



## Hunters Hill Public School P&C Meeting - Minutes

Wednesday 13/02/2019

1. Meeting opening and apologies

Attending: Nicola Mills, Dougal Hunter, Geraldine, Bourne, Nicole Kleijn-Aalders, Sarah Anderson, Georgia Vesperman, Caitlin Flett, Cindy Blaney, Srivalli Miah, Jacqueline Crompton, Heather Cook, Judy Fisher, Jenna Morrow, DANE Latham, Samara Richardson, Brad Newhouse, Robyn George

Apologies: John Lau, Tina Philips,

2. Confirmation of minutes from previous meeting

Moved: Nicole Kleijn-Aalders  
Seconded: Dougal Hunter  
Passed – unanimous approval

3. Business arising from the minute

- Key planning dates updated

4. Correspondence in / out

- Nil

5. Key Planning Dates for the year:

Date	2019	Date	2020 and *150 Year Celebrations
15 <sup>th</sup> Feb	Welcome School BBQ		Welcome BBQ (Year 1) Swim Carnival Feb / Mar Catering
March 5 <sup>th</sup>	Swim Carnival		Late Mar - 150 Year Family Event
23 <sup>rd</sup> March	State Election BBQ (Performing Arts)		
Apr 2019	Easter Eggs	Apr 2020	Easter Eggs
11 <sup>th</sup> April	Grandparents Day (BYO Picnic/ coffee stand) - Year 2	Apr 2020	Grandparents Day (Morning Tea Year 2)
12 <sup>th</sup> April	Anzac Ceremony		

10 <sup>th</sup> May 19	Mothers Day Breakfast (Kindy)		Mothers Day Breakfast (Kindy)
15 <sup>th</sup> May 19	Kindy 2020 Parent Info Evening	May 2020	Kindy 2020 Parent Info Evening
18 <sup>th</sup> May TBC	Federal Election BBQ	May 2020	
June 2019	Cybertalks		
July 2019			
August 2019	Parents Event		
8 <sup>th</sup> Sept 19	Fete 8th	Sept 2020	Fundraiser (Year 3)
Sept 2019	Father's Day Breakfast (Year 4)	Sept 2020	Father's Day Breakfast (Year 4)
Sept 2019	Teddy Bears Picnic 26 <sup>th</sup>	Sept 2020	School Concert
			150 Yr Formal Event (adults only)
5 <sup>th</sup> Oct 2019	World Teachers Day Lunch (Years 5/6)	5 <sup>th</sup> Oct 2019	World Teachers Day Lunch (Years 5/6)
25 <sup>th</sup> Oct 2019	School Disco 25 <sup>th</sup> Performing Arts	23 <sup>rd</sup> Oct 2020	School Disco
November			
Dec 2019	Lomondo	Dec 2020	Lomondo
Dec 2019	Year 6 Farewell Dinner	Dec 2020	Year 6 Farewell Dinner

- Colour Fun Run to be reconsidered due to concerns regarding too many activities particularly for Stage 3's. Brad and Nicola to discuss capacity.
- Parents Event - will need a dedicated event coordinator (Not Current Amity)
- Cyber Safety Talks dates to be confirmed (BN).

#### 6. Principal's report

- Playground to be ready mid march
- New councillor Serady Mendell commenced
- New STEM teacher Sally Robertson commencing Week 6 (3 days per week)
- Mungo Youth Camp early Term 2
- Japanese Tour Group in Week 9

#### 7. President's report

Nicola discussed various touchpoint of the school and who is responsible for each:

- Website (CF / School)
- Facebook (CF)
- Skoolbag (BN)
- Playground Screen TBA
- Class Parent Emails (Class Parents)
- HHOOSH Database (HHOOSH/School Admin)
- Notice Board
- School Signage (BN)

#### 8. Treasurer's report

- Quote : Audit cost \$2650+gst, Accounting Fees \$1300 Soutar Accountants
- Audits to be undertaken by sub committee treasurers
- As BAS is now submitted monthly, Judy will need to do more - agreed.

Moved: Geraldine Bourne  
 Seconded: Nicola Mills  
 Passed – unanimous approval

#### 8. General Business

1. Xero update

- Judy Fisher gave overview of how to access Xero and the process (email bills to Judy, approval within 2-3 days, Uploaded to Commbiz Monday, Exec approvals x2).
  - Xero will provide a bank feed with an overnight delay.
  - When sending in receipts committee member must clarify via an email to Judy Fisher if it is to be classified to a different sub-committee to the norm.
  - Clarification re Xero can be provided by Judy as required. Nicola, Dane, Caitlin and Craig are familiar with Xero also.
  - Secretary to provide Judy Fisher with phone / email for all committee members requiring Xero access including creative workshops.
  - Stage 2 is Receipt Bank once Xero is bedded down across subcommittees.
2. Subcommittees raised their concerns regarding communications going out via SkoolBag. Brad to investigate.
  3. Discussion undertaken re use of Facebook for promoting 150 year Facebook Page. This Facebook page would not directly link back to main FB books (DET controlled). Investigate if disclaimers cover us for P&C independent FB posts. Consider setting up 150 year page separately to gather database - read only posts.
9. Sub-committee reports
- a) Amity - Welcome BBQ Jumping Castle sponsored by HHC - thank via newsletter
  - b) Book Club - Srivalli Miah and Bec Cox to take over from Cindy Blaney. Thankyou to Cindy for many years running Book Club.
  - c) Canteen - Prices have increased, new menu items added. Perm. Part Time Canteen Manager role advertised. Policy and Procedures almost completed.
  - d) Creative Workshops - flagged concern re comm's timing. BN to investigate.
  - e) Grounds – nil
  - f) HHOOSH - update attached
  - g) Performing Arts - Band numbers commenced this week and lower no's this year. Bresic Whitney has sponsored in the past.
  - h) Social Media -PandC component of website and Facebook. Catilin Flett has read / write access for PandC website content. see attachment
  - i) Uniform Shop - Need to clarify and communicate where Samples will be for viewing. Update attached
  - j) Fete - See attachment
  - k) IT and Tech: update attached. Agreed Brad to review point of contact for uploading of presentations / information to School TV. Craig to further investigate (including pricing) possible use of Square as POS for uniform shop / canteen. Craig to put together Newsletter comms re free student software (Microsoft Office / Adobe).

## 10. Other Business

- No Junior Dance group this year (must be managed by School). Senior Dance group for years 4,5,6)

#### 11. School of the Future

- a) Brad to advise Nicola of a date members of the P&C can meet with the School executive to discuss school strategy so P&C are working with the school on the School of the Future projects. Brad to advise date within next three weeks.
- b) Wishlist (including funding expectations from P&C):
  1. PC's
  2. More flashing lights around crossing for safety

12. Next meeting - Wednesday 20th March 2019 @ 6.30pm

13. Meeting Closed @ 9pm

Final

## SUB COMMITTEE REPORTS

### IT AND TECH UPDATE

#### 1. The TV screens:

These are ready to go and the easiest way for everyone to use these is to create and then provide PowerPoint content to the staff in the office to upload. This minimises the effort for the staff and also ensures that the transitions/resolution will be as required.

So the process is:

Create the powerpoint content you wish to present on the tvs. With slide order, timings and transitions etc

Get sign off (i assume this will be required) : need to determine if this is the Principal

Provide content and dates / timing for presentation on the screens to office staff for them to upload,

We plan to have a go at it soon, presenting the school fete theme options for kids to then vote on

2. When speaking with Harry Thang (the School's IT guy) about the TVs, i also asked where he felt opportunities for tech improvements were in the school

Harry singled out the PCs in the computers lab (not ipads), saying they are all old and clunky and the school was falling behind in this area. Smartboards were another area, but i suspect this would be very expensive

#### 3. POS for School Uniform shop (and Canteen?)

I caught up with John L, Dane L and Debbie about a POS (Point of Sale) for the uniform shop and they are all keen to implement one to improve efficiency and audit-ability. We have had a quick meeting to determine the basics of what is required. I am happy to do further research on solutions or take input from others

The POS required will need to manage inventory and take input on purchases (barcode scanning or screen input) and payments as well as integrate with flexischools and Xero... and be cheap and easy to use

I think it would be good to have a single solution for the uniform shop and canteen but i will await input on this from the P&C

### SOCIAL MEDIA / WEBSITE UPDATE

- During the holidays, the school switched to the new AEM website, which caused an interruption to the HHOOSH service, as Natasha didn't have access and the 'My Family Lounge' widget disappeared from the page. This didn't impact revenue, as Natasha was able to manage enrolments by emailing the links to parents. Natasha should be congratulated for managing the transition.
- The new site is managed by the Department of Education, so privacy is critical. All page edits pass through a permission checklist. The widget is now in a queue to be "whitelisted", as it opens a gateway to another site. This will not take place before 21 February.

- I have been working with the helpdesk, Gemma and Natasha to iron out workflow process issues. Sakuna granted me “approver” access on Monday night, which has improved efficiency. Prior to that, my edits were placed in a queue for approval by a HHPS staff member.
- Most P&C pages have now been updated with relevant information for 2019.
- In relation to the Facebook page, I will continue to post activity for the parents and P&C events, but not for the kids.

Attachments:

HHOOSH UPDATE  
FETE 2019  
UNIFORM SHOP

Final