



Hunters Hill Public School P&C Meeting Minutes

Wednesday 12/09/2018

1. Meeting opening – 7.30 pm

Attendees (14): Sakuna Pho, Samara Richards, Nicola Mills, Nicole Kleijn-Aalders, John Lau, Paula Godoy, Craig Mitchell, Andrea O’Halloran, Cindy Blaney, Dougal Hunter, Jenna Morrow, Georgia Vesperman, Jacqueline Crompton, Loretta Mitchell.

Apologies (8): Geraldine Bourne, Caitlin Flett, Tee Davies Jo-Hanna Adam, Rob Upcroft, Andrea O’Halloran, Tina Philips, Sarah Anderson

2. Confirmation of minutes from previous meeting

Moved: Dougal Hunter

Seconded: Cindy Blaney

Passed – unanimous approval

3. Business arising from the minutes

4. Correspondence in / out - No

5. Principal’s report – report attached

- NAPLAN results online & writing (further info in report)
- K-2 playground complete
- Thank you to everyone involved in the Fundraiser
- \$5 for a famer
- Thank you to all Teachers, students, parents Concert was a huge success
- Playground \$48K (fundraiser) school has committed school funds until P&C transfer funds.
- Emailed Building committee, need to agree on equipment. Need a decision by 21st Sep 18

6. President’s report

a) Google Drive to be used. Centralised

b) Technology Committee Craig to head the subcommittee & website. Craig to get a team together

Pass a motion to add Subcommittee Tech

Moved: John Lau

Seconded: Nicole Kleijn-Aalders

Passed – unanimous approval

c) Get 30+ parents together over a beverage. To get input into what the P&C funds will resource. Small, Medium and Long term goals. What are the challenges, allocation of resources. To be led by Nicola – seek helpers to facilitate – Jacqueline, Loretta, Cindy (table helpers)

7. Treasurer’s report

a) Nothing to report

8. General Business

a) - Father’s Day Breakfast a success – Thankyou to Tee Davies, Rachel Love and parents

b) - Techers Lunch 22 Nov 18

c) - Volunteers Morning Tea

Sub-committee reports

- a) Amity – Lomondo, Bricks via flexi schools.
- b) Book Club – Finished for the year. Thank you Cindy
- c) Canteen – Sally attending Healthy schools workshop. Karen apology
Nicola has declared a conflict of interest in the supply of sushi
PSSA sports on a Friday is impacting lunch sales
HHOOSH & Canteen to work together
- d) Creative Workshops – Nothing to report
- e) Grounds – Reply from committee required by 21st September 18
- f) HHOOSH – SP to speak to Asset re: essential items (thank you)
- g) Performing Arts – New equipment ordered. Disco 26th October 18
- h) Social Media – Nothing to report
- i) Uniform Shop – JL & SP to meet, update Flexi schools and an update to go into the school newsletter.
Stocktake 24th Sept 18. (uniform shop will close this day)
9th Nov Kindy orientation
- j) Fete – Nil

9. Other Business

- a) Review of rules of monies to be communicated to the P&C sub committees. (GB)
- b) Plans for long term projects;
 - 12m project
 - 3yr project
 - 5yr project
- c) Nicola & Sakuna to work on survey, teachers & parents (coffee)
- d) Innovate to zero (eliminate paper) P&C functions, automating work for Parent helpers in classrooms
- e) Nicola to discuss with Sakuna – School Website
- f) Update from Loretta regarding “Buddy Program” suggest to extend from K-6. Feedback received from new parents has been positive. (75% working parents) Create a FB page / workspace. Create a Q&A book or document to be distributed. SP to email schools information book.
Suggested to link this program in with Amity

10. Next meeting - Thursday 9th November 2018

12. Meeting Close – 9.34pm

Principal's Report

August 2018

Principal: Sakuna Pho

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

Phone: 9816 4404

Term Highlights

- Mrs Pearson was seconded to Aurora College to design and deliver an extension program for rural and remote communities. Mrs Pearson will continue to work with HHPS. Mrs Dobson has transition well into HHPS.
- Mrs Pearson is currently leading executives and the English Team to deliver - 'Seven Steps in Writing Program'
- Thank you to everyone that was involved in organising the HHPS ski team – some wonderful results.
- A new Crossing Supervisor has been appointed, we are just waiting on WWCC checks, RMS will do an orientation once this is cleared.
- The K-2 playground is near completion, the remaining play equipment have arrived and will be installed by Yanni next week.



- The 3-6 playground – thank you to everyone that has been involved in the Social Fundraiser (Nicole Kleijn, Heather Cook, Andrea O'Halloran, Mandy Pattinson and class parents.) I met with Schools infrastructure last week with contractors, to go through the scope of work and our wishes as a school. The scope of work must be open end, however take into account the school and P&C wishes. They must also address the heritage aspect of the school. This tender closes on 14th August 2018, each of the contractors have indicated that they will have something to present possibly including a 3D model. This will be made available to the building committee for review.
- HHOOSH flooring is near completion, they are aiming to complete this by 10 August, 2018.
- Asset still need to approve the quote required to fix the lower decking around HHOOSH (TBA)

Professional Learning:

- In Term 3 we focused on the well-being of staff with a Team Building event held at Hunters Hill Club.
- We began our self –evaluation process using the 'School Excellence Framework' we focused our discussion around our wellbeing programs. The wellbeing team – strategic direction 2, will collaboratively look to streamline our wellbeing program. Our growth mind set program, our bounce back program, peer mentoring etc.
- Two twilight sessions has been planned in lieu of Term 4 staff development day. One will be held on the 21st of August 2018 and the other is to be determined.

Student achievements:

- Congratulations to all students at the Carnival
- Open day was scaled down this year, due the business of this term and with Year 6 away at Mungo

Assets:

Review of Actions from Previous Report:

Action Required

- Publicise the father's day stall on front board
- Arrange inspection of electrical board in Canteen area



Service summary

Overview

The HHPS P&C HHOOSH sub-committee manages and assists the coordinator to effect the delivery of the Hunters Hill Out of School Hours service.

Sub-committee Conveners

Georgia Vesperman

Jenna Morrow

Before and After School Care Capacity

72 children per session

Enrolments

Before school care - average daily enrolment: 30 children

After school care - 70 children enrolled on every day except Friday (55 children)

Register

Children enrolled

BSC: 180

ASC: 210

VAC: 250

Across 185 Families

Staff

Director Natasha Marjanovic

Assistant Director None

Educational Leader Taylor Quinn

Casual Educators Talia Paul, Maddie Murrie, Matt Psaltis, Thomas Mulherin, Tomas Dalton, Monique Russo, Heather Clarke, Mia Evans, Chris Rooke, Bronte Carfino and Lachlan Stevens.

Assistant Director

- Michael resigned after we made the decision to change his shifts to split shifts. His last day was at the end of last week, 8th September.
- A Seek ad has been live for over a month however not a single response has been received.
- We interviewed a candidate this morning, Natalie, who came through Nicola. She has a background in early childcare but is very keen to work with the older kids and have a more senior role within a centre. She was definitely interested in the role and we thought that she would be a great fit.
- She was happy with the split shift set up and this would save the service money in regards to having additional casuals. Natasha has done the numbers and found a \$13,000 saving by employing her.
- We would like to offer her the role asap. She is required to give 2 weeks' notice at her current job so want to offer it now so that we can have her for vacation care.
- This role **must** be filled as currently we only have 2 staff members (Natasha and Taylor) who are authorized to open and close the centre. Taylor is off sick all this week so if anything were to happen to Natasha and she couldn't come to work, then the centre would not be able to open which is not an acceptable outcome.

Room Upgrade

- HHOOSH has moved back into their renovated space with new flooring and paint work completed
- Two new lounges and rugs have been ordered and arriving this week
- Cabinetry needs to be ordered. We need a decision from the P&C regarding this.
 - o Option 1: Custom joinery \$4,900 and a 2-3 week lead time
 - o Option 2: Bunnings flat packs \$2,000 plus assembly, possibly by Yani

We have an allowance of \$7,000 in our budget so option 1 seems possible as it will ultimately give us a custom solution. We also have an allowance of \$7,500 for furniture of which we have only used \$1,300 however there are still a few additional items to purchase so we can review that amount.

Term 4 attendances

We have had a few families notify me that they are leaving the school at the end of term or changing care arrangement, it appears our attendances could be on the lower scale for the end of the year at after school care. We will re assess the number at beginning of term and staff accordingly. We do have a lot of families who use the service casually, so they pick up the extra days.

Budget

There seems to be some confusion with budget for HHOOSH. A budget was put together by the committee before Mel and Kate left and we feel that this is the budget that should be adhered to. We are happy to make the adjustments needed regarding the room and furniture upgrade and compare against actuals but there was a lot of work and thought put into this budget and we feel that it is the best document moving forward.

Action Items

- Cabinetry
- Recruiting new Assistant Director
- Term 4 attendances