



Hunters Hill Public School P&C Meeting Minutes

Wednesday 26/10/2016

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

Attendees: 8 – Tania Weston, Brad Newhouse, Dougal Hunter, Paula Godoy, Dane Latham, Caitlin Flett, Jenna Morrow, Lindsay Holliday, Caroline Gallagher

Apologies: 13 – Veronica Papacosta, Nicole Kleijin-Aalders, John Lau, Cindy Blaney, Raewyn Sergeant, Kristi Jones, Tee Davies, Tracy Ashton, Melanie Buffier, Sam Garling, Rachelle Love, Kate Anderson, Jo-Hanna Adams

1) Confirmation of minutes from previous meeting

Adopted: Dougal Hunter

Seconded:

2) Business arising from the minutes

a) Working with children checks

- P&C needs to validate Children Guardian website capabilities over coming weeks.

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

b) PSSA sport supervision

- It has been raised at previous meetings that staff supervision at PSSA sporting events is thin, specifically when cricket players are spread across two ovals. Currently, student / teacher ratios do meet sport supervision guidelines, but no-one is comfortable with this situation.
- Tania agreed that due to the fact that no other staff members can be spared, she will attend cricket events with Mr Monaghan.
- Gratitude was extended to Tania for ensuring the safety of the students.

c) Absent notifications

- Previously, it was requested that a system be developed to send an absent notification 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 agreed at the June meeting that they're open to this process if it doesn't add to staff workload.
- John is going to research apps that might provide the right tech solution and then Nicole is going to look into the purchase of an iPad.
- Nothing available to send out automatic messages.
 - **Action:** TW to follow up & check with School Bag App, if they can create something

3) Correspondence

- In/Out – None

4) Principal's Report – Tania Weston

- See attached.

5) President's Report – Dougal Hunter

- See attached

6) Treasurer's Report – Dougal Hunter (on behalf of Veronica)

7) General Business

a) Election of 2016 office bearer positions

- Performing Arts Sub-Committee Convenor
 - (a) Interest has been received from Peter Atkins – to be elected at November meeting.

b) Grounds update

- Tania met with Caroline and Tracy to kick off initial discussions regarding the Playground Redevelopment. They are embarking on a lengthy process of negotiations with DOE, students, staff (specifically Mr Monaghan), parents and council.
- 2016 DOE maintenance funds have already been assigned. Asset Management has indicated that 2017 funds may be available this year and will be approx. \$26k based on the school's size.
- John shared an image collection that was presented by Sakuna at last year's fete meetings.
- Once approximate costs are determined (after design and build quotes are received), a proposal is submitted to the DOE for approval, which passes through 6 departments. This process can take years. Greenwich Public School has been hindered by this process.
- Tania has already registered the planned works with Asset Management.
- Tracy highlighted that there may be council restrictions regarding the development near the sandstone wall. They've already reached out to council regarding this.
- Works will be undertaken in a staged approach. 3-6 Playground should be developed first, to benefit BASC community.

c) Fete 2017

- "Intercontinental Theme"
- Book bridge banner
- Date options (Sunday) 17 September or 10 September 2017
Committee agreed on the **10th September 2017**.

8) Sub-Committee Reports

Amity – report attached

Before and After School Care – report attached

Book Club – nothing to report

Canteen – report attached

Creative Workshops – viability report received

Grounds – nothing more to report

Performing Arts – report attached

Uniform Shop – report attached

9) Other Business

The meeting closed at 9:00pm. The next meeting will be held on Wed 23 November at 7:30pm.

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 21st 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 HPS 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

Congratulations and thank you

- **The Dressmaker Movie Night – Thursday October 13**
 - Thank you to:
 - Lindsay Holliday for organising a great event; and
 - Jocelyn Moorhouse and P.J. Hogan for their time, insights and for making the private screening of The Dressmaker possible.
 - The night was a fantastic success and raised \$1,700 that will be donated to Giant Steps. Giant Steps was founded to help educate children and families experiencing autism, to alleviate associated stress and to guide in the achievement of measurable results. For more information visit: <http://www.giantsteps.net.au>

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

Convenors:
Nicole Kleijn-Aalders and
Sam Garling
E-Mail: nicole.kleijn@gmail.com,
Nicksamg@bigpond.net.au

Overview

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

Upcoming Events

- Lomondo Olive Oil Fundraiser
 - Closing date – Monday 28 Nov
- World Teachers' Day Lunch – Tuesday 22 Nov

Action Required

Milestones

Trivia Night

Plan, facilitate and deliver the major fundraiser for the year

Fathers' Day Breakfast

Work with organizing committee to run the breakfast

150th Celebrations

For upcoming celebrations - Heather Cook & Nicole Kleijn brainstorming

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

This Term we have introduced Qikkids to the service. The transition was a smooth process and we are already seeing the benefits from the upgrade. Towards the end Term 4 we will be looking to introduce a digital sign in and system as well.


We have started the trial for Bronwyn preparing BADC food this week. The children have showed a good response to the meals provided so far. Lauren and I are utalising the extra time we now have in the afternoons for programming and setting up activities for the children rather than cooking.

We are planning our end of year Christmas party for the 25th of November. We would like this to be a family event and have parents attend this year. The staff will put on a BBQ and have entertainment for the children.

We have not heard back from the department regarding our Vacation Care license. Natasha has contacted ACECQA this week and is waiting to hear back from them.

We would like to discuss with the school the process of having the alarm system installed in the Eulbertie building. Natasha is meeting with Tania next week and will discuss this.

Action Required

- **Fridge and Freezer for BASC**
- **Alarm System for Eulbertie**
- **Christmas Party**
- **Vacation care license** 

Service summary

Conveners: 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

ZIC – 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.

October 26, 2016 Update

Committee

- Last performing Arts Committee meeting held Tues 18 Oct. Attended by 7 committee 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.
- last day for tutorials for Band student's Fri Dec. 9, and Strings Student's Friday Dec 16
- Instrument return scheduled for afternoon of the 9th Dec, and after presentation day on the 13th Dec.
- All enrolments for 2017 to be finalized in term 4, 2016 to facilitate more efficient allocation of tutorials.

TSA – Liaising with Committee to:

- recommend New music and instruments to broaden repertoire and depth of band; and
- to update music library (Trish Henderson).

Finances

- Currently \$16049 in Band Account on 26/10/2016

Request to P&C for approval of spending

- For approval of spending of \$5000 from budget on new instruments plus new music and wishlist items– quotes to follow

Past performances

- Hunters Hill Retirement Village Thurs 20th Oct

Upcoming Events

- revised date for gala night – Tues Nov 15th
- Police band to visit for workshop with Showcase Band and performance for all bands - Nov 24th - Committee providing refreshments
- Whole School Assembly (Training Band) - Thursday November 10, 2pm
- Year 2-5 Blow test for interested new enrolments - Friday Dec 2
- Presentation Day Showcase Band - Tues Dec13

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

- 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

Strings

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

Bands

- Training
- Concert
- Showcase

Next Committee Meeting

Term One, 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

Trial food service for Before and After School Care commenced this term with Bronwyn preparing meals in addition to working canteen days. Feedback to date is that the trial is working well for all concerned and the food the children are receiving is both tasty and nutritious.

I would like to thank Bronwyn and Natasha for organising within a short time frame.

Action Required

New fridge and freezer required to store food for BASC food service. These will be funded by BASC.

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

Update Canteen information on the website.

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: John Lau
Treasurer: Dane Latham

Overview

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

Update

Once again on behalf of the sub-committee, I would like to acknowledge the great contribution that Raewyn, Amanda & Rhonda had provided over many years. They have set a high bar for us to match.

Since last meeting, I have transferred all soft copies of files and records onto Google drive that is linked to our email account, this will enable a centralised location for record keeping and provide continuity for whoever will be involved in this subcommittee to get up to date quickly.

On Monday 5th Sep, to mark the change of season, we have successfully opened every box and checked every drawer to identify, itemise and quantify all the stock we have in the uniform shop. We have changed the stock availability in flexischool.com to reflect the same.

We also managed to have our very first sub-committee meeting after the stock take with Dane, Debbie and I.

Action Required

With our current stock position on hand, Debbie is busy preparing for Kindy Orientation in early November.

Dane is also busy crunching numbers to provide us with a financial report and contribution estimate for this year. He is also looking into updating the accounting package that the uniform shop has been using to bring it up to something that is both easy to use & supportable.

And I am busy contemplating how to address the layout and security of the storage of our shop, the treatment of old and second hand stocks, as well as lost properties. So while the rest of the sub-committee works hard, I get busy day dreaming.

Service summary

Uniform Shop Register

HHPS Uniform Shop is utilised by

- 416 registered financial users according to Flexischool.com.

Shop Operating Hours

Monday 2.45pm – 3.15pm
Eulbertie ground floor (opp. BASC)

Staff

Coordinator – Debbie Fung
