



Hunters Hill Public School P&C Meeting Minutes

Wednesday 11/5/2016

The meeting opened at 8:11pm and was chaired by Dougal Hunter.

Attendees: 18 – Tania Weston, Dougal Hunter, Veronica Papacosta, Caitlin Flett, Raewyn Sargeant, Nicole Kleijn-Aalders, Dane Latham, Serena McLean, Lindsay Holliday, Carlos Lopez, Celeste Slijters, Elena Bagley, Kristi Jones, Rachelle Love, Sam Garling, Jo-Hanna Adam, Cindy Blaney, Tonia Polorotoff.

Apologies: 3 – Kate Anderson, Mandy Fahey, Tee Davies

1) Confirmation of minutes from previous meeting

Mandy Fahey was added to apologies.

Adopted: Dougal Hunter

Seconded: Nicole Kleijn-Aalders

2) Business arising from the minutes

a) E-safety information session

- Nicole is organising a cyber safety education night for parents. It will take place in the hall on 25 May at 7:15pm (no students allowed due to content).
- The cost is \$550.

b) Wi-Fi in classrooms

- It was asked at the March meeting if the Wi-Fi routers in each room could be switched off when not in use (in light of unknown health risk due to radiation).
- The IT provider responded to Sakuna's request, explaining that other schools have been asking the same question. Turning the routers on and off may cause confusion to the network, as they are programmed to search for another cluster master. It is not recommended.
- Tania presented a fact sheet from the NSW Department of Education on this point, as the conversation is alive in the state. Their view is that they rely on scientific data from ARPANSA (Australian Radiation Protection and Nuclear Safety Agency), who set the standards in this area for the Commonwealth of Australia. ARPANSA does not consider the levels of radio frequency electromagnetic radiation (RF EMR) to be an established health risk.
- Tania explained that the students' interaction with technology in the curriculum and their dependence on Wi-Fi is only going to increase.

c) PSSA Sport Supervision

- A concern was raised at the previous meeting that staff supervision at PSSA sporting events is thin, specifically when cricket players are spread across two ovals.
- Prior to leaving, Sakuna stated that Mr Monaghan would be addressing this at the next Ryde PSSA meeting.
- Currently, student / teacher ratios do meet the sport supervision guidelines.
- Tania shared her insight that several schools have raised this concern. It will be raised again at the next meeting.

d) House History

- The mystery of the origin of the school house names and colours remains unsolved.

e) Welcome to new parents

- It was raised at the last meeting that the school should reinstate a welcome event for new families at the beginning of each school year.
- Sakuna left a recommendation that this should be a joint school and P&C event. He would like it to be cost neutral, with entertainment to focus the children. His preferred time for the event would be in week 4 or 5 of Term 1, with planning and promotion of the event to begin during Term 4 of the previous year.

f) 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.
- Sakuna left a clear explanation – this simply cannot be achieved with current systems. Parents are asked to walk their children into school to sign them in if they are late (especially in K-2).
- Tania highlighted that truancy isn't a key issue in primary education.
- Parents discussed the community trend to allow their children to walk or cycle to school, and brainstormed ideas for setting up a check-in process for those children. E.g. could an iPad be left at the admin centre to swipe on arrival?
- In the immediate future, parents should establish their own safety procedures with their child. E.g. Could the child text to say they've arrived safely?

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

- Based on feedback, Veronica is committed to continuing conversations on appropriate levels of profitability for sub-committees in 2016.

7) General Business

a) Motion to update Sub-Committees in Rules

- A motion was put forward to update the list of sub-committees in the Rules.

Moved: Dougal Hunter

Seconded: Lindsay Holliday, followed by unanimous agreement

b) Financing of Band Camp subsidy

- A motion was put forward to approve the payment of a band camp subsidy (\$100 per child, up to \$5.5k expenditure).

Moved: Dougal Hunter

Seconded: Veronica Papacosta, followed by unanimous agreement

c) Heritage Hall (funds required)

- Juliet Bencsik and Trish Henderson were asked by Sakuna to design a Heritage Hall in preparation for the 150 year celebrations (in 4 years' time).
- The P&C will be required to fund this at some stage, but the scope of the project is currently unknown.

d) The Dressmaker Movie Night

- Lindsay is organising a screening of this film with the director, Jocelyn Moorhouse. It will be followed by a Q&A session. Date TBC. Location – School Hall.
- It is anticipated to be a social evening, with any funds raised donated to Giant Steps Autism.

e) Removal of raised soil bed near library

- Tania will discuss strategy for removing soil bed with Yanni.

8) Sub-committee reports

Before and After School Care – Elena Bagley: report attached

Performing Arts – Rachelle Love: report attached

Creative Workshops – Tee Davies (absent)

Canteen – Dougal Hunter: report attached

Uniform Shop – Raewyn Sargeant: report attached

Amity – Nicole Kleijn-Aalders

Bookclub – Cindy Blaney

9) Other Business

a) Mother's Day Breakfast – thanks

- The breakfast was a happy occasion that was enjoyed by all. Gratitude was extended to the team of Kindergarten parents who organised the event, but particularly to Tonia Polorotoff, who went above and beyond in gathering community support for prizes, etc. Her energy and enthusiasm was appreciated.

b) Mother's Day Breakfast – fees

- It was highlighted that the event was advertised at \$12 per family, but charged at \$15 per family on the school fees.

c) School app update

- A request was put forward to ensure start times for P&C meetings are accessible on the calendar of the school app. Caitlin / Tania will follow up with the admin team.

The meeting closed at 9:40pm. The next meeting will be held on Wednesday 8 June at 7:30pm.

P&C Meeting – 11 May 2016

Principal's Report

Staffing Changes

Karen Lowe – School Administration Manager. Comes to us from St Ives North PS. Very experienced; however, is learning the new SAP Finance System.

Mrs Crow will be going on maternity leave. Miss Holden will teach 4EC for the rest of the year.

Mrs Ristic is on maternity leave. Miss Monardo has commenced on KR for the rest of the year.

I will be relieving for Mr Pho until 25 November.

Performance

School Concert is in Term 3. Monday 5 September is rehearsal. Tuesday 6 September is matinee and night performance. The School Concert Committee met last week to begin discussions around a theme. They will take their suggestion to the staff Thursday during our Organisation Meeting for feedback. We will inform students / parents once staff have been informed.

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.

In Term 1, exec participated in self-assessment against the School Excellence Framework which underpins our school plan. Term 2 we will collect evidence against the 14 elements and annotate. Our evidence is endorsed by our Director, then sent to a principal panel who will examine our evidence then come into the school for a 2 hours validation meeting where we showcase what we are doing.

ESR

There will be changes to the reporting system this term. Changes reflect new curriculum as well as DoE review of assessment and reporting strategies.

There will be indicators under each Learning Area that were focused on in Semester 1. A-E Reporting Scale still the same. General Comment on the end.

ESR still finalising the format.

Class Sizes

Few new enrolments at commencement of Term 2. Impact has been on Kindergarten. Class sizes are recommended to be on average 20 students, we have classes of 25. Correspondence has been send out to Kindergarten parents informing them of increased support through Learning and Support Teacher in literacy and numeracy to assist with increased numbers.

Restructure is not practical at this point in the school year.

Class Art Work for Trivia Night

Exec were asking whether artists were coming in to work with classes?

Newsletter – minor change

Newsletter items are due to Christina on Tuesday afternoon. That is what Christina works on on Wednesdays.

Asbestos Concern

We are well aware of the proposed removal of asbestos from a neighbouring site to the school. We have been in touch with Asset Management to manage the removal consequences for our school site.

The neighbour will get back in touch with council as he was pushing to have it removed on a Saturday. Was scheduled for next week, it will now be the following week. Date and time to be confirmed by neighbour.

Company sourced for the asbestos removal will be contacted by Asset Management to determine the work to be carried out, then will instruct the school on precautions to take. Once we have the necessary information we will follow all recommendations made to ensure the safety of students, staff and the community.

Communication will go out once we have all information regarding the removal and impact for the school.

Playground Works

Have contacted and left a message for Craig O'Shea our Asset Manager to contact me to discuss what we will need to provide to them re playground refurbishment. Once we have this information, would like to schedule a meeting with the committee.

President's Report

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

Action Required

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.

Working With Children (WWC)

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

Website Update

- New website content required.
- Secretary and President have been granted access to the content management system.
- Caitlin has offered to continue her involvement in the role as web communications officer.

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 ~ Friday early Aug).

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

This term we are having a change in our committee members for BASC. We are very thankful for the work, time and efforts put in by Syvi Boon, Elena Bagley and Nicole Stanmore. We welcome Kate Anderson and Melanie Buffier to our committee and look forward to building great relationships and continuing to grow our service.

We are looking to improve the indoor environment of our room. First on the agenda is installing air conditioning, new indoor and outdoor furniture and flooring. The carpet seems to be holding the moisture smell in the classroom which has been an issue.

We have introduced new menus this term which has had a great response from the children, we are trialing different meals each week. We are focusing on sufficient and healthy options.

This term we have had Jock Pattinson join our team of staff. He has shown great initiative, introducing new sports and games with the children.

We have had children leaving the service past 6pm most nights. I have sent individual families an email outlining our centre policies and will be issuing late fees, as our license is only to 6pm. We are very understanding if it a once of emergency although if the same families are continually late we feel they need to consider their schedules to ensure they arrive on time. It causes difficulty for the cleaners to alarm the school as well.

Action Required

- **Continue to work towards Exceeding rating 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

- 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.

May 11, 2016 Update

Finances

- Currently \$13917.04 in Band Account on 08/05/2016
- >\$12K has been collected in instrument fees for the 2016 band program
- \$759.85 invoice awaiting payment.

TSA

- Request to P&C for Training Band/Beginner Strings Subsidy for Band Workshop at \$100 per head - up to \$5.3K
- Request to School for additional music stands to cater for increased numbers \$110each
- Request to School for repair/ replacement trolley(s) for music stands due to poor condition \$995
- Request to Band Committee for New Music \$600 + additional folders ?\$100TBC

Fundraising

- Pizza Fundraiser Tues 7th June
- Election BBQ 2nd July
- Awaiting information on Sponsorship Bresic Whitney

Committee

- Practice Diaries have been sent out to encourage practice at home
- Child Protection - ongoing discussions with School and P&C
- Glockenspiel purchased for additional percussion student
- Parent Supervision - Roster established for Training Band Term 2
- Concert Band needs another parent volunteer

Past performances

- Thursday 24th March - Grandparents Day (Concert Band)
- Thursday 31st March - Assembly (Showcase Band)

Upcoming Events

- Saturday & Sunday 28th/29th May - Band Workshop Weekend (All bands)
- Strings Performance Kindy Info night
- Group Photos Thurs June 16 All ensembles
- Hunters Hill Retirement Village June TBC (Thurs) Showcase, Strings
- Assembly Thurs June 30 Concert Band

Next Committee meeting scheduled for Tues 27 July 2016

Convenor: Open

Treasurer: Jo-Hanna Adam

Instrument Coordinators: Claire Steele, Juliet Bencsik, 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 2015 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

Attended the Healthy School Environment Forum hosted by Northern Sydney Local Health District on Wednesday 16th March 2016. A very useful evening with presentations from a number of schools showcasing their activity in this space.

Implemented a daily cash receipt sign off process for the Supervisor and volunteer to follow.

Met with Canteen Supervisor to agree on a plan to improve the sustainability of the Canteen service. The service is currently operated for minimal profit with key person risk in the Supervisor role and is heavily dependent on a very few volunteers. There is currently no provision for equipment failure and no flexibility should the Supervisor not be able to work on a Canteen day.

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

Firstly I would like to acknowledge the valuable contribution of Rhonda Fazzolari and Mandy Fahey who are both stepping down from their roles. Rhonda has been the Uniform Shop Coordinator for 2 years and has operated the Uniform Shop in a very friendly and efficient manner and has made an extremely valuable contribution to the running of the Shop. Mandy Fahey has been treasurer for a couple of years and has also made a very valuable contribution in her role. Both will be greatly missed.

We welcome Debbie Fung to the role of Uniform Shop Coordinator and Dane Latham to the role of treasurer. We thank them both and look forward to working together.

Flexischools was introduced towards the end of last year and has been well received by families. In the first quarter of this year 34% of sales were on flexischools

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 – Debbie Fung
