**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 1/18**

**HELD ON WEDNESDAY 21 FEBRUARY 2018**

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1. **WELCOME AND APOLOGIES**

The President opened the meeting at 7.50 pm and welcomed all present. The President extended a special welcome to Helen Williams who has been attending reading groups at the School for many years. The P&C extended their thanks to Helen for her long standing support of the School.

The President also welcomed the following new members of the P&C executive who were voted in at the AGM on 22 November 2017:

* Peta Thomson – Communications co-ordinator
* Ginita Taylor – Uniform shop co-ordinator.

The President noted that Ginita Taylor had taken over the role of Uniform shop manager on a voluntary basis during 2017 when Kate Jegat resigned from the paid role of Uniform shop manager.

**Attendance** – Jenny Spillane (Treasurer and Acting Chair), Peter Carter (Vice -President), Tim Hawes (Vice-President), David Shuster (Principal), Gai Javorsky (Deputy Principal), Genevieve Carnegie (Deputy Principal), Michelle Jackson (Secretary), Peta Thomson, Vanessa Baumer-Rowley, Alex Middleton, Monica Gessner, Lisa Connor-Brent, Alex Fransen, Alex Youroukelis, Milton Sams, Andrew Keighran, Adriana de Flumeri, Helen Williams, France Bailieu, Vivian Zhang, Liesel Wrightwick, Jocelyn Whisker, Corey Beggs, Fiona Willington, Breanna Pollock, Claire Koutsis, Anita Alexander, Gervaise Samuels, Heather Davey, Bridget Douglas.

**Apologies**– Sharmila Soorian, Sanje Warne, Rachel Partis and Hedley Partis.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 22 November 2017 be accepted as a true record of that meeting subject to the following change being made:

* Deletion of the words ‘In light of a recent incident at a primary School where a car crashed through a fence resulting in fatalities of school children’ from the third dot point in item 7.

**Moved**: Peta Thomson **Seconded**: Tim Hawes. All agreed**.**

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

There was no business arising.

1. **CORRESPONDENCE**

The Secretary tabled the latest edition of the P&C Federation magazine.

1. **PRINCIPAL’S REPORT**

The meeting noted the following matters:

**Enrolments**

The current student enrolment is 966. Thirty eight classes have been formed this year.

**Staffing**

The School estimated that the student enrolment for the year would be 980. As a result of actual student numbers being less than the amount estimated, the Department of Education has only provided the School with 37 teachers. The School is paying for the extra teacher in order to keep class sizes at an acceptable level.

The following staff have joined the School this year:

Miss Sarah Butcher (KB)

Miss Sally Medhurst (KM)

Miss Tess Taylor (1T)

Miss Tatiana Barone-Kriznar (3K)

Miss Amy Cohn (4C)

Miss Amy Rice (5A)

Mr Will Colebatch (5C)

Mrs Lyndal Stephenson (6S)

Mrs Kim Haidar (Learning support – Monday – Wednesday)

Mrs Sarah Keating (Learning support – Thursday)

These teachers have joined the School through merit selection.

Two instructional teacher roles have been created this year as a result of the Gonski funding. These roles are being filled by Mr David Brown and Mrs Kelly Lockhart. They will be developing teachers’ skills and pedagogy within the School.

Team leaders for 2018 are:

* Kindergarten – Mrs Bryony Herborn (who has taken a position as assistant principal)
* Year 1 – Mrs Lauren Chapman
* Year 2 – Miss Julie Hudson
* Year 3 – Mrs Gai Jovorsky
* Year 4 – Mr David Brown
* Year 5 – Ms Genevieve Carnegie
* Year 6 – Mr Rob Kessler
* Across stage – Mrs Tanya Pickering

Genevieve Carnegie is filling the role vacated by Victor Tan on a relieving basis. Four staff from the School have progressed to assistant principal roles at other Schools.

**2018 Initiatives**

**Strategic Direction 1 – Drive our educational practice**

The visible learning project is not run by the Department of Education but is a Neutral Bay Public School initiative. The aim of the project is to teach the children to reflect on their classroom learning and articulate their learning goals and outcomes. It has been shown that the collective efficacy of teaching staff has a much larger impact on pupil’s development for primary school children than homework or class sizes. The project commenced last year with the children writing down their learning goals in their PBL folders.

PLAN is a Department of Education software program which records numeracy and literacy on a continuum. Best start is an example of a PLAN report. As of 2019 the School will provide reports under the Plan system.

**Strategic Direction 2 – Promote wellbeing and citizenship**

The third phase of the PBL program has commenced. It is focused on children who require additional assistance in behavioural areas and encouraging a sense of inclusion.

A new peer support program will complement PBL. As of next term, every year 6 child will be a peer support leader and will receive training from year 6 teachers. They will then do work in groups of mixed ages on resilience. The School is also looking at organizing community service for year 6 students.

**Strategic Direction 3 – Productive partnerships**

This year the School will run parent focus groups which will be externally facilitated. A number of suggestions raised at the parent focus groups two year ago have been adopted such as parent teacher interviews in term 3 (which was an opportunity taken up by 650 families) and running parent information nights. This year’s parent information night will be on learning support which is available at the School.

The Principal is a member of the Harbourside Learning Community which is a group comprising staff from Mosman High School, Mosman Public School, Beauty Point Public School, Cammeray Public School and Middle Harbour Public School. It is a forum for sharing ideas and strategies and finding out how other schools have implemented projects such as visible learning and other programs.

**Air conditioners**

Installation of air-conditioning units is proceeding. Eight units have already been installed . These units have been financed by contributions by the P&C.

**Facebook**

There are 435 families who are part of the Neutral Bay Public School Facebook group. Parents are still encouraged to read the School newsletter.

**Science Program**

Mr Mayne has retired. His position has been advertised. It cannot be offered as a permanent position. Ms Ailing is currently teaching science for term 1 and will soon go on parental leave. The School will then advertise for a STEM teacher to fill the role.

**Professional learning**

* Imogen Blackie, Emma Howells, Liz Pagel – music
* Staff – visible learning and diabetes.

1. **TREASURER’S REPORT**

Budgeted target income $200,000 (amount received last year) of which $120,000 is a voluntary contribution.

**Budgeted income**

Uniform shop $45,000

Carnival $35,000

Raffle $6,000

Other $10,000

The money raised by the canteen is spent on canteen maintenance and refurbishment and is not counted towards budgeted income.

**Budgeted Costs**

Running costs $18,000 (includes insurance costs)

Community events $4,000 (includes the term 1 parent drinks evening)

Music and science programs

Bollards (potential cost $20,000)

Air conditioning

Learning materials

Current cash balance - $110,000

Most running costs are paid in term 1

The Treasurer extended her thanks to Ariane Kiel, the outgoing assistant treasurer and to the outgoing treasurer of the band program Mel Lindsay for all of their hard work and assistance.

The Treasurer welcomed the new band treasurer, Heather Davey and the new Uniform shop co-ordinator, Ginita Taylor. The Treasurer thanked Sharmila Soorian for her work in preparing the accounts for the orchestra and strings program.

1. **SCHOOL COUNCIL REPORT**

The meeting noted the following matters from the report provided by the Principal:

* The Principal and a representative of the School Council (Rachel Partis) attended a meeting at Anzac Park Public School of representatives from North Sydney Council and local Schools to develop a co-ordinated approach to the issue of lack of adequate spaces at out of school hours’ care facilities (OOSH) in the area.
* An application for more places at the OOSH conducted at the School is ongoing.
* An OOSH facility has recently opened near the School. Details of that facility will be issued to parents shortly.
* The OOSH operated by Kids Capers is full.
* St Augustine’s church has lodged a DA for an OOSH on their premises to be operated by Inspire.
* The OOSH at Anzac Park Public School is full and North Sydney Council will not allow additional places there.

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

The Meeting noted the following matters from the report provided by the Uniform Shop co-ordinator:

* Hundreds of orders have been filled in first two weeks of school.
* New uniform sales are expected to drop this year as more and more people are buying second hand.
* The first second hand sale of the year was 13 February.
* The uniform shop have gone green and are using paper bags for deliveries now.
* The uniform shop has two new volunteers.
* One of the new volunteers is also taking over the running of second hand as Eileen is leaving the school.
* There is agreement with Mr Schuster that the SRC will clear the lost property stand every Friday. Anything named will go back to the owner, anything else comes to second hand. Any lunch boxes with food will be discarded.
* There was discussion about introducing a navy skort to the girls sports uniform as an alternative to shorts. The skort would have a price of $20.

**Motion (2):** That the decision to add a navy skort to the girls’ sports uniform be referred to the March meeting of the P&C for decision and that prior to that, the Uniform Shop co-ordinator circulate through the newsletter information about the matter.

Moved: Ginita Taylor Seconded: Jenny Spillane. All agreed.

1. **EVENTS AND FUNDRAISING**

The relevant dates and events for 2018 are:

2 March Welcome drinks for the whole school adults only childminding is available at $20 per child (pay in advance through trybooking). Year 6 parents are rostered on

16 March Welcome picnic for the whole school with sausage sizzle

Wednesday 9 May Mum and Son Dance (with daughters, Fathers and carers also all welcome)

Friday 11 May Mother's Day stall

Saturday 4 Aug Parents & Carers social evening for the whole school. Adults only offsite venue. Theme - 80's, 90's and Now. Music, Dancing and outfits!!

Wednesday 29 Aug Dad and Daughter Dance (with sons, Mothers and carers also all welcome)

Friday 31 August Father's Day BBQ breakfast (shorter lines with less wait time!!)

Saturday 22 September School Carnival

Considering doing a school cookbook with students having the opportunity to submit their favourite recipe but more information will follow towards the end of the term.

1. **BAND**

Band is off to a great start. Concert Band have commenced rehearsing ‘Shape of You’ and ‘Chase at Midnight’. Senior band will commence rehearsals week 4. Junior Band have begun work on Essential Elements. Milton Sams is assisting with junior band. Final numbers have yet to be confirmed as students are still auditioning and being placed in appropriate Bands to match their skill level. Bands will commence preparing for Sydney Eisteddfod and NSW Band Festival. We are still in need of a Band Camp Coordinator and End of Concert Coordinator.

1. **CANTEEN**

The year has started off well in the canteen with fabulous volunteers helping out until the class roster begins. This week the class roster kicks off and there has been a great response in volunteers despite not being able to contact a class coordinator to spread the word (The newsletter is effective). The new homemade spinach and ricotta triangles are a hit slowing rising in popularity and far more popular than the packaged product we were selling last year.

Upon returning to the canteen the fridge was running at a temperature too high, therefore a service was needed. After gas was added it has been running perfectly. The expert believes the fridge is in good condition however, advises we use a fan above the fridge to circulate the air and keep that space cool. Regardless of the set temperature if that space above the fried food area gets hot so does the inside of the fridge, most particularly overnight and holidays when the room in shut up with no air-conditioning. The best way is to have someone mount one on the wall. The Principal will arrange for Mr Michael to make a recommendation concerning the appropriate place for a fan to be situated.

**OTHER BUSINESS**

There was no other business.

The meeting closed at 9.10pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE