**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 2/16**

**HELD ON WEDNESDAY 30 MARCH 2016**

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1. **WELCOME AND APOLOGIES**

Ben Keen opened the meeting at 7.45 pm and welcomed all present.

**Attendance** – Ben Keen (President & Chair), David Shuster (Principal), Victor Tan (Deputy-Principal), Lauren Irvine (staff), Jen Carew (staff), Sharmila Soorian (Vice – President), Peter Carter (Vice President), Bridget Douglas (Canteen Coordinator), Michelle Jackson (Secretary), Elizabeth Gurr (Uniform Shop), Alex Fransen (Treasurer), Kate Juniper (Assistant Treasurer), Belle Jackson (Events), Anna Gibson (Communications), Suzanne Spencer, Peta Thomson, Milton Sams, Sarah Crosby, Monica Gessner, Michelle Aleju, John Webb and James Becker.

**Apologies**–David Jackson, Fiona Willington and Tim Hawes.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 24 February 2016 be accepted as a true record of that meeting**.**

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

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

There was no business arising from the previous minutes.

1. **CORRESPONDENCE**

There was no correspondence items tabled.

1. **PRINCIPAL’S REPORT**

**PBL Program**

The Principal, Lauren Irvine and Jen Carew gave a presentation on the PBL program. The PBL program is the new initiative this year. The catalyst for the program came out of the feedback given at one of the first P&C meetings which the Principal attended that more consistent language and approach was required at the school concerning behaviour. PBL is a Department of Education approved initiative adopted at a number of schools. 8 Neutral Bay staff members attended the training session at the Department. School staff have taken ownership of the initiative. The staff has formed a PBL committee which meets each fortnight, receives feedback and fine tunes and adapts the program to Neutral Bay Public School. The “Buddy Bench” and the Plan child sponsorship are examples of parts of the program which have been tailored to our School.

PBL stands for “Positive Behaviour Learning”. The program mascot is “Bayley” the whale. The core values are “Be Responsible”, “Show Respect” and “Do Your Best”. This is known as “The Bay Way”. The core values and expectations of behavior which flow from them have been developed by the staff into an “Expectations Teaching Matrix” which was circulated to the meeting. The Expectations for the first year of the program are focused on outdoor behavior. It is anticipated that the focus will move in the second year to more classroom behaviours and in the third year to behaviours relating to children with special needs.

A new award system has been adopted. Children can receive “Caught You Being Good” cards for positive behavior in line with the expectations matrix which go towards house points. “Caught You Being Good” cards are given out for classroom and playground behavior and currently is focused on behavior in outdoor areas of the School. At the end of each term the house which has accumulated the most points is awarded a house mufti day. In addition children can receive Bayley stickers for positive behavior which are placed in their Bay Way Folder. These awards are more related to behavior in the classroom. The Bay Way Folder contains the Expectations and Core Values and stays with that child all through school. When a child receives 5 Bayley stickers they are awarded a Bay Award at a stage assembly. 4 Bay Awards entitle them to a Principal’s Award which is given out at a special assembly to which parents are specifically invited. A child who receives 3 Principal’s Awards is then awarded a whale badge and is mentioned in the School Newsletter. The School is developing strategies on how to deal with bad behavior. Most incidents of bad behavior at our School are minor and dealt with by the class teacher. More serious incidents are currently referred to Mr Tan or Mrs Javorski and parents are contacted at this point. Children don’t receive detention but are given “reflection time”. In addition children who engage in bad behavior are given a “Pink Slip” and spoken to by either Mr Tan or Mrs Javorski. Positive and consistent language is used to explain how the behaviour is not in line with expectatations. Parents are encouraged to use the PBL language at home to reinforce the behavioural expectations. Lauren Irvine then presented a short video which was prepared by her third class students about the PBL program.

The meeting thanked Miss Carew and Miss Irvine for their presentation.

**Enrolments**

Our current student enrolment is 987.

**Parent/Teacher Interviews**

The Principal thanked the parents for their support of the Parent/Teacher Interviews. 825 bookings were made on-line.

**Parent Focus Groups**

The School will be holding Parent Focus Groups to discuss future directions for the School on Tuesday 10 and Wednesday 11 May from 7.00 to 8.30pm in the library. The meeting will involve discussing findings from our recent parent survey in order to determine a number of priorities for the School for the next 5 years. The evening will be facilitated by an outside consultant, Mrs Vicki Nikulin. The Principal will introduce the evening but will not otherwise attend so as to encourage frank discussion among participants.

**Community Information Session**

The School will be holding a Community Information Session on Tuesday 17 May from 7.00 -8.00pm. Topics for the night will include:

* 2016 School Events
* Future plans for the School
* Involvement in the School’s programs
* Questions and answers

The session will be communicated to local residents via a letterbox drop during the school holidays in the immediate area of the School. Both the P&C Executive and Council will attend the session. Consideration will be given to making the Community Information Session an annual event. Anna Gibson will communicate this initiative to the Mosman Daily.

**Professional Learning**

The professional learning courses currently being undertaken by School staff are:

* Sally Haigh-Learning Support and Seven Steps for Writing
* Genevieve Carnegie, Leanne Ryrie, Sheridan Cooper, Belinda Reid- Focus On Reading
* Janine Mazey, Cherie Willingham-Oliver Library System
* Staff – PLAN

**General**

In response to a question from the meeting the Principal advised that Gai Javorski is currently setting up outdoor drawing areas for children during lunch times and confirmed that the library is open to children 3 lunchtimes per week. Gai Javorski will arrange some signage directing children to the different activities in different areas of the School.

**Upcoming Events**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WEEK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 10 | 28 March  Easter Monday | 29 March | 30 March  P &C 7.30pm | 31 March  OC Parent  Information  Session  8.00am  Grandfriend’s  Day  Year 4 Excursion  (4M, 4C and  Some 4H) | 1 April  Year 4 Excursion  (4R, 4I and some  4H)  Band Workshop  3 April 12 –  4.30pm |
| 11 | 4 April  Year 5 Camp | 5 April  Year 5 Camp  SRC Training Day  Year 3 Parents  NAPLAN Meeting  8.30am | 6 April  Year 5 Camp  State Swimming | 7 April  State Swimming | 8 April  ANZAC Service 12.00  Last day of Term 1 |

1. **SUB COMMITTEE REPORTS**
2. **CANTEEN**

The canteen oven ignitors were fixed successfully. A new freezer will be ordered which will be stored in the staff-room. Mr Tan will order this through Bing Lee. The freezer will be shared by school staff and P&C and will take some pressure off canteen freezer storage space. Bridget will look at placing an order for a new fridge freezer.

Currently there are no part-time assistant canteen managers. Jocelyn has decided not to return due to family commitments and Kath is also no longer working in the canteen. An advertisement was placed on Seek and although two suitable applicants applied one was unreachable and one found employment elsewhere. The Seek add is going back up, and in addition the school is reaching out to other schools in the area.

The major canteen news is the trialling of a new volunteer roster whereby each class (excluding kindergarten) will be given one week per year in which to volunteer, starting from Term 2. Currently 50-60 individuals volunteer each term. Given the 740 families in the School community this represents about 8% of NBPS families that volunteer in the canteen. These volunteers accumulate between 200-300 volunteer hours per term. Ideally the canteen requires ~560 volunteer hours per term. [Assuming 8 volunteer hours (Mon, Tues, Wed) and 16 volunteer hours (Thurs, Fri). 56 hours per week = 560 hours per term.]

The scheme proposes a roster whereby each class is assigned a week in which to volunteer in the canteen. It is non-compulsory but it is hoped that each family will choose either 2 or 4 hours to volunteer in their class week. If the class is supportive of the scheme the volunteer roster for that week will be easily filled. [Assuming a class size of 28, one parent from each family volunteering for 2 hours will reach the 56 hour goal]. The scheme advantages are that parents will support the canteen while spending time with other parents in their child’s class, have a coffee, muffin and a bit of a chat while helping out and feel good about supporting the School community. The proposed scheme has been discussed in the newsletter and supported by the Principal. A letter was drafted by Bridget Douglas, Ben Keen and Anna Gibson and sent out to all reachable parents from the school. It was decided that in the future reminders to sign up will be contained in the newsletter and issued to the relevant classes by the class cor-ordinators a few weeks before the relevant class is obliged to fill the roster. An email will also be sent to the relevant class parents by the School. The reminder in the newsletter will contain a link to Sign Up Genius together with instructions on how to use it. All enquiries are to be directed in the first instance to Bridget Douglas, Canteen Coordinator ([nbpscanteen@gmail.com](mailto:nbpscanteen@gmail.com)). This scheme will run to the end of 2016 where its success will be judged. If not successful, other ideas will be discussed such as price increases, increasing numbers of paid employees, reducing canteen hours and outsourcing.

**b. EVENTS AND FUNCTIONS**

**Welcome Picnic**

The Welcome Picnic was another lovely community event to kick off 2016, with lots of families eating, chatting, laughing and playing. Thanks must go to Poppy and Aurelia, from Kindergarten, who proudly rang the bell at 8pm to signify end of proceedings. A big thank you must go to Mr. Shuster for coming along and the Year 2 parents for a most efficient tidy up!

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENTS 2016** | **PROPOSED DATES** | **YEAR HELPERS** | **Status** |
| P&C Welcome Drinks | **Friday, 12 February** | Year 6 | Completed |
| P&C Welcome Picnic | **Friday, 26 February** | Year 2 | Completed |
| Year/Class Coordinator Welcome briefing | **Thursday 25th February** | Event Team | Completed |
| Grand friends morning tea | **Thursday 31st March** | Year 1/Elizabeth Henry | In planning |
| Mothers’ Day Stall | **Friday, 6 May** | Year 5/Sharmilla Soorian | Stock ordered & delivered |
| Fathers’ Day Event | **Friday, 2 September** | Year 3/Maryann Beregi | In planning |
| School Fair | **Sunday September 11th** | All Years/Fundraiser committee | In planning |
| Art Exhibition & Fundraiser Auction | **TBC** | All Years |  |
| 2017 Kindy Welcome | **Tuesday 8th November** | Kindergarten/Amanda Petriedes |  |
| Kindy Picnic | **Sunday 29th May 2016** | Kindergarten/Amanda Petriedes | In planning |
| Federal Election and P&C Fundraising BBQ | **July 2nd** | TBC | TBC |
| P&C Family Farewell Picnic and Disco | **Friday 9th December** | Year 4/Jacqui Donohoe |  |

**Events for Easter**

The following exciting Easter Egg events are happening for the various years organized by the Year Coordinators.

* ·      Kindy Families: Sunday morning March 20, at Warringa Park
* ·      Year 1 & Year 3 Families: After school, Tuesday March 22, at Barry St Park
* ·      Year 2 & Year 4 Families: After school, Wednesday Mach 23, at Barry St Park
* ·      Siblings are welcome at each event;

RSVPs are required so parents are invited to contact your class coordinators for more details ASAP.

**2016 P&C Raffle**

The School Raffle will be drawn on Friday 20 May.  Last week, each family received a booklet of raffle tickets to sell to family or friends. All monies, stubs and unsold tickets are to be returned to the School office by Wednesday 18 May 2016. All payments for the tickets are to be in cash and handed in to the Raffle box outside the School office. Winners will be announced via the School’s newsletter on Wednesday 25 May 2016 and will be notified by telephone.  Thanks must go to our very generous local business donors. There are some wonderful prizes to be won.

* ·    One Week Holiday Accommodation at Avalon Beach by Palm Beach Holiday Letting valued at $2,000
* ·    6 Month Gym Membership plus 3 Personal Training Sessions by Jetts 24 Hour Fitness Neutral Bay valued at $650
* ·    One tooth whitening kit donated by Whites Dental Care, Neutral Bay valued at $480
* ·    One Women’s Fendi Sunglasses donated by AVS Optometry (Artarmon Vision Specialists) valued at $400
* ·    One bowls event for 10 people, including hosted bowls and 3 pizzas, donated by Neutral Bay Club valued at $300
* ·   One hair colour, cut, wash and blowdry by Shine & Waves Hair Salon, Neutral Bay valued at $225
* ·   One dinner voucher at the Gantry Restaurant donated by Pier One Hotel valued at $200
* ·   1 complete pair of glasses with standard single vision lenses donated by Specsavers, Neutral Bay valued at $199
* ·   One voucher for the bistro and bar donated by Neutral Bay Club valued at $100
* ·   One voucher to be used towards accommodation, food or beverages at the North Sydney Harbourview Hotel valued at $50

**Entertainment Books**

Last year there was an overwhelming response to the Entertainment Book Fundraising in Term 2 and **$2,772** was raised for the School. Due to popular demand, the fundraiser is being run again in the same manner, sending the books home to each family so that they can have a look through and decide if they would like to purchase. Some families did not wish to have the books sent home, so the P&C will be giving every parent the opportunity to OPT OUT using a form, which parents should have received on Friday last week. The form is to be completed and returned to the office by **THURSDAY 24th MARCH** so their name can be removed from the list. If it is not returned by then, a book will be sent home with the youngest child in early May. The P&C is hopeful of breaking the $3,000 target this year. Any questions are to be directed to Sharmila Soorian who can be contacted at: [**sharmila.soorian@ihug.com.au**](mailto:sharmila.soorian@ihug.com.au)

**School Fair 2016**

Planning, brainstorming and discussion is ongoing for the school fair which is the major fundraiser this year. Carnival rides, carnival stalls, mud maps and council/police paperwork is being undertaken by the fundraiser committee. Full proposals will be submitted to P&C in Term 2.

**Communication**

The team is striving to capture all of the parent body with the promotion and use of various communications channels such as:

* Face to face meetings between Year Coordinators and their class coordinator teams to discuss social events etc.
* Adherence to pupil post mechanisms Tuesday and Thursday each week
* School newsletter inserts by COB Mondays for a Wednesday publishing
* Newsletter content to Year coordinators weekly to allow personalized email communications to class coordinators for distribution
* Use of the School App for all events and push notifications for any changes

Those who want to get involved should contact [nbpspandcevents@gmail.com](mailto:nbpspandcevents@gmail.com).

**c. BAND**

The Senior and Junior Band continues to work well together. The band committee is working hard organising the upcoming band workshop scheduled for Sunday 3 April 2016. Most Senior and Junior Band families are being supportive, taking measures to ensure their child’s attendance. As many Junior Band families have not previously been involved in a band program an open rehearsal for the Junior Band has been scheduled for Term 2, 9 May 2016. This will be an opportunity for all band families to see the children’s progress and contribution to the band so far. It will also be an opportunity for parents to get a better understanding of the band camp process with the band committee present to discuss any concerns regarding the camp that is scheduled for 21 May 2016. For many children in the junior band this will be their first time away from home. There was nothing to report for the Concert Band.

d**. UNIFORM SHOP**

Since last month's report, the uniform shop has had sales of $16,000 - 53% from Flexischools, 47% from instore sales. Inventory (as at 22/3) is $88,000. The big winter uniform order was placed last month, totalling about $39,500. The Uniform shop coordinator had planned for this to be sent to us at the start of term 2 but the recent cold/wet weather snap has greatly depleted current winter uniform stocks, and so the 2 main suppliers have been asked to bring delivery forward to the end of this term instead.   
Through the class sign-up form, there are about 20 potential new volunteers. They were contacted in mid-March and a few have come in to learn the ropes of packing Flexischools orders. Hopefully more will respond over the coming weeks. With the move to purely online sales, packing the daily orders will be the sole focus for these volunteers. It is anticipated that it will take no more than 30-45 minutes to pack the orders each day.   
The P&C is still looking for 2-3 people to take over the Uniform Shop Coordinator role. Ideally they need to be ready to start from the start of term 3. The current coordinator is prepared to do a reasonably long handover period and will be available to assist with queries.

The Coordinator raised the issue of possibly purchasing the RagTag’d RFID Tagging system to assist families locate items of clothing from Lost Property. For a cost of $1.50 per item the provider stitches a tag into the relevant item of clothing sold by the Uniform shop (hats and fleeces). Parents register the details on the tag and are contacted by mobile phone if the item ends up in Lost Property. After a 6 month free trial the system would cost the P&C between $200 and $300 per annum. The system is currently being used at Roseville Public School. It was pointed out at the meeting that one of the Core Values of the PBL program was “taking care of equipment and belongings” and that children should be encouraged to take responsibility for their clothing rather than rely on a third party system. It was decided therefore not to proceed with purchasing the RagTag’d system.

1. **TREASURER’S REPORT**

Over $100,000 in voluntary contributions has been received to date.

1. **SCHOOL COUNCIL**

The focus of the School Council this year is preparing a document on “Strengthening Family and Community Engagement”. The Council Chair is forming a committee to work on this

Document details of which will be contained in the next newsletter.

1. **OTHER BUSINESS**

This issue of whether the P&C was covered for Public Liability incurred during band camp was raised and the Secretary and Treasurer are to confirm that the necessary insurance cover is in place.

The meeting closed at 8.55pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE