P&C MINUTES
Pymble Public School Parents & Citizens Association Meeting
Wednesday 4th February 2015

ATTENDEES
Bruno Diodati, Alex Merton-McCann, Maddie Thomson, Jasmin Buchanan, Linda Henderson, Kate Walker, Ruth White, Bella Birchall, Emma Cabuil, Suzanna Macolino, Kylie Chambers, Vanessa O’Connell, Kumar Jayankare, Jiaxing Chen, April Xie, Kenny Xie, Amin Beheshti, Amir Amiri, Matthew Smart, Tisa van den Heuvel, Angela Keogh, Louise Cunningham, Roz Howe, Marc Skjellerup, Sally Seymour, Helena Rogers, Syssy Huber-Liu, Moy Ferguson, Shelly Acland-Goben, Fiona Murphy, Amit Arora, Kissane Gray, Tiffany Leone, Denise Kelly

APOLOGIES
Evan Watson, Sue Klammer

WELCOME
Alex Merton-McCann welcomed such a large turn out of interested parents and declared the meeting open at 7:40pm.

MINUTES OF 10TH DECEMBER 2014 MEETING
Alex Merton-McCann asked that previous meeting minutes be accepted as a true and fair record. Fiona Murphy verified they were and Moy Ferguson seconded this.

MATTERS ARISING FROM PREVIOUS MINUTES
None

CORRESPONDENCE
None

PRESIDENT’S REPORT

Alex Merton-McCann
President’s Report
PPS P&C Meeting 4 February 2015

Welcome everyone.

Before we start, I’d like to acknowledge the Garingal people – the original occupiers of the land on which we meet and where our children learn and grow.

A warm welcome to members of the P&C and new faces. I hope new families to our school will find the school as nurturing and wonderful a place as we all do. We'd love to see you at these meetings and do value your contribution.

Well, one week down. It’s time to take a breath. Bruno and Ruth have done a sterling job of ensuring the kids are settled and down to work – even the kindies! I would like to them plus the fabulous PPS teaching staff and admin team for making ‘back to school 2015’ so smooth and seamless.
I am sure 2015 will be a great year and not disappoint. We have some exciting things already planned and I am sure many more to be added. It truly is wonderful to have the experience, skill set and enthusiasm of such a wonderful team here at P&C to make this all happen. So why don’t we whip around the room and run through a team line-up for 2015.

My top priority, as President of the P&C, is to serve the school community and find ways our P&C can provide support to our great school. I welcome input, ideas and insight from parents at all times. So please know that I am approachable and here to listen.

The PPS community is one of the more tightly knitted ones. So over the Summer break, we were all devastated to hear of the loss of one of our 2014 Year 2 students. Such tragic times. In her final months, I was blown away by the commitment of the PPS staff to ensuring our darling year 2 student and her sister felt loved and part of our community. Whilst the staff and community respected the family’s wish for privacy, trips to Bear Cottage and regular Care Packs were just some of the ways our community rallied around. I would like to thank Shelley Goben for organising the flowers to be sent to the family on behalf of the P&C.

I would also like to thank our Liaison Convenor – Jasmin Buchanan – for putting together a wonderful morning for our new parents last week – Tea & Tissues. Jasmin sought out the finest bakers in the school, bought some bubbly and made it all appear so seamless in the beautiful house of Deb Moore. Thank you Jasmin. A big thank you to Deb for opening her house. It was a great morning.

As a P&C one of the most effective ways we can ‘value-add’ to our parents is by education and learning. I would like to also propose that we nominate someone, even informally, on P&C to look after Parent and Family Education. A lot of parents really got something out of the Resilient Kids seminar that we hosted last year. I would love to see these seminars become a regular feature of our calendar however I am out of time. Potential topics or themes could include managing anxious children, high-school readiness, cybersafety, dealing with grief and sorrow, literacy & numeracy strategies for parents etc. Please take some time to think about this – we can discuss it towards the end of the meeting. However I do think it would be a great way to can provide further support to our parents and families.

As many of you would know, Louise Milligan and Mandy Wilson resigned from their positions on the canteen in mid-December. Mandy and Louise have made a tremendous contribution to our canteen over the last few years. On behalf of the P&C, I would like to formally thank them for their outstanding efforts and wish them both the very best for the next chapter in their lives. As a result of this news, the Executive Committee met on the last evening of term to discuss our plans. We decided to appoint a temporary canteen manager for the next 2 terms whilst we further explored our options – which we have!

Outsourcing the canteen is definitely an option in the medium term as is appointing a permanent staff member. Tonight I would like to hear the thoughts of members of the committee on this idea. My personal view at this point in time is for us as a committee to further explore the outsourcing idea but I would really like to give our new, very enthusiastic staff member – Ali Rolleston – a chance to ‘cut her teeth’ and see how the
next few months go. I don’t want to steal any more of Linda’s thunder so let’s park any discussion until we get to the canteen report.

We are still recruiting!! We are after a treasurer. So please, if you have a desire to be amongst numbers, you know who to call!!

Thank you to the committee for your support and for entrusting this role to me last December. There was a huge lineup! I know there is a big year ahead but I am confident that together, we will be able to kick goals and work hard together to ensure we support our school and families.

Thank you

TREASURER’S REPORT

In the absence of a current P&C Treasurer, it was decided to enable Executive Committee Members Marc Skjellerup, Maddie Thomson, Kate Walker and Alex Merton-McCann signatory rights on bank cheques and invoices.

Action: Marc Skjellerup to obtain bank forms, Maddie Thomson & Alex Merton-McCann to get 100 point check at Commonwealth Bank.

Motion: moved by Jasmine Buchanan, seconded Kissane Gray

Motion carried

PRINCIPAL’S REPORT

Bruno Diodati congratulated staff on the smooth transition to a new year and advised all parents to read the weekly Myalla as a good source of information about school events.

Brief overview of school structure for 2015;

26 classes in total based on numbers of students including one composite 5/6 class. Staffed on a NSW public schools formula of an average of 20 students per class in Kindergarten, 22 in Year 1, 24 in Year 4 and 30 in Years 3–6.

Currently 40 staff and 650 students enrolled.

Landscaping in Amphitheatre is now complete – thanks to P&C for their generous financial contribution to this project.

PPS is entering its three year strategic plan – 2015–2017, concentrating on professional learning for all teachers. The plan is at present in draft form but has identified three strategic directions or ‘Milestones’ which best reflect the needs of our school community. To be completed by the end of Term 1 2015.

21st Learning Project – teacher training is now underway with the new technology (160 ipads) to be deployed to Year 5 & 6 students by the middle of Term 1. Mac book pro
have also been purchased for the Year 5 & 6 teachers which are compatible with the iPads.

Thank you to the P&C for their ongoing support and generosity, both in time and money.

ESL LIASON

**Action:** Syssy Huber-Liu and Jasmine Buchanan to contact each other about possibility of putting on a school event at Chinese New Year time.

BAND

All four bands up and running – 150 children this year. New conductor Tom Andrews has started successfully.

Sally would like to propose that we introduce a new String Ensemble for Years 3–6 only at this stage. 20 students maximum, violin & cello, byo instruments. Not audition based but first in best dressed approach. Conductor has been interviewed & is ready to start.

Need air conditioned room to store strings during the day. **Action:** Ruth White to investigate appropriate storage.

Motion: moved by Linda Henderson, seconded Marc Skjellerup.

Motion carried

The issue of lack of storage was then discussed further with particular regard to area outside band storage. **Action:** Emma Cabuil, Tisa van den Heuvel & Jasmin Buchanan to coordinate a parent roster to sort lost property.

CANTEEN

Canteen Report for P & C – Feb 2014

Since the P & C AGM in December there have been numerous changes within the Canteen, these include the resignations of our Canteen Manager – Louise Milligan and Canteen Assistant – Mandy Wilson and our decision to move from Schools24 as our online provider to Flexischools.

Over the course of the holidays, numerous avenues have been assessed regarding the ongoing viability of the Canteen at PPS. Whilst we are still looking at the possibility of outsourcing the Canteen, this cannot be done without being voted on at the P and C and a subsequent tender process. It was then determined that we would seek a temporary manager to run the canteen for Terms 1 and possibly Term 2 until the long term solution can be determined and delivered.

With this in mind, Alex Merton McCann, Mr Diodati and myself interviewed potential candidates for the Canteen Manager role over the week of 19/1. We also examined the
possibility of using a Canteen Provider at another school to manage our canteen remotely on the temporary basis. The conclusion of this is, we have offered Ali Lane the position of Canteen Manager for Term 1 and possibility of Term 2 at PPS. Ali is a lovely young lady who has a lot to offer the Canteen and the broader school community and I ask that we all welcome her to this role.

Due to the large amount of change occurring in the Canteen space, it has also been determined not to open the Canteen until week 3 of Term 1. This will allow time for parents to set up their Flexischool accounts, and for Ali to set up the Canteen and have stock available for 9/2.

As you were aware, towards the end of last year a survey was sent to all parents at PPS around the Canteen and what items they would like to see on the menu and the possibility of opening the canteen on a Friday with a limited menu. All these options are being reviewed and where possible will be implemented during the course of Term 1. It is more imperative at this time, to embed Flexischools and have Ali as Canteen Manager settled, before we add further change to the school, with menu changes and additional ordering days. I expect by our next P & C meeting, the Friday will be up and running or just about to be.

Finally we are still working with Schools24 in closing down the accounts and either sorting the donations that have been generous from our parents or where required establishing the monies to be refunded. This is rather an arduous process, and we hope to have this finalised soon.

Whilst I am aware that the outsourcing of the Canteen is tabled for this meeting, I believe it is too early to have this discussion. As the process, whenever we choose to go down this path is a long one, I recommend we wait before making this decision. Let us get the current scheme embedded and post that determine if outsourcing is the best solution. I am happy to discuss this.

I ask that you all help in promoting the changes within the Canteen and support Ali in her role. With any large change we expect some teething problems, however the outlook is bright.

Linda Henderson

On behalf of the Canteen Committee.

Linda also confirmed PPS has $700 donations from Schools 24 – it was suggested we buy a coffee machine with this money for use at school functions.

Also under discussion was the possibility of replacing the old oven in the canteen at some stage. Question was asked about the difference in cost between a canteen manager and an outsourced company and it was agreed it is financially better for us to employ a canteen manager.

GROUND AND FACILITIES

P&C Grounds/Facilities Committee Report
1. A working bee is proposed, as occurred last year, for late March (Sunday 22nd or 29th) with date to be confirmed for same weekend as Parents Social evening.
2. Prior to next meeting, Shelly will meet with Mr Diodati and Mr Bourke to review the school grounds and facilities and list areas of focus for the working bee.

After discussion of possible dates, Sunday 17th May has been tentatively locked in for Working Bee - **Action:** Shelly Acland-Goben to confirm date and let parents know in the Myalla.

Modgrass in the lower playground has been replaced and looks great, as does the Amphitheatre landscaping which is now complete.

**LIASON**

**Liaison Report for meeting 4th February 2015**

**Tea and Tissues**

Tea and Tissues 2015 was kindly hosted by Debbie and Bruce Phipson. It was a lovely morning for parents, new and old, to get together and share stories of how their little one settled in.

Sue Klammer, Linda Henderson, Vanessa Barclay, Joanne Hill, Kelly Green and Fiona Murphy - thank you for helping out - you met and greeted the parents superbly and made everyone feel comfortable by offering around food, tea/coffee and the all important glass of bubbles.

Rachel Fife, Kate Callaghan, Linda Henderson, Alicia Anwandter, Vanessa Barclay, Ange Osborne, Belinda Judson-Bird, Sue Klammer, Sandra Escobar and Alex Bogle - thank you for so generously preparing a plate of food for the parents to share - the food was delicious.

Thank you everyone for your time and effort...Tea and Tissues 2015 was a success!

**Easter Eggs**

Can I have approval for $550.00 to purchase Easter Eggs.

Motion: moved by Alex Merton-McCann, seconded Kate Walker
Motion carried

**Mothers’ Day Stall**

Can I have approval for $4,000.00 to purchase Mothers’ Day Stall gifts and wrapping paper. This is what I asked for last year and pretty sure we were well under.

Motion: moved by Alex Merton-McCann, seconded Sally Seymour

Motion carried

**School Directory**

Sue Klammer has very kindly volunteered to put together the School Directory this year. We will endeavour to get it out as soon as possible.

**PROMOTIONS**

Nothing to report

**POLICY, PLANNING & SCHOOL EVALUATION**

Nothing to report

**SOCIAL AND FUNDRAISING**

**Pymble Public School Social and Fundraising Proposed Activity for 2015**

Proposed social and fundraising activity for Pymble Public School P&C subject to approval by the PPS staff and P&C.

**Term 1 – Tuesday 27 January – Thursday 2 April**

**Icebreaker**

Proposed date – Friday 6 or 13 March

**Action:** Zannie to confirm date with Mr Bourke

**Objective – social**

Social event at school to provide an opportunity for parents to meet and connect at the start of the school year.

Tables to be set up as a central point for each year group

Volunteers from each year group to be invited to decorate each table

Guests invited to bring own drinks and a plate of food

Jazz band?
Welcome from Principle and P&C President
Theme – tbc

**State Election BBQ**
Saturday 28 March
Objective – fundraising
Stage a bbq and cake stall at school as a fundraiser

**Garden Express Fundraising**
2 March – 20 March
Objective – fundraising
Bulb sale where 50% profit goes back to the school
Order forms sent home with children
Friends and family can order on the same order form or through website
Orders delivered to school where they will need to be picked up by families
Alex Walker helping

**Term 2 – Monday 20 April – Friday 26 June**

**Family event at school – Colour Run or Movie Night**
Date – tbc
Objective – family social event with some fundraising
Stage an all school event at school
Event subject to PPS Staff and P&C feedback
Insurance implications?

**Term 3 – Monday 13 July – Friday 18 September**

**School Fundraiser – Parents only**
Date tbc
Objective – social event with fundraising
Themed evening event at PPS for parents to get together and raise funds for the school as per previous years
More details to come
Father’s Day Breakfast was also discussed.

**Term 4 – Tuesday 6 October – Thursday 17 December**

**Christmas Fair at Pymble Public School**
Date tbc
Invite six or more stalls to Pymble Public School to sell Christmas gift ideas
Include food stalls to raise funds for the school

**Family Photographs**
Date tbc
Invite photographer to school to take photographs of families.
Photographer to make donation to school from fees paid by families
**Action:** Jasmin Buchanan to ask Kindy mum who is a professional photographer to quote

All activities will be subject to availability of volunteers to help with the coordination of each event.

A Multi-cultural event was also discussed – perhaps a ‘Noodle Bar’

Movie night in Term 2 was also discussed
Ruth White asked that we ensure a letter drop is carried out prior to any nighttime function at the school to appease neighbours.

Discussion of a financial fundraising target or goal to aim for this year – i.e. split-system air conditioning for the Hall (approx $35k).

**SPORT**

Thanks for prompt payment of swimming fees

Kindy & Year 1 will have someone else in the pool with Lyndall.

Try outs for PSSA teams began today & will continue on Friday. There are limited places, we do our best.

Pink Stumps Day on Friday 20th February – gold coin donation for Jane McGrath Foundation. Everyone K–6 are asked to dress in pink – a note will be distributed soon.

Sean Muffet will coordinate timekeepers again for Swim Carnival on Feb 27th at Knox Pool for which I am grateful.

**UNIFORM SHOP**

P & C Meeting 4th Feb, 2015

Uniform Report – Roz Howe

From Melanie Taylor (Uniform Shop):

“A big thank you to all the new 2015 parents. They booked in early in Term 4 2014 and 95% were fitted before the end of last year. This only left interstate and international families to be fitted in January this year.

The wait times have been minimal, and we were open for 4 days (morning or afternoon including a Saturday) before school went back on Wednesday 28th January. This helped ease some of the pressure. We were of course still busy the mornings that school went back for last minute items.”

A few requests have been made for cotton socks. Particularly for the boys grey socks with the yellow stripes. Parents have reported that nylon socks can cause very sweaty feet. I have put in a request to Alinta asking if there is a possibility to supply the socks in cotton.

Roz Howe
Uniform Liaison
2ND HAND UNIFORM SHOP
Nothing to report

At 9:28pm, Alex Merton-McCann moved a motion to continue the meeting, seconded Marc Skjellerup.

Motion carried

GENERAL

Memorial - Alex Merton McCann & Bruno Diodati to discuss separately with the family concerned and bring back to P&C at a later date.

Parent Education Coordinator - **Action**: Moy Ferguson to add this role to her list of responsibilities, with support of Tisa van den Heuvel.

Motion: moved by Jasmin Buchanan, seconded Sally Seymour.

Motion carried

**Meeting closed at 9:33pm**