**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MINUTES OF P&C MEETING 5/16**

**HELD ON WEDNESDAY 10 AUGUST 2016**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **WELCOME AND APOLOGIES**

The President opened the meeting at 7.40 pm and welcomed all present. The President welcomed Kate Jegat who has been employed by the P&C as the Uniform shop manager and who commenced her role at the beginning of term 3.

**Attendance** – Ben Keen (President & Chair), David Shuster (Principal), Victor Tan (Deputy Principal), Gai Jovorski (staff), Bridget Douglas (Canteen Coordinator), Michelle Jackson (Secretary), Kate Jegat (Uniform Shop), Alex Fransen (Treasurer), Anna Gibson (Communications), Belle Jackson (Events), Steven Rice, Tim Hawes, Hedley Partis, Lisa Connor-Brent, Sandra Norquay, Sarah Crosby, Suzanne Spencer, Jim Becker, Leslie Wait.

**Apologies**–David Jackson, Peter Carter, Kate Juniper, Anne Moal, Sharmila Soorian, Peta Thomson, Anita Alexander, Elizabeth Gurr.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 8 June 2016 be accepted as a true record of that meeting**.**

**Moved**: Belle Jackson. **Seconded**: Bridget Douglas. All agreed**.**

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

The President thanked the Events Coordinator, Belle Jackson and her team for all the work which they put into the extremely successful election day bar-be-que. There were 80 cake donations and 44 volunteers who worked from 5.30am until 6pm and event was the most successful election day bar-be-que ever . An amount of $6,000 was raised.

The President also thanked Jim Becker who donated the P&C signage which was displayed at the bar-be-que and the reusable giant cheque which was used at the Education week assembly to highlight the transfer of monies from the P&C to the School.

The Events Coordinator noted that the carnival was fast approaching and thanked the 24 carnival committee members who are currently working very hard to organise the carnival.

1. **CORRESPONDENCE**

The secretary tabled a letter from the NSW Department of Health advising of general workshops and seminars made available for schools and P&Cs on a variety of topics including resilient kids, transition to high school etc. It was decided that the Secretary would enquire about the department presenting a seminar on ‘resilient kids’ to be held in the first half of Term 4 (late October). The meeting noted that the cost was $500 which it was agreed the P&C would pay. It was agreed that the event would be a P&C event and that parents would be advised that the P&C was paying for it. The P&C would consider inviting parents from other schools to attend.

**Action item: Michelle Jackson to contact Vivienne Hughes at the Department of Health and arrange a workshop on ‘resilient kids’ in term 4.**

1. **PRINCIPAL’S REPORT**

**Enrolments**

Our current student enrolment is 986.

**Education Week Open Day**

The Principle thanked members for their support of our Education Week Open Day. It was noted that many parents changed work arrangements to be part of the day. Congratulations were extended to the students and teachers for their efforts. Despite wet weather changing our plans the students performed magnificently.

**Father’s Day Breakfast**

On Friday 2 September from 7.45am the School looks forward to holding a Father’s Day Breakfast. This will be an opportunity for fathers, grandfathers, step-fathers and family friends to join the School for breakfast. To assist with catering a Flexischools link will be provided in the near future.

The menu will include bacon and egg rolls, ham and cheese croissants, yoghurt and muffins. A coffee cart will also be in attendance on the day.

There will not be a Father’s Day Stall this year.

**Mathematics Night**

The School will be holding a Mathematics Night for parents on Tuesday 30 August, commencing at 7.00pm. The night will focus on aspects of number and will involve a number of ‘hands-on’ workshops focussing on the strategies, terminology and resources the teachers use in the teaching of mathematics.

**Kindergarten 2017**

In Terms 3 and 4 of this year the School will be providing a number of opportunities for children commencing school next year as part of our Kindergarten Transition Program. These include:

* School Tours (Thursday 6 September)
* Information Night (Thursday 3 November)
* Orientation visits (Tuesday 8, 15, 22 November)

To assist in planning it would be appreciated if enrolment forms for siblings of current students who are commencing school next year could be completed and forwarded to the school office as soon as possible.

**Oval Area**

The synthetic grass on the oval area will be replaced during the next holiday period.

**Professional Learning**

The staff are involved in the following professional learning:

* Julia Hudson & Jane Cant- Geography
* Kim Haidar, Jen Carew, Melissa Branson & Susan King-Diabetes
* Michelle Dudley & Kate Murray-Autism
* Staff- Focus on Reading, Autism, Geography, Writing
* David Shuster-External Validation

**Parents Insights Focus group reports**

The Principle presented the results of the parents insight focus group and the School response . Seventy Five percent of those parents invited to participate in the focus groups did so. The parent focus groups will become standard practice at the School (perhaps every 3 years) and will be tied into the School plan. The ‘Tell them from me survery’ will run every year. The results can be summarized as follows:

* **Parents feel welcome at NBPS** – Overall parents were extremely positive about the school, the staff and how welcome they feel. Parents commented on how big the school was and how it feels like it getting bigger. There were comments that while whole school events are liked and appreciated, new families can feel lost and overwhelmed at them. An issue which was identified was that families who join the school mid-year don’t get the welcome or introductions they need soon enough. The School is currently working on ways to ensure that the contact details of new families are passed to the class co-ordinators. Parents indicated that they would like an events calendar with key activities at the beginning of the year so they can plan. The School will look at a year calendar of events to go out to families at the beginning of the year. There was a desire expressed by parents to be able to contribute to the school but not at set times. Parents expressed that they didn’t know enough about what the P&C does and why it’s important and they don’t think they’ll know anyone when they get there so it is not inviting to them.
* **Parents are informed at NBPS** – Parents stated that they get most of their information from the newsletter (email). Not all parents know about the school app, but they are excited when they learn of it. Less technological parents need to be shown how to download it, log in and use it. Parents really like the Year and Class Parent co-ordinator system. Parents felt that the teacher parent communication is inconsistent and parents are surprised the school doesn’t require consistent, minimum standards from teachers. The suggestion of a school Facebook page held little interest for most parents in the groups. Parents like information about how their children are doing in class. Class Dojo is highly regarded. Some parents with additional needs have experienced limited handover from one year to the next. Initial parent interviews could be later in the year. All parents interviewed agreed they would like to meet with the teachers again in term 3 to take a long-term view of what the child needed to work on in order to finish the year prepared for the next level. Parents are frustrated by the timing of the final year’s report. A lot of feedback is received in the report but there is limited time in which to discuss it with teachers. *The School is currently looking at the issue of teacher communication.* *The School wants to use one social media platform and will take a look at the various social media platform options. About 600 people use the School app. The School is looking at increasing communication to the parents at how the teachers do ‘hand over’ from one year to the next.* *The School does not want to change the interview at the end of term 1 as an early interview with parents is important to communicate how the child is going in their new year. As a result of the feedback the School will look at implementing a second parent teacher interview later in the year so that parents can receive feedback on how their child is progressing.*  *The School has decided to issue the final report 1 week before the end of the school year.*
* **Parents at NBPS support learning at home –**Some parents believe that because the homework is often online they can’t be involved. Most parents believed that homework was online to keep it interesting for the children. *The Principle explained that the biggest reason that the School presents homework online is to differentiate the homework between the children and that the School attempts to get a balance of online and paper homework.*
* **Parents would like resources or reference materials to help them support their child’s learning** There was universal agreement that parents were interested in learning more about how to support learning at home and parents indicated that they would come to information nights once or twice a year.There was general agreement that the amount of homework was right but it should be revision, not new learning. Parents would like detail about what their children are learning, what the capabilities should be by the end of term and how to reinforce the learning at home. *In response to this the School has organised a Mathematics night at which parents will be shown the way maths is now taught. The School is also considering developing a maths dictionary to issue to families to which children and parents can refer. Next year the School will present an evening session on reading strategies. Next term some targeted information on NAPLAN will be presented at the P&C meeting. At the information evenings the teachers will present information about the literacy and numeracy continuums.*
* **Support for learning at NBPS –**Some parents feel that there is no hand-over between teachers from one year to the next. There is a sense that OC children receive exclusive attention and access. Some parents feel they have had to advocate hard for children who underperform in order to receive extra support. Parents who have needed more support for their children more recently reported a positive experience. Parents have an expectation that the School’s role is to provide support for the full range of student learning and developmental needs. The School was seen by some parents as being unsympathetic and unsupportive to children using external services, but some positive experiences are now being recounted. Parents say they don’t expect all children to reach the same academic levels but want evidence of equal focus on all students. Parents are unaware of differentiated learning strategies and are encouraged when they hear that online tools and group learning are part of personalised learning. *The School is working on sharing information about special needs programs.*
* **Support for positive behaviour at NBPS –**the Bay Way was introduced spontaneously by parents in both groups and is seen to be a very positive influence on the children and a core benefit of attending. *The Department is shortly undertaking an evaluation on the Bay Way.*
* **Inclusion at NBPS –**the School is seen as having added to its inclusiveness involving opportunities offered to students. There were some comments on parent input into school planning, policies, teaching practices and KLA’s.
* **Other comments of interest -** The idea of a register of teachers from other schools who offer tutoring was suggested. There was discussion of a transition and buddy system. Year 3 seems to have NAPLAN panic. Twenty five percent of parents said they did not help/instruct their children to read every night. Several parents repeatedly mentioned how things negatively impacted on their child’s confidence. *The Principle advised that no tutoring of students can occur on school grounds.*

The meeting discussed strategies to increase participation in the P&C such as

* Having a facility whereby people could dial in to the P&C Meeting
* Arranging a ‘meet and greet’ person at each P&C function.

1. **TREASURER’S REPORT**

The voluntary contribution came in just over $100,000, around $10,000 ahead of budget and around $15,000 more than last year. This great outcome is most likely as a result of the school administrating its collection and the P & C seeks the school’s support to continue this role.

The table below provides a summary of the fundraising efforts for this financial year to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Raised to date (1)** | **Forecast (2)** | **Budget (3)** |
| Voluntary contribution | $100,500 | $100,500 | 90,000 |
| Uniform shop | *Around $45,000* | $45,000 | 45,000 |
| Canteen | - |  |  |
| Raffle | 5,784 | $5,784 | 6,000 |
| Other fundraising events (MD stall, Election BBQ) | 7,244 | $9,000 | 9,000 |
| *(Entertainment book & FD still to come)* |  |  |  |
| Carnival |  | $29,652 | $30,000 |
| Event Sponsorship | $500 | $6,220 | $30,000 |
| Band & Strings | - |  |  |
| Total | $159,028 | $196,156 | $210,000 |
|  |  |  |  |
| P & C running costs& community events |  | $20,000 | $20,000 |
| Estimated contribution to the school |  | $176,156 | $190,000 |

1. As at 7/8/16
2. As at 7/8/16
3. As tabled to the P&C Committee in February 2016

The uniform shop is on track to meet budget with a profit of around $45,000 for the year. The other fundraising efforts this year are also on track to meet budget. The one area where we are not going to meet our budgeted target for the year is for sponsorship where we are now forecasted to receive around $24,000 less than budgeted.

Given that the P&C has already raised almost $160,000 for the year, a second tranche of $60,000 can be paid to the School now.

The Treasurer tabled the forecasted profit and loss for the upcoming Carnival on September 11th. There are a number of expenses that will need to be outlaid prior to the Carnival and approval is required to pay those expenses.

Once the Carnival has run the P&C will be in a better position to discuss the possibility of drawing down on reserves to meet any shortfall. The meeting agreed to move the date of the next P & C meeting to 14 September to ensure that the P&C is in a position to determine the last tranche payment prior to the end of the financial year (30th September 2016).

**Motion (2)**: That the P&C transfer the amount of $60,000 to the School**.**

**Moved**: Bridget Douglas. **Seconded**: Anna Gibson. All agreed**.**

The motion being carried the treasurer handed over a cheque to the Principal for that amount.

**Motion (3):** That the P&C approves the payment of the expenses set out in the carnival profit and loss sheet which was tabled at the meeting and which is attached to these minutes and marked ‘A’.

**Moved :** Bridget Douglas. Seconded: Anna Gibson. All agreed.

1. **SCHOOL COUNCIL’S REPORT**

The School Council are to meet with Jillian Skinner and Andrew Constance to discuss the traffic issues surrounding the School. The school plan envisages that the School will be about the same size in 5 years time and will need to provide for more storage, classrooms and a bigger hall.

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

Kate Jegat started in the role of Uniform Shop Manager at the beginning of Term 3 and currently works eight hours per week across Tuesday and Thursday mornings. The shop is well organised and there are good systems in place so the transition has been smooth. Elizabeth Gurr provided a training manual and some further training will be provided for QuickBooks.

There are currently two volunteers helping out each week on Tuesday and Wednesday mornings and there are two more parents who have offered to help out on Mondays and Fridays. They all helped out last term and are familiar with the way orders are picked, packed and delivered.

Generally, parents have an increased understanding that ordering must be done on Flexischools and deliveries are made twice weekly on Tuesdays and Thursdays. With the exception of the first week of term some parents weren’t aware that the delivery schedule had changed and they couldn’t understand why they hadn’t received their order as a next day delivery.

The shop is open on Tuesday mornings from 8.30-9.30am and generally there are about half a dozen parents that come in to make general enquiries and get some help with sizing.

Kate Leveaux had her first second hand uniform sale for Term 3 on Tuesday 2 August and it went well. It wasn’t quite as busy as the previous sale. However, it is anticipated that a second sale later in the term on Tuesday 13 September will be busier as parents take the opportunity to purchase summer uniforms.

The stocktake will take place on 23 September and Kate will require volunteers for that.

**b. EVENTS AND FUNCTIONS**

The 32 Auctions site was launched this week and $2000 has already been raised. 180 businesses have donated items to the School which has reduced our costs. The Events team has obtained sponsorship for the dunking machine, photo booth, sumo wrestling, legoland and show bags. Our sponsors include McGrath’s real estate and Kennards storage. All items contained in the show bag are donated. Everyone is encouraged to go online and purchase items on the auction site, purchase their wrist bands and tokens on flexischools and put their name on a roster to volunteer on the day. The Carnival starts at 11am on 11 September.

**c. BAND AND ORCHESTRA**

**Senior Band**

Senior band are rehearsing and performning very well. Attendance is extremely high every week at rehearsal. The group membership is currently 39 (the senior band has lost 1 -2 members recently). Senior band performed their new piece ‘Pirates of the Caribbean’ at the School Open Day Assembly on Friday 5 August. For the upcoming Sydney Band Festival on Sunday 4 September at UNSW they will play ‘Wombat Shuffle’ and ‘Cayuga Lake Overture’. These are the pieces they played at the last Eisteddfod competition at the Concourse, Chatswood in June.

d**. CANTEEN**

The canteen is running well. A new canteen assistant, Jasmine Allinson, was employed towards the end of Term 2. Starting in Term 3 she is working Tuesday to Friday, settling in and getting up to speed well. With Naoko generally away on Tuesdays, this means that there are three paid staff working Wednesday to Friday. These are the busiest days of the week.

The volunteer class per week roster is still working well. The weekly success or failure to populate the roster is largely dependent on the attitude of the class coordinators and their willingness to encourage their class parents and whether the class parents are open to being encouraged and able to help out. There are still new names on the roster so that is considered an indicator of success. Bar one experience the Co-ordinator has not had any negative feedback from class coordinators, class coordinators generally seem supportive of the idea and are happy to email their classes and let them know the roster requirements.

There have been a couple of instances of the oven not working properly. It is under warranty and was seen by a technician. The explanation was an electronics glitch, fixed by a push to the reset button.

The fridges and freezers are working well and Flexischools has had no problems with overloaded servers either. A good start to the term!

The canteen sub-committee will meet once per term.

1. **OTHER BUSINESS**

There was no other business.

The meeting closed at 9.05pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE