

# 16 NOVEMBER 2016

## Meeting Minutes

Meeting to be held at 237 Bobbin Head Road,  
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 16 November 2016

### 1. Welcome & Apologies

Apologies – Kate Duncan, Max Schreiber, Fiona Dennis, Darren Murphy,

Attendees – Bree Alami, Amy Marsden, Alex Berthold, Clare Knight, James Knight, Michael Woodrow, Philippa Gordon, Paul Taylor, Karin Haleblian, Karin van Heerwaarden, Suzanne Murphy

Meeting chaired by Michael Woodrow.

### 2. Acceptance of minutes from previous meeting. Accepted

### 3. Matters arising from previous meeting:

- Karin H to arrange upload of Term 4 menu to school site. **DONE**
  - Bree to email menu to Karin H. **DONE**
  - Amy to provide draft band budget to Michael for feedback. **UNDERWAY**
  - Alex to discuss OOSH babysitting service on movie night with Zan. **DONE**
  - Alex & Bree to investigate costings of babysitting service.
  - Paul to contact the pest control company about cockroaches in the OOSH building. **DONE - Building has been treated.**
  - Paul to contact Asset management to see what's possible and what level of responsibility they're willing to accept for the maintenance of the OOSH building. And then let Alex and Bree know the outcome. **DONE - See principal's report for more information.**
  - Karin van H to contact class parents and P&C members requesting volunteers for kindy orientation. **DONE**
  - Ralph to arrange a couple of quotes for plaque and report back to P&C. **DONE Update – Ralph has mocked up designs for review and feedback from the committee. Some quotes received, ranging from \$360 - \$700. All agreed - Approval to spend up to \$700 on the plaque.**
- ACTION** - Ralph to finalise the plaque quotes and design with Philippa and Paul.

#### **4. Correspondence**

- Fundraising marketing material
- Insurance correspondence
- BAS statement

#### **5. Executive team report**

##### **Report**

With the year drawing to a close I wanted to take a moment to reflect on the achievements of the P&C for 2016:

We have undertaken a complete refresh of the canteen that has resulted in a new canteen manager, a refreshed menu that the children love and an efficient ordering system in munch monitor. The canteen is also now profitable and we are adding additional resourcing so we can look into expanding in 2017. A big thanks here to Bree and Clare for their efforts in this space.

NTOOSH - under the guidance of the exec team and Alex ntoosh has also undergone a radical transformation in 2016 that has resulted in a change with our director and an overhaul of our operational processes. This has resulted in a more efficient centre, more structured care and activities and put us in a comfortable position to now expand to take on vacation care. The exec team and the ntoosh committee will continue improving operations in 2017 and will examine the longer term future of NTOOSH to ensure we can continue to support the school and families within our community

Fundraising - we have had another solid year fundraising wise with approximately \$40k.

Uniform shop - we have reduced our outstanding stock and introduced new styles. The continued strong performance of the uniform shop continues to provide valuable financial support to the P&C.

Strengthened relationship between band and the P&C which has us positioned to now provide a third band in 2017.

As we close out the year, on behalf of the exec team I want to thank all members of the P&C for their ongoing support and contribution. We have a great group of truly passionate members who, without their support none of our achievements would be possible.

We would like to encourage all members to consider their continued involvement for 2017 so we can continue the great work.

## **6. Band report**

### **Report**

#### **Activities Underway & Planned**

##### **Blow Test Evening**

Feedback was that the night was organised and fun! Of the 32 attendees we have received applications for 27 students. Mr. Crocker is currently working on instrument allocation.

With more concrete numbers I have been working on our budget for next year, and will be meeting with Michael Woodrow and Lisa Robson before our AGM to finalise this.

We are looking at implementing a free Team Management app to help us communicate with our members effectively and efficiently. It will also help us with rostering and record availability for our various events.

We are all looking forward to our concert later this month.

#### **Upcoming Events**

Tuesday 29 November 6.00 p.m. – 8.00 p.m - Band Concert and Presentation Night.

Thursday 1 December throughout the day – Junior Band auditions

Thursday 1 December 6.00 p.m - Band AGM, Kipling's Garage Bar

#### **Financial Situation**

We have an available balance in excess of \$19,000. We are still waiting on payment from several families for Term 4 invoices. Overdue reminders went out last week. We currently have 71 students enrolled in the program. I forecast a modest surplus for the year.

## **Employment Situation**

All positions will be vacated at the AGM but I believe there will be no major changes to our committee. We have a fantastic group of volunteers and there is good morale.

## **Scheduled Meetings**

Tuesday 1 December 6.00 p.m. AGM, Kipling's Garage Bar.

# **7. Principal's report**

## **Report**

From last time:

- o Paul T commented that the P&C is now unified and constructive and this has been of great benefit to the school in 2016
- o Paul and Bree to prepare survey of parents to identify true needs around NTOOSHC § This has not been completed.
- o Cockroaches – NTOOSHC has been addressed by pest services
- o NTOOSHC – Paul has contacted Asset Management re: NTOOSHC and is meeting with Regional Asset management Manager Michelle Johns Dec 9th to review the maintenance for the building and what options are available.
  - Recent Events
- o Starting Big School – three very successful sessions with the final last Tuesday 8th Nov. The school now has made some close observations of our newest students and gained some insight as to needs arising. Classes will now be formed for K 2017. Thank you to Darren for his words at final session, Bree and others for all the behind the scenes work and Miss E for her leadership of the program. Two classes of 18 / 19 for start 2017. We still have 2-3 places open.
- o Miss Barr / Mrs Rutherford travelled to Brisbane to attend additional '7 Steps to Writing Success' training and to attend a school also implementing '7 steps' 26-28 Oct. Six TNPS staff have now been formerly 'trained' by experts while the rest of the staff have been trained by the executive throughout 2016 on site. The school has booked the founder of the program to work with staff for the SDD T1 2017. To book Jen McVeity is a huge win for the school – again the school continues to connect staff with the very best educators.
- o TNPS Chess Tournament – Oct 27th - 45 students K-6 participated. Special thanks to Mr Stanjevic and Miss Fagan for making the day possible and congratulations to Louis T who is the Chess Champion of TNPS 2016. Good luck to Louis, Segej and Ralph who will compete for TNPS in the State Chess championship after their 2nd place at Wahroonga.
- o Exec Planning Day – Oct 28th – all exec off class

§ Usually about 2 -3 days per annum. School is currently evaluating and collating evidence against the 'school excellence framework'.

§ TNPS will continue with writing focus in 2017, supported by consolidation of student

centred / high engagement learning / future focussed pedagogy (21st century learning)

o Big Day In – Hilltop Road PS – Nov 2nd

§ S3 students travelled to Merrylands and were immersed in a variety of technological experiences related to future future living and future jobs. A unique opportunity.

o Singapore – EdTechX Asia – Tues / Wednes 9/10th Nov

§ Paul attended on own accord – not representing NSW DoE – 2 days Long Service Leave

and paid his own expenses - invited to speak. 100 educators. 30 countries. Future focussed learning to align with global change / workplace was the central theme. Huge competition coming for our kids. By 2025 half of India's population will be under 25 – 750 million people.

o Games Day – 10th Nov - House championship – all students 3-6 joined in for a morning of fun and gamesmanship in sports houses. Captain ball, rob the nest – lots of fun and house spirit. Thank you to Miss Bedwell for organising the morning.

o Remembrance Day – Nov 11th. Mrs Foate and the Y6 leadership group led a fitting, however brief, remembrance day service at TNPS – with all students marking one minute's silence in memory of fallen soldiers

o Laura McBain – Laura visited 9/10/11 Nov. Laura led two PL sessions with TNPS staff. 'Designing for Deeper Learning' and 'Project Tuning'. Laura is Director HTH Grad School of Education and a former Principal of two HTH school sites and is one of the foremost educators in the world with regard to project based, deeper learning. 27 schools and 100 teachers joined TNPS staff on the Thursday for 'Designing for Deeper Learning' – each paying our school \$100/head.

o Most Likely To Succeed – Fri 11th Nov - a very successful school / community initiative. Around 230 gathered to view the film. A very healthy discussion with Laura and Kathleen Donohoe (Futures Unit) followed. Special thanks to Mat and Therese Bolin and Ray White Turramurra/Wahroonga for their generous support of the event, to Bree/ Alex for arranging the free childcare and to Wendy for organising the food trucks. It was a great evening and one that has helped consolidate community knowledge and understanding of the future of education. This is crucial. The community must be the drivers of future changes. We are currently experiencing change never before experienced in global history and this does mean schools need to consider change too. Survey data collected from 107 people

§ 83% believe we should be leaving the traditional system of edu behind us § 90% believe TNPS is already transforming learning

§ 95% agreed that MLTS has made them aware of student centred learning § 100% found the film a valuable experience

• Forthcoming events

- o Wk 7 – Ping Pong Table will have winning artwork applied
- o Wk 8 – Tuesday 29th – K-2 Super Hero Games Day
- o Wk 9 – Monday 5th – K-6 Book parade
- o Wk 9 – Wednesday 7th – Landings Xmas Carols
- o Wk 9 - Thursday 8th – T4 Principal's Assembly
- o Wk 9 – Saturday 10th – Community Xmas Carols
- o Wk 10 – Thursday 15th – reports go home / Presentation Day o Wk10 - Friday Dec 16th – Final day students 2016

- Matters Arising:

- o Thanks: The school would like to acknowledge the work of the P&C in 2016. It has been a very successful year. The P&C has contributed in so many ways to make our school a better place; fundraising, community building, canteen transformation with fresh food and wonderful canteen manager, management overhaul of NTOOSHC – quality of care / processes significantly improved. As always the band program provides a magnificent start for our children in the world of music. Thank you all.
- o Classes 2017 At this stage we are borderline 12 to 13 classes and still need just a couple of new enrolments. Staffing across grades will be similar to 2016 – with not a lot of movement. Parents wishing to discuss class placement can contact executive / Mr Taylor from week 9 – but not before. It is not possible to grant all families' wishes, however the school will listen and work with families where we can and where appropriate;
- o 2017 Fees – Fees will not be increased for 2017 over 2016. There will be a change though; annual levies included as part of the school fees each year, will be split evenly across semester one and two so as to reduce the fees for semester one – which did amount to large sums in 2016. Specifically the \$100 technology and \$100 art/resources annual levies will be invoiced at \$50 each per semester, rather than billed at \$100 just for semester one. This will see Semester One fees for 3-6 fall by approximately \$100 and Semester Two fees increase by approximately \$100. It is worth noting that TNPS fees for 2016 – total for both semesters is in line with local schools – we are not a BYOD school.
- o Writing Wall – is now in place. This is an opportunity for an additional 'audience' outside of mum and dad and the classroom. Research shows that authentic audiences can be a very significant factor in driving student engagement/motivation. Student work displayed on the wall will demonstrate the 7 steps to writing success – and thus be a point of interest and value for the parent / friends of TNPS. Whiteboards will be added to the brick columns outside the staffroom adjacent to the writing wall so as to enable parents / visitors to the school to leave feedback for our budding writers;
- o S3 Canberra Trip – The school will communicate with S3 2017 parents this week about next year's Canberra Trip. The school is contemplating moving the trip from T3 to late T1. Should the S3 parent community support the notion of a T1 trip, the school will ask for a \$100 deposit before the end of T4 2016.

## 8. Treasurer's report

Account Balances as at 31.10.16

Main P&C Account	\$27245.81
Online Saver Account	\$47626.39
Canteen Account	\$5494.07
Uniform Shop	\$28645.23
Band Account	\$19301.05
NTOOSH Main Account	\$19444.57

Becklyn delivered 3 Draft Budgets to NTOOSH committee on 16<sup>th</sup> November 2016, any amendments need to be made by 1<sup>st</sup> December, Bree and Alex to revise and advise Becklyn of any adjustments

Employee leave

- Catherine on leave 28<sup>th</sup> November – 16<sup>th</sup> November (canteen will need to be covered on the following dates 30<sup>th</sup> Nov, 2<sup>nd</sup> Dec, 7<sup>th</sup> Dec, 9<sup>th</sup> Dec, 14<sup>th</sup> Dec, 16<sup>th</sup> Dec. Canteen Roster has been finalised Wendy and Bree will be managing canteen
- Eloise (NTOOSH) 3 week in November, will be covered with other NTOOSH staff

End of year bonuses – to be discussed

## 9. Canteen report

**Report**

- Business as usual – Catherine continues to do a great job.
- We've employed an assistant for Fridays, Mandy Watt. Her paperwork is currently being sorted out.
- We're still looking for an assistant for Wednesdays. There are a couple of people who may be interested for next year. We will look at this in Jan 2017 as Mandy will probably swap to a Wednesday next year.
- Catherine is on holidays for the last 3 weeks of this term. The canteen committee are formulating a plan to cover this so the canteen can remain open.
- Proposal to the school that next year, a group of year 6 students get involved in running the canteen – develop their skills in running a business. Would be great

if they can help with menu item development and menu design, marketing and promotion, they're welcome to delve into pricing and cost control etc.

- Need more people on the canteen committee who have time to help out with tasks

### **Other business**

Bree – Would like to arrange a special thank you gift for Catherine and Kelly.

Alex – In previous years, Lynne was given a \$250 gift card; the staff were given a \$100 gift card.

Proposed – Clare and Bree \$300 gift voucher/pre-paid card for Catherine and Kelly – end of year thank you.

All agreed.

**ACTION** – Bree to arrange gift vouchers/pre-paid cards for Catherine and Kelly. And give to Catherine to before she goes on holidays.

Alex – Should we give a gift to Ros and Zan as well? They've gone above and beyond and made a big difference in the centre. All agreed. \$150 gift vouchers for Ros and Zan. \$100 gift vouchers for all other staff members.

**ACTION** – Alex to arrange gift vouchers for Ros, Zan and OOSH staff.

## **10. Grounds report**

### **Report**

The next working bee will be early 2017. Thank you to the 2016 Grounds committee members who have contributed their time and ideas over the past year... Fiona Ambrosino, Ralph Hale, Hugh Jones, Emily Burnett, Barney Rands, and Larissa Hansen.

It has been my pleasure and a joy to serve as Grounds Coordinator at TNPS over the past 3 years, and I will look back on the experience with fond memories of the school, its teachers and the many friends I have made in the playground and on the P&C.

### **Other business**

This was Philippa's last meeting. Wendy presented Philippa with a ? to say thank you for all her hard work, leadership and dedication both as a grounds co-ordinator and her time as vice president. Thank you Philippa.



## **11. Uniform shop report**

### **Report**

*No report supplied.*

## **12. NTOOSHC**

### **Report**

*See co-ordinator's report attached.  
See report re Vacation Care attached.*

### **Other business**

Alex – The expenses/outlay for vacation care are greater than \$1000 and therefore need to be discussed and voted/agreed to by the main P&C committee. This expenditure has already been agreed to by the NTOOSH sub-committee.

All agreed – Proceed with vacation care and expenses involved with Becklyn.

James – Observed on a few occasions the children playing handball in front of the cottage and the ball going onto Bobbin Head Rd and staff needing to retrieve the ball. It's an accident waiting to happen. Suggest the children be relocated to an area further away from the cottage.

**ACTION** - Alex to raise safety concern re OOSH children playing handball in front of the cottage with Ros and Zan.

## **13. Fundraising report**

### **Report**

*No report supplied.*

## **14. Other business**

Wendy – Audits need to be completed before AGM in February.

Clare – Catering for presentation day.  
In previous years, when

Kate Duncan – I have seen at other schools they have in their playground a "quiet area or zone" where kids can just go for a bit of time out where there is no one running through the area, at Pymble public they have one and it is a small round area with benches and hedges around it and the kids can go there and read or just relax and chat....I think Charlotte would really benefit from something like this at times as she is quite anxious and can get overwhelmed sometimes amongst the chaos in the playground and wondered if this may be the case with a few of the quieter shy kids? Just a space they can go for a few minutes to chill out?

Paul – A lovely idea. Although TNPS different to Pymble Public – more space and less students. Paul happy to discuss further with Kate. Possibly get the Year 6 students involved.

## **15. Next Meeting –**

**Term 4:** 15 Feb 2017 – AGM followed by general meeting

**Meetings are held @ 7:30pm in the S3 Hub**