

NEUTRAL BAY PUBLIC SCHOOL

P & C ASSOCIATION

MINUTES OF P&C MEETING 3/18

HELD ON WEDNESDAY 16 MAY 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), David Shuster (Principal), Genevieve Carnegie (Deputy Principal), Kelly Lockhart (Deputy Principal), Michelle Jackson (Secretary), Jenny Spillane (Treasurer), Peter Carter (Vice President), Tim Hawes (Vice-President), Peta Thomson, Alex Middleton, Bridget Douglas, Alex Youroukelis, Rachel Partis, Lisa Connor-Brent, France Baillieu, Monica Gessner, Alex Fransen, Claire Koutsis, Andrew Keighran, France Bailieu, James Becker, Glen Giffen, Stacey Hardy, Mat Campbell and Ryan Pereira.

Apologies– Ginita Taylor, Dani Brown, Helen Williams, Anna Gibson, Kim Thomson, Jessica Keen and Vanessa Baumer-Rowley.

2. MINUTES FROM PREVIOUS MEETING

Motion (1): That the minutes of the meeting held on 14 March 2018 be accepted as a true record of that meeting.

Moved: Bridget Douglas **Seconded:** Jenny Spillane. All agreed.

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

There was no business arising.

4. CORRESPONDENCE

The meeting noted the correspondence received comprising bank account statements for the P&C accounts and a letter from the ACNC notifying the P&C of the late lodgment of its Annual Information Statement which was due on 31 March.

5. PRINCIPAL'S REPORT

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

Enrolments

The current student enrolment is 966.

School plan

The School plan 2018-2020 has been written and is being implemented. A copy of the plan is on the website. The School's strategic directions are:

- Drive educational practice
- Promote wellbeing and citizenship
- Productive partnerships.

Annual report

The School's annual report is available for reading on the School's website. Detailed in the report is information regarding the achievements of students, results of evaluations, educational targets that have been established and a range of school profiles.

Mother's Day activities

Thank you to Vanessa Baumer-Rowley and the many parents who assisted in providing the range of Mother's Day activities the students enjoyed last week.

Small steps anxiety presentation for parents

On Tuesday 22 May from 6pm to 7pm the School will host a free presentation for parents conducted by Small Steps on anxiety in children. Topics covered during the evening will include:

- Signs and symptoms of anxiety
- Different types of anxiety
- Evidence based treatments for anxiety
- Referral and treatment options
- Strategies on how to assist children with anxiety.

Professional Learning

Visible learning – Bryony Herborn, Kelly Lockhart, David Brown, Hannah Graf, Jasmine Rudolph, Emma Butler, Will Colebatch, Steph Chapple, David Shuster

Dyslexia – Sally Haigh

Gifted and Talented Students – Carole Brown

Visual arts – Sarah Devine and Anna East

Financial – Kelly Lockhart and David Shuster

Reading – Sarah Butcher and Michelle Dudley

Discussion Topics – Staffing

Due to the impending retirement of Gai Javorsky, Kelly Lockhart is currently the relieving deputy principal as well as carrying out her role as an instructional leader. David Shuster is leaving the School to take up a role in the Department of Education. His new role involves the coaching and mentoring of 8 – 10 other school principals. This is a new initiative of the Department of Education whereby each school principal is linked to a mentor. Genevieve Carnegie will be relieving Deputy Principal for the remainder of the year. Ms Nadia Tobia will be the acting principal at the School whilst merit selection procedures are implemented. Ms Tobia has relieved as principal at a number of schools and will commence next week (21.05.18) as a transition into the role. A panel has been formed to select a new principal for the School. The panel comprises Sharon Sands of the Department of Education, a staff representative, a principal from another school and a parent representative selected by the P&C and ratified by the School Council. The panel's role will be to review resumes, contact referees, invite applicants to interview, interview, consider and chose the new principal. Advertisements for the role will open soon. Panel representatives must keep all information received while on the panel confidential and must not discuss it with other members of the panel outside of the panel meetings.

Motion (2): That the P&C select Kim Thomson as the parent representative on the panel and, if he is unavailable, Peter Carter in his stead.

Moved: Rachel Partis **Seconded:** Alex Fransen. All agreed.

The Principal has enjoyed his time at the School and paid tribute to the School staff who are the best staff he has worked with. Many of the initiatives which have been implemented at the School while he has been Principal have been put forward and run by staff members which gives him great confidence that these initiatives will be continued after his departure.

The President, on behalf of the P&C, expressed thanks to the Principal for his wonderful contribution to the School. His introduction of the strategic plan enabled parents to have input into the future direction of the School. The integration of the voluntary contribution into the School invoicing system resulted in the P&C doubling its collection rate of voluntary contributions which has had a real impact on the operation of the P&C. The introduction of the Bay Way has changed the culture of the School in a positive way and has filtered through to the parent body.

Peter Carter congratulated the Principal for a great job during his time at the School and pointed at the Bay Way which has transformed the School culture in a positive way. He challenged the P&C to look at ways it can more actively foster a culture whereby parents are more supportive of the School's teachers to ensure that the School continues to attract the best quality applicants.

6. TREASURER'S REPORT

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

- The P&C made \$5,000 gross from the Mother's Day event
- The premium for the workers compensation insurance amounting to \$1800 is due on 1 June and will be paid shortly
- The Annual Information Statement be lodged with the ACNC shortly
- The P&C are looking for a parent to volunteer to fill the vacant role of assistant treasurer

- Since the last P&C meeting a claim has been made against our personal injury insurance policy due to an injury of a student. Those with a claim are to send details to the President.
- The Treasurer will contact the relevant Kindergarten parent concerning the P&C financial contribution to the cost of the annual kindy farm.

7. SCHOOL COUNCIL REPORT

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

- The Council will be holding a Special meeting on 23 May 2018 at which it will approve the amended constitution, a copy of which is on the School website. The special meeting will be held prior to the normal Council meeting
- The Council is continuing its work on the review of its code of conduct and its correspondence with the Department of Education concerning the School's master plan
- The Council is working closely with North Sydney Council to improve the behavior of parents parking around the School.
- The Before and After School Care facility operated at the School has received approval for an increase of 100 places to a total of 300 places. Before additional children can be accepted into the program, staff numbers must be increased. This will be done gradually.

8. SUB COMMITTEE REPORTS

a) UNIFORM SHOP

The meeting noted that the uniform shop had a very busy first two weeks of term 2 with winter uniform orders and stock arriving. The first second hand sale of term 2 held on 10 May made \$419.

b) EVENTS AND FUNDRAISING

The meeting noted the success of the Mother's Day events.

c) BAND

The meeting noted that the band co-ordinators are busy organising the band camp which is being held on the weekend of 18 and 19 May. All students will be working on their pieces for the eisteddfod and there will be a number of small group tutoring sessions – all of which will give them a big boost to their band playing skills.

d) CANTEEN

The meeting noted that following the introduction of a hot meal on Tuesdays and Thursdays (lamb korma and butter chicken) the canteen now offers a hot meal every day of the week. The 2 new dishes are from a new supplier.

OTHER BUSINESS

Code of conduct and grievance procedure

The meeting noted the draft code of conduct and grievance procedure which have been issued by the P&C Federation for adoption by P&C's. The meeting agreed to refer adoption of the documents to the next meeting to allow more time for members to review them. It was noted that it was the practice of the P&C not to table anonymous complaints.

There was no other business.

The meeting closed at 8.45pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE