**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 6/18**

**HELD ON WEDNESDAY 12 SEPTEMBER 2018**

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1. **WELCOME AND APOLOGIES**

The President opened the meeting at 7.32 pm and welcomed attendees to the meeting.

**Attendance –** Sharmila Soorian (President and Chair), Michelle Jackson (Secretary), Jenny Spillane (Treasurer), Glen Giffen (Assistant Treasurer), Peter Carter (Vice President), Tim Hawes (Vice President), Vanessa Baumer-Rowley (Events and Fundraising), Rachel Partis, Alex Youroukelis, Jim Becker, Milton Sams, France Beaulieu, Hugh Adams, Nick Hartley, Ray Hampton, Andrew Keighan, Yann Le Barz, Monica Gessner, Karina Reay and Anita Alexander.

Staff - Nadia Tobia (Acting Principal), Genevieve Carnegie (Deputy Principal), Kelly Lockhart (Deputy Principal), Sally Haig, Judy Goodsell (New Principal commencing in term 4), Naomi Conaty (School Councillor)

**Apologies**– Alex Middleton, Peta Thomson, Kim Thompson, Heather Davey and Dani Brown.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 8 August 2018 be accepted as a true record of that meeting.

**Moved**: Jenny Spillane **Seconded**: Rachel Partis. All agreed**.**

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

There was no business arising.

1. **CORRESPONDENCE**

The meeting noted the receipt of an email from Fiona Pereira concerning the operation of the band program. It was decided that this was to be discussed as part of the band report.

1. **PRINCIPAL’S REPORT**

The meeting noted the following matters from the Principal’s report:

**Learning and support at Neutral Bay – Presentation**

Sally Haigh and Naomi Conaty gave a presentation on the learning and support program at the School:

* Sally Haigh is the learning and support teacher and Naomi Conaty is one of two councillors at the School.
* The learning and support program enables the School to comply with its legal requirement to allow all students to equally access the curriculum. The learning and support team meet each week with the Principal and other members of the School leadership team to discuss the needs of the children at the School requiring learning and support. The role of Sally Haigh is to build the capacity of teachers and assist them to develop a learning plan for children requiring learning support. Each plan is reviewed every 5 to 10 weeks.
* Parents must be involved in the learning plan. A plan could involve an adjustment as simple as placing the child close to the teacher in the classroom. The trial adjustment will be for a 10 week period. If the child is still experiencing difficulties in completing work they are referred to learning and support by way of a written teacher referral and an individual learning plan is developed. The process of referral and providing learning support is confidential.
* The reading support program is called ‘multilit’ and is focused on children in the earlier years. There are currently 27 children at the School accessing the multilit program. The maths support program is called ‘minimaths’ and focusses on children in years 3 to 6. It is group program and was introduced last year. There are currently 48 children involved in the minimaths program.
* Currently 152 pupils are receiving learning support at the School which represents 16% of the School population. This is average for the state.
* The role of School counsellor is shared between Naomi Conaty who works 3 days a week and Jess Raybone who works 2 days a week. School counsellors are required to have a teaching degree and psychology training. Both Naomi and Jess are registered psychologists.
* The School counsellors treat issues impacting the children at School such as academic learning, behavioural, social and emotional issues. They require written permission from parents to provide counselling to the children.
* In addition they run lunch time group sessions for anxiety called ‘cool kids’. This program teaches coping strategies to children and has been developed specifically for kids with anxiety, which is a big issue in our School.
* Children referred to the School counsellor undertake testing. The School counsellor liaises with other professionals such as occupational and speech therapists. The children’s records remain with the School and are then sent onto their High School. After year 12 they are retained for 7 years then destroyed.
* In addition to the programs offered by the School counsellors, the PDHPE program contains a resilience component in each year and a program called ‘Peaceful Kids’ is run in the School by an outside organization.

**Enrolments**

The current student enrolment is 956.

**Staffing**

The meeting welcomed Judy Goodsell who is the new School Principal commencing in term 4. There will be a handover over the coming weeks and Judy has met the staff.

**NAPLAN**

Naplan results will be released on 13 September. Comparision between Schools is difficult because some do NAPLAN online while some still do pen and paper exams.

**Parent teacher interviews**

Parent interviews are taking place in week 10. Online bookings close on Wednesday 19 September.

**Principal awards assemblies**

The K – 2 assembly is being held on 19 September and the 3-6 assembly is being held on 20 September. Both award assemblies are being held at 2.20pm.

**Stemshare – term 4**

The Department of Education has made STEM kits available for schools. The School has received a virtual reality kit which will be used across stage 2 during term 4. The kit contains 10 virtual reality headsets, routers and other items.

**Shade shelters**

Shade shelters will be purchased in house colours and a general NBPS shelter for use at carnivals and zone events. The shelters are weather and sunproof. They will be purchased using P&C contributions to the School.

**Building works**

Kerry Ross, Senior Project Director, will be in touch with the School shortly to introducer herself to the School community and provide information on the expected timeframes for the planned building works.

**Tell them from me**

Parents are invited to participate in the Tell them from me Partners in Learning survey designed for parents and carers. This survey focuses on student engagement, wellbeing and effective teaching practices. Parents and carers are an important and valued part of the School community. The School will use the survey feedback to make practical improvements and inform school planning. The online survey takes about 15 minutes to complete. It is anonymous and voluntary. If parents have more than child at the School and feel that their experiences differ, they can complete the survey more than once. Parents and carers can access the survey in their own time, between 6 September and 29 September 2017. The site is on <https://nsw.tellthemfromme.com/r48d7>.

**Bullying**

The School is currently developing a flyer for parents and students about bullying. This will be made available on the School website as well as a copy being sent home to all families. Hyperlinks and additional resources will be made available.

**ThinkUKnow**

A parent workshop to address cyber safety was held immediately prior to the P&C meeting.

**Father’s Day Breakfast**

The Acting Principal thanked Vanessa Baumer-Rowley, Sharmila Soorian and the year 3 parent volunteers who organized and cooked the BBQ breakfast at the Father’s Day Breakfast event.

**Son and Daughter Dance**

The Acting Principal thanked Vanessa Baumer-Rowley and her team of amazing parent volunteers who arranged a fantastic evening.

1. **TREASURER’S REPORT**

The meeting noted the following matters from the Treasurer’s report:

* Fees for auditing the P&C 2018 accounts are estimated at $3300.
* The Treasurer recently lodged the P&C’s 2017 financial report with the P&C Federation and updated our office holder details which had not been updated since 2014.
* The amount of $110,000 has been received to date by way of the voluntary contribution.
* The Treasurer is currently considering the acquisition of a square card reader to facilitate credit card payments. The advantages of a square card reader are that it accepts Amex which the current Westpac Eftpos does not. The square card reader charges a higher fee for transaction (1.9%) which is higher than Eftpos. However Eftpos charges a monthly fee irrespective of usage. In order to obtain a square card reader the Treasurer and President will have to satisfy the bank’s AML procedures concerning verification of identity.
* The drinks evening raised approximately $5000, the Father’s Day barbeque and dance $5000, the raffle $6000 and the entertainment book $2000 net.
1. **SCHOOL COUNCIL REPORT**

The meeting noted the following matters from the report from the School Council:

* The School Council met that morning.
* The vacancy on School Council has been declared open and a nomination received from Jim Becker. As no other nominations have been received, Jim has been approved as the parent representative on Council for a 3 year term.
* It was agreed that there is no need for a bio to be placed in the newsletter for nominees for School Council as the Council’s constitution does not require this. In the event of a contested election, expressions of interest will be referred to the returning officer and an election held at the next P&C meeting.
* The next Council meeting is taking place in week 4 of term 4.
1. **SUB COMMITTEE REPORTS**
2. **UNIFORM SHOP**

Sarah Wilson-Brown has now taken over the running of the Uniform Shop. Sales activity is low at the moment but is expected to pick up in the lead up to the Kindy orientation night which is taking place on 8 November. Orientation packs are currently being prepared for that event. The annual stock take will take place over the coming weekend.

b) **EVENTS AND FUNDRAISING**

The meeting noted the following matters from the report from the Events and Fundraising Co -ordinator:

* The next event is the Carnival which is being held on 22 September.
* The online auction will run for 4 weeks next term.
* The current barbeques are inadequate and both need replacement. Suitable replacement barbeques have been costed at approximately $900 each. The P&C will hire two barbeques to use during the Carnival.

**c) BAND**

The meeting noted the following matters from the band report:

* The lack of volunteers to supervise band practice and to run the band program is a constant issue. The deputy Principle Genevieve Carnegie is taking a larger role in the band program to assist the band committee. The band committee will trial some new options to manage volunteers such as the use of sign-up genius which enables reminder emails to be sent out. The band masters will also start using an application called ‘my attendance tracker’ to measure children’s attendance at Band rehearsal. This is currently being trialled for junior band.
* Ray Hampton, the band master for the junior and concert band, was present at the meeting and provided a brief history of the band program at Neutral Bay Public School since his involvement in 1993. Neutral Bay Public School has a top band program which is the envy of most schools in NSW. The basis of the program is that every child who wants to participate in the program is given the opportunity to do so.
* Information on the ‘blow test’ audition is sent out to all interested year 2 children and then more information is sent out to children who decide to join junior band. The information is also on the website.
* Instruments are allocated to children depending on their interest and skills shown during the blow test audition.
* Mr Hampton stressed the importance of daily music practice.
* As in previous years, all the bands, and in particular the senior band had a great success in the performances at the UNSW band festival on the 5th of August, in which the Senior Band was awarded with the gold medal. The senior band had another successful appearance at Education Day. The children enjoyed both performances and as always, represented the institution and the community with a highly commended behaviour. In term of music development, we are preparing the seniors to move towards to concert band. This includes the end of the year concert and auditions. All has been set for a smooth transition.
* The end of Year Concert has been locked in for December 9 at 3pm. Ex Band members who are now at high school will be invited back to perform with the concert band. A rehearsal date will need to be arranged.
* The next performance of the concert band will be for the Primary Proms on Sep 19 at Sydney Town Hall.
1. **CANTEEN**

The meeting noted the following matters from the canteen report:

* The new freezers have arrived. An additional $700 was paid for installation in error as the amount originally paid included costs of installation.
* The freezers are not working at the moment. It is hoped that they will start working this week and frozen items will again become available for sale.

**OTHER BUSINESS**

**Sucession**

The following roles will need to be filled at the 2018 AGM:

* Secretary
* Vice President (to replace Peter Carter)
* Events co-ordinator
* Fundraising co-ordinator – currently undertaken by the Events Co-ordinator.

**Acting Principal**

The meeting thanked Nadia Tobia for her work as acting Principal of the School for term 3 and half of term 2 and presented her with a bunch of flowers. Nadia will return to her role as principal of Mosman Public School. Nadia thanked the P&C for the flowers and remarked that Neutral Bay Public School is one of the best schools she has ever been in.

Nadia advised that October is mental health month and that as a result of her initiative, 18 classes were participating in a project which involved spreading the message of mental health awareness.

There was no other business.

The meeting closed at 9.25pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE