**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 8/16**

**HELD ON WEDNESDAY 23 NOVEMBER 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), Victor Tan (Deputy Principal), Michelle Jackson (Secretary), Alex Fransen (Treasurer), Kate Juniper (Assistant Treasurer), Anna Gibson (Communications), Sharmila Soorian (Vice-President), Peter Carter (Vice-President), David Jackson (Chair, School Council), Jen Harris, Tim Hawes, Hedley Partis, France Beaulieu, Anita Alexander and Alex Youroukelis, Lisa Connor-Brent, Gervais Samuels, Monica Gessner, Elisabeth Gurr, Dennis Lao, Adam Stent, Hiba Salman, Peta Thomson, Hiba Salman and Jim Becker.

**Apologies**– Nil.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 26 October 2016 be accepted as a true record of that meeting**.**

**Moved**: Kate Juniper. **Seconded**: Hedley Partis. All agreed**.**

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

The meeting noted that the successful Kindy orientation evening and the meeting thanked Kate Jeggatt and volunteers for manning the uniform stall on the evening.

1. **CORRESPONDENCE**

There was no correspondence received.

1. **PRINCIPAL’S REPORT**

The current student enrolment is 978. In 2017 the Principal anticipates 39 classes in 2017 in the following formats:

* Kindergarten - 6 classes
* Year 1 - 6 classes
* Year 2 - 6 classes
* Year 3 - 5 classes
* Year 4 - 5 classes
* Year 5- 5 classes
* Year 6 - 6 classes

**Presentation Assemblies**

We look forward to our presentation assemblies to be held in November and December. This year each will be holding its own presentation assembly. The dates for these presentations are:

* Kindergarten Monday 28 November
* Year 1 Wednesday 30 November 9.30am
* Year 2 Monday 5 December 9.30am
* Year 3 Friday 2 December 9.30am
* Year 4 Wednesday 7 December 9.30am
* Year 5 Friday 9 December 9.30am
* Year 6 Monday 12 December 9.30am

For students in Years K, 1 and 2 each child will be presented with a certificate with acknowledgement. Families of students in years 3 – 6 receiving awards will be contacted by the school providing you with this information. Parents and friends are very welcome to attend these assemblies.

**Sponsored child**

Through World Vision our school supports Yogesh Rawal. Yogesh lives in Nepal and is seven years old. The sponsorship not only supports Yogesh and his family but the area in which he lives. Yogesh lives in Jumla which is a remote area located between China and India.

**Professional learning**

The following teachers are undertaking professional learning;

* Rosie-Jane Stone, Jasmine – Autism
* Sally Haigh – Learning and support

**External validation**

The Principal gave a presentation on the School’s recent validation process. Each school undertakes an external evaluation on a five year cycle during which they present a body of evidence drawing out their major projects such as writing, reading etc. NBPS’s validation evidence contained 6 bodies of evidence: its ‘focus on reading’ program; the super 6 strategy,; Maths 10 program; the PBL; learning support; parent and community engagement. Each body of evidence has artifacts or snapshots which validate the judgments. The evidence reflected a lot of the professional learning currently being undertaken at the school. The President attended the panel presentation and commended the School on its excellent presentation.

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| WEEK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8 | 28 NovemberES 1 Graduation assembly 9.30am | 29 November | 30 NovemberYear 1 Presentation Assembly 9.30amSRC 12.40pm | 1 December | 2 DecemberYear 6 FarewellMeeting 8amYear 3 Presentation Assembly 9.30amYear 2 swimming scheme concludesSunday 4 DecemberBand reunion concert |
| 9 | 5 DecemberYear 2 Presentation assembly 9.30am | 6 DecemberHigh School orientationYear 5 leadership speeches | 7 DecemberYear 4 Presentation assemblyP&C (reserve) 7.30pm | 8 DecemberWinning House Mufti Day | 9 DecemberReports go homeP&C picnic 6 to 8pmYear 5 graduation assembly 9.30amYear 6 mini fete |
| 10 | 12 DecemberYear 6 Graduation assembly 9.30amYear 6 farewell | 13 December | 14 DecemberThank you helpers breakfastTalent Quest | 15 DecemberParty Day | 16 DecemberFarewell Arch 2.35pm. |
| 11 | 19 DecemberSDD | 20 DecemberSDD | 21 December | 22 December | 23 DecemberSDD Friday 27 JanYrs 1-6 commenceMonday 30 JanuaryBest start 27 Jan to 1 FebruaryKindy commence February 2  |

**TREASURER’S REPORT**

 The Treasurer reported on the annual accounts. The P&C had a very successful year. It aimed to raise $190,000 and exceeded its goal. The monies raised were to be used to support the school in the following projects:

* Science and music programs $110,000
* Teacher support $30,000
* Technology $30,000
* Portable stage $20,000

The P&C raised $101,000 from the voluntary contribution which was up 19% from last year. Sixty percent of parents contributed. The Treasurer reported on the following P&C operations:

* fundraising and events committee - raised $54,000
* Uniform shop - made a net profit of $58,000
* Canteen – sales increased by 10% but operations broke even due to an increase in its food costs and wages. The canteen will need to increase its prices next year. The canteen historically has made profits which are retained and used to fund capital expenses such as new equipment (new fridges and freezers for example)
* Band and strings programs - are self funding. This year the band had to draw on its reserves to fund an operating shortfall. The band will need to increase its fees next year to cover its costs
* P&C running costs - $15,500
* Cash at bank - $168,000

The P&C are able to contribute fully to the music and science programs for 2017.

During the year the P&C transitioned its account keeping to Quickbooks cloud which was much easier to use and reduced bookkeeping for the uniform shop.

The Treasurer extended thanks to Yugi the P&C bookkeeper, the Assistant Treasurer Kate Juniper, the President and the teachers for all their efforts towards the P&C during the year.

**SCHOOL COUNCIL’S REPORT**

The School Council have met with The Minister for Education (Adrian Piccoli) and Jillian Skinner. The Minster understands our concerns regarding overcrowding. Sharon Sands has forwarded the recommendation to the Assets Department to consider our future plan. In 2017 6 classes will be housed in classrooms which will only be between 50 to 55 square metres– the state average is 92 square meters. Our School will require 14 new classrooms in the next 6 years. The Council acknowledged the assistance of Jillian Skinner. The council roadworks will most likely take place during the January school holidays. Flashing lights will be installed at the pedestrian crossing by June next year. Jess Keen is working on possible parking solutions for teaching staff. Next year the Council will meet twice a term. Neutral Bay Public School has been identified as a high needs school on the north shore.

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

The Kindy orientation went well for the uniform shop.

1. **EVENTS AND FUNCTION**

The end of year picnic will be the last P&C event for the year. Communications have gone out for this event. The School is holding a volunteer thank you breakfast.

1. **BAND**

Band fees will increase by $30 per child next year. The current band co-ordinators are staying on.

1. **CANTEEN**

The class week roster has been a great success. There have been 210 separate individual volunteers since the new roster started. Paid staff have been an issue. A new staff member started today who the P&C arranged through Employment Plus. A subsidy payment will come with this employee. Marie has injured her shoulder and lodged a workers’ compensation claim 3 weeks ago. GIO is paying workers compensation payments. Sharmila Soorian has met with Marie and her caseworker. Marie is able to do light duties but a decision was made that it would be best if Marie has 3 weeks off during which time the P&C will pay her wages. As a result there will be no specials for the rest of the year. Our workers compensation policy premiums will probably increase as a result of this claim. A new Canteen Co-ordinator is needed to replace Bridget Douglas next year. The meeting thanked Bridget Douglas for all her work she has undertaken as Canteen Co-ordinator including introducing the new class volunteer roster which will continue next year. The meeting also thanked Jenny Spillane who worked as the Canteen Treasurer during the year.

1. **OTHER BUSINESS**

There was no other business. It was decided that the reserved meeting was not required.

The meeting closed at 8.52pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE