

NEUTRAL BAY PUBLIC SCHOOL

P & C ASSOCIATION

MINUTES OF P&C MEETING 5/18

HELD ON WEDNESDAY 8 AUGUST 2018

1. WELCOME AND APOLOGIES

The President opened the meeting at 7.35 pm and welcomed attendees to the meeting.

Attendance – Sharmila Soorian (President and Chair), Nadia Tobia (Acting Principal), Genevieve Carnegie (Deputy Principal), Kelly Lockhart (Deputy Principal), Michelle Jackson (Secretary), Jenny Spillane (Treasurer), Vanessa Baumer- Rowley, Hedley Partis, Alex Youroukelis, Glen Giffen, Danielle Brown, Fiona Willington, Kim Thompson.

Apologies– Peter Carter, Andrew Keighan, Mat Campbell and Helen Williams.

2. MINUTES FROM PREVIOUS MEETING

Motion (1): That the minutes of the meeting held on 13 June 2018 be accepted as a true record of that meeting.

Moved: Jenny Spillane **Seconded:** Hedley Partis. All agreed.

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

The meeting noted that the vacant position of Assistant Treasurer of the P&C has been filled by Glen Giffen who will become a signatory to the P&C bank accounts. Glen will take over the canteen invoicing amongst other matters. The meeting thanked Glen for volunteering for the role.

4. CORRESPONDENCE

The meeting noted the receipt of the following correspondence:

- an email from the Northern District Council of the P&C Federation advising of a meeting to be held on 27 August 2018 at Artarmon Public School which will include a talk by Cathy Brennan of the NSW Department of Education.
- An email from a School parent advising of an aggressive exchange of words between the crossing attendant and a parent over a jay-walking incident. Parents are reminded that the crossing attendant is there to ensure the safety of School children and of the importance of respecting his directions. The current crossing attendant, has resigned for personal reasons. The School will chase the RMS to ensure the role is filled. Teachers are unable to act as crossing attendants due to Department of Education regulations.

5. PRINCIPAL'S REPORT

The meeting noted the following matters from the Principal's report:

Enrolments

The current student enrolment is 956.

Staffing

The process of merit selection to fill the role of principal is underway. The advertising period closed today and interviews of the shortlisted candidates will take place within the next week. After the role is offered to the successful candidate there is a 10 day appeal period. The appointment of the principal will be announced as soon as the process is complete. All details of the process are confidential.

Declaration Form and Signing in and out of the office

The new process of visitors signing in and out of the office is a child safety initiative required by the NSW Department of Education. The School is looking at introducing an ipad to enable parents to sign in when attending early morning appointments before the School office is open.

Athletics carnival

The Athletics carnival was a successful event. Thank you to the parents who volunteered.

NAPLAN

Naplan results will be released in late August. A trial of the technology which will be used for next year's online NAPLAN assessment will take place during weeks seven and eight.

Open Day

The Open Day is taking place on 9 August from 9.30am involving a whole School assembly and open classrooms.

Professional Learning

Visible learning training is taking place on 11 August. This teacher development day will take the place of 21 December which will be a holiday.

Parent teacher interviews

Parent teacher interviews will take place in week ten. Online bookings will open in week eight.

Technology

All classrooms have a minimum of 12 ipads as a result of a recent purchase of new ipads.

Moree excursion

An expression of interest was issued for the Moree excursion and 34 children have registered their interest in participating. The excursion is taking place in week two of term four and will be limited to 30 students due to issues of safety and the availability of accommodation.

Newsletter

All newsletter items must be submitted by 5pm on Mondays.

Building works

The School was awarded funds in the NSW 2018 budget for building works. The School will be allocated a project officer from the NSW Department of Education and a Project Reference Group will be established. Educational principles will guide the design of the new buildings and consultation with stakeholders such as parents and teachers will take place to establish these. Once developed, the plans will be released to the community for consultation. The process will take some time.

6. TREASURER'S REPORT

The meeting noted the following matters from the Treasurer's report:

- The P&C will shortly make a donation of \$120,000 to the School. The amount of \$112,000 has been received to date by way of the voluntary contribution.
- The P&C raised the amount of \$23,177.51 from the art auctions held last year.
- The Treasurer has paid the premium for the public liability insurance policy and P&C Federation membership. The insurance premium has increased from \$2,893.00 to \$3,110.00 this year. The increase is because of the addition of insurance for tutors (\$107.00) and an increase in property insurance due to the state government emergency service levy. The premium for cash cover has also increased. The P&C has assets of \$100,000, primarily being equipment in the canteen.
- Fees for the bookkeeper have increased since 1 July by \$25 per month.
- Canteen invoices will now be sent to the new Assistant Treasurer.
- The award hourly rate for canteen staff increased as of 1 July.
- Accounts for the uniform shop, canteen, bands and orchestra are due as at 30 September.

7. SCHOOL COUNCIL REPORT

The meeting noted the following matters from the report from the School Council:

- There has been no meeting of the Council since the P&C last met.
- The Council has advertised the position vacated by David Jackson.

8. SUB COMMITTEE REPORTS

a) UNIFORM SHOP

Ginita Taylor stepped down as Uniform Shop Co-ordinator and manager effective 3 August 2018 as her family are moving overseas. The meeting thanked Ginita for all her work in the Uniform

Shop over the past year. Ginita successfully introduced many changes to the Uniform Shop during her year as co-ordinator including reducing the amount of stock on hand and the 'rag tag' identification system on School fleeces.

Sarah Wilson-Brown, a current volunteer, has taken over the running of the shop in a paid capacity from 6 August 2018. Sarah will work four hours per week at a rate of \$25 per hour, equivalent to the retail shop assistant award. The Uniform Shop will not operate during private school holidays. Lyndsey Bramble will take over the management of the second hand sales held once a month.

b) EVENTS AND FUNDRAISING

The meeting noted the following matters from the report from the events and fundraising co-ordinator:

- The Annual Parents and Carers social evening is being held on Saturday night the 11th August in the Piano lounge of Minskys Hotel in Cremorne. Eighty eight people are booked to attend.
- A Dad and Daughter dance is being held on 29 August and a Father's Day breakfast is being held on Friday 31 August at the School as part of the Father's Day events. Classrooms will be open on the morning of the Father's Day breakfast.
- Sponsors are being sought to sponsor rides at the Carnival. Aussie Home Loans are sponsoring the bucking bull, Westpac Neutral Bay the tea cup ride and a vet surgery is sponsoring the petting zoo. McGrath Real Estate will also provide some sponsorship.

c) BAND

The meeting noted the following matters from the band report:

- Junior Band, Senior Band and Concert Band performed at the UNSW Band Festival on 5 August and were awarded the gold medal (Junior and Senior Band) and silver medal (Concert Band) in their events. The UNSW Band Festival is one of the major events in the school calendar.
- In rehearsals senior band is extending their understanding of the elements of music; matching pitch (tuning) and showing the direction of music phrasing; recognising differences between other sections of the ensemble; recognising and discriminating between melodic line, accompaniment and rhythm; learning to perform for an audience, extending their awareness of themselves and others as performers; having a lot of fun.
- Mr Hampton has raised concerns about the punctuality and discipline of band members with some band members forgetting instruments and failing to attend rehearsals. Parents need to understand that membership of the band program involves obligations of attendance and involvement.
- The Band co-ordinators are currently arranging the end of year concert which this year will be held in the School hall.

d) CANTEEN

There was no canteen report.

OTHER BUSINESS

Northern Council P&C Federation

Members of the P&C and School Council attended a meeting of the Northern Council P&C Federation which discussed building works for NSW schools.

Project Reference Group for building works

The meeting noted that Sharmila Soorian has volunteered to join the Project Reference Group as the School's parent representative.

The period of commitment is 18 months and meetings are once a month. While the representative will report back to the parent community, they will also be bound by certain confidentiality restraints.

There was no other business.

The meeting closed at 8.35pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE