

MINUTES

OCTOBER 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 21 October 2015

1. Welcome & Apologies

Apologies – Margaret Armstrong, Philippa Gordon, Izzy Baldwin

Attendees – Andrew Brightmore, Bree Alami, David Louie, Wendy McKasah, Melissa Nikkhah, Fiona Watson, Kate Duncan, Ralph Hale, Alex Berthold, Karin van Heerwaarden, Paul Taylor.

Meeting chaired by Andrew Brightmore

2. Minutes from previous meeting – Accepted.

Proposed – Bree Alami

Seconded – Wendy McKasah

3. Matters arising from previous meeting –

- Paul to look into the bin situation in the year 5/6 area – DONE. See principal's report, below.

4. Correspondence

- Workers compensation – declaration of actual wages form.
- Marketing materials
- P&C magazine

5. Principal's report

Report

From Last Time:

- Y5/6 Bins – Paul has spoken to cleaners about the issue. The regular cleaner Washington has been away for a month. He is back now; things should rectify. We will need to look at the bin situation for Y6 tables in newly refurbished

- playground. Paul has requested a review of the cleaning contract in the light of additional new paths and large artificial grass area around the Y6 tables which will all need to be blown as a hard surface area. This review will also provide the opportunity to look at where bins are located.
- Asbestos Grounds remediation Nearing completion.
 - Summary of work completed:
 - 4 larger trees, approx. 10 small saplings and low lying branches removed
 - contaminated soil removed and disposed of off site
 - fall of area re-shaped – gradual slope / run off mitigation
 - road-base added to lower area around Y6 tables ready for artificial grass
 - storm water drain / pit added at lower end of playground nearby cricket pitch
 - 300 tonnes of fresh, clean soil
 - 2 x cement paths completed
 - garden edges (hardwood) around trees
 - 4 x taps installed
 - level compacted road-base area prepared for new sports shed
 - Summary of work to be finished
 - 1 x path to be cemented
 - turf to be laid
 - mulch to be added to gardens
 - watering system installed
 - New Enrolments – All families contacted in past week. Numbers are tracking well towards 320 for 2016 and 13 classes.
 - Acoustic treatment – The Hub was treated last Friday as per acoustic engineer’s recommendations. The hall will require a significant investment of \$12-15000. As reported last meeting the school proposes that these costs be met 50:50 by P&C and school as we move to a refurbishment of the ‘grove’ area between the hall and the S3Hub.
 - Sports Shed As reported in the newsletter the new sports shed is in position behind the S3 Toilets at the top of the newly developed / renovated playground. While this structure may not be the most attractive of structures, it is cost effective and functional and has enabled the spaces at the rear of the hall to be utilised for our growing Band. The school would welcome and creative thinking regarding the ‘remodelling’ of the sports shed with a new façade or paint job.
 - Storage for band – These spaces will be made available before the end of T4 as they are cleared.

- Treetops Forecourt (Grove area) – 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. Can confirm this to be a direction the P&C supports? Total estimated cost of the project to re-develop the area including in-between hall / hub / tennis court would be \$50-80000.
- School Reclassification – School principals have received no further information regarding school reclassification. This process seems to be on hold as negotiations continue between Primary Principals’ Association and DoE.
- Staffing.
 - Ms MacDonald has retired leaving a vacancy. This position is to be filled centrally. The school hopes to fill using the ‘graduate pool’ option. Should this be the case a panel will need to be formed and a representative from the P&C will need to be elected.
- Chess Tournaments: Macquarie Chess Challenge to be staged Sunday Oct 25th. TNPS has also entered a team for the North Shore Schools Chess Tournament at Sydney Grammar at St Ives Wednesday October 28th.

General Business

- Thank you Mr Darren Merlo – Darren took it upon himself to remove the stump sticking out of the ground in the front entrance way in the holidays. We really appreciate Mr Merlo’s time and thought in completing this task.
- 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. Total funding across the 5 schools is \$40,000. Further information will be provided in Term 4.
- PL Learning Event – Sat 7th November. Event with speakers Carl Jarvis from UK and Alan November from Boston. 140 already registered from 41 schools. The school hopes to enrol 160-170. Should this happen the school will turn a profit of \$30,000. It is anticipated this money will be used for classroom renovations.
- Parent Event – Parents from TNPS and surrounding schools will have the opportunity to hear Alan November speak about the changing face of global education on Friday 6th November at 2pm. This will be a free event and further details will be publicised closer to the date. Parents from surrounding schools have also been invited to attend.

- 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.
- Resource Allocation Model (RAM) – Equity funding outcome for 2016. This afternoon all schools across NSW received equity RAM allocations for 2016. I am please to report an increase in RAM funding from \$62000 in 2015 to \$117000 for 2016.
- Harbord PS / Maroubra Junction / Innovation Unit visits – Earlier in 2015 the NSW Government announced the ‘Innovative Education; Successful Students’ initiative. Under this initiative ‘up to 1600 new and refurbished learning spaces will be delivered across the state’. On June 16, Education Minister Mr Adrian Piccoli announced \$450 million will be invested in capital infrastructure across NSW Public Schools, \$100 million of which will go towards the rebuilding of Parramatta Public School, the new public primary school on the Old Kings School site and Arthur Phillip High all in Parramatta. A link to the minister’s press release in June can be found in this week’s newsletter.

It is reported that all of these projects will feature future focussed, open, flexible learning environments that feature the innovative use of technology. The ‘Lindfield Learning Village’ project on the old UTS Kuringai Campus is also part of the Innovative Schools; Successful Students package. Stephen Heppell from the UK is the special consultant engaged by the NSW Department of Education heading up the community consultation and vision for how the school will be created. TNPS staff who travelled to the UK in January were fortunate to meet Mr Heppell in London at the BETT Show.

The NSW Department of Education has also established an Innovation Unit to support these directions. Mrs Kim Proctor from the Innovation Unit will visit Turramurra North Thursday October 29th to discuss the work of staff at our school and the learning spaces they have created to support student learning. Harbord Public School also visited on Monday ahead of their move into flexible learning environments and Maroubra Junction will also visit next week. Approximately 35 different NSW public primary schools have visited our school this year; all of whom are undertaking similar projects in their schools for 2016. This is the direction of the NSW Department of Education.

A 3 minute video on the Turramurra North PS home page published by the NSW Department of Education’s initiative ‘Innovative Schools; Successful Students’ of which flexible, open learning spaces are a feature.

- **Recent Events**

- Kinder Orientation - the first of three Kinder 2016 orientation sessions was held last Tuesday. Parents said goodbye to their little ones in the K classrooms and went to hear Miss English present about Literacy development in the hall. The school has 51 enrolment forms returned and almost all attended the first session. Miss Thogerson and I and several other staff observed the children closely as they spent their first session together in the classroom at TNPS. The program continues next Wednesday October 28th and will wrap up on Thursday Nov 12.
- LendLease Community Day / Canteen refurb – a very big thank you to Andrew and the canteen committee following the LendLease community working day at the end of T3. The front of the canteen, the interior walls and shelving were all repainted and mulch was distributed to the front gardens and the garden in front of the canteen was given a clean up / clear out. The Canteen looks vastly improved. Thank you to all involved.
- Front of school upgrade – As mentioned the mulching of garden beds was completed on LendLease Community Day – thank you Michael Woodrow for his leadership of this event. The school has sourced a new, sealed, aluminium / glass display for the southern end of the shelter. This will be installed before the end of the school year.
- Rabbits – arrangements have been put in place to do something about the rabbit problem in the school in the Christmas holidays. This will most likely be the same approach as used by St Ives HS and St Ives PS – managed baiting.

- **Forthcoming events**

T4

- Kindergarten Orientation continues - Wednesday October 28 in wk4 and finishing Thursday November 12. Any questions should be directed to Miss Thogerson or Miss English.
- Chess – Macquarie Chess Challenge – this Sunday. The school has one team entered. North Shore Chess Tournament – Wednesday Oct 28
- ‘November in November’ – Sat Nov 7th – 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 6th at 2pm.
- P&C Disco Nov 20th

P. Taylor,
Principal

21.10.15

Other business

Andrew - re Mrs Macdonald - P&C gave her a farewell gift on her last day and there were lots of well wishes from children and parents.

Karin - How's the coding program going?

Paul - Going well and plan to continue next year but most likely not every term. Possibly have special interest area days next yr at the end of term - coding could be on one of these days and invite experts from the school community.

6. Treasurer's report

Report

Financials available.

Other business

Andrew - on behalf of the P&C a big thank you to Bree for all the effort and time she's put in especially with the canteen. Also, we've got too many accounts, too complex, too many sign offs etc. Bree is leading this and already underway with streamlining and finding the best place to put P&C money. We're planning to approach Bendigo Bank to see what they can offer.

7. NTOOSH

Co-ordinator's report

Enrolments/Attendance	Our numbers continue to increase, with requests for places continuing, even, at this late stage in the year. Our numbers, at this time, for Permanent ASC are: M49, T60, W45, T55, F35. We also continue to accommodate a few Casual Bookings, on a first come, first served basis.
Finances	
Staffing	We have had a varied roster, as Boli is away overseas, Gloria was away too. Matt, Emma and Caitlin will be away most of Dec. To that end I have employed John Yap, to help fill in the gaps. John is in his 3 rd year of Engineering, he is a gifted guitarist as well.
National Quality Standards (NQS)	Three new staff have completed the 2 day First Aid Course. "Emergency First Aid Response in an Education and Care Setting" So 9 staff are now qualified in this field. I am undertaking an evaluation and assessment of all staff in the coming months of Nov-Dec
Correspondence	Emails continue with requests for places and online enrolments, especially now, as the year ends.
Program	We explored the Korean Celebration of Hangeul Day. This celebration celebrates the founding of the Korean Alphabet by King San Jong. It is 569 years old. We looked at the alphabet and tried to write a few letters. We painted a big colourful Mural, and coloured lots of Happy Hangeul Day Greetings. We are currently decorating Trick or Treat Bags and Masks for the Irish celebration of Halloween. We also made paper plate scary Spider creatures. We will have a big Halloween Party on Friday 30, and will make Ginger Dead Men for the Party. We will have a trick or treat Pinata, Krispy Kream Donut Bob, all traditional games for Halloween! For the month of November we will acknowledge the important American celebration of Thanks Giving, by baking pumpkin pies and dressing up as American Indians with Feather head gear! We have covered a few current news topics too, this term, from questions from the children. The Syrian mass refugee exodus was one.
Incidents/Accidents	None really.
Equipment/Maintenance	The Chubb inspector came, and thoroughly checked fire equipment and signage in both NTOOSHC Rooms. All correct and in order. One sign does not have Chubb on it, but it still is Aust Standard. I bought a new hot water jug, and the committee asked if I could please search for a new bigger fridge to store all the extra food required for our increased numbers. At the moment I have to shop more often to "Top Up" our supplies, as there is inadequate storage!
Administration	We begin the great annual online enrolment process, next week. We are in the process of updating the Parent Handbook, and have sent out enrolment information for new and current families, so everyone is on the same page.
Miscellaneous	I am completing a course for inclusion for children with special needs, run by KU, called "What's in a Label?" Understanding diagnosis and assisting every child to belong.

Other business

Karin – re re-enrolment. Can parents expect to receive a confirmation email after submitted their re-enrollment for next year?

Alex - Yes, they will receive an automated email acknowledging the enrolment has been received, another about the family fee and a later email for confirmation of position.

8. Fundraising

Report

Planning for the disco on Friday 20 November is well underway. The picnic for parents and siblings will be held in the top quad. Tickets for the disco will be \$10 and include an iceblock and glow bracelet. We are just sourcing the food - we will be doing sausage sandwiches and steak rolls. Notes will go out this week asking families to pre-order their tickets and food. We will also have a stall on the night selling popcorn, snow cones, glow products, coloured hair spray etc... We will also have music and a dancing area in the top quad for younger siblings.

Other business

Melissa - Please spread the word to other families to bring the whole family, stay for the duration, bring a picnic rug etc.

9. Canteen

Report

Canteen is newly renovated with a new look menu (interim) including Fruit Skewers, more fresh options and less processed and this is going well.

Project team – have 5 willing volunteers ready to get started once we work out what they need to focus on. This will include:

- 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.

New menu in place so please check prices and what is still for sale as some items have already been removed.

We have trialled new home baked cookies last week (approx. 25 made & all sold) with kids coming back for more and the smells of the freshly baked cookies wafting through the school. More new items to come. Stay tuned

Today we had a Chicken tenderloin / Falafel wrap special – approx. 70 orders which was a positive result with 2 classes away on excursions.

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.

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 are wanting to move towards more fresh to processed foods to make the menu more balanced.

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. So far the changes in the menu are having a positive effect on our finances with limited ordering and also changing our fruit & veg ordering from IGA to Bobbin Head Fruit & Veg in bulk ordering. This is working well with more tinkering to come.

Other business

Andrew - Please encourage other members of the school community to give feedback on the recent menu changes in the canteen.

10. Band

Item:	Comments	Action	Who
Off-Site Performances	Instruments are school assets, we need to notify and sign off school if we take off-site		
Incorporation	Agreed to move towards an incorporation structure	Get sample constitution from Isabel, Ben	Isabel, Ben
Structure Review re P&C		Will meet with P&C to discuss, understand and come up with a proposal	Katherine
Public Liability Insurance	Need to advise P&C secretary of band event/activities outside school hours and off-site to ensure insurance	Will advise of ongoing events	Kaley
Financials	Kathryn presented financials (attached to minutes). Projected to end ~\$3000 loss. 2016 projection - now spending everything we earn. For 2016 need watch new instrument expenses possibly French Horn	Ben to nominate instrument wish and provide to Vivien so she can discuss	Ben, Vivien

	Possible grants for income – club grants, Community banks	possible second hand options with Tom Sparkes	
Band Camp 2017	Paid non-refundable \$750 deposit for 2017 at Crusaders Crusaders has had good food Possible option Narrabeen Sports Academy, cheaper \$20/child roughly, do we have exclusivity?	Confirm facts – can we have exclusivity? No Extra costs for Friday night and how many meals? Booking numbers how much do we pay for vs. number booked? Food quality – not as good as Galston	Wendy
Term 4 planning	See Term 4 plan attached Halloween concert Thurs 29 th Oct Will need parent helpers AGM moved to 1 st Dec Xmas party 8 th Dec Insurance needed: Blow Test End of Yr Concert Xmas Carols Presentation Day		
Kids In/Out	Out – JB Soham	Send band lists to Fiona	Isabel
2016 Planning	Roles and responsibilities	All – send out activities for each role to Kathryn	All
Band Camp 2016	Outcome – we have space we wanted, hall for concert Located on other side of camp Budget – fees are likely to increase, need to confirm if we save on GST		
2016 Structure and Timetables	Numbers increasing – getting unmanageable Do we have an assistant? 2017 – possibly need 3 bands		
Difficult Instruments	Introduce Bassoon – year 4 or 5 student generally clarinet Agree no hire fees for difficult instruments – tuba or bassoon. Bass clarinet, baritone sax– if second instrument no hire fee		
Backrooms	Back of hall will be reconfigured – band will get more storage area – 2 new rooms 1 room a tuition room 2 nd room extend to extra storage room New shelving needed	Develop proposed floor plan – Ben to email	Ben
Band Breakfast	No one to run it, move to term 4	Communicate to parents it has been postponed	Katherine

Busking	Summer uniform Kids will practice during band practice		
Competitions	Instead of NSSWE look at Sydney Eistetford		
6. Next meeting	27 Oct		

11. School Uniform Shop

Report

The Uniform Shop is now stocked to the brim in preparation for the Kindy Uniform fittings in November and December. During Kindy orientation, new parents will be asked to nominate a 30 minute time slot on one of 8 nominated dates to provide each family with a one on one fitting appointment.

Kelly has arranged these times to fit in with the time she is currently spending in the Uniform Shop outside of normal opening hours and expects to be able to attend to all of the fittings herself.

A call went out recently for volunteers to assist in the Uniform Shop on Monday mornings and we received responses from three interested parents which will mean they will assist on a three week rotating roster. In addition to helping out in busy times, this also provides back up in the event that Kelly is unavailable to open the Uniform Shop at any time.

We are currently looking at the pricing to determine any increases in November in readiness for next year and will publish any new pricing in the coming weeks - will discuss this with the Treasurer.

After 7 years in the Uniform Shop and 6 on the P&C, I will not be standing for the position of Uniform Shop coordinator at the AGM in 2016.

12. Grounds

Report

Not a lot to report this month for grounds. Lots of weeds. We need to arrange a working bee for this term. I'll discuss potential dates with Paul. There may also be mulch to spread around, once the playground work is complete.

Paul – the only available mulch is the mulch in the front of the canteen. There's no spare mulch from the playground works.

13. Other Business

Andrew – We’re proposing to having the 2016 AGM b/w February and March meetings.

Andrew - role of canteen co-ordinator will be vacant come 2016 - please consider putting yourself forward for the role or encourage, cajole, bribe other members of the school community to consider the role.

Bree - Are we going to do a P&C table at the final kindy orientation session?

Andrew - We talked about having a presence at the session and also have something on a form for new parents to become members of the P&C automatically.

Paul - most effective P&C presentation he has seen at an orientation was a president talking about what the P&C.

ACTION Paul to arrange for Andrew to speak at the final kindy orientation session

ACTION Karin to arrange content for the school website about P&C activities etc.

*** End of meeting 9:05pm ***

14. **Next Meeting** – Wednesday 18 November 2015

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