

NEUTRAL BAY PUBLIC SCHOOL

P & C ASSOCIATION

MINUTES OF P&C MEETING 1/17

HELD ON WEDNESDAY 22 FEBRUARY 2017

1. WELCOME AND APOLOGIES

The President opened the meeting at 7.35 pm and welcomed all present.

Attendance – Sharmila Soorian (President & Chair), David Shuster (Principal), Gai Jovorski (Deputy Principle), Victor Tan (Deputy Principal), Michelle Jackson (Secretary), Jenny Spillane (Treasurer), Monica Gessner (Communications), Tim Hawes (Vice-President), Peter Carter (Vice-President), Bridget Douglas (Canteen Co-ordinator), Vanessa Baumer-Rowley (Events and Fundraising Co-ordinator), Leslie Wait (Uniform Shop Co-ordinator), David Jackson (Chair, School Council), Alex Middleton, Lorna Farrar, Anna Gibson, Amy Cupples, Jim Becker, France Beaulieu, Anita Alexander, Pepper Garner, Nirosha Pillay, Gareth Pillay, Gervaise Samuels, Milston Sams, Ryan Pereira, Alex Youroukeris, Peta Thomson, Rachel Partis.

Apologies– Jen Harris, Elizabeith Gurr, Steven Rice

2. MINUTES FROM PREVIOUS MEETING

Motion (1): That the minutes of the meeting held on 23 November 2016 be accepted as a true record of that meeting.

Moved: Leslie Wait. **Seconded:** Jenny Spillane. All agreed.

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

The President introduced the following new members of the P&C Executive who were voted in at the previous meeting:

Monica Gessner – Communications Co-ordinator

Jenny Spillane - Treasurer

The meeting noted that the following members have volunteered to fill casual vacancies on the Executive:

Vanessa Baumer- Rowley – Events and Fundraising Co-ordinator

Leslie Wait – Uniform shop Co-ordinator

Tim Hawes – Vice President.

The President thanked Jen Harris for undertaking the role of Events Co-ordinator in term 4 last year and noted that Jen is currently compiling the class contact lists for the P&C.

4. CORRESPONDENCE

The secretary noted that the P&C had received correspondence from GIO concerning the workers compensation claim which has been made by the Canteen manager. This matter is being dealt with by the President.

5. OTHER BUSINESS

Motion (2): That the President and Events and Fundraising Co-ordinator be provided with a P&C Association debit card to facilitate payments.

Moved: Bridget Douglas. **Seconded:** Monica Gessner. All agreed.

A presentation was given to the meeting by Cassie Matheson from Neighbourhood7 on a home based after school care program which she proposed initiating at Neutral Bay Public School. The meeting noted the following points:

- Neighbourhood7 is a for profit entity which is currently operating in some primary schools on the Northern Beaches. It aims to build a network of home based carers around Neutral Bay Public School. Since launching at Manly West in October 2016, Neighbourhood7 and has now successfully introduced home based care to Brookvale and Cammeray public Schools and is working with a further 4 schools eager to address their growing waitlist.
- Home based carers
 - Care for up to 7 children (including their own) under the age of 12
 - Require a first aid certificate, working with children and criminal history checks and experience caring for children
 - Undergo government approval through the NSW Department of Education and Communities; and
 - Earn up to \$57 per hour from home offering a family-friendly earning opportunity
- It is a community based approach to before and after school care which is not constrained by the physical size of the school. The Department of Education approval process takes about 3 months so it is not a quick fix but could be a good solution to our after school care waitlist issues after a 12 month period.
- Neighbourhood7 operates as a point of contact connecting parents who require before and after school care with parents at the school who are able to provide that care in their own homes. It helps the providers obtain government approvals and operates the booking and payment system. Parents do not pay the provider direct but pay Neighbourhood7 which then passes on the payment to the provider less a fee.
- The homecare does not fall under national quality frameworks and there is currently no government rebate available to users. Cassie is working with a consultant to see if the care could be eligible for government rebate.
- The childcare costs are \$12 per hour (\$24 for the 2 hours in the morning and \$36 for the 3 hours in the afternoon). These costs are consistent with the costs charged by existing before and after school care operators. The arrangements cap pick up time to 7pm.
- Neighbourhood7 is seeking the assistance of Neutral Bay public school in the following ways
 - Distribution of a Neighbourhood7 brochure to all families by email and a printed copy via pupil post (to be repeated if necessary)
 - Weekly inclusion of a Neighbourhood7 brochure in the newsletter
 - School administration and After School care staff to direct all waitlisted families and future enquiries to register their requirements with Neighbourhood7 at www.neighbourhood7.com.au
 - Adding a link from the school website to www.neighbourhood7.com.au; and
 - Providing feedback on the school's experience and needs from Neighbourhood7.
- It is up to the carer as to the arrangements as regards the provision of food. Neighbourhood7 recommends that the carer provide a light breakfast for before school care children and a light afternoon tea for children in afterschool care which replicates the type of food which is provided at most before and after school care operations.

- The children will be walked to and from school otherwise the carer would need to have a 7 seater car.
- The carer is required to have public liability insurance which they obtain as part of the government approval process. A home inspection is part of the approval process. There are no floor space requirements or outdoor space requirements. Carers are required to have an epipen. There are similar requirements as to activities as apply to after school care operators. There is a complaints policy in place.
- Cassie Mathieson is the owner of Neighbourhood7 and has a background as a parent who sees the value of home based care for children.
- Cassie will deal with the Principal as regards the next steps of implementation.
- The P&C thanked Cassie for attending and giving her presentation to the meeting.

6. PRINCIPAL'S REPORT

The current student enrolment is 992. Thirty-nine classes have been formed this year. Seven hundred and thirty families have children attending the School.

Staffing

We welcome the following staff who have joined the School this year:

- Miss Hannah Graf (1G)
- Miss Larissa Josephson (2L)
- Miss Lindi van Rhijn 2V)
- Mrs Emma Butler (3H)
- Ms Catherine Dauth (4D)
- Ms Beth Ayling-
- Ms Liz Pagel (Music – Monday, Thursday, Friday)

Team leaders for 2017 are:

- Kindergarten – Mrs Kelly Lockhart
- Year 1 – Ms Jane Carew
- Year 2 – Mrs Tanya Pickering
- Year 3 – Mrs Gai Jovorski
- Year 4 - Mr Victor Tan
- Year 5 – Mrs Leanne Ryrie
- Year 6 – Miss Genevieve Carnegie

2017 Initiatives

The priorities for the year include:

- Literacy and numeracy continuums – by the end of the year all children will be plotted which will generate similar reports to the Best Start program each year.
- PBL – this year the program is directed at classroom based initiatives (last year focussed on outdoor initiatives). One training day has been conducted and a second will soon be undertaken.
- Changed lunch times – due to the increased number of children at the school the School has introduced 3 separate lesson breaks which reduces the number of children who are in the playground by about 130. Positive feedback has been received from the children to this

initiative. Increased lesson breaks has however increased complexity to canteen operations and subject logistics.

- Mini-maths – in addition to the existing mini-lit and multi-lit programs which have been very successful, the School is introducing the mini-maths program which provides extra assistance to children having difficulties with maths. It is part of Sally Haigh's role to design the program which the learning support teachers will implement.
- Before and After School Care (BASC) – On any given day there is a waitlist of over 100 students for the BASC program. The School is currently looking at how to increase the cap and to free up areas of the school for more BASC places. The School's current cap is 100 before school places and 200 after school places. BASC operates under Commonwealth legislation which has different rules as regards student density compared with the NSW Department of Education rules which allow many more students to fit within an area. The School will shortly receive a new library module which will operate as a senior library, with the existing library operating as the junior library. BASC may be able to use the senior library as part of their space. St Augustines Church are planning to introduce a before and after school care facility. Its application was rejected due to objections on traffic grounds. St Augustines is relodging its application and hopes to operate its centre by term 3. A lot of after school activities operate at the School but they do not impact upon the places that can be operated by BASC. An after school care operation operates at Northbridge. It picks children up by bus from School and brings them back to the School at 5.45.
- Learning goals – The children are asked to come up with 2 or 3 learning goals at the beginning of each year.
- Gates – The security gates installed at the Yeo Street and Bydown Street entrances were financed by the Department of Education and are opened in the morning and afternoons. They are closed for the rest of the time and are operated via an intercom system.
- Road safety Improvements – North Sydney Council have installed yellow lines on the footpath as well as extra fencing on Ben Boyd Road. From 2.30 to 3.30pm the bus stop on Ben Boyd Road has been extended. North Sydney Council rangers will book people who park in that zone during that time. Additional works that have been planned include the installation of flashing lights and the push back of roadlines at the Yeo street intersection with Ben Boyd Road.
- Parent Focus Group suggestions - social media platforms – the Principal is attending a Department training course on social media to assist with communications
 - An annual planner is being included in the newsletter
 - There will be more parent information nights this year with a maths night in term 2 and a reading comprehension information night in term 3
 - Due to the size of the school, new families will be paired with a buddy family to assist with integration.

Other matters

- Pedestrian Crossing -When the lady who operates the crossing is sick there is no replacement although the School will ensure that the flags are up and often Mr Tan will supervise the crossing.
- Air-conditioning – a contractor from the Department is coming to give quotes for the installation of air- conditioning. The School may have to consider installation of air-conditioning on a staged basis depending upon price. The new 3 story building was constructed on the basis of not requiring air-conditioning but the top floors need it on hot days. The ability to install air-conditioning will depend upon the capacity of the School's current electrical infrastructure. The

School will look at installing reverse cycle air-conditioning to assist with heating. There are no flueless gas heaters in the School. Air-conditioning is to be included as an item at the next P&C meeting. The Principal will investigate whether the School has a building fund which attracts tax deductibility for donations which could be used to raise funds for installation of air-conditioning.

- Ideas for items which the P&C could fund for next year – include learning support, senior library furniture, technology and air-conditioning.
- Voluntary contribution – As of yesterday a total of \$75,000 had been raised by the voluntary contribution representing 50% of the School. Each year the P&C must raise \$110,000 to fund the science and music programs at the School.
- School captain election process – last year the Student Representative Council and the School Captains were voted for by year 5 and the teaching staff. This year a new framework has been established for selecting the Students Representative Council and the School Captains. Students who wish to join the Students Representative Council must complete a form in which they are asked 3 questions about leadership and role models. They enter into a School leadership contract which highlights the things they have to do to become a leader. Students who complete the form proceed to the second stage of the process in which they are required to prepare a speech and prepare a poster. The speeches are presented in front of years 4 and 5. All members of staff vote as well. The 2 top voted girls and boys are the captains of the School and there are 35 members of the SRC. Each member of the SRC and the captains are assigned a class. This year 65 students lodged a form. The students were notified privately of the outcome of the vote prior to the election results becoming public.
- P&C Code of Conduct – the Principal referred the meeting to the P&C Code of Conduct (adopted by the P&C in 2013) copies of which were made available at the meeting.
- Professional learning – the following teachers are undertaking professional learning; Rosie-Jane Stone, Emma Howells, Liz Pagel – Music, Staff – autism.

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 5	20	21 Class/Grade co-ordination meeting 7.30pm	22 Scripture/Ethics lessons commence P&C 7.30pm	23	24 PSSA commences Clean Up Australia Day P&C Welcome Drinks 6.00pm
Feb/Mar 6	27	28 Selective High School Information Night 7.00pm	1	2	3 PSSA
Mar 7	6	7	8	9 Selective High School	10 Zone Swimming PSSA P&C Picnic 6.00 to 8.00pm
8	13	14	15 P&C 7.30pm	16 School Tour 10am	17 PSSA

7. TREASURER'S REPORT

The Treasurer noted that the P&C needed someone to fill the role of assistant treasurer. The role involves approving payments.

The Treasurer advised that she had obtained a quote for the renewal of the insurance costs for the P&C for student injury insurance. The quote is \$3.96 per student with a total premium payment of \$3940.

Motion (3): That the P&C approve the payment of the insurance renewal costs.

Moved: Jenny Spillane. **Seconded:** Anna Gibson. All agreed.

The Treasurer reminded members of \$10 membership fee which needed to be paid by those who wished to be P&C members and vote at P&C meetings.

8. SCHOOL COUNCIL'S REPORT

This is David Jackson's last year as Chair of the School Council. The School Council engages with the School executive and the Department of Education and deals with School policies, the School environment and engagement with the community. It meets twice a term. On the matter of traffic safety it has been working proactively with North Sydney Council. The School Council has been working on the School's Future Plan and has submitted a plan to the Department for Stage one development. The School is currently overcrowded and has a number of classrooms which are 55 square meters in size which is well below the state average class size of 92 square meters.

The School Council is currently considering the effects of the proposed B-Line which will involve express buses travelling from the Northern Beaches along Military Road. The Council is extremely concerned at the impact the B-Line will have on the safety of the School's students. The plan will push traffic onto Yeo Street and Ben Boyd Road which will significantly increase traffic volumes in that intersection. North Sydney Council is opposing the B-Line plan in its current form. There will be an email address in the next edition of the School Newsletter where parents can lodge their objections.

9. SUB COMMITTEE REPORTS

a) UNIFORM SHOP

The new Uniform Shop Co-Ordinator is Leslie Wait. The Uniform Shop has one paid employee (Kate Jegatt) and 4 volunteers. The Uniform Shop has a turnover of \$250,000 and is an important contributor to the School. The Uniform Shop requires more volunteers. Eileen Young is the new second hand uniform shop co-ordinator. The Uniform Shop is currently experiencing difficulties with its computer. The Uniform Shop Co-ordinator will take the computer off the School server to see if that speeds up the operation of the computer.

b) EVENTS AND FUNDRAISING

Vanessa Baumer-Rowley is the new Events and Fundraising Co-ordinator. The first function for the year is the Friday night P&C drinks which is a free event paid for by the P&C.

The P&C is open to suggestions as to ideas for other P&C events.

The Ball is the main fundraising event for the P&C this year. McGrath's real estate will be a major sponsor but will be changing the form of their sponsorship. They will not be offering a commission free sale but may donate some high end items totaling approximately \$30,000 to auction. The Ball is being held on 16 September. The P&C could do a 32 auctions style

fundraiser again (which involved a lot of work and requires people to purchase items which they may not use) or adopt the idea of a 'learning support' drive whereby people are charged a levy or donate their time instead to volunteer at a school event or in the canteen.

The concept of conducting an art auction of children's artwork which the P&C did in 2015 was discussed by the meeting. It was noted that the auctions could be held at separate year events. It was noted that the teachers would need plenty of notice to create the artworks.

Towards the end of the year it was proposed the P&C could hold a barndance in a marquee set up in Kindyland. Friday night could be an event for children involving some carnival rides with a parent event on the Saturday night.

Another idea which was considered was a fundraiser similar to an entertainment book whereby local businesses offered goods or services and remitted a percentage of the proceeds to the School. A similar program was run by East Lindfield Public school which raised \$10,000 over the year. Such a program would require a website/

c) BAND

The Band program is running their band camp over the weekend of 1 and 2 April.

d) CANTEEN

The class based rostering system commenced this week. The change to 3 lesson breaks has impacted significantly on the ability of the canteen to provide specials and requires more volunteers to serve the children and operate the canteen. There is now insufficient bench space for specials to be prepared and more volunteers are needed as the canteen is open for service more frequently which takes volunteers away from food preparation. The canteen now requires a minimum of 4 volunteers each day from Monday to Thursday and 6 volunteers on a Friday. Although specials are no longer prepared lasagna is still offered on a Friday. The price rises in the canteen are a result of the fact that the canteen operation lost money last year principally due to the increase in staff costs. Prior to 2016 the canteen would make a profit of approximately \$20,000 which would be retained and used to upgrade canteen equipment. The Department of Education guidelines on canteen operation recommend a 30% mark up which is much higher than what we charge in our canteen. The canteen has an annual turnover of approximately \$200,000 per year. The roster will go in this week's newsletter and will need to be distributed to class co-ordinators. The following ideas were raised at the meeting for assisting with obtaining volunteers:

- The students could be asked to make a video on volunteering in the canteen
- The school could run a training session on working in the campaign similar to the sessions run on reading groups
- Year 6 children could be responsible for selling the moosies and juicies in Kindyland

The meeting was reminded that Bridget Douglas was stepping down from the role of canteen co-ordinator as the end of term 1 and a new Canteen Co-ordinator was required to fill that vacancy.

The meeting closed at 9.31pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE