**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 8/19**

**HELD ON WEDNESDAY 11 DECEMBER 2019**

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1. **WELCOME AND APOLOGIES**

The President opened the meeting at 7.35pm and welcomed attendees to the eight and last meeting of the year.

**Attendance –** Sharmila Soorian (President and Chair), Tim Hawes (Vice President), Glen Giffen (Vice President), Jenni Spillane (Treasurer), Vanessa Baumer-Rowley (Events Coordinator), Alex Youroukelis, Anita Alexander, Lisa Connor Brent, Gervaise Samuels, Fumi Rice,

Staff - Judy Goodsell (Principal), Heather Strachan (Deputy Principal)

**Apologies** – Mirjam Roos (Secretary), John Byrne (OOSH)

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 16 October 2019 be accepted as a true record of that meeting.

**Moved**: Jenni Spillane **Seconded**: Tim Hawes. All agreed**.**

1. **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING**

The outdoor tree lights were discussed. Tim Hawes had looked at obtaining quotes. It was decided that the P&C would not install the lights for the time being as the cost of installation would be better allocated to other priority items.

1. **CORRESPONDENCE**

There was no correspondence.

1. **PRINCIPAL’S REPORT**

The principal’s report covered the following matters:

* **Staffing 2020**

38 classes again next year with 940 students enrolled. We currently have 953 students enrolled. The school has an entitlement for 36 teachers, but we will fund 2 additional class teachers to lower class sizes in Year 1 and Year 6 in 2020.

Some teachers will be accepting positions at other schools in 2020. The teachers leaving are Mrs Rachel Keeling and Miss Sarah Butcher (Kindergarten); Miss Brooke Saltmarsh (Year 3) and Miss Amy Cohn (Year 4).

Mrs Lauren Chapman is expecting her first baby in February so will enter on leave next year.

* **Building Update**

School and community members attended a Project Reference Group Meeting on 3 December to consider the revised plans proposed for the upgrade of NBPS. The plans are due for submission to NSW Treasury in January. The group considered this was a satisfactory outcome for the school.

* **P&C Thank You**

We have enjoyed another successful year with school staff and parents working together in the interests of the students and their learning.

Thank you to the P & C Association generously continuing to fund the Science and Music programs that enhance our students’ learning. The teacher’s aides (SLSOs) that work with students and provide high support in classrooms and the purchase of technology and air-conditioners ensure the school is well resourced.

I have thoroughly enjoyed working with the staff, students and parents at NBPS year. Every day I am impressed by the commitment of our parents and community volunteers, who all give their best, try their hardest and are generous with their time.

Around the school we see evidence of how well the P&C supports the school. Through the canteen, the Uniform Shop, the band coordinators assisting our conductors and families enjoying the wonderful social events organised by Vanessa, Jane and their teams and the list goes on.

Thank you to everyone who attends and contributes to P&C Meetings and the P&C Executive and Co-ordinators for your work this year. Tonight, Tim Hawes, Vice-President, is stepping down. Thank you for generously representing the parents and citizens of our community over the past 3 years. Tim has bought experience and strong leadership to the role, supporting Sharmila and engaging with parents and the broader community in the best interests of NBPS students and families.

Thank you also to Jenni Spillane for working efficiently as P&C Treasurer for the past 3 years. Jenni has ensured our students benefit from the fund-raising and other financial business the P&C conducts.

Thank you also to Vanessa Baumer – Rowley and Jane Stevens for their work as events coordinators. Vanessa has accepted many challenges fund raising for the school, particularly the Halloween Carnival, but she always has a smile on her face. Fundraising activities not only raise money to support our students, they are also a vital way of connecting families at a social level. Thank you for your devotion and energy Vanessa and Jane.

Thank you Mirjam for your contributions as P&C Secretary.

I would also like to acknowledge all our Year 6 families leaving this year who have contributed generously to the school community over the past years. We all thank you and appreciate your support and assistance.

2019 has been another positive and eventful year for the School Community. Thank you for your continued support of the school and I wish all the families that are saying farewell to NBPS this year our very best wishes and success in the future.

Finally thank you Sharmila. I would like to read my speech for Sharmila presented at today’s Year 5 Assembly.

I would like to specifically thank Mrs Sharmila Soorian, out outgoing P&C President, for her enormous effort and service on the P&C Association serving in this role for the past 3 years. Sharmilas’s strength of leadership has had a steadying influence on the school community and she is enormously respected by all. She is a genuinely committed to all the students, staff, parents and community members of Neutral Bay Public School. I am truly humbled by her energy, attention to detail, knowledge of the school’s organisation, politeness, positive nature and commitment to serving the school.

Her unique gift to the school community is to unite us all so we support each other in times of need, fund-raise together to build a better future for our students and provide opportunities for parents to forge important social networks of friendship and support. Sharmila, I trust you will feel extremely proud of all your achievements over the last 3 years. You have been a wonderful role model for our parent community and we would like to present you with these flowers as a token of our gratitude for all the work you have done for the school.

1. **TREASURER’S REPORT**

* **Fundraising Debit Card** Account is now available and operating. An application will be completed for 2 card holders, Vanessa and Sharmila.
* The bank account for the Fundraising debit card was opened. The process was difficult and poorly handled by Westpac,Neutral Bay.
* Two **Squarecard** readers have been purchased. They were tested with phone and iPad and they worked well. After school care may be able to lend 2 of their old tablets as they already work well in the playground.
* Jenni noted that the ATO had issued some information on disclosure for cash amounts deposited at banks that are more the $10,000. This may apply to the P&C.

1. **SCHOOL COUNCIL REPORT**

Judy reported that the school council are working on the pedestrian crossing assistant for both Ben Boyd Road and Yeo Street.

1. **SUB COMMITTEE REPORTS**
2. **UNIFORM SHOP**

Nothing to report

b) **EVENTS AND FUNDRAISING**

Jane Stevens will set the dates with the school for the 2020 welcome drinks and P&C Picnic.

1. **BAND**

Nothing to report

1. **CANTEEN**

Nothing to report

**OTHER BUSINESS**

The paid staff at the canteen have been working tirelessly over the year sometimes without any help from volunteers. The P&C would like to acknowledge the work Jocelyn, Kath and Naoko contributes to the canteen by awarding an ex-gratia payment of a fortnight pay to each of them.

**Moved**: Jenni Spillane **Seconded**: Tim Hawes. All agreed**.**

Sharmila was concerned with the drop in P&C voluntary contribution from 2018 to 2019. Judy pointed out that the invoice was not sent out mid year as per previous years and parents were not reminded of the voluntary contribution. There was also discussion to rename the P&C Voluntary Contribution as “Whole School Contribution” reflecting that, consistently, 80% or more of the NBPS families participate in the contribution. It is a positive message to the parent community on how important these contributions are to part fund the music & science programs, the teachers aid, IT and technology and ad hoc items. It will be noted in the cover letter that the Whole School Contribution is voluntary.

The meeting closed at 9pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE