

## MINUTES

# SEPTEMBER 2015

### TURRAMURRA NORTH PUBLIC SCHOOL P&C ASSOCIATION

Meeting held at 237 Bobbin Head Road,  
North Turramurra 2074

In S3 Hub, 7:30pm on Wednesday 16 September 2015

#### 1. Welcome & Apologies

**Apologies** – Fiona Dennis, Rachel Wald, Ralph Hale, Issy Baldwin, Wad McKasah, Alex Berthold, Sue Baker, Kate Duncan, Cheryl Nolan, Max Schreiber, Susannah Rands.

**Attendees** – Andrew Brightmore, Bree Alami, David Louie, Kris Grant, Philippa Gordon, Sandra Calder, Suzanne Murphy, Wendy McKasah, Melissa Nikkhah, Rachel Merhebi, Karin van Heerwaarden, Paul Taylor.

Meeting chaired by Andrew Brightmore

#### 2. Minutes from previous meeting – Accepted.

Proposed – Suzanne Murphy

Seconded – Kris Grant

#### 3. Matters arising from previous meeting –

- Paul to discuss with the staff re students potentially taking other student's lunches. **DONE**
- Alex to share link with Kathryn Carey for registering all events to P&C. **DONE**
- **PLEASE NOTE: ALL P&C EVENT REGISTRATIONS FORMS MUST BE COMPLETED AND SUBMITTED AT LEAST 2 WEEKS IN ADVANCE OF THE EVENT**
- Cheryl to talk to Kelly regarding the option of a long-sleeve shirt for 2016. **DONE**

#### 4. Correspondence

- Fundraising materials

## 5. Principal's report

### *Report*

#### From Last Time:

Asbestos Grounds remediation Paul indicated that the schedule of works provided by NSW Public Works specified that work was due to commence last Friday. Paul has written three times in recent weeks to ascertain as to where this was up to and has had zero response. Paul engaged his Director in the matter yesterday. Immediate response today. Contractors to meet with Paul and Public Works and NSW DoE Asset management at TNPS Friday morning. Works to be started immediately – school holidays.

Mulch – Paul 's engagement of the Director in this matter also yesterday saw an Asset Management regional representative bring a qualified Hygienist from Parsons Brinckerhoff to the school this morning. The mulch was observed / inspected and verbal advice provided that the **mulch was safe and bore no danger to our school community**. Written confirmation coming tomorrow.

Front of school upgrade – Paul T thanked the P&C Grounds Committee for their work in seeing the completion of the front of school with the plantings. Paul indicated that the only aspect left was the mulching, which will be done through the 'LendLease Community Day' tomorrow and the rebuilding of the display case for artwork, as raised by Issy. Paul to ask Ian to rebuild the display case on the southern face of the shelter.

New Enrolments – A North Turrumurra family with children currently enrolled in a private school recently enrolled their children at TNPS for 2016 after their interest in the school grew with the refurb of the front of the school. They came in for a tour and enrolled on the spot. 50 kinders, 13 classes and 320 plus students for 2016 looks increasingly likely. The school is looking at how Learning support can be increased to 4 days / week for 2016.

Hall acoustic treatment – Paul has had two firms out to review the hall and the hub. The hub will have around 20 x 800mm X 800mm tiles installed on the central ceiling. This will cost in the order of \$2800 installed – hopefully before next P&C Meet. This will be done early T4. The hall is a much more complex situation with sound bouncing around everywhere. A solution would be for the entire ceiling of the hall to

be covered in small sound deadening tiles. This installation would be approximately \$10 – 12000. Paul T indicated that the school will pay for the Hub, but would seek assistance of a 50/50 contribution for the hall from the P&C. Maybe this could be worked into the larger project – with the refurb of the top grove area.

Storage for band – Paul indicated that the school has purchased a container that will be used as a ‘sports shed’ and KLA storage facility. This container has been configured with a roller door to face the playground for easy access. There is also an internal wall separating two internal spaces one larger space for the sports shed and one smaller space on the southern end for the KLA storage which contains a regular access door. This container is due to be installed early T4. While this container may not be as visually pleasing as we like, we can be creative and make it look better ourselves. Once the container is installed this will leave the rear space behind the hall available to band and Ian our GA is working to clear the store alongside which will also be offered to band. These spaces may be connected to the existing band room internally sometime in 2016.

Treetops Forecourt – Paul has had Michael Gerrard from Urban landscape Designs out to review the space between the hall and the S3 Hub. The company has put a proposal to Paul for a design process involving a survey, site analysis and student workshop and a draft of proposed solution. Cost \$3500. The school will meet this fee, with the anticipation that the P&C is targeting the project as the major fundraising project for 2015/6.

School Reclassification – School principals were notified in recent days that the anticipated distribution of information relating to the reclassification of schools would be delayed, so that further ‘analysis of Principal salary outcomes’ could be undertaken in consultation with the teachers federation, Primary Principals’ Association and the Secondary Principals’ Council. Paul also indicated that he has telephoned the President of the NSW Primary Principals’ Association about the allocation of Equity Funds to make two points:

- o That he agrees with an equity funding model as implemented
- o That there may be room to fine tune the model at each end of the scale for schools attracting substantial funds and those that attracting minimal funds.

Paul indicated that he felt that his message was heard.

#### Staffing.

- o Miss Clifford will have the first 4 weeks of T4 off to recuperate after an operation. She will return to work two days / week in wk 5/6 on half vocal

load and will transition slowly back to full time work over the remaining weeks of the school year. Mrs Niki Tomlinson will continue to take KC in Miss Clifford's absence.

- o Mrs McDonald will retire on Friday. Mrs McDonald has served at TNPS for 11 years and the NSW Department for many more. We thank Mrs McDonald for her work over these years and wish her a happy and well-earned retirement. Miss Marie Pangman will join our school from Pymble PS for T4 where she has been working as a casual on class blocks.

Lunchtime eating. Things appear to have significantly improved. I have not had reports of lunches going missing since the last P&C Meeting. Eating together as a class seems to have tightened things up.

### **General Business**

LendLease Community Day / Canteen refurb – a very big thank you to Andrew and the canteen committee in advance of tomorrow's Lendlease community working day. Plans have been put in place to repaint the front of the canteen, the interior walls and shelving. There are also plans to distribute mulch on the front gardens and to give the garden in front of the canteen a clean up / clear out. We look forward to viewing the results.

2015 TNPS Chess Tournament: Special thanks to Mr Bojan Stanojevic who organised and led the inaugural TNPS Chess Tournament. The day saw some 25 students compete in 6 rounds of chess from years 1-6. Just one girl took part and we hope to grow the project for 2016. Bojan will now lead 3 players as they ready for the Macquarie Chess Challenge to be staged Sunday Oct 25<sup>th</sup>.

Systems Leadership Grant – TNPS joined 4 other schools in a submission for a NSW DoE 'systems leadership grant'. The grant submission was successful. Our school will join with other schools innovating in education such as Auburn West and Hilltop Road and this money will be used to shared thinking and practice across these sites. Further information will be provided in Term 4.

PL Learning Event – On Saturday 7<sup>th</sup> November TNPS will host some 200 plus teachers from across Sydney for the next iOnTheFuture event. The event will feature Mr Alan November from Boston, author of the international best seller 'Who owns the learning?' and Mr Carl Jarvis will return from the UK to help us once more. The school has nearly 100 participants from 26 schools already booked and with 160 plus we hope to make a profit of \$35000. This money will be used to refurbish two classrooms. Staff are presently working on how they would like to refurbish classrooms and will share their ideas with each other in wk2 t4. This will mean staff will give up a Saturday to raise funds by educating and inspiring others so that their classrooms can be refurbished to

align with their pedagogy. This is a unique project and speaks volumes for our teaching staff and delivers ownership of school development to the staff team.

Parent Event – Parents from TNPS and surrounding schools will have the opportunity to hear Carl Jarvis and Alan November speak about the changing face of global education on Friday 6<sup>th</sup> November at 2pm. This will be a free event and further details will be publicised closer to the date.

Library – TNPS has been working this past term on planning to transform the Library into an open, welcoming bright, and comfortable space to enjoy literature. I am very excited about these plans, organised by Mrs Rogers and her committee who have engaged a number of firms and also visited libraries in other schools. The central wall will come out and teacher resources will no longer occupy floor space. With building and new furnishings, we hope to keep costs down and have the space ready for the new school year in 2016.

## **Recent Events**

Art Show. Wow! What an amazing event it was. The quality of student work and the care with which it was presented was fantastic. Everything about the Art Show was outstanding. My thanks and congratulations to all involved. Yet another opportunity for our school community to engage in the life of the school. When children are proud, teachers are proud and parents are proud it is a very positive situation.

YCDI Training / Parent Talk Last Monday and Tuesday TNPS hosted YCDI Facilitator training for a range of other schools across Sydney. The training was led by Professor Michael Bernard. From Melbourne University. Thank you to those parents who came along to listen to Michael's talk. We hope that this talk has encouraged more parents to access the YCDI Parent website. A note was sent home by Miss Nolan reminding parents of login details. There is a lot of helpful information in the website. Thank you to Miss Nolan for her leadership of YCDI throughout our school.

New Website – Thank you to Mrs Haleblian and Mrs Long who have rolled out our new 'SchoolStream' website and integrated app. We hope you find the new service an improvement. The website is still having content added and we hope to have it full finished by the end of the school year. The paperless absentee note has been a hit so far as has the 'add to calendar' events feature. Should the paperless absentee digital signature feature be used by parents in T4 the school will consider a move to full paperless permission slips for 2016. Paul T has checked this with NSW DoE legal branch and their advice is that the digital communication would be viewed in the same way as a signed hardcopy note.

CareMonkey – With the new website has also come the new individual health care plan sharing app CareMonkey. CareMonkey provides an interface for parents to upload details of student healthcare needs, including full written plans as produced by clinicians. When ever circumstances change, parents simply modify the existing information. Reminders are able to be sent out by the school so that all records uploaded are the most recent. On the other side of the interface, the school and staff can easily access the information from anywhere direct through the app. Students can be selected in classes or custom groups as required. While this is not compulsory, we have had a huge uptake with around 70 families uploading information in just over a week. Data is stored within Amazon’s Australian Data warehouse with full encrypted security.

P&C Rep required for vacancy sometime in Term 4. Paul indicated that it was likely that a panel would be required to fill the position vacancy left by Ms McDonald’s retirement. This will be filled centrally, as per every second vacancy, however, paul has found that within the central appointment mechanism, the school can elect to fill the position via a ‘graduate pool’ which would see the school select a new teacher from graduates. More info to come in T4.

### **Forthcoming events**

#### T3

- o LendLease Community Day
- o Principal’s Assembly – tomorrow morning.
- o Last day of term Friday September 18
- o Playground remediation work to commence in the holidays

#### T4

- o First day T4 = Tuesday 6<sup>th</sup> October (Monday 5<sup>th</sup> is Labour Day NSW Public Holiday)
- o No SDD to begin T4 – this is never the case for T4 in all NSW DEC Schools
- o Kindergarten Orientation commences Tuesday wk2 – October , continuing Wednesday October 28 in wk4 and finishing Thursday November 12. Any questions should be directed to Miss Thogerson or Miss English. At this time we have 50 Kinders enrolled (forms in) for Kinder 2016.

- o P&C Disco – Friday Week 3 – October 23<sup>rd</sup>. – moved to Nov 20<sup>th</sup>.
- o ‘November in November’ – Sat Nov 7<sup>th</sup> – wk5 - already over 100 participants registered from 26 different public primary and high schools across Sydney and Hunter. Carl Jarvis, Executive Head from Lincoln UK will return for the event and both he and Alan November will deliver free keynote addresses for interested parents Friday November 6<sup>th</sup> at 2pm.
  - If the school manages to achieve 170 attendees we will meet our \$35000 target – all of which will be ploughed straight into classroom renovations.

P. Taylor,

Principal 16.09.15

19.08.15

### ***Other business***

Karin - The length of time potentially not long enough to eat lunch.

Paul - there is room to tweak the timing but extra 35min has already been added to each teacher’s monitoring time. Experience at other schools is that 10 mins is long enough.

Karin - re November in November is there an opportunity for fundraising at the parenting event.

Paul - Yes.

Wendy - Possibly do a raffle.

## **6. Treasurer’s report**

### ***Report***

*Financials available.*

## **7. NTOOSH**

### ***Report***

### **Staff**

3 of our staff completed the: The Kur-ring-gai Council (KOOSH), Network Food Handling course at Lindfield - well received  
3 staff will be completing their St John First Aid 2 Day Course, during the school holidays, Viktor & Caitie will attend this weekend (19&20Sep) in Burwood, and John on 17-18Oct also in Burwood.  
This is a very detailed course and includes Asthma Management and Anaphylaxis Training.

### **Correspondence**

Requests for places, at NTOOSHC, for now, and for 2016 are ongoing, the problem of space capacity will also be an ongoing problem.  
At the Director's term meeting for Kuring-gai Council (KOOSH), the majority of centres, in this area, have closed their enrolments, and cannot take any kindys for 2016.

### **Program**

- Since the last report, we decorated Father's Day BBQ tongs and spoons, wrapping paper and cards, all with our planet themed motifs.
- We also made rocky road for lucky Dads + 8 kilos of strawberry jam. Each participating child took home, a jar of jam with their own decorated label.
- This week we have been making Honey Joys, to celebrate the Jewish New Year of Rosh Hashanah.
- Spring weather has allowed us to spend more time outside in the afternoons: Emily, Caitie, Emma, Matt and Viktor have been playing a variety of games with the children. Soccer, volley ball, capture the flag and treasure hunts are all favourites!

### **Incidents/Accidents**

Some knee grazes and the vomiting bug seemed to have featured this term.

### **Equipment/Maintenance**

The air conditioner man cleaned the air conditioner and filters, yesterday, in preparation for summer.

We have had a lot of issues with the Touch Screen these past 2 weeks with the software / hardware upgrade.

The screen sometimes froze too. Becklyn are looking to rectify.

### **Administration**

On the holidays, I will be working on a report system for each child, this came up in the KOOSH meeting, and it is essential for NQF.

The report will be a series of boxes to be ticked, and must go to the parents. Our own report will be more detailed, but not overly so, as our time must be spent face to face with children, not filling out reports!

### **Art Show**

We had 32 children for the Art Show on Sep 11th. We had 3 carers, Matt, Emily and Viktor. There was a movie, popcorn, activities and games with light sticks outside.

Great fun was had by all! We were still giving out scones, jam and cream to everyone too, so lots of impressed parents and grandparents!

We had \$110.00 remaining, after paying staff, this was given, as a donation, to Wendy on 15 Sep15.

### ***Other business***

Paul - Should space/numbers continue to be an issue the school can review use of other space in the school.

## **8. Fundraising**

### ***Report***

ArArt show - Approx \$8.5k raised.

Thank you to David L for organising the cruise for the silent auction - raised \$2.5k.

Feedback & suggested changes for future art shows:

For future events left over alcohol and the glasses will remain on the school grounds and transported to the bottle shop the following day.

The live music costs \$350. Whilst lovely to have and suitable for such an occasion, the fundraising committee feels that unfortunately the expense can't be justified for this particular event. We'll investigate other options for future art shows.

It was great that everyone who was there at the end of the night helped tidy up.

Eyespy competition- next year we'll make sure the winners are drawn at the end of the night.

Upcoming events - Disco in Term 4 - Organised by Yvette and Melissa. Rescheduled to Nov 20.

Planning to again not put up our hand for running the BBQ at the Carols hosted by the church.

### ***Other business***

Andrew - A huge thank you to the fundraising committee for all their dedication and hard work organising the art show.

Paul - Has the art show ever involved a well known artist

Wendy - have had parents display their art but never an artist.

Paul - Suggested inviting artists or local members.

Further discussion around opportunities for grandparents to come and view the arts; inviting artists to critique the children's art.

## 9. Canteen

### *Report*

Tomorrow sees the renovation from lend lease commence with the painting to be done. The canteen already looks so different with the dirty black screens removed so we are excited to see the new look after the painting.

Update went out via Enews today with new Menu & update for term 4 below.

**WE NEED YOUR HELP** We're looking for some parents or caregivers to help reshape our canteen. We have some really exciting plans for the TNPS canteen in 2016 but we need help to bring these ideas to life. We're currently putting together a project team to manage the canteen upgrade. This will be a short term commitment – the project team will only be needed for the remainder of the year and the first few weeks of term 1 in 2016.

The key areas that we will be working on will be:

- Branding and renaming of the canteen
- Overhauling the menu
- Investigating cashless/online ordering systems
- Renovations/equipment upgrades We are also looking for any parents that can help with or recommend suppliers who could help with upgrading the bench tops and installing cupboards etc in the canteen. We would like to assemble the project team by the 1st week of term 4.

If you are interested in shaping the future of our canteen or can recommend any suppliers please email Bree [breealami@hotmail.com](mailto:breealami@hotmail.com)

### Term 4 Menu

Attached is a copy of the Term 4 menu, as we work on the canteen upgrade there will be changes to the menu, we will ensure the website is up to date and send out notices when any amendments are made, please make sure you are using the correct menu when placing lunch orders.

Please note that unless your child has specific dietary requirements the canteen will not be able to fulfil any special orders, including sushi, so please ensure that you are familiar with the options that are available.

Name the new TNPS Canteen In Term 4 we will be holding a competition to rename the canteen and design a mascot/logo, this competition will be available to all children at TNPS with more details to follow next term.

Thank you for your support whilst we work towards unveiling the new canteen in 2016 and if you have any ideas or feedback please feel free to contact the members of the canteen committee.

New menu for 2016 we are still asking the school community to contribute ideas that we can road test during term 4 as specials that may make its way onto the new 2016 Menu. We want to move towards more fresh to processed foods to make the menu more balanced.

New menu effective from Term 4 and please disregard the previous copies.

We look forward to some exciting changes in Term 4.

Finances – we are working on a break even model so the new menu costs have changed. Some things have increased whilst others have remained. Please note new prices.

### ***Other business***

Andrew - Relaunch/rebranding project - inviting parents to be involved. All changes will be for nought if sales do not increase through more customers. Committee is also looking at how to better market the canteen. Thanks to the committee for the huge amount of work and commitment to such a large undertaking.

Andrew to Paul - Can you please thank Ian on behalf of the P&C for all the work he did helping Julie prepare the canteen for LendLease day tomorrow.

## **10. Band**

*Verbal update provided.*

*Financials available.*

## **11. School Uniform Shop**

### ***Report***

As advised at the last meeting, long sleeve boys shirts will be available to order through the uniform shop however, will not be held in stock due to limited space. A notice has been included in recent newsletters advising parents.

## **12. Grounds**

### ***Report***

Thanks to Lisa and Nigel Jerram for donating a large number of Agapanthus and some succulents. These have all been planted in areas to supplement existing similar stock. Thanks also to Lesley Gordon for donating a large pot and purchasing a gardenia to go in it. This has been placed at the corner of the deck, to minimize children cutting across the garden bed.

The front garden bed has now been planted out, but the rabbits have already eaten the border plants. These have now been protected with plastic mesh covers. The south side of the kinder block will be planted once the wall has been refurbished by TNPS.

Lend Lease Community day volunteers will target mulching the new street-front garden bed and tidying up the area opposite the canteen as priorities on Thursday 17 September. Fresh new mulch was acquired for this by TNPS. Philippa will assist on the day.

No other major plans are in the pipeline for 2015, other than ongoing weeding needed in the various garden beds, particularly the wildlife corridor.

The 4 blueberry ash trees beside the art room were moved by Ian to the garden below the library, in anticipation of the arrival of the full sized container to go in the same space. Five Camellias will also need to be moved.

Fiona has organised delivery of an aerator to be used by Ian Milton on the lawn next week. He will also apply buffalo-specific liquid fertiliser to encourage its regrowth over the holidays. Children will need to be kept off the lawn in the new term as the lawn is re-established.

## **13. Other Business**

Issy – to Paul: When is the re-installation of the art board at the front of the school expected to happen?

Paul - Spoken to Ian about this - planning to rebuild the board on the southern side.

Karin – P&C records, minutes, and documents we're obligated to keep for legal and insurances purposes are now being stored in the cloud using Dropbox. P&C Executive and sub-committee convenors all have access.

Kris – Feedback from her son that there's not many bins in the year 5/6 area  
**ACTION** Paul to look into the bin situation in the year 5/6 area.

Suzanne - suggested for parent orientation - set up a P&C table and sign up parents' expression of interest. And expression of interest for the trivia night. Meet and greet some current P&C members.

Paul - AApproved.

Kris - P&C site has authorisation form for kids working in the canteen. Will send it to Paul

Paul - great idea.

Andrew - I would like to recognise Mrs Macdonald's contribution to the school with a gift from the P&C.

Andrew - Re upcoming 2016 AGM - all officer's roles are disbanded and open to voting. I believe it's extremely healthy if each position is contested and whilst I hope that all current officers/convenors will re-stand it will also be great to see interest from other members. Please start spreading the word.

Paul - We should have a section in the school stream app for P&C.

Paul – Re vacancy created by Mrs Macdonald - this position will be filled centrally, not locally (alternating rule). Graduate option - target graduates, high performing graduate. 2nd option is to go to an interested pool of graduates who apply through a merit-selection process. It's likely that I will form a panel to select from an interested graduate pool and will need a representative from the P&C.

Anyone who's interested in attending the DEC training for merit selection.

\*\*\* End of meeting 9:00pm \*\*\*

14. **Next Meeting** – Wednesday 21 October 2015

**Meeting dates for 2015**

Term 4: 21 October; 18 November

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