



Hunters Hill Public School P&C Meeting Minutes

Thursday 8/11/2018

1. Meeting opening – 6.30 pm

Attendees (8): Nicola Mills, Brad Newhouse, Samara Richardson, Dougal Hunter, Georgia Vesperman, Sarah Anderson, Geraldine Bourne, Craig Mitchell

Apologies (11): Sakuna Pho, Nicole Kleijn-Aalders, John Lau, Paula Godoy, Andrea O’Halloran, Cindy Blaney, Jenna Morrow, Jacqueline Crompton, Caitlin Flett, Andrea O’Halloran, Tina Philips,

2. Confirmation of minutes from previous meeting

Moved: Dougal Hunter

Seconded: Geraldine Bourne

Passed - unanimous approval

3. Business arising from the minutes

4. Correspondence in / out - No

5. Principal’s report

- a) 3- 6 Playground: All equipment decided upon by building committee for 3-6 playground and building works commence Week 5. There will be no access to staff car park during this time. HHOOSH to be advised by Brad Newhouse regarding parent pickups using the staff carpark. Playground time for 3-6 has been rearranged and BN to advise changes via Amity newsletter.
- b) Stage 3 camp undertaken successfully
- c) Currently 57 enrolments for Kindergarten 2019 orientation
- d) Canteen now open Monday, Wednesday and Thursday - communicate need for volunteers.
- e) City / Country Alliance: 10 students are expected to visit from Wentworth in Week 6. P&C have previously had involvement hosting a lunch. No P&C involvement required this visit.
- f) Helper’s morning tea is coming up in Week 7. BN to send another App alert
- g) CM to address issue with large newsletter unable to be sent out

6. President’s report

- a) Google Drive - centralised filing system is now in effect.
- b) “School of the Future” - P&C need to understand short, medium and long term strategic plans of the school to ensure P&C can align to support those goals. P&C have proposed a 3 stage process:
Stage 1 - End 2018: NM to attend Executive meetings (Strategic Planning) to understand 1yr, 3yr and 5yr goals. P&C to overlay their plans to support this.
Stage 2 - Term 1 2019: Seek feedback from years 4, 5 and 6 students on what they would put in place for the school of the future. Consider a competition. Consider use of TV’s to communicate ideas. Seek feedback from parents also in Term 1 2019.
- c) Stage 3: Consolidate feedback and develop strategic plan for “School of the Future”

7. Treasurer's report

- a) Disco raised over \$3K. Thank you to the organising committee and volunteers – Jacqueline Crompton, Juliet Bencsik, Jo-Hanna Adam, Evan Crompton, Tania Grippi, Eva Jamal, Sophie Hunt, Patricia Russell, Claire Steel, Karen Wroughton, Sally Brasher, Heather Cook, Madeleine Thesseling, Nicole Kleijn, Cynthia Evans, Lena Teo, Maria Lomax, Cindy Blaney, Michael Clayton, Jeff Love, Lisa Cipriani Hall, Rachelle Love, Mark Lomax, Tina Phillips, Vanessa Langfield, Kendelle Townsend.
- b) GB proposal to centralise financial systems and Judy is to undertake this action. To facilitate better transparency across financial reports, Judy to run a financial report prior to each P&C Meeting. Reconcile monthly. Additional costs of \$3K— \$4K p.a. A quorum is required to move this motion.
- c) CM flagged the need for a POS for the Uniform Shop. POS for different areas of the school need to be investigated.
- d) All financial records to be transferred onto Xero Software, view access to be arranged by relevant committees. From Feb 2019 all invoices to go through Receipt Bank.
- e) Integrate receipt bank for Canteen

8. General Business

Sub-committee reports

- a) Amity –
- b) Book Club – Finished for the year.
- c) Canteen –
 - Food Safety - Hunters Hill Council last inspected > 2 years ago according to email records. We need to notify Council EACH YEAR that we are running a canteen.
 - Currently Monday / Wednesday sales are down 10% and Friday down 30%. Last day of the week is the biggest sale day. Full analysis required once new days have been in place for a full term to determine impact of change.
- d) Creative Workshops – Tina Phillips & Sarah Anderson have taken over from Tee Davies. Thank you needs to be organised for Tee who has managed this for the last few years. Sarah to discuss with Nicola/Brad. Creative Workshops/HOOSH crossover needs to be analysed & identify opportunities to upsell both sides. NM SA GV and TP to meet to discuss.
- e) Grounds
- f) HHOOSH – End of Year party to take place in K-2 playground due to construction works between 4-6pm on 7th December. Children not enrolled in HOOSH that day need to attend with a parent / guardian. HOOSH need to undertake a new risk assessment for the use of the K-2 Playground.
- g) Performing Arts – Nil
- h) Social Media – Nil
- i) Uniform Shop – Nil
- j) Fete – Nil

9. Other Business

- a) Meetings to take place in Weeks 3 and 8 going forward.

10. Next meeting - Wednesday 5th December 2018.

12. Meeting Close – 8.06pm

Service summary

Overview

The HHPS P&C HHOOSH sub-committee manages and assists the coordinator to affect 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

Monday – 68

Tuesday – 66

Wednesday – 68

Thursday – 66

Friday - 54

Register

Children enrolled

BSC: 180

ASC: 210

VAC: 250

Across 185 Families

Staff

Director	Natasha Marjanovic
Assistant Director	Natalie Dimitrievska – commencing January 2019
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

We have hired an assistant director, Natalie Dimitrievska. Natalie will commence in the first week of vacation care in January 2019. Natalie has her Diploma in Children's services and we believe will be a great fit to the service. Natalie will be working split shifts, which means we there will be a saving in casual staff expenditure.

Room Upgrade

Our room is almost complete, Sakuna has provided a sign in desk and new tables for the children. We had the cabinets moved down which has provided space to have a TV mounted to the wall, which will be done this week. The room feels more spacious and we have had a great response from parents.

Term 4 attendances & 2019 enrolments

As expected with several families leaving the school last term, our attendance numbers are lower. We are hoping these positions will be filled with new families at the end of Term 1.

We have decided to increase our rates by \$1 per session due to the hiring of Natalie and to ensure we maintain a quality service in 2019.

End of year party

This year we have decided to have a kid's end of year party, rather than our family event held in previous years. This was due to the planned works which are scheduled to be taking place in the Eulbertie playground. We discussed this with Sakuna and decided a lower scale party was the better option. In previous years we subsidised half of the party, as ticket sales did not cover the complete cost. We have decided to host the party for the HHOOSH families for free this year and will still be keeping well under the allocated amount in the budget.

