**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 7/16**

**HELD ON WEDNESDAY 26 OCTOBER 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), Dennis Lao, Adam Stent, Hiba Salman, Peta Thomson, Jen Harris, Tim Hawes, Hedley Partis, Jim Becker, France Beaulieu, Anita Alexander and Alex Youroukelis.

**Apologies**–Belle Jackson, Bridget Douglas and Kate Jegat.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 14 September 2016 be accepted as a true record of that meeting**.**

**Moved**: Peter Carter. **Seconded**: Alex Fransen. All agreed**.**

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

The meeting noted that the Cyber Security presentation was held on 13 October and that approximately 100 parents attended. The meeting thanked the Secretary for arranging it.

1. **CORRESPONDENCE**

There was no correspondence received. The Secretary reported that the 2015 Annual Information Statement had been lodged with the ACNC thanks to the work of the Treasurer, Alex Fransen. The Secretary has lodged a change of registration details form with the Australian Business register noting Jennifer Spillane as an authorized person for dealing with PAYG/withholding tax and Michelle Jackson as an associate for the purposes of dealing with the ATO.

1. **PRINCIPAL’S REPORT**

The current student enrolment is 977.

The Principal thanked parents for completing the *Tell Them from Me* Survey. The School had 54 replies which it will be analysing to assist in school planning. The results will be shared later this term.

The School is holding a Year 5 Leadership day on Thursday 3 November. This will be an opportunity for the Year 5 students to be involved in workshops on making decisions, problem solving, empathy, cooperation, working in teams and qualities of leaders.

All public schools will participate in External Validation commencing this year. The School’s External Validation will be held next week. The staff have prepared a submission which includes annotated evidence of the School’s progress using the School Excellence Framework as a guide. An independent panel of principal peers will meet with the School leadership team to view the School’s evidence and listen to the School’s journey.

The Principal thanked the many parents who were able to attend the Cyber Safety Workshop. The Principal is now in the process of organising an event for the students in Years 5 and 6 on this theme.

The following staff members are undergoing professional training:

* Jane Carew & Sally Haigh-Proactive Behaviour Management
* Julia Hudson & Jen Carew-Creative and Critical Thinking
* Staff- Focus on Reading

The Principal gave a presentation on the current year 3 and 5 NAPLAN results. The report included the following points:

* Years 3, 5 and 7 performed extremely well
* The improvement between year 3 and 5 and year 5 and 7 was not as good as last year.
* The writing results were not as good as last year’s results
* The results in reading and spelling were particularly good
* Year 3 girls did better in literacy than year 3 boys except for spelling
* Year 3 boys did better than year 3 girls in numeracy
* Year 5 girls did better than year 5 boys in literacy
* Year 5 boys did better than year 5 girls in numeracy
* The School will hold an information session on NAPLAN for parents next year.

**TREASURER’S REPORT**

The Treasurer reported that the P&C will end the financial year as forecasted. The auditors are currently auditing the accounts. The Treasurer thanked Jenny Spillane (Canteen), Melanie Lindsay (Band) and Sharmila Soorian (strings) for getting their accounts in order for the auditors. The annual report will be presented at the AGM next month.

**SCHOOL COUNCIL’S REPORT**

The School is anticipated to experience a 30% growth in student numbers by 2040 (to 1320 students) which is a challenge for the School. The building master plan, which provides for multi story buildings along the Yeo Street perimeter is now with the Department of Education. In the short term the School is planned to increase by 120 students in the next 3 to 4 years. The School is unable to reduce its boundaries due to the impact that will have on other schools. There are currently 4 classrooms at the School which are smaller than 55 square meters – the Department average is 92 square meters. Our school population is expected to be 1005 next year and we will need an extra classroom. The NSW Minister for Education, Adrian Piccoli is visiting the School in the coming weeks to view our situation.

The NSW Minister for Transport, Andrew Constance recently visited the School to meet with the School Council on the safety concerns it has with the traffic on Yeo Street and Ben Boyd Road. As a consequence of that meeting, North Sydney Council has met with the School and the School Council and has proposed a set of action items to progress which will improve road safety around the School. The Council is thankful to the Director of Engineering and Property Services, Duncan Mitchell and Councillor Beregi who have assisted the School in this regard. The action items include:

* Works on the corner of Yeo Street and Ben Boyd Road to protect children from buses driving over the kerb
* Extending the pedestrian fencing on Ben Boyd Road
* Setting back stop lines on approaches to the Yeo Street/Ben Boyd Road intersection
* A consideration of a trial scramble crossing for the intersection
* A consideration of no parking zones during drop off and pick up times at various sites on Yeo Street outside Cremorne Synagogue
* An extension of the bus zone on Ben Boyd Road
* Bydown Street pick up and drop off zone to change to 5 minute parking
* A consideration of introducing a walk to school program.

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

The uniform shop is running well.

The second term three second hand sale generated revenue of approximately $1500. There will be two second hand uniform sales this term on Tuesday 1 November and Tuesday 29 November.

The Term four summer delivery has arrived. Kate Jegat has spoken with suppliers and in the future, alternative arrangements can be made with suppliers for the delivery of stock, to avoid carrying such large amounts of inventory on site. The same amount of stock can be ordered to achieve the volume discount and a delivery schedule can be put in place to have the stock delivered at intervals throughout the year. The Principal noted that there is no storage available at School for any P&C items. The P&C discussed the possibility of approaching Kennards to ask for a donation of storage to assist with storing P&C items.

Preparations are underway for the Kindy Orientation evening. For the first time, second hand uniforms will be available for sale on the night. Additional volunteers are required from 5.30pm onwards.

1. **EVENTS AND FUNCTIONS**

The Events Co-ordinator Belle Jackson has resigned from the Committee. Jen Harris has volunteered to fill the role until the end of the year. The meeting extended a welcome to Jen.

The meeting noted the successful Cyber Safety evening and noted that another function would be arranged with the cyber safety lady next year.

The meeting noted the Kindergarten welcome dates.

Resilient Kids workshop had been booked for Thursday evening 10 November from 7pm to 9pm in the School hall.

The meeting noted that the donation of a commission free sale was part of a 3 year memorandum of understanding between the P&C and McGrath’s real estate. An advertisement is to be placed in the Mosman Daily shortly advertising the campaign. The donated amount will not be included in this year’s accounts due to the 30 September year end and will be included in next year’s accounts.

The meeting noted the end of year P&C picnic which is to be held on Friday 9 December.

1. **BAND**

There was no report by the band sub-committees. The Treasurer reported that there may be a slight increase in band fees next year.

1. **CANTEEN**

Due to the apology of Bridget Douglas there was no report from the canteen sub-committee.

1. **OTHER BUSINESS**

**Motion (2)**: That the P&C appoint Michelle Jackson as the Public Officer of the P&C for the purposes of the ATO.

**Moved**: Alex Fransen. **Seconded**: Kate Juniper. All agreed**.**

The meeting noted that the AGM was to be held on Wednesday 23 November and that all Committee positions will be declared vacant at that meeting. The P&C currently does not have nominations for the following positions:

Vice President

Treasurer

Assistant Treasurer

Uniform Shop Co-ordinator

Events and Functions Co-ordinator

Communications

Band Co-ordinator

Members of the P&C are encouraged to nominate for these roles. Victor Tan has volunteered to act as returning officer for the nominations. The Secretary will forward the job descriptions to the Communications officer.

The meeting discussed improving the P&C section of the website

The meeting closed at 9.08pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE