

20 MARCH 2019

Meeting Minutes

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

In the S3 hub, 7:00pm on Wednesday 20 March 2019

1. Welcome & Apologies

Attendees – Cathy Mathers, David Bradley, Issy Baldwin, Karin van Heerwaarden, Kate Duncan, Lirize Loots, Louise Ragget, Rebecca Fitzmaurice, Robina Joseline, Ross Brockbank, Dany Coehlo

Apologies – Katie Sumpton, Bree Alami, Briar Taylor, Kath Selkirk, David Clarke, Jenny Lockhart

Meeting chaired by: Ross Brockbank

2. Acceptance of minutes from previous meeting –

3. Matters outstanding from last meeting: (5 min)

- David C to arrange with Sanchia to update uniform shop opening hours on school site. **DONE**
- Dany to arrange note in newsletter re caps in uniform shop only for PSSA students to wear on Fridays. **DONE**
- Bree to arrange another note to be sent, also mentioning that if there's no committee the NTOOSH will need to be privatised. **DONE**
- Briar to arrange message to go in SchoolStream re helpers to organise fundraising events. If no helpers, events won't happen. **DONE**
- Karin to send Lend a Hand sign-up form via newsletter/SS inviting the school community to inform the P&C of their intention to lend a hand this year. **DONE**
- David B to send another message to band parents re filling committee positions and need to outsource if committee can't be filled. **DONE**
- Band committee to meet and agree on options re filling committee positions. **DONE**
- Dany to check who is the teacher contact for band and get back to Zoe and David. **DONE** Teacher contact is Mr Halos.

4. **Correspondence**

- Bank statements
- Guidelines from P&C Federation for financial management, canteen, and employment

5. **Executive team report (5 min)**

1) Fundraising - comms to go out to school community regarding major events for this year, Trivia and Art Show, committees to be formed for each event

2) NTOOSH - new committee formed

- Samantha Taranto
- Louise Raggett
- Cathy Mathers
- Jenny Lockhart
- Rebecca Fitzmaurice
- Susannah Rands
- David Bradley
- Bree Alami

Thank you to these parents for joining the NTOOSH committee

We welcome Adam and Kirsty from Becklyn who have taken over from Roz and Kat. Adam and Kirsty will be working at NTOOSH and have already started making changes to our program and working with our other carers to ensure we are providing the best care possible for our children

3) Canteen - budgeting and forecasting to be reviewed to ensure canteen is breaking even. Kate, Bree and Lirize to review ordering processes and invoice payment process

4) Band - A decision has been made to disband the current Band committee whilst David Bradley, Dany and the executive review the current structure and ascertain what positions are required. As we now have a Band Manager the old structure wasn't working as efficiently as needed, the focus will now be on streamlining processes and ensuring that Band program is successful and enjoyable for all students

This will continue to be a major focus for the executive for the next few months I would like to thank all the parents that have been part of our past band committee

5) Uniform Shop - ordering processes under review, there is a need to complete a stocktake and reduce our stockholding. Renovations still to be confirmed.

6. **Principal's report** (15 min)

Congratulations to Jacklyn Bedwell who was successful at merit select in attaining the position of Assistant Principal at Turramurra North. As the position went to an internal applicant, I have asked Jennifer Brandon to stay on Year 3 for the remainder of the year, so there will be no disruptions to the class.

Assets has confirmed that the roof replacement on blocks A, B, C,D, I will be commencing in the holidays. The internal painting for blocks A, F, D and I will also commence in the holidays.

All external painting was completed during the last holidays.

We are going ahead with the security cameras we are just waiting for assets to give me approval to self-manage the works. I would like to have these installed by the holidays.

7. **Treasurer's report** (5 min)

No report supplied.

8. **Grounds report** (5 min)

No report supplied.

9. **Uniform shop report** (5 min)

- Opening hours updated to Tuesday 8:30 - 9:30 and Wednesday 2:30 - 3:30 on school website
- 3 big boxes of second-hand clothes donated to Stewart House
- Refurbishment - Cameron has a plan for the renovations. 3 days of Cameron's time + \$750.

ACTION - Dany to see if Cameron can install shelving / complete uniform shop renovations in the 2nd week of the school holidays. Potentially volunteers can then do stocktake once the shelving is in and inventory are being organised on the shelves.

10. **NTOOSH report** (5 min)

No report supplied.

11. **Canteen report** (5 min)

No report supplied.

12. Fundraising report (5 min)

Easter eggs: 180 families at the school, approx 30 opt outs and 5 returns so far. 130 boxes have gone out to families (eldest child). Money due back by end of term. Should raise \$4k!

Election bbq/cake stall: cake boxes and flyers went out last Friday, one per family. Have had a great number of volunteers for the day (could go with a couple more from 1pm). Bbq open 8.30-3.30pm. Band playing in the morning and individual busking by band members. Great addition having the band join in!!!! All on track to be a great community event. Thanks to the IGA for supplying things at cost.

Next step: Lock in trivia night date for June with the bowling club and start getting items for silent auction.

Ross - Have the issues with the bowling club, experienced last year, been resolved?

ACTION Briar and Bree to confirm if bowling club

13. Band report (5 min)

No report supplied.

14. Other Business (5 min)

None.

Meeting ended: 7:45pm

Meetings are held on the 3rd Wednesday of each month @ 7:00pm in the S3 Hub

Term 2: 15 May; 19 Jun;

Term 3: 21 Aug; 18 Sep;

Term 4: 16 Oct; 20 Nov

AGM: Date TBC