



Hunters Hill Public School P&C Meeting Minutes

Wednesday 08/03/2017

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

Attendees: 15 – Sakuna Pho, Brad Newhouse, Dougal Hunter, Veronica Papacosta, John Lau, Nicole Kleijn-Aalders, Paula Godoy, Mel Buffier, Tracy Ashton, Caroline Gallagher, Cindy Blaney, Dane Latham, Sam Garling, Jo-Hanna Adam, Emily Salter

Apologies: 3 – Caitlin Flett, Kate Anderson, Andrea O'Halloran

1) Meeting Open and Apologies

2) Confirmation of minutes from previous meeting

- Moved to postpone the confirmation of the meeting minutes for Dec 16 to Feb to be approved in May.
- Adopted: Dougal Hunter
- Seconded: John Lau

3) Business arising from the minutes

- Fete Committee meeting scheduled for Wed 22 March

4) Correspondence

- In – none received
- Out - none sent

5) Principal's Report – Sakuna Pho

- See attached.
- 15th December 2017 end of school Term 4.
- Staff professional development – 18 & 19 Dec
- Parent / Teacher Interviews available from 20 March

6) President's Report – Dougal Hunter

- Thank You to Sam and Emily on the co-ordination and running of the Welcome Picnic
- AGM Succession Planning – 10th May & General Meeting
- Huge Thank You to Veronica Papacosta for organising accounts and who has announced her resignation.

7) Treasurer's Report – Veronica Papacosta

- Audit complete and signed off.

8) General Business

- a) Teacher reward stickers – Sakuna has requested the P&C contribute funds for stickers, so that teachers can reward and commend students for their efforts. **\$2,900.00**

Motion: to approve the expenditure of up to \$1,600 on stickers for teachers.

Adopted: Dougal Hunter

Seconded: John Lau

Outcome: Approved unanimously

- b) Training Band Camp subsidy – Performing Arts Sub-committee requested that the P&C contribute \$100 per student to subsidy for new students to attend training band camps. **\$3,500.00**

Motion: to approve the expenditure of up to \$3,500 to subsidise attendance for new students attending band camps

Adopted: Dougal Hunter

Seconded: John Lau

Outcome: Approved unanimously

- c) HHPS Disco – Children – Request made for P&C to host a HHPS Disco for children. Funds raised can be put towards P&C activities. Date: TBC

- d) HHPS Disco – Adults – Request made for P&C to host a HHPS Disco for adults. Funds raised can be put towards P& C activities.
Date: TBC

Outcome: Nicole Kleijn-Aalders to organise, in conjunction with Amity

9) Sub-Committee Reports

Amity – welcome function went very well with in excess of 300 people attending

Book Club – nothing to report

Canteen – new dishwasher installed, Healthy NSW workshop in mid March

Creative Workshops – nothing to report

Fete

- 22nd March Committee Meeting
- Permission from Roads & Maritime regarding approval of the banner for bridge and Boronia Park.

Grounds – nothing to report

HHOOSH – sub-committee meeting mid Feb (report attached)

Performing Arts – nothing to report

Uniform Shop – nothing to report

10) Other Business

The meeting closed at 9.10pm. The next meeting will be held on Wed 10 May at 7:30pm.

Principal's Report

March 2017

Principal: Sakuna Pho

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

Phone: 9816 4404

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2 Term Highlights

Professional Learning undertaken by HHPS staff in 2017

- Mandatory training – Code of Conduct, Child Protection Training, Anaphylaxis, CPR
- Transfer of knowledge in Week 3 (Teachers discuss the learning need of students)
- FOR (Focus on Reading) we are in Phase Two, a commitment by us to ensure all new staff are FOR trained. Teachers will engage in afternoon/evening PL making up the two last day of Term 4. Therefore, no teachers present at school 18- 19 Dec.
- Learning Management and Business Reform – Admin staff will complete afternoon training. Therefore, the school will be closed 18-19 Dec.
- TOWNS (Taking off With Numeracy)
- Induction and mentoring meetings for all staff as part of teachers professional goals – (Beginning Teachers and Quality Teachers Successful Students Funds)
- Term 2 Staff Development Day with Dr Peter West, boys education <http://www.boyseducation.com.au/>
- Term 3 Staff Development Day with Lane Cove River Alliance – Student Wellbeing and Visible Learning
- APs and Principal are active participants in the Northern Network

Students:

- Stage 3 involved in the Burn Bright Leadership program. Successful program for all Stage 3 Students.
- Peer Mediation training was conducted with Year 5 and we will look to get this going again
- Zone swimming success – Three through to Zone and HHPS added another trophy for placing first overall (small school).
- Swimming Scheme is going
- 8 Students will sit the Selective High School Exam tomorrow
- G.A.T.E. WAYS – being hosted here at HHPS (the program recognize that gifted and talented children have special educational needs.

Parents/Community:

- Parent information nights went well, outstanding attendance by everyone, high level of engagement from all parents.
- Welcome Picnic – Thank you Sam G and Emily S, Year 1 parents, really positive feedback regarding the event
- Specialist Teachers Information Night – now on Monday 13 March 2017 (Great opportunity to hear about the various program operating in the school from the teachers.
- Parent Teacher interviews will be in Week 10, the school interviews booking site will open 20th March 2017
- WWCC – Working with Children Check

Facilities:

- The repair of the fencing at the rear carpark is being addressed – the weather is causing delays
- Cable Reel Tables are being completed by Yanni and seating will be purchased to provide outdoor learning space for students
- The display cabinet has been moved into the Eulbertie – gives us the ability to house historical information about the school.

Review of Actions from Previous Report:

HHooSH's leasing agreement was sent through – however they need to be modified.

Action Required

Letter to HHOOSH – approval to use GR1000 as an additional space

EUR for damp smell in Eulbertie – HHOOSH (WHS) regarding the flooring

Pizza day with band to determine with band committee

App notification for parents 22nd March, Fete Committee Meeting HHH

Athletic Carnival/K-2 Fun Day – can they be at the same venue, to be discussed with school executives

HHPS Principal's report 08/03/2017



Overview

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

Update

Service summary

BSC Capacity 70

ASC Capacity 70

Conveners: Kate Anderson & Melanie Buffier

Book keeper: Judy Fisher

HHOOSH Register

HHPS HHOOSH service is utilised by

- 138 families
- 190 students

Staff Coordinator – Natasha Marjanovic 2IC – Lauren Djukich & Taylor Gilbert

Casual Carers: Taylor Gilbert, Anna Gosteva, Talia Paul, Jana Tringas, Mady Wheeler, Amelia Cooper, Shane Conly, Thomas Mulherin, Chloe Brighton, Jake Brighton, Tomas Dalton, Monique Russo.

This term we have introduced our new uniforms, we have received great feedback from the staff, children, and parents. The staff are better identified in the playground and visitors to the service know who to approach for assistance when picking up children.

The new kiosk sign in/out system has also been a great success since it was implemented at the beginning of term. This system streamlines casual bookings, absences and now vacation care bookings. We are able to instantly upload CCMS attendances which decreases computer time for management staff.

We have welcomed four new casual staff members to our team this term, Jake, Chloe, Tomas and Monique. They have showed great enthusiasm to their roles and the children have enjoyed getting to know them all. We have also offered Taylor the role of 2IC during the vacation care periods. Taylor has shown great initiative and interest in the service as well as studying early childhood subjects this year at University. Taylor has completed her child protection certificate and is

able to be the responsible person if Lauren or I are ever absent at the same time.

Our vacation care program has been finalised and presented the families of the school. Bookings have commenced and we have received a great response so far.

HHOOSH signage has been printed and we will be receiving this by the end of the week. We are looking forward to seeing the result.

We are in the process of increasing our numbers to 85 children per day. We are full on Monday, Wednesday and Thursday afternoons. We are hoping to have the approval in place by the end of term 1 to accommodate all working families.

The playground committee has asked for HHOOSH in put for the development of the Eulbertie plans. We have asked children and staff for their inputs and created a "wish list".

The rising damp issue in the Eulbertie room is an ongoing issue. After the rain, especially the smell is very strong and is noticed by anyone who enters the room. Possibly the school could potentially put this issue in to the department as a workplace health and safety risk.

As we will be operating during the school holidays we are considering the options for cleaning during this period. Sakuna has suggested the possibility of Harvier taking on the extra role, HHOOSH would cover the extra costs of his services.

Action Required

- **Rising damp issue**
- **Vacation care commencement**
- **Number increase to 85**
- **Upgrade of Furniture**