**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

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**MINUTES OF P&C MEETING 4/16**

**HELD ON WEDNESDAY 8 JUNE 2016**

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1. **WELCOME AND APOLOGIES**

The President opened the meeting at 7.40 pm and welcomed all present.

**Attendance** – Ben Keen (President & Chair), David Shuster (Principal), Victor Tan (Deputy 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), Belle Jackson, Peta Thomson, Tim Hawes, Adam Stent, Hedley Partis, Lisa Connor-Brent, Jim Becker, Milton Sams, Peter Greer, Leslie Wait.

**Apologies**–David Jackson, Fiona Willington.

1. **MINUTES FROM PREVIOUS MEETING**

**Motion (**1**)**: That the minutes of the meeting held on 4 May 2016 be accepted as a true record of that meeting**.**

**Moved**: Kate Juniper. **Seconded**: Sharmila Soorian. 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 Deputy Principal has been sent information on a new software package for use by P&C’s which deals with contacts and facilitates volunteering. Sharmila Soorian will review the software to see if it might be useful. One advantage of the software is that it keeps track of volunteers which would be useful. The P&C currently uses sign up genius for volunteers which although free has its limitations.

1. **PRINCIPAL’S REPORT**

**Enrolments**

Our current student enrolment is 989.

**Parent Focus Groups**

The parent focus groups held on 10 and 11 May were well received by the parents who attended. A report of the meeting is currently being prepared by the convenor and a summary of the findings will be presented at the next P&C Meeting. The parents who attended the focus group were positive about the communications being sent by the school

**Semester one student reports**

Semester one student reports will be sent home on Friday 24 June. The school has developed a new format for the reports. They will be in booklet form and will contain a photo of the child. There will be a section in the report which contains information about the childrens’ extra-curricular activities. Other content aspects of the report which are set by the Department of Education remain the same.

**New outdoor stage**

Next week’s year 3 to 6 assembly will be held using the new outdoor stage which is currently being installed by Mr Michael.

**Uniforms**

The definition of summer uniform includes the shorts and polo shirts worn by girls. When asked to wear summer uniform for photos and school events the school would prefer the girls to wear the tunic but if they prefer to wear the shorts and polo shirt then they are allowed to.

**Education week open day**

Our education week open day will be held on Tuesday 2 August. The day’s activities will involve:

* 8.30 to 9.15am Book donations
* 9.30 to 10.15am Classroom visits

-10.20 to 11.40am K-6 Assembly showcasing a number of class, choir, band, orchestra, Glee, drama and dance group performances

* 11.40 to midday Picnic recess
* 11.40am book donations

It was recommended that at some stage during the day the school advertise the upcoming school carnival.

**Professional learning**

The professional learning currently being undertaken by the staff are:

Janine Mazey – library and geography

Sally Haigh – learning and support

Andrew Wright – technology

Staff – anaphylaxis training, writing and focus on reading

Kelly Lockhart, Tanya Pickering, Jane Carew, Belinda Reid, Sheridan Cooper, Rachel Roberts, David Brown, Genevieve Carnegie, Victor Tan, David Shuster – apple strategy

David Shuster – external validation

**Community Information Session**

Three hundred letters were placed in letterboxes immediately adjacent to the school. The school received 2 RSVPs and 12 members of the community attended. Ben Keen and David Jackson gave a presentation as did David Shuster. The forum was given information on boundaries, future plans, future events and contact details. David Shuster would like to hold a community information session each year. Those attending gave suggestions as to how to advertise the event in future by placing notices at Woolworths, the local church and North Sydney Library. The meeting thanked Lisa Connor-Brent for coming up with the idea of a community information session.

**Upcoming Events**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WEEK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8 | 13 | 14  Winter uniform  Year 3 incursion | 15 | 16  Years 3 – 6  Assembly 2pm | 17  PSSA |
| 9 | 20 | 21  Years 3 / 4  Assembly  3R performing  2.30pm | 22  Year 1 Teddy  Bear’s picnic | 23  School Tour  10am  Years 5 / 6  Assembly  6C performing  2.20pm | 24  Regional Cross  Country  Semester 1  Reports home |
| 10 | 27 | 28  Years 3 / 4  Assembly  3P performing  2.30pm | 29  SRC Mufti Day | 30  6C State  Library  Excursion | 1 |

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 has now been moved over, the canteen accounts will be moved over on 1 July and the Treasurer will consider moving the bands and strings program at a later date. Users have found the Quickbooks system to be much more user friendly, quicker and easier to use than the previous MYOB system.

**Motion 2**: that the P&C hand over to the School an amount of $60,000.

**Moved:** Peter Carter

**Seconded:** Bridget Douglas

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

1. **SCHOOL COUNCIL’S REPORT**

The School Council is generating a Vision document for NBPS’s future. The Vision document provides a working platform of the physical school taking into account future demographics and community considerations. Considering school future demographics and planning considerations with DEC building guidelines, a draft plan will be generated in time for the next meeting of the School Council. It will incorporate a building and community plan for the school designed in stages. Ideally, in the physical building plan the school could purpose build an additional 8-10 classrooms replacing the current portable classrooms and previously divided classrooms. Ideas include – 2/3 stories to minimise used land space, a room for OOSH, a larger hall, purpose built rest and fallout areas, toilets, library, canteen, staff room, entry and exit plans and a new administration area. Classrooms need wet areas, halls, break out areas, multipurpose rooms, storage, and cupboards. The greater school also needs considerable additional storage.

A major building at northern end (Yeo St) of the school looks ideal with respect to use of space and taking into consideration the school’s neighbours with no overshadowing. Funding is a consideration and the Council wish to generate a detailed vision and plan to present to the DEC for funding. A DEC representative – Michelle Johns will provide further insight to DEC planning at the next Council meeting.  It has been noted that the property on Bydown St dividing the Senior and Junior school is referred in archived records stating the school has first option on the site. There is also consideration of a new administrative building where the Music/Multipurpose room is currently. Visits are also planned to the schools of Anzac Avenue PS, Cammeraygal HS, Mowbray PS to gain further insight to design ideas.  The president of the School Council touched on this plan at the community night.

**Strengthening community engagement request**

The strengthening and community engagement request unfortunately did not draw any participants so School Council has decided to hold off until the various community initiatives are concluded.

**Website content for the school**

The website content is being updated by Jessica Keen.

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

With an unseasonably warm start to the term, sales started off quite slowly. However, with the change in weather in week 4 onwards, there was a huge increase in the sales of winter uniform.  As at 31st May, there have been sales of just under $25,000 this term. For the same period last year, sales were a little over $29,000 (however last year the cold weather started earlier). The current volunteers have been working hard to get the orders packed and sent out every day.

In the middle of May, the uniform shop migrated to a new accounting software package. The uniform shop had been using MYOB (which could only be accessed from the shop computer) but have now moved to using the QuickBooks browser-based package. The uniform shop is only a couple of weeks into using it but it seems to be going well. It has been a steep learning curve as it operates quite differently from MYOB.

The uniform shop coordinator is starting to place the orders for summer now, with delivery set to be in the first week or 2 of term 4. The order for summer dresses was placed on 30th May (as they have the longest lead-time) and the rest will be placed very soon.

As at 3rd June, the uniform shop is still no further on with finding people to take on the Uniform Shop Coordinator role and with less than a month to go this term, it is very concerning. The uniform shop coordinator is working on ways to lessen the workload required of the new Coordinator(s) through working with the accountant to take on extra tasks. Also, two of the main volunteers (who have been volunteering for three years, multiple times per week) will be leaving at the end of this term. This means that there will only be volunteers packing orders on Mondays and Wednesdays. The uniform shop coordinator has again emailed all the people who selected 'Uniform Shop' on the online contact form at the start of the school year to see if any of them are willing to step up and volunteer on a weekly, fortnightly or monthly basis. I have 4 lined up for training over the next couple of weeks.

This was the final meeting of the P&C for the current uniform shop coordinator who thanked the P&C executive, Mr Shuster, Mr Tan and teaching staff for their support over the past 7 terms. In particular, the uniform shop coordinator thanked Liz Skinner and Kellie Clarke – the two main volunteers. They have been volunteering at the Uniform Shop for 3 years so were involved with the previous Coordinator and their knowledge and help has been invaluable.

The President then thanked the uniform shop coordinator for all the incredible amount of work she has done during the time she has run the shop. The P&C presented Tilly with a small gift and gifts for Liz Skinner and Kellie Clarke who have been working as volunteers at the uniform shop for 3 years.

As the uniform shop is an essential service and as no volunteers have come forward to run the uniform shop the P&C has decided to employ someone on a paid basis to run the uniform shop for the rest of the year.

**b. EVENTS AND FUNCTIONS**

The school parent community has hosted **7 events** since the last meeting. The events coordinator thanked the Year Coordinators for their time and organisation, and pro-activeness in making these events happen.

**YEAR COORDINATORS**

Kindy: Amanda Petrides [Amanda\_petrides@gmail.com](mailto:Amanda_petrides@gmail.com)

Year 1: Elizabeth Henry [Elizabeth.henry72@gmail.com](mailto:Elizabeth.henry72@gmail.com)

Year 2: Jess Keen [jessicakeen@tpg.com.au](mailto:jessicakeen@tpg.com.au)

Year 3: MaryAnn Beregi [mberegi@bigpond.com](mailto:mberegi@bigpond.com)

Year 4: Jacqui Donohoe jacqui.donohoe@gmail.com

Year 5: Sharmila Soorian sharmila.soorian@ihug.com.au

Year 6: Ariane Kiel [ari@tecware.com.au](mailto:ari@tecware.com.au)

Grey symbolises completed function.

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| --- | --- | --- | --- | --- | --- |
| **P&C EVENT** | **DATE** | **Venue** | **Time** | **Update to school App Y/N** | **Event Owner/ Year Helpers** |
| P&C Welcome Drinks | 12/2/2016 | School Hall | 6-9pm |  | Ariane Kiel/Year 6 |
| Class/Year Coordinators’ Meeting | 25/2/2016 | School Library | 7.30pm-8.30pm |  | Belle J/David Shuster |
| P&C Family Welcome Picnic at School | 26/2/2016 | School Grounds | 5-8pm |  | Jess Keen/Year 2 |
| Grand Friend’s Day | 31/3/2016 | School Hall | 10am-Noon |  | Liz Henry/Year 1 |
| Year 3 Disco | 29/4/2016 | Neutral Bay Club, | 6pm-8pm | N | MaryAnn Beregi/Year 3 |
| Mother’s Day Stall | 6/5/2016 | School Grounds | 9.20am-11.30am |  | Sharmilla Soorian/Year 5 |
| Year 6 Picnic | 15/5/2016 | Clifton Gardens, Mosman | 1pm-4pm | Y | Ariane Kiel/Year 6 |
| Band Camp Weekend | 20-22/5/2016 |  |  | N | Band Coordinators for Junior, Senior and Concert Bands |
| P&C Kindy Picnic | 29/5/2016 | School Grounds | 10am-Noon |  | Amanda Petrides/Kindergarten |
| Year 2 Disco | 3/6/2016 | Neutral Bay Club, | 6pm-8pm | Y | Jess Keen/Year 2 |
| Year 3 Trivia night | 4/6/2016 | Neutral Bay Club, | From 6.30pm | Y | MaryAnn Beregi/  Year 3 |
| Year 1 Disco | 17/6/2016 | Neutral Bay Club, | 6pm-8pm | Y | Liz Henry/Year 1 |
| Year 5 & 6 Cocktail Party | 18/6/2016 | Private Address | 7.30pm-12am | Y | Sharmila Soorian & Ariane Kiel |
| Year 4 Trivia Night | 25/6/2016 | Neutral Bay Club | From 6.30pm | Y | Jacqui Donohoe/  Year 4 |
| Federal Election  P&C Fundraising BBQ | 2/7/2016  Saturday | School Grounds | 7am-7pm | Y | Belle Jackson/All Years |
| Father’s Day Breakfast | 2/9/2016 | School Grounds | TBC | Y | Maryann Beregi/  Year 3 |
| School Carnival | 11/9/2016  Sunday | School Grounds; Bydown Street | 11am-4pm | Y | Belle Jackson/All Years |
| Year 6 Farewell | 12/12/16 | Norths Club |  | Y | Ariane Kiel/Year 6 |
| 2017 Kindy Welcome & Morning Tea | 8/11/2016  Tuesday | School Hall |  | Y | Amanda Petrides/Kindergarten |
| P&C Family Farewell Picnic & School Disco | 9/12/2016 |  | 5pm-8pm | Y | Jacqui Donohoe/Year 4 |

Next Event -  **Federal Election Fundraising Stall and BBQ**

|  |  |
| --- | --- |
| **Event Name** | Federal Election Polling Booth |
| **Date** | Saturday 2nd July 2016 |
| **Location/venue** | School Grounds |
| **Year/Class responsible** | Event Team/all year- class groups |
| **Description** | Catering, setup, manning of stand, money taking, clean up of event |
| **Purpose/theme** | To provide a food & beverage choice to voters who attend the polling booth |
| **Time** | 6am till 3.30pm (includes setup and cleanup) |
| **Number guests/audience** | 8000 people vote in our booth historically |
| **VIP’s** | Political local members in attendance and government polling booth employees |
| **Community/Fundraising** | Fundraising |
| **$ Target for fundraising** | $5000 target |
| **Goal of Event/where is the money going** | P& C fundraising target for NBPS wish list 2016 |

**Points to note on this event:**

* The P&C will be requiring parent volunteers from all classes to cover the span of hours.
* The P&C will be asking parents to volunteer or bake slices, full cakes or sweet treats
* The following contributions are being made to the event to assist the fundraising efforts:
  + Lord of The Beans Coffee Cart - %sales to school
  + Castlecrag Meats (bacon, eggs, sausages and onions) – sponsor ‘Bound Round’
  + Bread - Woolworths
  + Katie’s cakes and cupcakes - cost only outlay – cupcakes only
  + Bottles water and volunteer hours – sponsor McGrath

Please note, if you have a business or product you would like to contribute or use on this event or other event as shown – please contact [nbpspandcevents@gmail.com](mailto:nbpspandcevents@gmail.com) at any time.

**School Fair 2016**

Launch of the Carnival Naming Competition has kicked off this week 2/6/16. All children are encouraged to participate in this initiative. (Poster attached). Many thanks to Tina Fox for her creative direction.

**School Fair Carnival Committee –**The event team would like to introduce the Carnival Committee – and their areas of responsibility.

**Carnival Committee:**

Internal Parent Run Stalls Lisa Connor-Brent, Jen Harris

External Market Stalls Maryanne Beregi , Kellie Clarke

School Executive delegate David Shuster Principal

P&C Treasurers Alex Fransen , Kate Juniper

Café Bydown Gervaise Samuels

Firs Aid/Lost/000 Kirsten Abeywickrima

The Neutral Bay Show Bag Elizabeth Henry

The Entertainment Quarter Clare Ellis

Creative Direction Tina Fox

The Kindy Campus Carnival Rachel Partis

The Chocolate Wheel & Treasure Trove Jenni Dejager& Karen Martin

Rides and Wristbands Rob McKay

Carnival Map & Program Petra Ahacic

Carnival Rules/Regs/Roads Mona Martyn Smith  
P&C Events and fundraising coordinator Belle Jackson

P&C Communications Anna Gibson

Thanks to the walker team, Binnie, Karen and Jen

Communication – Anna Gibson

The team are striving to capture all of the parent body with the promotion and use of various communications channels

* 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 notification for any changes

Want to get involved, please contact [nbpspandcevents@gmail.com](mailto:nbpspandcevents@gmail.com)

**c. BAND AND ORCHESTRA**

**Junior Band**

Junior band greatly appreciates the contributions made by all that went towards the success of the recently held band camp. The junior band thanks the bandmasters, music tutors, band coordinators, and the ray of wonderful parental help. A very special thank you to all the amazing teachers from NBPS who visited and assisted throughout the weekend. The constant rotation of principles and teachers from the school giving up their weekend to be present at the band camp was truly outstanding.  
The children’s display of hard work was commendable, with progress of the junior band after a weekend of intensive training becoming apparent at the concert. Mr. Tan will be scheduling a meeting with the Band committee to discuss the band camp and any suggested improvements for next year.

**Concert Band**

Concert band worked hard alongside Junior band and Senior band at band camp, resulting in a marked improvement in their cohesion as a group. The concert at the end of band camp was a great success with a number of the junior band parents commenting on what a great inspiration it was to see the concert band perform and how amazing the improvement is in just 2-3 years between Junior band and Concert band. Concert band had their first competitive performance for 2016 at the Sydney Eisteddfod on Wednesday 31st May, performing *Sunrise Song, When Summer Takes Flight* and *Sideshow Alley*. The band performed well and the students were all wonderfully behaved. Concert Band were rewarded for all their hard work with a Highly Commended.

**Orchestra**

The Orchestra won a third place at the recent Sydney Eisteddfod which is the best result which they have achieved since starting to compete.

d**. CANTEEN**

The canteen generally is running well. Maree was away for two days last week and this served as a timely reminder that the canteen really needs more staff. Too much currently rests with one person. Without anyone else able to start work at 7am (baking muffins and preparing the special) the lunch special was blocked on Flexischools. With Naoko, Bridget and lots of volunteer staff,the canteen was able to produce 179 lunch orders, including wraps/sandwiches and sushi. This incident was also a heads up for Bridget to work out SOPs for the many things that only employed staff know how to do – banking, working the rice cooker, using the oven/dishwasher etc.

To avoid the quite large costs of Seek advertising for canteen staff, an ad has been placed on Gumtree instead. This has attracted one suitable applicant so far and a job has been offered to her on a four day a week basis. The class by week canteen roster is still going well with new people signing up to volunteer. 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 to Bridget and canteen staff has been positive. Regular volunteers are also filling in the gaps where they can. Bridget will start to look at replacing the large fridge and freezer. Although not urgent yet, the research will take some time. The problem with the shutters sticking seems to have resolved itself for the moment with drier weather. Bridget will get a couple more quotes to fix this.

The canteen underwent a recent health inspection and received an excellent report with a “very high level of compliance”. The P&C congratulated the canteen for passing the health inspection with flying colours.

1. **OTHER BUSINESS**

Due to a complaint lodged to the RMS our NBPS electric sign was turned off for a few days. After discussions with RMS the sign will be turned back on tomorrow subject to the following conditions:

* The sign will only operate from 7am to 7pm
* Only white letters will be used against a dark background – no colours are to be used due to the proximity of the sign to the traffic lights
* Only 1 message will go up on the board each day

The principal will look at the possibility of moving the sign to the corner of Bydown and Yeo streets.

On another issue the principal stressed the importance of people who have a problem at school going to either the principal or the vice principal as the first contact.

The September meeting will be moved to Wednesday 14 September due to the carnival being held on 11 September.

The meeting closed at 8.35pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE