



Hunters Hill Public School P&C Meeting Minutes

Wednesday 04/10/2019

- 1) Meeting opening and apologies
 - a) Attendees: Nicola Mills, Geraldine Bourne (telephone), John Lau, Sarah Anderson, Srivalli Miah, Heather Cook, Clair Williamson, Brad Newhouse, Samara Richardson, Fiona Henshaw, Jess Tattersall, Aleisha Da Silva, Lena Kasinathan, Jennifer Edwards, David Floro, Cath Atkins, Craig M
 - b) Apologies: Dougal Hunter, Rebecca Cox and HhoosH convenors
- 2) Confirmation of minutes from previous meeting

Moved: John Lau

Seconded: Sarah Anderson

Passed: Unanimous Approval
- 3) Business arising from the minutes

NIL
- 4) Correspondence in / out

HHPS Interim Mobile Phone and Smart Watch Guidelines and Procedures – Draft Version tabled at the meeting by Ms. Richardson

5) Key Planning Dates for the year:

Date	2019	Responsibility	Date	2020 and *150 Year Celebrations	Responsibility
15 th Feb	Welcome School BBQ	Year 1		Welcome BBQ Swim Carnival Feb / Mar Catering	Year 1
March 5 th	Swim Carnival			Late Mar – 150 Year Family Event	
23 rd March	State Election BBQ	Perf. Arts			
Apr 2019	Easter Eggs	Amity	Apr 2020	Easter Eggs	Amity
11 th April	Grandparents Day (BYO Picnic/ coffee stand) –	Year 2/ SR	Apr 2020	Grandparents Day (Morning Tea)	Year 2
12 th April	Anzac Ceremony				
10 th May 19	Mothers Day Breakfast	Kindy		Mothers Day Breakfast	Kindy
15 th May 19	Kindy 2020 Parent Info Evening	HHPS (SR)	May 2020	Kindy 2020 Parent Info Evening	HHPS
18 th May	Federal Election BBQ	Perf. Arts	May 2020		

May TBC	Thankyou PandC BBQ for Grounds Subcommittee				
June 2019	Cybertalks "Think you know"	HHPS - SR			
July 2019	Anxiety Workshop "Cool Kids"	HHPS - SR			
30 th Aug 2019	Father's Day Breakfast	Year 4 / Amity	Sept 2020	Father's Day Breakfast	Year 4
8 th Sept 19	Fete 8th	Fete Committee	Sept 2020	Fundraiser (Year 3)	Amity
26 th Sept 2019	Teddy Bears Picnic 26 th	Samara R / Kindy	Sept 2020	School Concert Late 3 rd term 5/6 Musical	Jess T
				150 Yr Formal Event (adults only)	
5 th Nov 2019	World Teachers Day Lunch	Years 5/6 Amity	5 th Oct 2019	World Teachers Day Lunch	Years 5/6
October 2019	Parents Event	Amity			
25 th Oct 2019	School Disco 25 th	Performing Arts	23 rd Oct 2020	School Disco	Perf. Arts
8 th Nov 2019	Kindy 2020 Orientation – Morning Tea	Kindy / Samara R			
16 Nov 2019	Movie Night	Events Committee			
28 Nov 2019	Thank you Dinner for P&C	Events Committee			
Dec 2019	Lomondo	Amity	Dec 2020	Lomondo	Amity
10 Dec 19	Presentation Day				
16 th Dec 2019	Year 6 Farewell Dinner and dance	Robyn George	Dec 2020	Year 6 Farewell Dinner	
18 Dec 2019	Last Day of School				

6) Principal's report by Brad Newhouse

- Thanks P&C for the Teachers Appreciation Day luncheon;
- carousel still out-of action;
- cleaners appear not to be working again. This will be followed up with the board;
- new principal will be starting at school on 11 Nov 2019; and
- interim mobile phone and smart watch policy tabled by Ms Richardson (available on Skoobag app and website).

ACTION: Ms. Richardson to amend and remove the 'Ratification and Review' by HHPS community. As this has not be reviewed by the P&C.

7) President's report by Nicola Mills:

- Thanks P&C volunteers for the teacher day lunch and Performing Art Committee disco;
- Welcomes new convenors: Clair Williamson (social media); Jess Tattersall (Events/Amity sub-committee); and Mandy (HHoosh); Jennifer Edwards (150yrs celebration committee member)

ACTION: by Nicola and Dougal - Employee contracts to be standardised, for both HOOSH and canteen. Dougal to provide current agreement to Nicola in order to complete contracts. (Action outstanding from previous meeting).

ACTION: by Nicola– advertise the 150yr Celebration Committee Convener and also P&C Secretary role for 2020.

8) Treasurer's report by Sarah Anderson:

- Tabled the P&C profit and Loss statement (link to be provided);
- Sub-committee Net position updated in report formatting to account for capex and non-operating expenses;
- Amity/ Events sub-committee account will be included in the P&L report;
- The question of 'how do we cover P&C operating cost?' was put forward. Sarah proposed appropriation to each sub-committee.

ACTION: Sub-committee conveners to review the Profit and Loss statements and discuss with the Treasurer and President. Including the issue of appropriation of P&C operating costs.

ACTION: Sarah Anderson and Nicola to meet with each sub-committee convener to resolve budget forecasting for 2020

9) General Business

- (9a) Change the name of 'Amity Sub-committee and convener' to 'Events Sub-committee and Events Coordinator' (moved by Jess Tattersall, seconded by John Lau).
- (9b) Conflict of Interest declaration was tabled by Sarah Anderson regarding Creative Workshop convener and games coordinator. The P&C acknowledge the potential conflict declared by Sarah to be minor in nature and one that can be easily managed.

ACTION: Moving forward any conflict of interest by P&C members in the financial or personal dealings to be declared to the P&C committee at each meeting.

- (9c) Bricks installation is completed.

(9d) P&C Rules to be reviewed – Nicola to review and seek feedback from other school P&C members by Term 1, 2020.

- (9e) Conveners list to be updated – Srivalli to seek all conveners to complete the online spreadsheet

10) Sub-committee reports

- a) **Fete** – a thank you by John Lau for all volunteers; Fete was a good success for the community and with profit of ~\$31k.
- b) **Performing Arts** – Total fund raising of \$9,800 year to-date. Band and strings trials completed for the year; TSA arrangement is finished; next year there are plans for strings and band collaboration with other local schools; Presentation Day show on 10 Dec and Gala Night on 20 Nov; Ben Hare will be joining teaching as a conductor; On-line platform was launched to manage bandferte.

ACTION: Purchasing of four (4) digital pianos is currently being budgeted and will be discussed by Lena and Aleisha with the P&C Treasurer and President. The location for storage of the pianos will be discussed with the new school Principal.

c) Canteen

- i) Certification received on 30 October;
- ii) Oven purchased and installed;
- iii) Leaking tap was fixed;

ACTION: Need a new freezer and fridge. Fiona and Heather to discuss with the Treasurer, and propose as part of 2020 budgeting.

d) Creative Workshops

- i) 130 enrolments in TERM 4; 15 workshops offered in Term 4.

e) Uniform Shop

- i) Sample and sizing process working well; Umbrellas and water bottles can be purchased

ACTION: SKINS to be considered for sports uniform. Aleisha to discuss with John Lau.

f) Events

- i) Teachers lunch was a success. Costing and invoices to be provided by Jess Tattersall to the P&C Treasurer
- ii) Movie Night on 16 Nov;
- iii) Thankyou dinner on 28 Nov for P&C volunteers to be capped at \$15pp (moved by: Nicola; Seconded: Srivalli; unanimous)

ACTION: Welcome Day BBQ to be organized – Brad Newhouse to brief new principal

- g) **Book Club** - ~\$3000 raised in credits year to-date. These credits have been issued to Ms. Jurassic, the librarian for purchases for the school.
- h) **HOOOSH** – no reps at the meeting and no notes provided.
- i) **Social Media and Communications** – Email template for class parents have been circulated. To be launched with new Class Parents in 2020.
- j) **Ground and Surrounds** – Road safety update by Nicola; Reiby Road upgrade was approved by the Council.
- k) **School of the Future** – Cath Atkins volunteered to run the school musical
- l) **150yr Celebration** – Jennifer Edwards to be part of the committee.

ACTION: New School Principal to indicate the working group for the 150yr celebrations and the logo to be used.

11) Other Business:

- a) Security cameras installation is currently with Asset group – Brad Newhouse;
- b) Lighting to be fixed on the school grounds to provide adequate coverage at the entrance.
- c) Creative vouchers can be used when the Public Liability Insurance is adequate – Nicola and Sarah

12) Meeting Closed 8.30pm. Next meeting 27 November @ 6.30pm.