - Vice-President:

- After many years of contribution to the P&C, and as her time at the school draws to a close, Raewyn Sargeant will be stepping down from her position on the Executive at the AGM. Her vast knowledge will be greatly missed.
- A Vice-President vacancy on the P&C Executive was declared.

b) Supervision of students attending PSSA sporting events

- Questions were posed relating to the staff to student ratio at off-campus sporting events.
- Currently, department safety regulations require 1 staff member to be present for 30 students at sporting events on dry land, and 1 staff member to be present for 24 students around water.
- Concerns were raised about how 1 staff member can monitor this many children, as well as conduct umpiring duties.
- It was explained that 2 students will always be sent together to a public toilet.
- A specific safety concern was highlighted that at a recent PSSA cricket event, students were spread across two ovals (Monash and Westminster), which are divided by Ryde Road. Sakuna will look into this and provide feedback.

c) Pink Day fundraising and term fees

- It was clarified that moneys were raised for the McGrath Foundation by charging the eldest in each family \$1 in their term fees to participate in Pink Day. This saved cash handling at the school.
- Cupcakes were also on sale on the day for \$1.50.

d) History of school houses

- A request was put forward again for the students to be educated on the history of their houses: why are they named and coloured as they are?
- Sakuna will research and perhaps ask Trish Henderson and Juliet Bencsik to include this information in the school historical hall.

e) Wi-Fi in classrooms

- A concern was raised that our students are currently sitting in classrooms where the Wi-Fi routers are emitting signals 30 hours a week, even though they are only needed approximately 1 hour a week.
- In 2011, an arm of the World Health Organisation classified wireless radiation as 'Group 2B – possibly carcinogenic'. More research is being conducted, specifically in relation to child development.
- Sakuna responded, stating that this conversation is alive in other Australian schools. He presented documentation that was published by Aruba, the manufacturer of the classroom routers.
- Despite the above WHO classification, counteracting research has so far proven Wi-Fi radiation to be far too weak to give us any kind of radiation poisoning. It's within the safe radio-frequency band as determined by the Australian Radiation Protection and Nuclear Safety Agency.
- In light of the fact that scientists can't agree on the safety of Wi-Fi radiation and that schools all over the world are retracting it until more is known about its safety, the question was raised: how difficult is it to turn off the Wi-Fi in each classroom when it isn't in use?
- Sakuna is going to investigate with the DEC and the IT provider. His initial feedback was that it will be difficult to turn off individual routers, as they are all managed by a central system.

f) Motion to move funds for teacher reward stickers

- Sakuna requested that the P&C contribute funds for stickers, so that teachers can reward and commend students for their efforts.
- A motion was put forward to transfer \$2,900 for this purpose.

Moved: Dougal Hunter

Seconded: Nicole Kleijn-Aalders, followed by unanimous agreement

8) Sub-committee reports

- A change to sub-committees was declared. Dougal will cover the responsibilities of the Canteen Convenor until another solution is in place. Nicole Kleijn-Aalders will take over Amity.
- A playground sub-committee will be formed later this year.

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

Performing Arts – Rachele Love: report attached

Creative Workshops – Tee Davies: report attached

Canteen – Dougal Hunter: report attached

Uniform Shop – Raewyn Sargeant: report attached

Amity – Dougal Hunter / Nicole Kleijn-Aalders: report attached

9) Other Business

a) Mother's Day Breakfast

- The breakfast will take place early next term. Historically, tickets were sold for this event through Flexischools, but will now be charged to the eldest member of each family on term fees.

b) School website

- Caitlin has been trained on the new CMS and will update P&C content.
- A request was put forward for a clear definition to be posted on the site of which year groups / class parents are responsible for specific events on the school calendar.

c) Dressmaker Movie Night

- Status of this event TBC.

d) Welcome Event for Kindergarten Families

- A kindergarten parent highlighted the fact that no formal welcome events have been organised for families who are new to the school. It was also noted that Boronia Park recently held such an event and it was very successful, bringing the school community together.
- It was unanimously agreed that this event should be reinstated on the school calendar. Previously, a picnic was arranged for this purpose, but it has fallen off the agenda in recent years.

e) School drop-off: staff supervision and absentee notifications

- A discussion took place in relation to how closely the drop-off zone is monitored by the staff member on duty. Each morning, this staff member is responsible for multiple tasks.
- Boronia Park was referenced, as parents monitor both drop-off and pick-up zones.
- The question was raised: if a child is dropped off and doesn't reach the classroom, how is a parent alerted? Is there a system in place where a parent can be texted if their child is absent and notification hasn't been received? Currently, there is no system that supports this.

The meeting closed at 9:09pm. The next meeting will be the AGM, held on Wed 11 May at 7:30pm.

Principal's Report

Principal: Sakuna Pho

E-mail: sakuna.pho@det.nsw.edu.au

Phone: 9816 4404

Term Highlights

10/3/2016

- Thank you P&C for Susan's gift and farewell, she would like to convey her thanks and appreciation.
- High attendance of parents at our information nights.
- Scripture/Ethics breakfast/WHS induction conducted.
- WHS request – All visitors and parents helpers are requested to sign in when they are on school site. Band Tutors and Creative Workshop conveners are on to it to ensure we have the best practice in place.
- Year 2 swimming program is a continued success
- Administration – the installation of the awning will be done during the Term 1 holidays. The picture below is indicative of the structure that will be in place. The awning extends 3 meters out from the building.



Review of Actions from Previous Report:

- Survey – 2015 parent feedback survey released Week 8
- The Tell Them from me survey is now the standard for assessing the quality of school life for parents, students and teachers. Information will be release by Mr Newhouse.

Action Required

- WIFI – Sakuna to contact IT directorate – Can the Access Point be switch off?
- PSSA – Sakuna to speak to Mr Monaghan – raise the issue of supervision during PSSA at the next Ryde PSSA meeting

President's Report

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

Thanks

- Sue Finch Farewell
 - Sue was at HHPS since late 2004, 11.5 years. Over that time she was a tremendous help to the P&C and as a token of our appreciation and on behalf of the broader parent and carer community the P&C thanked Sue for her efforts by way of presentation at the School Assembly on Thursday 25 February.
 - Thank you to the Executive (Raewyn, Nicole, Veronica and Caitlin) for organising Sue's farewell gift and flowers.
- Raewyn Sargeant
 - Now in her 13th and final year of involvement with the P&C, Raewyn has advised the Executive that she does not wish to be re-elected as Vice President at our upcoming AGM but is happy to continue as Uniform Shop Convenor. Raewyn has been a tremendous help for the entire Executive and her insights and consistent delivery will be sorely missed.

Action Required

AGM

- Accounts for HHPS P&C and sub-committees have been lodged with the auditor and this process must be completed before the AGM can be held.
- AGM scheduled for Wed 11 May.

Succession Planning – P&C and sub-committees

- Executive vacancy now created with Raewyn's decision to step down as Vice President.
- 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 have been granted access to the content management system.

Social Events

- Dates for established social events for 2016 need to be communicated.
- The dates were issued in the Amity Newsletter on Feb 25.
- 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).

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 are in process of a change in P&C structure for BASC. Syvi, Elena and Nicole have decided to take a step back from the committee, we are very appreciative of the hard work, time and efforts they have put in to our service. Amy Plowman and Kate Anderson will be our new committee members, both are parents of children who attend the service and have already shown great support and enthusiasm towards the service.

We are looking to install an air-conditioning unit this term, I will notify Sakuna so we can work with the heritage board and his preferred installer.

This term we are introducing more cooking experiences, group games and encouraging positive interactions between the students.

I will be holding a staff meeting towards to end of the term which will include discussions on our interactions with the children and strategies to diffuse altercations between children in the playground in a positive manor.

Action Required

- **Continue to work towards Exceeding rating – modifying Quality Improvement Plan and Centre Policies.**
- **Change over in P&C management**
- **Air conditioning**
- **Staff meeting**

Service summary

BSC Capacity

70

ASC Capacity

70

BASC Register

HHPS BASC service is utilised by

- 128 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.

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.

March 9, 2016 Update

TSA

- Concert Band commenced Tues Feb 9th
- Showcase Band Auditions took place for two weeks from Thurs Feb 11th. Showcase Band members were selected and rehearsals commenced on Feb 25th. There are a few students who were invited to continue rehearsals with "L" plates until the end of term, and will be invited to stay if they can manage the repertoire.
- Strings Rehearsals Commenced Thurs Feb 11. Good feedback has been received regarding the New Strings Conductor Nazli

Finances

- Currently \$22390 in Band Account on 1/3/2016
- All instrument hires are completed. ~\$14000 in income. Still awaiting payment of ~\$1440. All allocated to spend on instrument servicing and go towards replacing worn instruments in 2016 budget. 10 Instruments graded 4/10 or below and close to retirement.
- Still approx 1- 2 late enrolments to allocate to tutorials
- \$8141 invoices from 2015 still awaiting payment.

Committee

- Meeting held 16th Feb - good turnout of new parents, and many band/ strings roles shared out.
- A review of the Performing Arts child protection practices is underway. In Dec 2015, all WWC checks were up to date and validated as per the WWC guidelines, and the committee is keen to ensure ongoing best practices are in place for the safety of HHPS students and music tutors.
- To comply with School WHS practices, the tutors have been asked to sign in the visitors book in the school office, and collect a visitors pass on arrival at school, and return their pass and sign out when exiting the school.
- A list of all tutors and their students and rooms is being compiled to provide to the school office, BASC, TSA and the committee.

Upcoming Events

- Thursday 24th March - Grandparents Day (Concert Band)
- Thursday 31st March - Assembly (Showcase Band)
- Saturday & Sunday 28th/29th May - Band Workshop Weekend (All bands)
- Pizza Fundraiser Tues 7th June

Action Required

Next Committee meeting scheduled for Tues 3 May 2016

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

Service summary

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

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

Nothing to report .

Action Required

Service summary

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

Overview

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

Thanks

- Sue Finch Farewell
 - Thank you to the Executive (Raewyn, Nicole, Veronica and Caitlin) for organising Sue’s farewell gift and flowers from the P&C.
 - The presentation was at the school assembly.

Term One (Wed 27 Jan to Fri 08 April)

- Grandparents’ & Special Friends’ Day – Thurs 24 March
 - The Year 2 Class Parents are well across the organisation for this event (Penny Jones, Angela Farage, Rachel Lunn, Natalie Kwok, Eva Jamal, Jodie Boland).

Action Required

- Researching possibility for HHPS movie night in 2016.
 - Lindsay Holliday still progressing
- Social event dates were communicated in the Amity Newsletter on Feb 25. They are:

Event	Type	Year responsible	Date
Grandparent’s Day	Morning Tea	2	Thursday March 24
Mother’s Day	Breakfast	K	Friday May 6
2016 Fundraiser	TBC	3	TBC
Father’s Day	Breakfast	4	Friday September 2
World Teachers’ Day	Lunch	5/6	TBC ~ October

- Woolwich Pier Hotel – Country Fair Platinum Sponsor
- Dad’s Drinks venue for one of the biannual events

Milestones

School Register

Compile and update school register.

- 15classes
- 372 students
- 260 families

Website

Information

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

House History

Who they were and what they did?