**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 6/16**

**HELD ON WEDNESDAY 14 SEPTEMBER 2016**

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1. **WELCOME AND APOLOGIES**

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

**Attendance** – Ben Keen (President & Chair), David Shuster (Principal), Gai Jovorski (Deputy Principle), Chris Scobie (School Counsellor), Bridget Douglas (Canteen Coordinator), Michelle Jackson (Secretary), Alex Fransen (Treasurer), Anna Gibson (Communications), Peter Carter (Vice-President), David Jackson (Chair, School Council), Steven Rice, Tim Hawes, Hedley Partis, Lisa Connor-Brent, Sandra Norquay, Sarah Crosby, Suzanne Spencer, Jim Becker, Leslie Wait, France Beaulieu

**Apologies**–Anita Alexander, Kate Juniper, Sharmila Soorian, Victor Tan, Belle Jackson, Elizabeth Gurr.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 10 August 2016 be accepted as a true record of that meeting**.**

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

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

The meeting noted that the Resilient Kids workshop had been booked for Thursday evening 10 November from 7pm to 9pm in the School hall. This will be a P&C funded event. It was agreed that no tea or coffee was to be served.

The meeting agreed to engage the ‘Cyber Security Lady’ to hold a cyber security talk at the school in October which was to be funded by the P&C.

**Action item: Michelle Jackson to contact the ‘Cyber Security Lady’ and book her to give a talk at the school on Thursday evening 13 October.**

1. **CORRESPONDENCE**

There was no correspondence.

1. **PRINCIPAL’S REPORT**

A presentation was given by Chris Scobie who is the new School counselor. The matters which Chris discussed included:

* Chris shares the role of school counsellor with Naomi Conaty. Each of them work 2 and a half days each. Chris works Tuesdays, Wednesdays and a half day Friday; the rest of the time he works at Balgowlah Boys High school. The role of the school counsellor is to offer support to the School community.
* The school counsellors work closely with the Learning Support Team (LST) which meets fortnightly and is made up of the Deputy Principal (Gai Javorski), the counsellor and the relevant stage supervisor. Teachers make referrals to the LST of children with learning, behavioural and emotional concerns and the LST discusses the support options for each student referred. Some of the LST interventions can include the provision of a learning support teacher; the provision of a teachers aid assistant; individual learning or behaviour plans.
* Parents can contact the counsellor via the School and make an appointment to see the counsellor. The LST determines the priority and issues of confidentiality are treated sensitively.
* The school counsellor deals with school based issues and provides support to student learning in the classroom or assists with social skills in the playground. The issues must be relevant to the school context.
* The provision of the school counsellor is part of a new initiative across NSW to increase the number of school counsellors in schools.
* Confidentiality underpins everything the school counsellors do. All files are kept in a locked cabinet and shared only with the LST and specific teachers. The files of children who see school counsellors go with them to their Public High School. In primary school written permission is always sought before counselling is commenced.
* Counselling is usually done on a one-on-one basis. In primary school counsellors use a lot of resources such as cartoons, pictures, stories, art in an effort to try and make the experience fun. Counselling can be offered for anxiety, behavioural difficulties, bullying/assertiveness, grief and loss, motivation, relaxation, goal setting and social skills. Counselling usually comprises 2 to 8 sessions depending on the severity of the problems and due to limited resources. If concerns persist an external psychologist referral will be recommended via a GP. School counsellors cannot offer long term counselling support to their limited resources.
* Written parental permission is always sought for a counsellor assessment. Assessment may involve face to face testing or parents/ teachers completing a questionnaire. Assessments may include cognitive assessement (IT testing), behavioural/ emotional assessment, academic assessment such as reading, spelling and maths, language screening for a possible speech pathology referral. Assessment reports are shared with parents first. Only with parental permission are they shared with the LST and class teacher. Assessment reports usually contain recommendations which may include: an individual learning plan; counselling; specific learning; behavioural and emotional strategies; specialist referrals to paediatrician.
* School counsellors can also develop DEC disability confirmation sheets.

The Principal then spoke to his report and the meeting noted its contents.

1. **TREASURER’S REPORT**

**Motion (1)**: That the P&C transfer the amount of $70,000 to the School**.**

**Moved**: Rachel Partis. **Seconded**: Bridget Douglas. All agreed**.**

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

**Motion (2):** That the P&C approves the payment of an amount of $3000 to the Mosman Daily for advertising for the McGrath donation of half the commission of 2 house sales within the school catchment area during the spring selling season. McGrath’s is to chose the transactions to which the offer applies.

**Moved :** Peter Carter. Seconded: Bridget Douglas. All agreed.

The Treasurer reported on the successful carnival. Over $47,000 in cash was counted on the day by the treasury team with only a variance of $4.00 in calculation.

1. **SCHOOL COUNCIL’S REPORT**

The Chairman of the School Council spoke to his report. The School is anticipated to experience a 30% growth in student numbers by 2040. The School council has engaged Vicki Van Dijk to assist with the building master plan which has been presented to Sharon Sands of the Department of Education. The Department requires a formal letter from council in order to start the process of planning which is proposed to take 3 and a half years to implement. Due to that time lag the School will need an interim plan to deal with the increased numbers of students. In 5 years time the school will have an additional 120 students. Our school population is expected to be 1005 next year and we will need an extra classroom.

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

The uniform shop is operating well. The stocktake will take place on 23 September and Kate will require volunteers for that.

**b. EVENTS AND FUNCTIONS**

The meeting extended a vote of thanks to Belle Jackson and Maryanne Beregi for the work they undertook in holding the very successful Father’s Day breakfast at the School. Over 700 items were sold on the day with only 300 being pre-ordered on flexischools. One parent who attended said that it was the first time he had ever visited his child’s classroom.

The meeting also extended a vote of thanks to Belle Jackson and her committee for the work they undertook in holding the very successful carnival on 11 September. Belle and her committee undertook thousands of hours of volunteer work in arranging the carnival. Parents have sent in many emails thanking Belle and her team, sponsors, parents and staff for their contribution.

The thanked Belle Jackson, Rachel Partis, Lisa Connor-Brent, Anna Gibson, Alex Fransen, Jen Harris and all members of the events team as well as the treasury team of Kate Juniper, Anne Noal and France Beaulieu. The P&C presented the carnival organizers with gifts and with a drinks voucher to use at their event dinner. The effort put in by Mona Martyn-Smith was mentioned. Mona was at the School from 6.45am installing barriers and worked on the event all day. The P&C thanked the Principal who attended each of the carnival events meeting which were held every second week. The Principal also spent 1 hour volunteering in the dunk tank as did other staff members who were also thanked. Thanks was also extended to Jim Becker who generously donated the stationary items in the show bags including the Neutral Bay public School plane and ‘To Do’ list.

The Carnival raised a net amount of $40,000. $10,000 was raised through the online auction site of 32 auctions. The P&C thanked Sharmila Soorian and Jenny De Jager for the work they undertook in arranging the auction.

The meeting noted that during the set up of the carnival, the power lines to Kindy Land were cut resulting in Kindy Land being without power until Tuesday of that week. The P&C thanked the Kindy teachers for their understanding.

The meeting noted that the carnival took place for the first time on a Sunday to avoid clashes with other events and ran for fewer hours. These changes were greeted positively. The P&C noted that we also made efforts to include members of the community at the carnival. The children were very happy and had a great time.

d**. CANTEEN**

Marie has been sick but otherwise the canteen was running well. The canteen will need a new fridge and freezer. Bridget Douglas will look at possible replacements and report back to the next meeting.

1. **OTHER BUSINESS**

There was no other business.

The meeting closed at 8.55pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE