



## Hunters Hill Public School P&C Meeting Minutes

Wednesday 23/11/2016

The meeting opened at 7:30pm and was chaired by Dougal Hunter.

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**Attendees:** 18 – Tania Weston, Samara Richardson, Dougal Hunter, Nicole Kleijn-Aalders, John Lau, Paula Godoy, Dane Latham, Jo Hanna Adams, Raewyn Sergeant, Melanie Buffier, Kate Anderson, Natasha Marjanovic, Lauren Djukich, Tee Davies, Jenna Morrow, Peter Atkins, Sonia Repaci, Annette Holdorff

**Apologies:** 8 – Juliet Bencsik, Kristi Jones, Lindsay Holliday, Caroline Gallagher, Tracy Ashton, Rachelle Love, Caitlin Flett, Sam Garling

**Apologies & Proxies for HHOOSH motions:** 16 – Jacinda Barratt, Syvi Boon, Camilla Cavarra, Liz Cohen, Nathan and Rebecca Cox, Sonya Hunter, Andrew Livermore, Veronica Papacosta, Mandy Pattinson, Lucinda Smith, Nicole Stanmore, Sally Thorp, Kendelle Townsend, Sharon Wijnen, Toni Wynne

### 1) Meeting opening and apologies

Adopted: Dougal Hunter

### 2) Confirmation of minutes from previous meeting

Moved to carry over to next meeting: Dougal Hunter

Seconded: Nicole Kleijn-Aalders

### 3) Business arising from the minutes

a) Working with Children Checks

### 4) Correspondence

i) In/Out – None

### 5) Principal's Report – Tania Weston

- Handover meeting with Sakuna occurred on Monday.
- Playground – paperwork submitted with assets management who will coordinate the project process and call for a public tender in due course. A free quote from Moduplay has been submitted to get the ball rolling. DOA will subsequently call for tender and will require a minimum of three quotes. \$8,338 Urban Landscape quote for quote not considered an appropriate expenditure and therefore not pursued
- Note: we should get an **EALD** from the department in the allocation.

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

i) Thank the BASC sub-committee for the tremendous amount of work undertaken by them to put forward the motions for consideration tonight.

### 7) Treasurer's Report – Dougal Hunter

- The motions and supporting documentation related to BASC have been reviewed and agreed.

- BASC agreed to transfer \$50,000 to contribute to Phase One of the playground redevelopment.

## 8) General Business

### a) Before and After School Care Subcommittee (see attached report)

- i) Capital Expenditure – reinvestment in equipment and facilities - \$28,000
- ii) Vacation Care – Deed of Variation License Agreement - \$6,200
- iii) Change of name – Hunters Hill Out Of School Hours (HHOOSH)

Moved: Mel Buffier & Kate Anderson

Seconded: Dougal Hunter, followed by unanimous agreement and a further 16 proxies received in support of the three proposals.

### b) Performing Arts Committee

- i) Capital Expenditure – new instruments - \$5,013.20

Moved: Jo Hanna Adams

Seconded: Nicole Kleijn-Aalders, followed by unanimous agreement

- ii) Election of Peter Atkins as Performing Arts Sub-Committee Convenor for 2017

Moved: Dougal Hunter

Seconded: Nicole Kleijn-Aalders, followed by unanimous agreement

### c) Grounds sub-committee – playground redevelopment project

- i) Phase One to be the 3-6 playground incorporating Eulbertie

BASC contributing \$50,000 to Phase One funding

- ii) Phase Two to be the K-2 playground along sandstone wall

Moved: Dougal Hunter

Seconded: John Lau, followed by unanimous agreement

### d) Hunters Hill Public School P&C Association Life Membership nomination

- i) Raewyn Sargeant

Moved: Dougal Hunter

Seconded: Nicole Kleijn-Aalders, followed by unanimous agreement

### e) Vote of Thanks

- i) Mrs Tania Weston – Relieving Principal

Moved: Nicole Kleijn-Aalders

Seconded: Paula Godoy, followed by unanimous agreement

## 9) Sub-Committee Reports

**Amity** – report attached – apology

- Welcome to school function - school BBQ on Friday 17<sup>th</sup> February start @ 5.00pm proposed
- Fees for social events 2017 – needs to be resolved in December meeting

**Before and After School Care** – report attached

**Book Club** – nothing to report

**Canteen** – report attached

**Creative Workshops** – viability report received

**Fete** – looking to start planning ASAP, date Sunday 10 September

**Grounds** – nothing more to report

**Performing Arts** – report attached

**Uniform Shop** – sales at Kindy orientation day went well, considering a number of initiatives for 2017

#### **Web & Social Media Planning Update**

- i) School photographer took shots today for website. Despite extreme heat, the children were very committed.
- ii) Big Thanks to both John and Tania, who helped it all tick along.
- iii) Facebook page is on hold until Sakuna returns.

#### **10) Other Business**

- a) HHOOSH to table business plan in the December meeting.
- b) Question posed as to the appropriateness of soft drink being sold at recent fundraising event organised through the SRC. School to look into nutritious alternatives for future events.

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

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## P&C Meeting – 26 October 2016

### Principal's Report

#### Staffing Update

#### **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.

#### **2017 – QTSS Funding of \$28,238. Exec will commence planning of how the model will look in 2017.**

#### **Term 4 will focus around:**

K-6: Focus on Reading – team teaching with lead trainer for state, collaborative writing of explicit teaching and learning in comprehension, vocabulary and fluency

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, K-6scope and sequence, updating resources to support the teaching of new syllabus

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

S2: Taking off with Numeracy (TOWN)

S3: focus on project based learning, creating a project for all stage 3 students where students co-construct the learning.

Mrs Fenney returns Mondays, Tuesdays and Wednesdays in Term 4. Will continue the STEM program. Mrs McKay commences maternity leave 24 October.

Mrs Lunguly returns Term 4 two days per week. Will be used to support Great Teaching Inspired Learning reform and Community Projects. Mrs Pearson currently working in classrooms on a Thursday building capacity of teachers to further integrate use of 21<sup>st</sup> century skills into teaching and learning programs, updating Technology contract that students sign for 2017, planning and writing Cyber Safety teaching and learning program to commence next year, in line with Office of the Children's eSafety Commissioner.

Mrs Wendy Benrimoj has announced that she will retire at the end of the year. In the process of securing a quality French teacher for next year

#### **2017 – Planning Underway**

- Staff are in the process of outlining preferences for classes
- Kindergarten enrolments close to being finalised – out of area panel meeting in Week 1 Term 4. Out of area applicants have been notified of decisions.
- Parents asked to contact school if not planning on returning in 2017
- Staff have commenced identified milestones / priorities for 2017

#### **Social Media - Facebook**

Social Media Policy Implementation Procedures will be adhered to in creating a HHPS Facebook page  
Social Media Toolkit for Schools also used

Look at setting it up this term to be ready for next year to go live.

### **Tell Them From Me Survey – Parent Survey and Student Survey Closed**

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.

**Update will be provided to P&C in next meeting and communicated to families via newsletter. Information will be used when planning 2018 Milestones.**

### **Emergency Management Plan**

Updated and distributed to staff. Held an offsite evacuation last Friday to Hunters Hill Club. All went very smoothly. No issues with students being escorted there quickly.

### **Events/Excursions – Term 4**

Week 3: Great Aussie Bush Camp

Week 4: Choir at Opera House

Kindergarten Orientation

Week 5: Stage 2 Excursion

Band Gala Night

Week 6: Multicultural Day

Kindergarten Orientation

Week 7: Police Band

Week 8: Mini Fete

Week 9: Year 5 Speeches for Captains

K-2 Christmas Assembly

Parent/Volunteers Morning Tea

Year 6 French Restaurant

Week 10: Semester 2 Reports

Presentation Day

K-6 Picnic Day

Year 6 Farewell Dinner

Talent Quest

### **Kindergarten 2017**

At present, we have 47 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. Out of Area panel meeting met Thursday 13 October. Requests placed on waiting list and communicated to families.

Thank you Nicole and Lindsay for representing the community on the panel.

### **Playground**

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

- Tracy, Caroline and Tania attended Conservation Advisory Panel Meeting – minutes provided.
- Moduplay, Urban Landscaping, Creative Recreation Solutions and Forpark contacted to organise initial quotations.
- Samara and Ben will be staff representatives moving forward.

### **Netball PSSA Request**

Mrs Morgan and Mrs Laundry have requested P&C consider the purchase of netball dresses for girls to wear?

### **System and Procedure Updates**

- Excursion Procedures and Guidelines updated in line with Department of Education.
- WWCC – any parent volunteering in classrooms and excursions need Working with Children Check (100 points) completed. Updating and checking this term so all ready for the beginning of next year.

- New forms – so all parents will need to complete form; however, if 100 points completed at office, this part of the process does not need to be done again.
- Attendance Procedures updated – staff to mark roll at the commencement of every school day and follow up on notes explaining absences.
- Off-site Evacuation Drill last Friday – went very smoothly.
- Emergency Management Plan updated and distributed to all staff members
- Updating website – Procedures and Guidelines in line with Department of Education Policies
- WH&S procedures currently being updated – WH&S calendar to be implemented with all annual reviews scheduled, will carry out Classroom Safety Inspection Checklist and Workspace Inspection Checklist, Consultation with Community Users (Before and After School Care) – to meet at least once a term and go through the Community Use Agreement, especially risk assessments, update chemical register and risk register

# President's Report

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

## 1 Congratulations and thank you

- **World Teachers' Day Lunch – Tuesday November 22**
  - Thank you to:
    - Sam Garling and Emily Salter (Amity sub-committee) for organising; and
    - Cindy Blaney, Fiona Henshaw, Meg MacIntyre and Cath Atkins for helping make the lunch a very enjoyable event.
- **Before and After School Care sub-committee**
  - Thank you to Mel Buffier, Kate Anderson, Natasha and Lauren for the considerable and professional work that has been undertaken to consider the initiatives before us tonight.

## 2 Action Required

### Working With Children (WWC)

- HHPS P&C account – single login for all sub committees
- Every sub-committee needs to check their employees/contractors via the Kids Guardian website and keep a record for seven years.

### 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 Flett is creating a social media policy for the P&C 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

Convenor: Sam Garling

## Overview

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

## Thank you

### World Teachers' Day Lunch

The teachers lunch was a huge success.

A big thank you to Fiona Henshaw, Meg MacIntyre, Cath Atkins and Cindy Blaney for helping at the lunch, we couldn't have done it without them.

## Action Required

- Lomondo Oil Fundraiser – Mon 28 November
- Nicole Kleijn has stepped down as co-convenor, Emily Salter has expressed a willingness to join as co-convenor

## Upcoming events

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### World Teachers' Day Lunch

Tuesday 22 November

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### Lomondo Olive Oil Fundraiser

Monday 28 November

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### School Swimming Carnival catering

First week back 2017

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### Welcome to school function

Term One 2017

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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


We have introduced our new enrolment system this term for 2017 enrolments. The system has been effective and we have received a good response from families. We are full on Monday, Tuesday, Wednesday and Thursday Afternoons for 2017.

We received the proposed re-branding logo for HHOOSH. We strongly feel the service logo needs to be updated, once this decision has been made we would like to move forward with purchasing uniforms for staff and signage for the Centre.

Bronwyn has been preparing BASC meals for the past four weeks and has received a great response from both children and parents. The meals being provided are nutritious and provide variety each day. We have also begun ordering fresh fruit from farmers direct, this is available to children at all times. The new fridge & freezer has provided more space for BASC. Bronwyn will need an industrial sized electric fry pan to assist her in cooking for larger quantities.

Our end of year party will take place this Friday in the Eulbertie playground. We look forward to winding down the year with the families of BASC.

## Action Required

- **Canteen equipment**
- **Staff Uniforms**
- **Signage**
- **Re-branding**
- **Qikkids sign in/out kiosk** 

## Service summary

Convenors: Kate Anderson & Melanie Buffier

Book keeper: Judy Fisher

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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

- 124 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, Thomas Mulherin, Derrick Byimiria, Jock Pattinson.

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# 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.

## November 23, 2016 Update

### Committee

- Last Committee meeting held Tues 18 Oct. Attended by 7 members, 4 apologies.
- New Strings Committee members welcomed – Denise Smith, Lena Tao and Elise Fairfax
- Expression of interest received from Peter Atkins to stand as the Performing Arts Convenor in 2017. Unanimous support from the committee was received.

### TSA – Liaising with Committee to:

- recommend New music and instruments to broaden repertoire and depth of band; and
- to update music register (Dave and Trish Henderson).
- Costs of covering tutor costs for annual events such as 'chamber music night' and 'count us in' are being transferred to TSA in 2017, and band fees will go up in 2017 accordingly to cover these costs to \$100 per term.

### Finances

- Currently \$16049 in Band Account on 26/10/2016... made up of  
Income from fees = \$13050 + Income from Fundraising = \$6341  
Remainder of fees income is budgeted to cover expenses as follows:
- \$500 already spent on servicing costs
- \$6000 for servicing instruments over Xmas Hols
- Transfer \$1500 in self-insurance fund as budgeted
- Replace worn /unserviceable instruments with remaining fees income \$5000 as per budget

\$3707 of Fundraising Income already spent on purchase of 2x cellos, strings/ band music and folders, and chamber night tutors

Remainder \$2663 of fundraising income is budgeted to be spent on:

- gala night expenses
- new music for 2017 and new wish list instruments – to be purchased in 2017 after make-up and needs of bands has been established.

→Request to P&C for approval of spending

- For approval of above spending of \$5000 from budget on replacing worn instruments plus set aside remaining fundraising \$ for new music and wish list items in 2017. Quotes provided.

### Past performances

- Hunters Hill Retirement Village Thurs 20<sup>th</sup> Oct
- Whole School Assembly (Training Band) - Thursday November 10
- Gala night – Tues Nov 15

### Upcoming Events

- Police band to visit for workshop with Showcase Band and performance for all bands - Nov 24th - Committee providing refreshments
- Year 2-5 Blow test for interested new enrolments - Friday Dec 2
- Instrument return TB and CB Fri 9th Dec
- last day for tutorials for Band student's Fri Dec. 9
- Presentation Day Showcase Band - Tues Dec13
- Instrument return SB Immediately after Presentation Day ceremony - Tues 13 Dec
- last day for tutorials for Strings Student's Friday Dec 16
- 2017 Enrolments due end of term 4, 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

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

### Sponsor

HHPS Performing Arts 2016 is kindly sponsored by BresicWhitney.

### Teaching Services Australia

Implements the HHPS Performing Arts program.

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

### Strings

- Beginners String Ensemble 4
- Intermediate Strings Ensemble 8
- Senior Strings Ensemble 6

### Bands

- Training
- Concert
- Showcase

### Next Committee Meeting

Term 1, 2017

# 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

Canteen is on track to make a modest profit of a few thousand dollars. Profits raised will be put towards new equipment required:

- Dishwasher;
- Stove repair;
- and possibly other enhancements pending fund availability.

## Action Required

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

## Service summary

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### BASC Register

The HHPS canteen service is utilised by the school community.

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### Canteen Operating Hours

Monday, Wednesday & Friday  
9.00am – 2.00pm

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### Staff

Supervisor – Bronwyn Sutton

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### Parent volunteers

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

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### Flexischools

Canteen orders are managed via [www.flexischools.com.au](http://www.flexischools.com.au)

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