P&C MINUTES
Pymble Public School Parents & Citizens Association Meeting

Wednesday 11th March 2015

ATTENDEES
Bruno Diodati, Marc Skjellerup, Maddie Thomson, Tisa van den Heuvel, Roz Howe, Clare Thomson, Ruth White, Mary Blankevoort, Emma Cabuil, Evan Watson, Chris Andrew, Shelly Acland-Goben, Denise Kelly, Zannie Abbott, Syssy Huber

APOLOGIES
Alex Merton-McCann, Kate Walker, Kissane Gray, Amanda Jubb, Venessa O’Connell, Jasmin Buchanan, Sally Seymour, Sue Klammer, Louise Cunningham, Linda Henderson

WELCOME
Marc Skjellerup (Vice President) opened and chaired the meeting. Declared open at 7:32pm

MINUTES OF 4TH FEBRUARY 2015 MEETING
Marc Skjellerup asked that the previous meeting minutes be accepted as a true & fair record. Fiona Murphy verified they were and Tisa van den Heuvel seconded this.

MATTERS ARISING FROM PREVIOUS MINUTES
Marc Skjellerup, Maddie Thomson, Kate Walker and Alex Merton-McCann to have signatory rights on bank cheques and invoices. Treasurer TBA.
Ruth White has organised the Pink Room as storage for string instruments during the day.
A parent roster is now in place to organise lost property - thanks to Jasmin Buchanan, Tisa van den Heuvel & Emma Cabuil.

CORRESPONDENCE IN/OUT
None

PRESIDENT’S REPORT

President’s Report
P&C Wednesday 11 March 2015

Swimming Carnival
I would like to commend Mrs Kelly and her team on another outstanding swimming carnival. It was a terrific day that ran like clockwork under the direction of Mrs Kelly and Mr Sean Muffet and their teams of loyal staff and parents. It was a very positive day that I know many parents enjoy attending.

New Treasurer
I am pleased to announce that we have secured a Treasury Team for 2015. Clare Thomson, Godmother to Sarah Christianson in Year 4, has kindly put up her hand to be our Treasurer for 2015. She will be ably assisted by Tisa van den Heuvel, a great new mum from KP. Together these ladies will manage our financial portfolio. A handover meeting with Fiona Murphy will take place this coming
Friday. I would like to thank Clare and Tiisa for their very generous offers to help. It is much appreciated. I would also like to thank Fiona Murphy and Marc Skjellerup for helping us ‘hobble’ through the last 7 weeks.

Canteen
It was a real thrill to be able to celebrate Chinese New Year at the canteen this year. Last Thursday, our canteen manager, Ali Rolleston, ably assisted by volunteers – served a staggering 170+ special order Chinese meals to our children. In addition to that, we sold over 250 fortune cookies. We have been truly overwhelmed by the positive feedback. A big thank you to Linda Henderson and Fiona Murphy for making this happen and to Mrs White for her inspiration. We are planning more special event meal days already! There are more changes afoot at the canteen which Linda Henderson will outline during her report.

IceBreaker
Our Social/Fundraising team did a remarkable job organising the Icebreaker last Friday night. With well over 150 parents in attendance, magnificent decorations and a truly inspirational musical backdrop (apologies for the bias!), it was clearly going to be a great night. Thank you to Zannie Abbott, Tiffany Leone and Pia Margetis and their team of trusty helpers for pulling it all together and making it happen so seamlessly.

School Directory
Well, we are almost there! Thank you to Sue Klammer for her vast effort in in managing this in 2015. Your efforts are much appreciated. I would like to suggest that as a school we take the directory online next year. Not only will this assist with updates but will also dramatically cut down the volunteer hours. Sue and I have spoken about this. I will let her detail this further during her report. But I want to make it clear – I am voting yes! Thank you also to Maddie Thomson, Jasmin Buchanan, Suzie Douglas, Jen Kellaway and Jill Rose for their help with the directory as well.

Parent Focus Groups
As many of you know, we are holding Parent Focus Groups tomorrow. These focus groups are part of the school’s evaluative and planning processes and will help develop the strategic direction of our school in our 2015 – 2017 plan. Moy Ferguson has worked tirelessly to make this happen. Thank you very much Moy. It would be great Moy if you were able to expand a little more on this during your report.

And finally, I know Zannie and Shelley are organising a BBQ and cake stall for Election Day. If you are able to help in any capacity, I know they would be very grateful. From personal experience, I can honestly say that there is no better place
than to be on a BBQ or a cake stall on Election Day! And I know Sally Seymour would agree!

Alex Merton-McCann
P&C President, 2015

TREASURER’S REPORT

Fiona Murphy that nothing has come out of the P&C Account except for Canteen Wages.

The Commonwealth Bank is also no longer offering our previous rate of 4.5% and would suggest the new Treasurer investigate changing banks going forward.

Motion: Marc Skjellerup moved that Clare Thomson be nominated as Treasurer, Chris Andrew seconded this.

Motion carried unanimously.

PRINCIPAL’S REPORT

P&C Principal’s Report
Wednesday 11 March 2015

School Plan update

• New School Plan is due at the end of this term
• School vision and context developed
• Strategic Directions (3) have been developed
  ○ Student learning and engagement
  ○ Teacher quality
  ○ Community partnerships
• Major school projects/initiatives have been identified
• Project milestones / targets are being planned/identified and developed
• Budget will be aligned to projects and milestones

Parent Focus Groups

As part of the school's evaluative and planning processes, late last year we surveyed the 2014 class parent representatives about student well-being at Pymble Public School. This information is being gathered to assist with strategic directions in the new PPS School Plan.
Following on from the survey, we will be conducting a series of parent focus groups to gather further data on the themes identified in the parent survey on student well-being. Our aim is that this in depth data will provide us with more concrete information to enable the school to build clear and tangible action plans into the new School Plan. This year’s class parent representatives and P&C parent members will be invited to participate in the upcoming parent focus group sessions to be held at school this Thursday 12 March 2015.

**School Swimming Carnival**

- Was a great success
- Students all participated well
- Thank you to Mr Muffit and our parent time keeper volunteers
- Thank you to Mrs Kelly for her organisation of the carnival

**P&C Parent Icebreaker Function**

- Fantastic event, a very pleasant evening
- Parents seemed to have a good time and socialised over some food and drinks
- Thank you to P&C and Zannie Abbott for their coordination of the event
- Thank you also to Mr Burke out GA for his hard work in setting up and packing up.

‘i on the Future 3’ Conference & SDD swap

As part of our 21st Century Action Learning initiative I am proposing that our whole teaching staff attend the ‘i on the Future 3’ conference on Friday 19 June 2015. This conference will be held at Turramurra North Public School and will feature high quality keynote speakers as well as high level, engaging workshops. Two of the keynote speakers are internationally recognised leaders in their field, Kevin Honeycutt and Carl Jarvis. Kevin Honeycutt is based in the US and is sort after by education systems around the world to speak with educators about 21st Century learning, student engagement in a digital age and effectively embedding digital technologies into teaching and learning programs. Carl Jarvis is the Principal of Hartsholme Academy in Lincoln in the UK and is an inspiring educational leader who has not only transformed learning in his own school but also in schools in India and China. Last year 4 teachers from Pymble PS attended the ‘i on the Future 2’ conference. These teachers left the conference feeling inspired and better equipped to take on the complexities of preparing students for the challenges of the 21st Century. This year I would like to provide this exciting opportunity to the whole staff (35 teachers) in order to maintain and
build the momentum we have gained with our 21st Century Action Learning project this year. By including the whole staff in this day of learning, all teachers will be able to share in the same professional development experience and continue the discussion and learning back at school.

In order to provide this opportunity for all 35 of our teachers we will need to make the day of the conference, Friday 19 June 2015, a pupil free day. This will save the school the cost of a casual teacher per teacher (average of $400 per day x 35) as we would not need to replace teachers if it was a pupil free day. We would then have an extra student school day (where students would attend school) at the end of the year on Thursday 17 December 2015 in place of the scheduled staff development day / pupil free day.

I am seeking the support of our PPS parent community in order to make FRIDAY 19 JUNE 2015 a pupil free day and then Thursday 17 December 2015 a normal school day. As mentioned this would mean that our whole teaching staff (35 teachers) could take advantage of this valuable teacher professional development opportunity and attend the ‘i on the Future 3’ conference.

P&C Fundraising School ‘Wish List’

- Air-conditioning for hall
- Infants playground
  - Remove existing shade area and seats
  - New shade shelter and seating
  - Shade shelter over infants playground
- Home Readers & Fiction Books

Pest Control

- Whole school pest control spraying will be conducted in the Easter school holiday period in April 2015.

Marc Skjellerup proposed we discuss the budget for the year at the next P&C Meeting. Decisions can then be made regarding whether the P&C looks to contribute financially to Teacher Professional Development at PPS. Matter carried forward.

UNIFORM SHOP

P & C Meeting 11th March, 2015
Uniform Report – Roz Howe
Skorts
Some parents have expressed interest in Skorts for the girls’ sports uniform. I checked with Alinta and they informed me that PPS had Skorts on the uniform list about 5 years ago. They were not popular then and consequently did not sell. They were taken off the list and sold at a discounted rate of $5 to eliminate stock. Alinta advises against adding them to the list again. I addressed this with Mr Diodati and he suggested it be put to the P&C and perhaps a notice in the Myalla to see precisely how many parents would be interested.

P&C decided to leave the uniform list as it is.

Uniform shop doorway being blocked by bandstands
Mel in the uniform shop has brought it to my attention that bandstands are being left in front of the uniform shop door. The ladies who work in the uniform shop have had to move them on a number of occasions. I have addressed this issue with Mr Diodati and the problem of storage for the band, the uniform shop, lost property, classroom partitions and now Poosh storage cabinets. This area is simply bursting at the seams. Sally Seymour (Band Convenor) is also aware of the problem.

Lack of storage space for uniform stock
Mel from Alinta and uniform shop has complained of lack of storage space for uniform stock. This has been an on-going issue for some time and we still don’t have a solution. Mel has been taking excess stock to Kuringai School to store. This is not ideal and I’m not sure how it affects our insurance. It is also unfair that Mel has to carry heavy boxes to and from PPS and it is difficult for shop staff to move around.

Due to limited storage space at the school, I have suggested that perhaps we look into purchasing or hiring a mobile storage unit, such as a Pod. (open for discussion and suggestions from P&C)

This matter will be carried forward to the next P&C Meeting.

Safety hazard
Bandstands are also blocking the stairs on the Crown Rd side of the Hall and the corridor next to the uniform shop and this is clearly a fire and safety hazard.

Accident waiting to happen
As a band Mum as well, I am concerned about children and mums having to carry bandstands up and down stands for rehearsals. It’s an accident waiting to happen. The trolleys used to store the stands on are not suitable for transferring stands into the hall as they cannot be lifted up stairs, in my opinion, without injury. If there is any way the stands could be stored in the hall to reduce to possibility of injury and damage to the stands. Also open for discussion.

Further to requests for a different fabric for the boys’ socks, Alinta informs me there are no other options for the socks

Roz Howe
Uniform Liaison
BAND

Band Report - P&C March

1. String ensemble group is up and going. There are 12 students, supportive parents and a wonderful conductor. I believe that they are sounding quite good. I will be inviting them to join band camp on the Sunday for the day. They will be able to join the concert at the end of camp.

2. Invoices have been sent out. We increased the fees by 5%. They have not been changed for the last four years.

3. Band camp is the second week of term 2. Camp info and registration forms have also been sent out.

4. We have registered for Ryde East (24th of May) and NSW band festival (16th August).

   Nothing else to report.

CANTEEN

Canteen Report – March 2015

This week marks the 5th week the Canteen has been open for 2015. The past 4 weeks have been a huge learning curve for all involved with the introduction of Flexischools, settling in our new Canteen Manager and introducing our first ever special lunch day to celebrate the end of the Chinese New Year Festivities.

Whilst we are not 100% bedded down yet, we are getting closer each Canteen Day and expect by the beginning of Term 2 all things should be settled in. It is pleasing to note that as of last Thursday there were over 70% of the students with a Flexischool account. Whilst the odd manual order is still creeping in these are diminishing which is great.

Our Special order day for Chinese New Year was a huge success and thanks must be given to Ali Rolleston, Jen Harris and Janine Armfield who managed through the day. An extra special thanks must be given to Kylie Chambers, Sharon Nethersole, Jasmin Buchanan and Fiona Murphy who dropped everything and went to the canteen when we were volunteers down/late and with the largest day in the canteen. Thanks also to Moy Ferguson who checked with the restaurant to ensure the meal would be Gluten Free and delicious for children. Whilst the meals were late arriving
everyone did a stirling job in getting these to the children. Logistics and ways to improve this process for future special order days have been noted and we can only improve from here.

This week sees the introduction of Fresh Fridays. The canteen will be opening with a limited menu and no hot food or recess sales, due to being topsy turvy day. A wider choice of sushi, Vietnamese rice paper rolls, frozen oranges and fruit salad will be provided. We will monitor this opening closely to ensure viability and take up. We will also be included Gluten Free pies to our Monday and Thursday menus.

We are still having the occasional issue with Flexischools, however these appear to be able to be resolved relatively quickly and once we have experienced each situation, I do not foresee further concerns. We still need to work on some back end administrative processes, however with the amount of change that has occurred and our focus being on feeding the children, I strongly believe this will all come together with time.

Due to now being 100% online for orders and checking the age of the existing laptop I would like to recommend to the P & C the purchase of a new laptop for the Canteen. This does not need to have all the bells and whistles but be a standard package. At the same time I would also like to purchase a new dongle and sim card for internet access. Whilst the school is improving its wifi capabilities, it is preferred to have the canteen laptop separate to this network and have the wifi as a backup process. The existing dongle was provided by a previous canteen convenor and the sim card is up for renewal in April.

Costs to be approved

Laptop $900 to the value of (quote to be provided)

Dongle $100 to the value of (to be confirmed according to size)

Sim Card same as last year – to be confirmed with treasurer.

Linda Henderson
Canteen Convenor.
Motion: Marc Skjellerup proposed approval of up to $1300 for Canteen Laptop package, seconded Mary Blankevoort

Motion carried

LIAISON
Nothing to report

SOCIAL & FUNDRAISING

P&C Social and Fundraising March Report

Term 1

Icebreaker

The PPS P&C Icebreaker was held on Friday March 6, 7–9:30pm at the PPS COLA. Massive thanks to the Office Ladies, Mr Burke, Sue Klammer, invitation (Eve and Ruby), Pia Margetis – Creative Director (Luca and Kikki) and Tiffany Leone – Director of Operations (Ella and Harry).

It was a great night for parents to see familiar faces and meet some new ones. Over 100 parents attended the night with a wide cross section of year groups represented.

Thank you to all the parents to helped set-up and pack-up, it is this fantastic level of support for events at the school that makes them possible.

Polling Day BBQ and Cake Stall

Shelly Goben will be staging a cake stall and Emma Cabuil a BBQ on 28 March to raise money for PPS. Please support them by volunteering your time to help set-up, serve and pack-up on the day.

We will be speaking to Linda Henderson and Ali about how we can maximize the schools relationship with IGA.

Spring Flower Sale

Alex Walker (Emily and Catherine Walker) will be running a fundraising drive to sell Spring Flower (bulbs) to raise money for PPS. 50% of sales will go to the P&C. This will start w/c 16 March and finished end of term.

When we have the fundraising targets we will plan the activities for the rest of the year.

Events in the pipeline are

• Term 2 Disco
• Term 3 Parent fundraiser
• Term 3 Father’s Day breakfast
• Term 4 Christmas Fair

Matter carried forward; decide what we are fundraising for plus determine cost of items. Suggestions of Shade Sail over Infants play area, updating readers.

POLICY, PLANNING & SCHOOL SELF EVALUATION

As a follow on from the student well-being survey sent out to 2014 class reps and P&C late last year, we have set the date of Thurs 12/3 to hold a series of focus groups involving the 2015 class reps and P&C.

These will run at 830-930, 11-12pm and 130-230pm and be run by Mr Diodati, Mrs White and myself. The 4 themes we will delve into are:
1. Extra curricula activities
2. Communication
3. Student engagement and motivation
4. Bullying

Regards,
Moy

PROMOTIONS
Nothing to report

GROUND & FACILITIES

P&C Grounds/Facilities Committee Report
11th March 2015
Shelly Acland-Goben & Venessa O’Connell

1. This year’s Working Bee has been confirmed for Sunday 17th May, at the end of Week 4 Term 2. Being later in the year than last year’s working bee, it is sure to be cooler but we will need to hope for no more than light rain.
2. Mr Bourke has confirmed his availability to assist with the Working Bee.
3. The assistance of the P&C on the day, particularly to run a Sausage Sizzle and Drinks, would be greatly appreciated.

Matter carried forward; confirm at next P&C meeting.

4. At this stage, works proposed include:
   a. Gardening - weeding, fertilising, mulching (focal areas TBC)
   b. Oiling of outdoor furniture (weather permitting)
   c. Planting near the Yr 4 classrooms & new shelter tables
   d. Greening up the Handball court area - Large pots?
5. We invite suggestions for working bee projects from the P&C.
6. Advice has been sought from Mr Diodati regarding the School Vegetable/Herb Garden. P&C involvement has been offered.
Mr Lee had previously indicated that teachers were overseeing this & had been encouraged to incorporate its care and use into their curriculum.

SPORT & RECREATION/POOL

MARCH P & C REPORT

• The swimming carnival was a success with many children participating. I’d like to thank the work done by the parents in timekeeping

• The zone team were congratulated by many people for their behaviour & enthusiasm

• The senior girls & junior boys’ relay teams will swim at the area carnival next Tuesday

• presentation of ribbons & trophies will happen this Friday at noon

• skipping team will be attending a ‘Demo Team Workshop’ next Wednesday

2ND HAND UNIFORM
Nothing to report

CHESS
Nothing to report

POOSH

POOSH Report for PPS P&C Meeting 11 Mar 15

NUMBER OF CHILDREN
Term 4, 2014 – morning session average 41.2 and afternoon session average 93.4 children.

Term 1 2015 is showing an increase in numbers compared with T4/14 which reflects the typical drop–off experienced in term 4. T1/15 to 20 Feb 15 – morning session average 46.9 and afternoon session average 102.5 children.

New children have settled in well to POOSH routine.

STAFFING AND TRAINING
No updates.

FACILITIES
POOSH are in discussion with the school on new projects including lighting improvements around steps and bottom play equipment, and a set of tables and chairs in between the POOSH room and the hall.

**EQUIPMENT AND PROGRAMMING**
This term the children are learning about Mexico.

**FINANCES AND ADMINISTRATION**
Term 4 accounts show a loss of around $30K. This is due to timing of payment of licence fee (rent), soft-fall project and purchase of a large amount of supplies to support children’s activities. Overall accounts for calendar year 2014 and financial year to date 2015 are positive. When considered with current assets (cash term deposit) POOSH remains in a viable financial position.

No additional information has been received relating to NQS assessment.

There is a new development since I wrote the report in that POOSH is now at capacity on Wednesday afternoons. That means there are 120 children booked in and we cannot take casuals. This is the first time we have reached capacity since increasing our size.

Prepared by
Amanda Jubb, President on 25 Feb 2015

**GENERAL**
Appointment of a permanent School Principal.
Mr Diodati confirmed there is no update as yet and the role has not been advertised. The School Director is working through the process and it is an open process.

Action: Marc Skjellerup proposed that Alex Merton-McCann contact the School Director about the process and report back to the P&C.

Crossing Backup Volunteers.
Pool of parents to be called upon as backups should the pedestrian crossing attendant be unavailable at short notice.

Action: Emma Cabuil to co-ordinate this.

Syssy Huber raised an issue of concern that the school bus is often late in the mornings. Wants parents to contact the bus company to raise awareness of this issue.

Mary Blankevoort attended the meeting on behalf of BCRFC to advise of a Bannockburn Rovers Party at Bannockburn Oval on Saturday, 13th June. Bruno Diodati approved inclusion of this in the school diary.

Meeting closed at 9:37pm