P&C MINUTES
Pymble Public School Parents & Citizens Association Meeting
Wednesday 10th February 2016

ATTENDEES
Marc Skjellerup, Linda Henderson, Jasmin Buchanan, Moy Ferguson, Sally Seymour, Andrew Mason, Kate Walther, Sally Christianson, Cath Booth, Fiona Murphy, Shelly Acland-Goben, Louise Cunningham, Denise Kelly, Alex Walker, Debs Moore, Zannie Abbott, Evan Watson, Roz Howe, Ruth White, Bruno Diodati, Bruce Phipson, Akiko Davies, Elizabeth Bradman, David Lane, James McKindley, Michael Walter, Daina Lee, Helena Rogers, Despina Christofis, Alex Warwar, Jacqueline Heys

APOLOGIES
Sue Klammer, Jonathon Fletcher

WELCOME
Moy Ferguson opened and chaired the meeting. Declared open at 7:31pm.

MINUTES OF 9th December 2015 MEETING
Moy Ferguson asked that the previous minutes be accepted as a true & fair record. Linda Henderson verified this and Mark Skjellerup seconded.

MATTERS ARISING FROM THE PREVIOUS MINUTES

Appointment of Treasurer: Moy Ferguson moved that Bruce Phipson be appointed as Treasurer of the P & C for 2016, seconded by Mark Skjellerup. No objections received. Welcome Bruce.

Financial Statement
- At the AGM on 9th December 2015 it was noted that there were some discrepancies within the Financials presented. Post that meeting a full review of the financials were completed and have now been rectified/clarified. These have been circulated within the P & C Executive and determined they are now a true and accurate record.
- Mark Skellerup proposed the Financial Statements as presented for 10 February 2016 be accepted for the 2015 year up to November 2015. Seconded Andrew Mason. No objections received.
- ACTION: Mark Skellerup to arrange for lodgement of the P & C Financial Statement with the P & C Foundation by February 15th 2016.

Electronic Attendance Roll.
- Bruno Diodati advised the school is looking at the options available to them regarding an electronic attendance roll. One avenue available is to use Sentral – the electronic roll that has been introduced into the school system. This has the functionality of believe able to send an SMS to parents if a child has not arrived at the school.
- Concerns over the timing of when this SMS may be sent were raised – due to rolls being able to be marked up to 10.30am. This is due to some activities commencing at the start of the school day.
- This matter will be tabled for discussion at the next school executive meeting and an update provided to the P & C.
- ACTION: Bruno Diodati to have further discussion at school executive meeting on 15/2/16 around use of electronic roll and best way to proceed regarding parent notification. This is especially pertinent on basis we are encouraging more students to walk to school. Provide update at next P & C executive meeting.
Cloud Sharing

- Raised as item in October 2015 meetings regarding setting up a central repository for Process Instruction Manuals and other key documentation that is shared amongst the P & C members and committee.
- Further exploration will occur over this coming quarter to determine best method, ie dropbox, cloud sharing, sharepoint etc.
- **ACTION:** Moy Ferguson and Linda Henderson to discuss options and present at next P & C Meeting best way forward for a pilot.

**Correspondence IN/OUT**

General items of correspondence received regarding fundraising opportunities and mother’s day stall ideas.

**ACTION:** Moy Ferguson to complete and update our records with the P & C Federation regarding the change of roles by 3rd March 2016.

**PRESIDENT’s REPORT:**

I see my role as President as leading and guiding a wonderful team of volunteers with the common goal of wanting to see our children develop and grow in a positive, encouraging, friendly, healthy environment and where kids are nurtured, yet also challenged in order for them to reach their full potential – whatever that may be for each individual. I think PPS already provides this but I challenge us as a team to make it better.

I believe that everyone here has an important role to play, not only in delivering to our goals but to act as ambassadors of the P&C and the school. I highly encourage you to use your networks to help maintain the positive integrity of the school and to encourage others to become involved.

My aim is for a highly-collaborative team environment where everyone provides – and in turn - benefits from the insight, knowledge and help of others in order to reach our common goals. If anyone has any questions or problems I encourage you to speak with me as my ‘door’ is always open. I will however ask for one major thing in return…

I would like everyone here to take full ownership of their role and by that I mean - as you become subject matter experts in your particular area of responsibility, that you not only table issues and problems associated with your area – but importantly that you bring your solution/s or recommendation/s to the table as well. I believe this will not only allow us to work through issues more efficiently, but importantly shifts the focus from one of ‘problems and issues’ to that of ‘solutions and achievements’. (This directly relates to the sub-committee reports which we will discuss a little later).

Being half Chinese – and half Australian, another important goal of mine is to continue to improve our focus on engaging the English as an Additional Language or Dialect (EALD) community members in becoming/staying involved at PPS and I look forward to working with Sally Christianson on that.

Finally, as a team, I want us to have fun and enjoy this year. For me, my involvement is not only about my kids, but the enjoyment and satisfaction I personally want to achieve by meeting new friends and getting together with others who I share many commonalities with for some fun and laughs. With that, I’d like to raise a toast and wish everyone all the best as we embark on our journey together this year!

Moy Ferguson
Welcome

- Returning and new families
- Exciting year ahead

Staffing and Class Structure

- 650 students, 26 classes, including
  - Teacher librarians (1.2)
  - RFF Science (1.2)
  - LAST 2 days
  - EALD 2 days (English as an Additional Language or Dialect)
  - Teachers Aid 5 days
  - Teacher 3-6
  - School Counsellor 2 days
- 48 staff

This year we welcome back to PPS Mrs Elyse Baulderstone 2 days a week on Year 1, Mrs Kylie Dugan 1 day a week on Year 3 and Mrs Paige Kingston-Smith 2 days a week on Year 5. We also have 2 new teachers, Mrs McMahon on Year 2 and Ms Frakes on Year 5.

KP  Mrs Pegolo  Assistant Principal/Mrs Booth (Thursday)
KM  Mrs Mylius  Relieving Assistant Principal (1 day p/w – Semester 1)
KH  Pip Hylie
KS  Lisa Supple/Wendy Ross
KT  Sharon Thomson
1G  Mrs Baulderstone (Th, F) and Mrs Gould (M, T) Relieving Assistant Principal (1 day p/w – Semester 2)
1H  Katrina Hann
1L  Annie Lee-Joe
1S  Sally Lorimer
2H  Lucinda Holbrook
2K  Kate McMunnigall
2L  Lauren Knight
2M  Kate McMahon
2R  Amy Robinson
This year the school will be implementing the ‘You Can Do It’ student wellbeing program. After careful consideration and investigation last year, our leadership team together with our Student Wellbeing Committee identified the ‘You Can Do It’ program as the ‘best fit’ for our students at PPS. The program was successfully trialled in four classes in Term 4 last year and will be implemented across the whole school (K-6) this year.

‘You Can Do It’ Education’s (YCDI's) main purpose is to support schools in a collective effort to optimise the social, emotional, and academic outcomes of all young people. Its unique contribution
is in identifying the social and emotional capabilities that all young people need to acquire in order to be successful in school, experience wellbeing and have positive relationships including making contributions to others and the community (good citizenship). The YCDI program incorporates and teaches five keys to success – resilience, confidence, organisation, persistence and getting along.

YCDI’s focus is on building social, emotional, and motivational capacity of young people rather than on their problems and deficits. It encourages prevention, promotion, and intervention efforts in order to build the social and emotional strengths of young people.

21st Century Learning

TPL

- Academic partner, Dr Kristy Goodwin o K-2 – Effective pedagogy, classroom strategies, best practice, 21st Century learners and learning

o 3-6 – facilitating effective 21st Century learning in classrooms

Technology

- 5-6 are 1:1 iPads
- 4 are 1:1 netbooks
- 3 are 1:2 netbooks
- K-2 are 1:4 iPads

By Term 2, 2016

- 5-6 will continue to be 1:1 iPads
- 4 continue to be 1:1 netbooks
- 3 will be 1:1 netbooks
- K-2 will be 1:2 iPads

Future Directions

- More open, flexible learning spaces which enable students to take more ownership and responsibility for their learning under the direct guidance of their teachers and which allow for more explicit teaching across flexible groups.

- Innovative, creative, adaptable furniture

- TPL and consultation with the Futures Unit

Road Safety

- Continues to be a concern for the school and is constantly being monitored.

Air-conditioning Maintenance
- Discussion around the need to service them and P & C has been asked to consider helping to fund this.

SENTRAL

- roll marking and SMSing of parents Fundraising Wish List
- K-2 Playground Revamp o COLA, play equipment, creative play areas
- K-2 Sandpit
- Remodelling of classrooms

Bruno Diodati
Relieving Principal

TREASURER’S REPORT

Current finances were discussed and the need to prepare budgets for the 2016 year to be completed.

SUB COMMITTEE REPORTS

POOSH

NUMBER OF CHILDREN

From the beginning of 2016, the Federal Government has given us approval to increase maximum numbers per session from 120 to 165 children. Given we were groaning under demand last year, especially on Monday and Wednesday afternoons, this increased capacity has enabled us to meet all requests for places from existing and new POOSH families in 2016.

Although it’s still early in the year, we already have a marked increase in average numbers for both morning and afternoon sessions against the same period last year – a 68% increase in morning bookings and a 38% increase in afternoon bookings.

We expect there will continue to be a large number of casual bookings as PPS families find their feet with new schedules.

STAFFING

POOSH staff levels have grown to 22.

At the end of 2015, assistant director Mel Thelan left POOSH to work overseas with her future husband. We wished her well and thanked her for a wonderful contribution to POOSH and fantastic support to our director, Cara Oates.

In her place, and to address the increased supervisory and administrative workload from the increased daily capacity, we have employed two permanent part-time Assistant Directors – Anna Churchill and Igor De Andrade – who joined us at the start of Term 1.
FACILITIES

To accommodate the increased numbers of children at each session, we have worked with the school to expand the number of rooms available for POOSH. In the morning, we have divided the children into two rooms (K-2 and 3-6) for sign-in and breakfast. The afternoon sees us using three rooms (K-1, 2-3 and 4-6) for roll call, afternoon tea and sign-out. Overall, it’s proving less crowded and less confusing for POOSH children and staff.

POOSH has been working with the school to create a covered area between the school hall and the POOSH Room. In Term 4 of 2015, POOSH approved expenditure of up to $45,000 pending finalisation of quotes for the agreed job. Construction commenced during the summer holidays but bad weather delayed progress and the builders have been working to complete the project as soon as possible…SO WE CAN ALL USE IT!

EQUIPMENT AND PROGRAMMING

This week, the children are voting on whether to learn about Japan or Germany during Term 1. Staff have also been reviewing children’s suggestions for activities and equipment across all ages.

We’ve purchased new equipment to accommodate the needs of the three age groups each afternoon in particular. We’ll also be looking for portable equipment the children can use under the new covered area.

FINANCES AND ADMINISTRATION

The POOSH AGM was held on 18 November 2015. Nominations were called for committee positions and those elected to the executive committee were Jonathan Fletcher (president), Alex Warwar (vice-president), Christine Schofield (secretary), Tracy Steere (treasurer) and Venessa O’Connell (public officer).

The financial audit of POOSH for FY15 showed that POOSH remains in a viable financial position.

No additional information has been received relating to NQF assessment, although Cara Oates feels it will definitely be held this year.

Prepared by Jonathan Fletcher, President – POOSH on 7 February 2016

INSTRUMENTAL

Moy Ferguson provided an update on Instrumental Coordinator Role – 17 Applications were received and these were shortlisted to 5 to the interview stage. Moy Ferguson thanked Sally Seymour for continuing in the role until the position was filled and the hand over been completed.

Role has been offered to a candidate and currently completing the administrative process to set this up.

Sally Seymour wanted to express her thanks to Shona Curtis for all her help setting up the Junior Band over the school holidays, Sonya Salkeld and the 5 ensemble managers.

CANTEEN

The Canteen opened for business for 2016 last Thursday the 4th of February 2016.
Whilst we are off to a slow and steady start it is great to see the Kindergarten kids now having lunch orders.

We still experience a shortage of volunteers on some days – Thursday’s in particular, however the new roster system that Deb Moore has set up appears to be working well and taking less time to administer than the previous roster.

Deb has revised the menu and price list and as of the time of writing was waiting to have this uploading onto the website.

I wish to thank Deb for the extra time she took in preparing the new mothers on how to register for the canteen, volunteer and how the canteen operates.

Currently we are also investigating the return of Special Order Days, however this can only work, with the support of our volunteer network and local restaurants availability to meet the school criteria.

We are off to a great start.

Linda Henderson
Interim Canteen Coordinator

LIAISON

Tea and Tissues: Monday 1 Feb, 2016

A big thank you to Debbie and Bruce for hosting Tea and Tissues again.

Thank you to Jasmin Buchanan, Linda Henderson, Alex Walker, Moy Ferguson and Zannie Abbott for making the morning run so smoothly and creating a friendly atmosphere for the new parents.

Good turnout, an enthusiastic crowd. A handful of names identified as potential helpers for Canteen, Class Reps, Social and event helpers. There was the offer to fill a P&C position however Canteen Role did not fit and there are no others available. Potential for 2017 committee.

Feedback received from the parents on the morning was they appreciated more information being given at Tea and Tissues. It was greatly appreciated that Mr Diodati and Mrs White attended.

Cheque request for expenses = $114.40

School Directory & Class Reps

• Class lists obtained from the school office on Friday. Last Parent Info night on Wed 10th.

• Directory info collected at Parent Information Night. iPads didn’t work so well as inputting was too slow so requested a change to using Laptops. Info collected was excellent!

• Expected to have final copy ready for printing w/c 15 February.

• Request for job description from Syssy not received for EALD Liaison Role.

• Meeting with Ruth on Friday to confirm class reps and directory.

• Then laundry & lost property rosters can be done once class reps are done.
Easter

Date for Easter Assembly is Thursday 24th March (week 9) after lunch.

Regular eggs x 700 eggs. Woolworths 20/box. 35 boxes @ $12/box = $420

Allergy friendly eggs x 50 eggs. Estimate cost = $50

Flour 3 bags 2kg bag @ $1.50/bag = $4.50

Budget request for $500.00

Mothers Day Stall

Date for Mothers Day Stall is Wednesday 4 May 10am onwards in Hall (Mothers Day is on Sunday 8 May 2016)

Budget request for $4,000. Estimated $5/present, postage for gifts & wrapping paper/sticky tape.

ACTION: Cath Booth requested for approval for $500 for Easter Eggs and $4000 to be able to spend on the Mothers Day stall. Moved Jasmin Buchanan, Seconded Roz How. No objections received.

Cath to provide receipts and follow Reimbursement Process.

Post report presentation it was discussed how we can improve the school directory process, Cath and others to ask around what other schools do, to ascertain if there are better ways to manage this.

Grounds/School Facilities

I’m looking forward to a fun and challenging year as P&C Grounds/Facility, working with Mr Bourke to upkeep and improve the school grounds at PPS. I have spoken with one of last year’s committee members, Shelly Acland-Goben and we have planned to meet with Mr Bourke in the very near future.

1. The working bee is traditionally held at the end of March between sport seasons. The date for this is yet to be determined, tentatively suggested late last year to be on either Sunday March 22, or Sunday March 29. The rest of the P&C’s input would be appreciated on these dates. I will meet with Mr Diodati and Mr Bourke prior to this date to determine which are the school’s top priorities.

2. Major projects as suggested by last year’s committee include a redevelopment of the shelter shed area with another COLA. This would potentially need to be a two year fundraising goal, depending on the P&C’s determined focus.

3. Speaking to a number of kindy and year one mums over the last year, several have suggested clearing an area for the children to be able to play on grass since they are not allowed on the oval daily. At this stage, I have simply canvassed for opinions as it was a topic of much debate in 2015, and am flagging it as a possible improvement over the next year or so. I will continue to investigate prior to the next meeting and working bee.

I look forward to working with the enthusiastic and hard working members of the PPS P&C.

Kate Walther
**ACTION:** Kate to work with Mr Burke to confirm date for Working Bee of Sunday March 20th. Was determined at meeting that 27th March was Easter Sunday and not appropriate for Working Bee.

**PROMOTIONS:**

Zannie sent me the details for the Ice breaker invitation on Friday evening. I will spend Monday working on it. I will stop into the office tomorrow morning to chat about timing for insertion in the Myalla and printing deadlines. I will also, this week be working on the new look Myalla masthead. Mrs White contacted me last week for a status report.

I am looking forward to working with the P&C this year and continuing in my role in promotions.

I will be unable to attend the meeting this week.

Sue Klammer

**SOCIAL/FUNDRAISING**

Zannie provided high level plan for the year and advised the plan for the Kick Off on Friday February 19th in the COLA.

Discussion was held over the band and if band from last years fundraiser played, this would be an additional $200 to what was spent in 2015.

Michael Walter from LJ HOOKER, kindly offered to provide the additional $200. Thanks Michael.

Saturday 19th March will be the Easter Family Night – this will commence at 5.30pm on the oval. Further details to be provided within the Myalla. This will be a small fundraising event.

**ACTION:** Zannie requested approval for $800 spend for the Kick Off and the additional $200 to be provided by LJ Hooker. Jasmin Buchanan approved and Mark Skellerjup seconded. No objections received.

Zannie to provide receipts and follow Reimbursement Process.

**ACTION:** Zannie to book the band for the kick off.

Other Fundraising initiatives were discussed and will be tabled once dates finalised. Possible areas for fundraising focus were discussed and determined that our key objective for 2016 would be towards one goal.

**Key Objective for fundraising for 2016/17 was tabled as**

Number one fundraising goal is towards the capital works of a Covered outdoor learning area (COLA) for the infants playground to be implemented in a phased approach over 2 years.

Moved Evan Watson, seconded Kate Walther. No objections received.

**ACTION:**

1. **Bruce Phipson** to include COLA goal within the budget/Forecasting meeting prior to any communication being sent on what is our realistic target. This is to be discussed in the executive meeting and an update provided at the next P & C Meeting.
2. **Cath Booth and Kate Walther** to look at communication strategy for the school around this goal. Sally Christianson to be included for the EALD community.
3. Cath Booth and Zannie to place blurb on Facebook and Myalla regarding what we are fundraising for and different ways to be involved.
4. Bruno Diodati to engage a consultant for ideas and costs (post Action 1 being completed).

Further discussion was held around the Woolworths Earn n Learn stickers and the reasoning behind PPS not participating. It was determined we would seek if there was a parent willing to coordinate this for 2016. Lou Cunningham has volunteered to do this. Thanks Lou.

Grants: - Discussion held on possibility of being able to apply for grants to assist in raising the necessary capital for the COLA. It was determined we would play a note in the Myalla asking if a parent volunteer would be interested in reviewing this and seeing what we may be eligible for. **ACTION: Zannie Abbott** to include note in Myalla regarding Grants.

Meeting Extension Time:
Moy Ferguson requested that we extend the meeting beyond 9.30pm to complete all action items. Moved Moy Ferguson, Seconded Evan Watson. No objections received.

**Uniform Shop**

* Fittings went well for the start of the year and stock levels have been covering orders apart from some of the small J2 sizes.

* There has been water damage in the Uniform Shop after some of the recent major storms. Some of the shelves, carpet and stock were damaged. Kim organised for the damaged stock to be dry cleaned and re-packed. Mr Diodati is talking to the insurance company re; getting the shelves and carpet repaired/replaced.

* A big thanks to the ladies in the shop who worked through the chaos and helped unpack and repack items

* Kim has reminded us that due to the increase in numbers to the school, it would be nice to have more storage space. We are aware that this is an on-going problem.

Roz Howe

Uniform Liaison

**2nd Hand Uniform**

The 2nd hand uniform shop has been opened twice since the school year returned due to demand. On both occasions, it was busy making a total of $401.00.

I have received a solid amount of donated clothes to the shop during the first two weeks of the school year.

The opening days planned for the year are as follows –

Term 1 – Tuesday 23rd February and Tuesday 22nd March

Term 2 – Tuesday 17th May and Tuesday 14th June
Term 3 – Tuesday 9th August and Tuesday 6th September

Term 4 – Tuesday 1st November 23rd and 6th December

Goals

I hope to continue to have a steady need for this service over the course of the year as the uniforms change due to the season.

I hope to continue to be able to restock the shop with donated items as the year progresses.

I will be meeting with Bruno and Roz to discuss a uniform tracking system for lost clothes. This product is being presented to us in the coming weeks.

Regards

Alex Walker

Post this report Alex advised she had opened for another day and made an additional $100. Meeting acknowledged the great work Alex is doing in the 2nd hand uniform shop.

EALD

I have met up with Syssy (previous ESL liaison) and discussed with her about this role couple of weeks ago, we have also organised to have a playdate with the Chinese parents in the local park so to get to know each other. She has also kindly agreed to assist me during the year if I need any help though she will be very busy this year.

I have joined their discussion group on WeChat (PPS Chinese Parents Group) and this is where I will provide any info or if they have any feedback which they can provide. I also give them the option to send me emails if that's easier.

So far, the information I have provided/translated for the parents are:

- Important news in Myalla such as Parent Info Evening event, attending the ice breaker event, helper for the library and volunteer for canteen.
- Informed them about swimming
- provided them with flexischools link as we also have 15 new mums joining the group (from Kindy classes) and sure enough they have a lot of questions.
- A lot of questions I have received are about transportation to school, swimming, canteen, new uniform shop and the extra-curricular activities info
- informed them of the fundraising event and requested for feedback on school's facilities or any upgrade required?

School hall's roof/guttering may need repair as rain was pouring in from one of the side windows during a storm a couple of times.

Other comments from some parents so far:

- school bus not on time, one grandparent was waiting for 50mins, perhaps the school bus route has changed from last year or perhaps the parent didn't get the note. Can I get info on the routes of the school bus? Who do they talk to about school buses?
- was there a note sent out to parents about opal card? Some Year 1 parents got it for the first time and have no idea what it's for.

- some are very keen to contribute their time/money for the fundraising event

- not having enough stock in new uniform shop (some kindy parents have to buy bigger uniforms as smaller ones are out of stock)

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What I like to achieve is to see more chinese parents participating in the school's activities/volunteer work as more than half of them are actually stay-at-home full time mum.

Thanks Sally

CHESS

Nothing to report

Moy Ferguson asked that we remove CHESS as a subcommittee report going forward. Moved Alex Walker, Seconded Zannie Abbott. No objections received.

ACTION: Linda Henderson to remove CHESS from subcommittee reporting structure.

GENERAL

- Disabled Parking Space at PPS – Bruno Diodati provided an update on this process. It is still in discussion and the matter is currently held at Kuringgai Council. The Department of Education agrees with the location required for the space.

ACTION: Bruno Diodati to follow up with council and provide update at next P & C Meeting. If there has been minimal progress, P & C members will be asked to assist with the escalation process.

- RMS Booklets/Resources for Road Safety. Moy Ferguson provided an update on what the RMS can provide and that up to 200 copies can be provided free of charge and in multiple languages.

ACTION: Sally Christiansen to contact the RMS and obtain copies for distribution.

- Canteen outsourcing. Bruno Diodati provided an update that this is moving and that there are clear guidelines to follow regarding the outsourcing process, including forming a committee.

ACTION: Bruno Diodati to follow up and provide update on the process and next steps for P & C.

  - It was determined that Fiona Murphy could not be included as a signatory as she was not an office bearer.
  - All other signatories were approved.
Moved Bruce Phipson, Seconded Jasmin Buchanan. No objections received.

**ACTION:** Bruce Phipson to arrange for signatories to be updated and provided to CBA.

- Report format for Sub Committees – Moy Ferguson presented a standardised format for the subcommittee reports going forward. This will ensure uniformity and provide a clear and concise update and show any burning platforms that are required to be actioned.

**ACTION:** Linda Henderson to send new template to all subcommittee when reports are called for next P and C Meeting.

Meeting closed at 10.17pm

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