**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 3/16**

**HELD ON WEDNESDAY 4 MAY 2016**

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1. **WELCOME AND APOLOGIES**

Ben Keen opened the meeting at 7.40 pm and welcomed all present.

**Attendance** – Ben Keen (President & Chair), David Shuster (Principal), Gai Jovorski (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), Anna Gibson (Communications), Suzanne Spencer, Peta Thomson, Tim Hawes, Adam Stent, Fiona Willington, James Becker, Monica Gessner.

**Apologies**–David Jackson, Belle Jackson and Victor Tan.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 30 March 2016 be accepted as a true record of that meeting**.**

**Moved**: Sharmila Soorian. **Seconded**: Kate Juniper. 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. The Principal advised the meeting that an email had been received from North Sydney Council inviting a representative of the School to attend a meeting with council next Wednesday (11 May) concerning the Council’s planned new parking scheme. Victor Tan will attend the meeting on the School’s behalf and will liaise with the President concerning the outcome.

1. **PRINCIPAL’S REPORT**

**Enrolments**

Our current student enrolment is 991.

**Staffing**

The Principal extended the School’s congratulations to Mrs Ryrie who through merit selection has gained the position of assistant principal at Greenwich Public School. Mrs Ryrie will commence this position on Monday 9 May. The School wish her all the best and thank her for the excellent work she has done in teaching the students in 5L this year and students at the School for the previous 6 years. The Principal hopes to get a replacement teacher soon and will have a parent information night when that occurs. David Brown will be the new team leader of year 5 in Mrs Ryrie’s place and take up an assistant principal role.

**Parent Focus Groups**

The parent focus groups are going ahead on 10 and 11 May. The School has received 25 replies to the invitations to attend with 22 acceptances.

**Community Information Session**

Flyers are still being dropped for the Community Information Session being held on Tuesday 17 May from 7.00 -8.00pm. It is anticipated that there will be an article in the Mosman Daily next week.

**Professional Learning**

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

* Emergency care
* Anaphalaxis
* Continuums

**General**

The monkey bars have been removed and the soft fall surface improved. New play equipment will be installed shortly.

PSSA sport will be modified this Friday as Willoughby Council requires a liability sign off by the Department of Education before they will allow the use of their sports fields.

The Anzac primary school was expected to open at the new premises at the end of May however due to delays in construction it is more likely that it will commence operation at the start of term 3. Kindergarten only is currently being housed at the Crow’s Nest TAFE building. Next year the school will accept students for all years. There will be 40 classrooms at the school.

**Upcoming Events**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WEEK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 2 | 2  Field of Mars  Excursion  (1A, 1CR, 1K) | 3  Second hand uniform  Sale  School cross country | 4  School Council  8am  P&C 7.30pm | 5  School cross  Country back up  P&C Carnival  Com meeting  8.00pm | 6  Mother’s Day stall |
| 3 | 9 | 10  NAPLAN  (writing and  Language  Conventions)  Parent Focus group  Session 1 | 11  NAPLAN  (Reading)  Parent Focus  Group  Session 2 | 12  NAPLAN  (Numeracy)  Years 5/6  Assembly  (6R performing)  2.20pm | 13  PSSA |
| 4 | 16  Before/After  School Care  Management  Meeting  6.15pm | 17  Year 5 Excursion  2.30pm  Community  Information  Session 7pm | 18 | 19 | 20  P&C raffle draw  PSSA  Band camp  Commences  21/22 Band camp |
| 5 | 23 | 24  Years ¾ Assembly  (4H performing) | 25  Zone cross  Country | 26  Years 5/6  Assembly  (5L performing)  2.30pm | 27  School Tour 10am  PSSA  (29th Kindy picnic) |
| 6 | 30 | 31  Second hand uniform  Sale  ICAS Science  Competition  Years ¾ Assembly  (4M performing)  2.30pm | 1 June  Interrelate  (year6)  6.00 to 8.00pm | 2 | 3  PSSA |

1. **TREASURER’S REPORT**

The P&C is moving from its current MYOB accounting system to a cloud based Quickbooks system. Uniform shop and fundraising accounts will be moved over in May, the canteen accounts will be moved over in June/July and the Treasurer will consider moving the bands and strings program at a later date.

1. **SCHOOL COUNCIL’S REPORT**

The School Council meeting was held this morning. The Council is currently looking at the School Buildings masterplan. Vicky Van Dyke spoke on this subject at the meeting. A representative of the Department of Education will attend the next meeting of the Council to speak about the long term plan. The School is currently considering replacing the demountables which are situated at the northern side of the School into a permanent high rise building. It is estimated that by 2030 the School will have 1100 students due to the trend of high rise living.

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

Sales for 2016 so far have come to $62,000. April had been a quieter month with sales of just $8,000 as at 27th April (with $1,500 coming from second hand items) but with almost 3 weeks of school holidays, that is to be expected. Since the start of the financial year (1st October), sales have totalled $109,000 with a net profit of $41.500. All of the winter stock has arrived now which has proven a challenge for storage, but parents have started to purchase winter items and once the weather turns cooler, sales will pick up more. Currently there is a little over $55,000 in the bank - the bulk of the winter orders have been paid for, with just $9,000 left to pay in the next few weeks. The winter stock should be the last major order this financial year (the large summer stock order will be paid after the end of the financial year) so the Uniform Shop should be on track to transfer $45-$50,000 to the school as planned. The way the uniform shop operates has changed now - the only way to purchase new items is via Flexischools. Despite signage around the school and mentions in the school newsletter every week since 2nd March, there are still a number of parents who haven't realised the changes. The first day of the shop being closed for new purchases is 3rd May. Three new volunteers come on board but still the Uniform Shop is still looking for more. The Uniform Shop co-ordinator will be contacting the other 15 (who ticked uniform shop on the sign up forms) again shortly. The current Uniform Shop co-ordinator will be resigning from her position at the end of Term 2 (Friday 1st July being her last day). A job description/advert will be going in the school newsletter over the coming weeks. The P&C hopes to recruit 2 or 3 people to share the role moving forward. The Uniform Shop co-ordinator is preparing handover documents to facilitate a smooth transition.

**b. EVENTS AND FUNCTIONS**

The Events and Functions team are looking forward to the Mother’s Day stall to be held on 6 May. A Federal Election date of 2 July has been confirmed by the electoral office. An election is a good opportunity to fundraise as the School is an electoral booth. The Events and Fundraising team are thinking of organizing a coffee van, barbeque and perhaps a jumping castle.

**c. BAND**

The Band Workshop at school on April 3rd was very successful for Senior Band. There was 98% attendance. At the workshop the students’ concentration and dedication was commendable. They all understood what was expected of them and worked very hard together. It was a great afternoon. The Band is looking forward to the upcoming band camp. The concert band is preparing for the Primary Proms auditions and the McDonald’s (City of Sydney) Eisteddfod. The Treasurer and Secretary are to look at the issue of insurance for the upcoming band camp.

d**. CANTEEN**

Currently there are no part-time assistant canteen managers. Naoko is helping Maree four days a week until canteen assistants are employed. An advertisement was placed on Seek over the school holidays and several candidates have suitable qualifications and/or experience. The canteen subcommittee will meet and organize interviews shortly. The class by week canteen roster is going well so far. New people are signing up to volunteer and the class coordinators seem amenable to reminding their class parents when their rostered week is due. The roster isn’t full, but it is definitely an improvement on previous terms and so far all feedback has been positive. Emails are still going out weekly to the regular volunteers to try to fill in the gaps. The new freezer arrived today and it will be interesting to see how the existing fridge/freezers operate now that the new freezer is in use. Due to a water leak some wooden cabinetry has swollen making it difficult to open some cupboard doors. Some work may be needed to fix this issue.

1. **OTHER BUSINESS**

A parent raised the issue of girls being told they could not wear the unisex uniform in school photos and at end of year presentations. The Principal will look into this issue but advised the meeting that unisex uniform for girls was acceptable for these occasions. It was advised that as of 2017 the School photo was to be taken at the end of term 1. This will allow for the current school photo to be incorporated into the new look school assessments which are handed out at the end of term 2.

Mrs Javorski showed the meeting the daily playground events notice board which is now placed outside the hall and which notifies students of the events which are occurring in the playground during each lunchtime and recess.

The meeting was reminded that the School is locked during weekends.

The meeting closed at 8.15pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE