**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 3/17**

**HELD ON WEDNESDAY 3 MAY 2017**

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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 Principal), Michelle Jackson (Secretary), Jenny Spillane (Treasurer), Monica Gessner (Communications), Peter Carter (Vice-President), Vanessa Baumer-Rowley (Events and Fundraising Co-ordinator), Leslie Wait (Uniform Shop Co-ordinator), Alex Middleton, France Bailieu, Alex Fransen, Alex Youroukelis, Leo Lee, Jen Harris, Tim Hawes (Vice –President), Lorna Farrer, Lisa Connor-Brent, Narelle McGeoch, Ariane Kiel (Assistant Treasurer), Steph Chapple, Kate Murray.

**Apologies**–David Jackson, Anita Alexander, Elizabeth Gurr, Anne Moal, Anna Gibson, Victor Tan.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 15 March 2017 be accepted as a true record of that meeting.

**Moved**: Jenny Spillane. **Seconded**: Peter Carter. All agreed**.**

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

There was no business arising.

1. **CORRESPONDENCE**

The meeting noted that the P&C had received an email from a kindy parent voicing concern about the lack of parking and the amount of traffic at kindyland pick up. It was suggested that the School run an education night on the issue of parking around the School. The School will also consider issuing information on parking via the weekly newsletter. The meeting noted that North Sydney Council parking rangers are enforcing parking regulations in the afternoons and that parents cannot leave their cars in the ‘kiss and drive’ zone.

1. **PRINCIPAL’S REPORT**

Steph Chappel and Kate Murray, two teachers from the School gave a presentation to the meeting on the proposed new facebook page for the School.

The meeting noted the following points:

* The School is using social media to communicate with parents. At a recent training course attended by Steph Chappel, Kate Murray and David Shuster the Department of Education promoted the use of facebook for such purposes as 97% of people who access the internet access facebook.
* The page will have regular updates to parents on excursions, reminders, notes and the School calendar of events.
* The page administrators will be Kate and Steph. It will be a closed group with no access unless accepted.
* Teachers will be able to post information on the site.
* Each year will have a media representative.
* The School currently has a public facebook page – that page is not the page which will be used to communicate with parents and upload information.
* Some of the examples of items which will be posted to the site include: what is happening in class; award recipients at assembly; video of children in class; photos; information which is currently in the newsletter.
* Many safety and security precautions will be taken with the site including; only parents or those nominated by them can gain access to the site; you cannot locate the site from overseas; the rules of engagement will be displayed prominently next to the feed; children cannot access the page; posts are vetted before being put on the site; you can’t share the information on the site onto your own page.
* Parents will be allowed to nominate a grandparent to join the page or a person from overseas. They will be checked to ascertain they are related to a student at the School before being granted access.
* Parents are able to ‘comment ‘ subject to the right of the administrators to remove the comment if it is deemed inappropriate according to the rules of engagement. If there is inappropriate use of the ability to comment that function will be deleted.
* The School will continue with the current School app and website.
* The School newsletter will remain unchanged.
* It is hoped that the use of hard copy notes home can be phased out as a result.

The meeting thanked Steph Chappel and Kate Murray for their presentation and decided to proceed with the facebook page implementation. As part of that implementation parents are to be reminded that if they don’t want pictures of their children to be published they need to inform the School.

**Enrolments**

The current student enrolment is 982.

**Library and Other Projects**

During the break a number of projects were undertaken at the School. These included the delivery of the new senior library, grassing of sections of the playground and carpeting of a number of classrooms.

**School Plan**

The School Plan 2015-2017 has been written and being implemented. A copy of the Plan is on the School website. The strategic directions are:

* Drive our Educational Practice
* Promote Wellbeing and Citizenship
* Productive Partnerships

**Parent Mathematics Night**

The School is holding a Mathematics Night for parents on Tuesday 9 May, commencing at 7.00pm. The night will focus on aspects of number, in particular operations, and will involve a number of ‘hands-on’ workshops focussing on the strategies, terminology and resources the teachers use in the teaching of mathematics.

**Parent/Teacher Interviews**

The Principal thanked parents for their support of the Parent/Teacher Interviews. 872 bookings were made on-line.

**Professional Learning**

* Staff-Focus on Reading, Anaphylaxis Training

**App**

During Term 1 some notifications being sent by the School were not highlighted on the home screen of some phones. The Principal suggested that people delete the app and download it again.

**Upcoming Events**



1. **TREASURER’S REPORT**

The P&C is planning to raise money to fund the following projects in 2017:

* Science and music programs $110,000
* Learning support $30,000
* Senior library furniture $20,000
* New air-conditioning for 6 classrooms $40,000

The voluntary contribution has raised the amount of $105,000 thus far.

**Motion 1:** that the P&C approve that the following amounts be allocated to the items required by the school for this year:

- Science/Music Programs $110, 000

-Learning Support $30,000

-Futures Focussed Furniture for the new Senior Library $20,000

-New air-conditioning for 6 classrooms $40,000

**Moved**: Monica Gessner. **Seconded**: Leslie Wait. All agreed**.**

**Motion 2:** that the P&C transfer the first tranche of payment to the school in the amount of $60,000.

**Moved**: Alex Fransen. **Seconded**: Leslie Wait. All agreed**.**

News of this payment will be placed in the next newsletter. Parents will be reminded about the voluntary contribution in early term 3.

1. **SCHOOL COUNCIL REPORT**

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

* Council last met on 5th April and due to meet again on 10th May. All were present at the meeting.The Council welcomed Julia Hudson as Teacher representative replacing Belinda Reid. Julia will complete the remainder of Belinda’s tenure until 31 March 2018. The tenure of three parent representatives will shortly expire and candidates will be required to fill these vacancies. An item will be placed in the newsletter advising the School community of this and seeking representatives.
* The Future Plan was discussed and it was agreed to escalate it where possible this year. Several initiatives were decided upon including organising a visit by the new Education Minister and new local State Member and sending a follow-up letter to Sharon Sands asking for an update of our previous request, with all communication and meetings to re-iterate the critical position of the school.
* Council will follow-up the yet to be completed safety improvements at the intersection of Ben Boyd Road and Yeo Street including the moving of the disabled parking spot from Yeo Street to Bydown Street.
* The new library building arrived in the Term 1 holidays with 3 trees removed but replaced with 5 new ones.
* An audit on the school was completed recently by state auditor general.
* After school care developments continue to be reviewed. The Council has undertaken a comparison of the School‘s Out of School Hours care (OOSH) with surrounding schools. The School needs to create more OOSH places which is similiar to the situation faced by other schools. The Principal has created more spaces for OOSH by assigning more rooms to them. The Council is considering changing the bell times to suit parents in the morning to lessen demand but this requires further consideration and community and parent feedback.
* The School Plan processes are to be shared at the next meeting.
* A crossing supervisor has been promised for Term 2.
* Council has agreed to review the current Constitution as it is considerably out of date. The next meeting will include feedback from Council Members.
* A final confirmation letter from the Department of Transport confirming that the B-line will not affect the School has now been received.
* Awareness needs to be raised about the need for a new ethics co-ordinator.
* The Council is undertaking an update of the website.
1. **SUB COMMITTEE REPORTS**
2. **UNIFORM SHOP**

The Uniform Shop is operating well. It now has a team of 6 regular volunteers which allows Kate Jegat to reduce her paid hours. The financial return to the P&C will be less this year due to the fact that the Uniform Shop now pays for Kate Jegat to operate it and stock costs are higher. The Uniform Shop has raised prices by $5.00 to take into account these increased stock costs. The Uniform Shop needs a volunteer to run the second hand uniform sales and year co-ordinators are asked to bring this to the attention of parents. There was a suggestion of running an occasional pop-up store in kindyland however that would depend upon the availability of volunteers.

1. **EVENTS AND FUNDRAISING**

Just under $4,000 was raised from the election bar-be-que and drinks stall. Local Council elections are being held on 9 September which is another opportunity to raise funds from a bar-be-que if the School is used as an electoral booth.

A Mother’s Day stall will be held and a Mother and Son dance will be held on 17 May.

Entertainment books went out this week. Raffle ticket books are being sent home next week.

1. **BAND**

The Band camp went well and the Band program is running the band workshop shortly.

1. **CANTEEN**

The report of the Canteen Coordinator was tabled and the meeting noted the following matters:

* Alex Middleton is the new Canteen Coordinator and she has been welcomed by a fantastic community of volunteers. It is evident Bridget Douglas, the former Canteen Coordinator has dedicated a lot of time and effort into her role, and she has been an incredible support to Alex in her transition. Everyone will be pleased to know that Bridget will still be around to volunteer when she can.
* There have been a few changes to the menu. The canteen has introduced edamame beans priced at $2 which have been a big hit already and spinach and ricotta rolls priced at $2.50. The most significant menu change is the new hot food menu. The canteen no longer has Friday specials but rather offers a consistent hot food menu on Monday (macaroni cheese), Wednesday (teriyaki chicken with rice) and Friday (twista bolognese) all at $3.80. Naoko and Nicole are doing a great job and are keen to start the new hot food menu this week.
* Mondays and Fridays are a heat and serve option which is expected to be a success.
* Wednesdays’ Teriyaki chicken with rice will be a temporary menu item and the Canteen is open to feedback for a replacement once it has used up all the sauce it has in stock. If the hot food menu runs smoothly, the Canteen is considering adding crumbed chicken strips to the menu.
* This week there is a good number of volunteers and there are already names down throughout the term so hopefully this continues.
1. **OTHER BUSINESS**

There was no other business.

The meeting closed at 8.40pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE