ATTENDEES
Peter Lee, Chris Andrew, Louise Cunningham, Caitlin Sharpin, Kate Gray, Liz Purdue, Fiona Murphy, Andrew Longhurst, Sally Seymour, Marjorie Taylor, Sharon Deacon, Ruth Yourn, Amanda Jubb, Steve Raftis, Matt Partridge, Daina Lee, Zannie Abbott, Fiona Dixon-Hughes

WELCOME
Chris Andrew declared the meeting open at 7.32 PM.

APOLOGIES
Kate Watson, Kissane Gray, Sandra Foster, Denise Kelly, Evan Watson, Alex Merton-McCann, Jacqui Heys,

MINUTES OF 13th FEBRUARY 2012 MEETING
Minutes of the meeting held on Wednesday 13th February were circulated. Chris Andrew moved that they be accepted as a true and fair record, and this was seconded by Fiona Dixon-Hughes.

MATTERS ARISING FROM PREVIOUS MINUTES
- Uniform Shop: Action: Mr Lee and Jacqui Heys to address the issue of poor quality with Alinta. **Defer to next meeting.**
- 2nd Hand Uniform Shop: Mr Lee to advertise the 2nd Hand Uniform Shop in the Myalla. **Defer to next meeting.**

MATTERS CARRIED FORWARD FROM PREVIOUS MEETING
- Bank Accounts - Fiona to work out a system for managing one bank account and report to Committee. **In progress.**

CORRESPONDENCE IN/OUT
P&C Journal, Fundraising Material, General Correspondence for President

PRESIDENT’S REPORT (Chris Andrew)
Nothing to report.

Treasurer (Fiona Murphy)
- The 2013 budget for the overall P&C is yet to be finalised by the Executive Committee.
- Mr Lee and I met for our monthly meeting to view the School Accounts. Thank you Mr Lee.
- Attached are the reconciled accounts for the 3-month period December 2012 until 28 February 2013.
  - The balance on all the accounts at 28 February 2013 stood at $226,133 (including Band $39,568).
  - Uncommitted cash balance as 28 February 2013 stood at $81,133.
  - The canteen made an operating loss for the month of February 2013 of $398.
  - The band returned an operating surplus of $1,477 for the month of February 2013.
Principal (Peter Lee)

Updates:
• There are currently 605 children enrolled in the school
• Sensor lights have been installed outside the bottom demountable
• Canteen plans have been drafted and Mr Lee is still looking for a parent to liaise in the process
• The recent Parent Information evenings were very successful with high attendance from parents.
• Parent Teacher Interviews will take place at the end of Term 1.
• Science is going well with good outcomes. Mr Lee explained the strategy was to change from computers to science due to duplication in the classrooms.
• Sex education classes were held this week for 300 kids from Year 3 to Year 6. The presenter was outstanding. Mr Lee thanked the parents at the door and organisers.

Teacher Movement:
• Miss Nolan is leaving to go to a permanent appointment at Turramurra North and a replacement casual teacher has been identified and trained. Five casual teachers are currently at risk of leaving the school. Liz Purdue suggested that casual teachers not be placed in Year 6 classrooms. Mr Lee explained that only 50% of teachers can be appointed by him under the “Local Schools, Local Decisions” policy. Chris Andrew offered to write a letter to the Local Member outlining how disruptive casual teachers can be to the children and that more consideration should be given to providing permanent staff.
• Mrs Lee-Joe has been permanently appointed.
• The position for Assistant Principal is currently being advertised.

Annual School Report
• The Annual Report has been completed. Mr Lee to provide Louise with a copy.

My School Website
• Published today with the school being presented in a very positive light
• Survey found that 80% of parents would recommend PPS

Mrs Foster
• Mrs Foster’s accident at work is not covered under the new Work Cover legislation. Liz Purdue suggested calling Today Tonight for action!

Swimming Carnival
• Issues at the Knox venue included touchpads that didn’t work. Mrs Kelly tried hard to achieve equity, with only one child missing out on their place in the final. Parents were contacted by phone and were supportive and understanding.

Market Day
• Mr Lee reported there were concerns from parents re cost and amount of chocolate
• Sanitarium has kindly provided donations of Weetbix and Sao’s.
• He has received confirmation that Baola has been washed out causing issues with sanitation. Instead he will be teaching for 6 days at Gwala. There will be 60 teachers attending the four sessions per day.
• Mr Lee showed the Committee a presentation on the conditions in the Solomans and the beautiful, happy children.
• Diesel generators consume around 50% of their money. Chris Andrew to discuss solar lighting with Mr Lee.
• All donations have been received including IT equipment, art supplies and 8 kgs of glasses!

Band (Caitlin Sharpin)
The bands are now settled in and running smoothly. Band camp will be on the first weekend of term 2, 4-5 May at Naamaroo.
Should Mrs Foster continue to need recovery time, we would ask the school to provide a substitute school rep for band camp, with first aid training. Mrs Foster has played a vital role in band camp each year, both keeping the kids in line and as first aid officer. Should there be any incident, we appreciate the experience and authority of the school rep. We wish Mrs Foster all the best for a speedy recovery and acknowledge that she is virtually irreplaceable! Mr Lee will attend the Band Camp in place of Mrs Foster if required.

Band fees and camp forms are due this Friday.

Caitlin commented that the Year 6 Breakfast is to be held on Band Day and requested that it be held on the Friday or Wednesday. Caitlin to contact the Head of Year 6 Fundraising to discuss.

Canteen (Sharon Deacon)

Kindergarten and recess:
A very slow start to the year. Orders from Kindergarten were virtually non existent for the first couple of weeks. There is still a lot of confusion with the Kindy’s on the process of picking up frozen items at lunchtime.

A number of Kindy parents have informed me that Kindergarten are not allowed to come to the canteen at recess for the first two terms of the year. I was unaware of this and this could partially explain the reduction in sales. I have discussed with Miss Yourn the possibility of Kindergarten being allowed to come to the canteen for recess from Term 2. Procedures would be put in place to assist parents, teachers and students in making this run smoothly. Suggestions included Canteen Orientation, and a paper bag containing a note and money.

Streaming accounting:
Fiona Murphy is in the process of putting a number of processes into place to increase the efficiency and reporting of the canteen. Mandy and I now receive our pay through direct deposit. Fiona is working on several spread sheets for banking and petty cash reporting, another to make it easier to compile a more accurate monthly canteen report, Fiona can provide more details.

Online Ordering:
Online ordering has still not commenced due to ongoing IT/technical issues our end (not School24). These issues have just been fixed last Thursday. Fiona Murphy is presently finalising all the financial/banking details.

I visited West Pymble Public School who use School24 (they also have a fantastic new canteen). The online system has been in operation for 12 months and was completely set up by a parent. This parent is part of the Canteen Committee whose role is to provide ongoing technical support if any issues arise. The canteen does not use the schools DET account, I believe there were too many issues, a separate modem was set up. It was commented that School24 had been a nightmare at Gordon West. Action: Sharon to also investigate Flexischool and Munch Monitor.

I would like to put forward the suggestion of sourcing a Canteen IT support parent from the school community. Realistically, there is no-one in the school to go to for instant help if there are any IT issues for example printer problems at 8.45am in the morning. Miss Harris is of course always willing to help however, practically she is busy with Library duties/teaching and is not available on a Monday or Thursday morning. The external IT support person is only at the school for one day once a week and always has a number of issues to deal with. Chris suggested placing an ad in the Myalla for a willing parent.

Another issue is the school website, there is still an old canteen menu dated Term 1, 2011 that has never been removed despite repeated requests. Ideally the links, instructions, menu’s etc. should be up on the PPS website prior to School24 going live. For online ordering to work efficiently we need to make it as simple as possible for the parents to access and use. I understand this is more a school issue than a P&C issue however, ideally this information needs to be on our website prior to the end of this term.
Activities on Canteen Days:
Can consideration be given to not scheduling excursions/activities on canteen days. I appreciate sometimes this is unavoidable however if it could be taken into account when arranging activities?

Most recently there has been a clash with Presentation Day and the upcoming Market Day. Canteen cannot operate efficiently on these days and is therefore forced to close, resulting in confusion among the parents, loss of income to canteen staff as we don't get paid when the canteen does not operate and loss of income to the canteen itself.

Grounds (Evan Watson)
(Absent)

IT (Mr Lee)
Steve Raftis suggested that there is work to be done with the School's image on the website.

Liaison (Kate Gray)
As always, term 1 is a super busy term for liaison. Below is the recent liaison activity schedule.

School Telephone Directory
The P&C telephone directory is now complete and has been distributed to families of the school. This useful resource takes many hours of work to bring it together and I would like to thank Jen Kellaway for compiling the directory for the third year.

Class Parent Reps
The Class parents reps have also been determined with all class reps being printed in the telephone directory. A Class Parent Rep email distribution list has been created and is ready for use as a broad email information source to most families of the school. This email distribution is only used as 'blind copy' in order to maintain the privacy of the 50+ members of this group.
A washing roster for the sick bay sheets has been created with most Class Parent Reps allocated a week each for taking home the sheets to launder. This roster makes our ladies in the office very happy!

Interrelate
A sex education evening was held at the school on Monday 11th March. We engaged 'Interrelate', a non-profit organisation, to present to the students and parents on the evening. The presenter, Haley Walsh, was excellent and the parent response has been extremely positive. Many parents commented that it was informative, engaging and fun. It offered something for both parents and children and Haley was able to put both parents and children at ease from the get go! One parent commented "it was better than my kids expected"!

Mother's Day
Whilst Mother's Day occurs in term 2 the organisation of the Mother's Day stall has well and truly begun. An allocated budget of $4000 was granted for the purchase of gifts. All gifts have been ordered and purchased. We are well under budget coming in at approximately $3000 with just cellophane and ribbon to be purchased. We are well set up for another successful stall this year.

Lost Property
A clean up of the lost property will occur before the end of term 1.

Media Liaison (Zannie Abbott)
Zannie reported that she has spoken to the North Shore Times about the Market Day and they are interested in doing a story. She will liaise with Mr Lee.
The Times are not interested in our results from Zone and suggested she get in touch when we get Area!

Policy / School Self Evaluation & Educational Priorities (Steve Raftis)
Steve reviewed and approved the Annual Report.

Promotions (Liz Purdue)
Nothing to report.

School Facilities (TBA)
Mr Lee is calling on an Engineer from the PPS community to assist with the Canteen plan.

Social / Fundraising (Alex Merton-McCann)
(Absent)
The Disco will be held on Friday 5 April in school hall. Two sessions - one for infants and then for Primary. The theme is Club Tropicana.

All ticketing will be done online this year through TryBooking.com which will streamline admin significantly. In fact – it is my hope that all of our events will be paid for and managed in the same way.

In terms of collecting the money, we simply nominate a bank account that we would like the funds to be transferred into. I have adjusted the ticket price to take into account the fees. Bop till You Drop will be running the disco and will this year have 2 staff members throughout the night – a special favour for PPS – at no charge.

Key mums involved in the disco: Julie Collard, Chay Kaleski, Carolyn Teague, Sally Seymour, Sue Klammer, Kate Gray and Alex Merton-McCann.

We will be putting together a roster for parent helpers on the night in the next few weeks – let Alex know if you would like to help.

Sport and Recreation (Mrs.Kelly)
(Absent)
Caitlin asked Mr Lee whether he would hold a Swimming Carnival at Knox again, and he replied that he hopes that West Pymble Pool will be available next year. There were many issues at Knox this year, including timing failures and excessive noise levels.

Uniform Shop / Alinta Liaison (Jacqui Heys)
(Absent)
A number of parents have raised concerns about the quality of Alinta uniforms purchased at the School Uniform Shop. Some of these concerns include: zippers breaking on new school bags; fraying and pilling of the fabric after one - two washes and others. I have noted these concerns and forwarded to Peter Lee, as the primary contact with Alinta. Perhaps Peter has some further detail that he wishes to add here? Peter had nothing further to add.

2nd Hand Uniform Shop (Kissane Gray)
(Absent)
Nothing to report.

Chess (Kate Watson)
(Absent)
Chess at PPS has again had a good start in 2013. Chess is a great way to develop analytical skills, enhance concentration and have fun. It is a skill that you will have for life.
Lunchtime coaching on Wednesdays is up and running with two classes catering for about 32 students. Lunchtime coaching is provided by the Sydney Academy of Chess and is for any interested student from year 2 onwards. Participating students are charged a modest coaching fee per term that is coordinated and collected by the Sydney Academy of Chess.

Our first external chess competition is a one day tournament to be held at Macquarie University on Sunday 24 March. We currently have 3 teams of 3 children entered with a possible entry of a fourth team still to be decided. Good luck to our chess teams on Sunday week.

The major schools chess tournament is organised by the NSW Junior Chess League (JCL) that is a teams competition for primary schools throughout New South Wales. PPS competes in the lower North Shore region (public and private schools) which is held on Friday afternoons over terms 2 and 3.

PPS has been an active participant in NSW JCL competition for many years and interested PPS children have already returned permission slips to the school. We currently have 5 teams of 4 children registered to play in this competition. Children will be placed into teams according to their ability. Games are held at school with PPS hosting home games and children travelling to other schools for away games.

Mrs Marshall is organising the school's registrations and school teams. Mr Dormer will be the supervising teacher on Friday afternoons.

POOSH (Amanda Jubb)
Amanda reported:
- Currently 193 children are coming to POOSH and numbers are on the increase.
- They are pleased that Miss Yourn has joined as Liaison.
- POOSH has donated a Smart Board to the school to be kept in the Science Room.
- More activities will be added including a Soccer Club, Dance and Cooking.
- The AGM will be held on April 3rd.

GENERAL
It was agreed - that the next P&C meeting scheduled for April 10th will not be required, and that date will instead be used for the bi-annual Executive Committee Meeting.

Liz Purdue suggested that the P&C send flowers to Mrs Foster. **Action:** Louise to send flowers to Mrs Foster on behalf of the Committee.

Meeting closed at 8.40 pm.