

TURRAMURRA NORTH PUBLIC SCHOOL P&C ASSOCIATION

19 FEBRUARY 2020

Meeting Minutes

Meeting held at 237 Bobbin Head Road, North Turramurra 2074

In the S3 hub, 7:00pm on Wednesday 19 February 2020

Welcome & Apologies

Apologies – Kate Duncan, Zoe McConochie.

Attendees – David Clarke, Bree Alami, Katie Sumpton, Kath Selkirk, Lirize Loots, Lucinda Chapman, Ralph Hale, Rebecca Fitzmaurice, Robina Joselin, Tino Saladino, Karin van Heerwaarden, Michelle Verhagen

Acceptance of minutes from previous meeting

Proposed Bree Alami

Seconded - Lucinda Chapman

Matters outstanding from last meeting

-Bree to check with Ella (at P&C Fed) re current insurance policy and hire agreements for instruments - so band committee can provide parents with accurate information about hiring and insurance.

UPDATE - Bree was waiting on instrument inventory from band committee. That's now done and **ACTION** Bree to finalise insurance arrangements with P&C Fed.

Correspondence

Banking & Marketing materials

Executive team report

No report supplied.

Principal's report

- Thank you – many positive comments for start of year procedures: classes formed for Day 1, Kindy Best Start/settled, Welcome Morning Tea (Bree &Karin)
- We have had a smooth start to the year. Our students in Years 1-6 are working collaboratively in their classes and have come back refreshed and enthusiastic, demonstrating good learning intentions and setting goals for the year ahead.
- This term, in an effort to make life a little simpler for everyone, each child received (and will continue to receive each term) a Stage Newsletter and one set of permission notes outlining excursions, incursions and activities requiring approval and payment. Parents and carers need to sign and return the

permission slips to authorise all relevant activities for their child. Our first term account also contains some yearly, voluntary levies to assist with grounds maintenance, P&C activities and our school library.

- Meet the Teacher evenings (an opportunity for parents and carers to meet your child's teacher and be informed about the year ahead, gaining insight into the class program, expectations, goal setting, specialist staff working in our school and more) were well attended. We have had very positive comments re: information shared, keen volunteers to take on the role of class parents.... thank you.... also for positive feedback regarding holding the sessions for different stage groups on different evenings.
- Welcome BBQ Friday, 28 February – thank you to the Y6 organisers, P&C volunteers and many families who will be supporting the event.
- P&C – office bearers 2020 – thank you! Thank you to parents working in the Canteen, Uniform Shop, supporting our Band program - valuable services, opportunities and support for our school.

Events (this term) and Achievements, including:

- Best Start – Kindy (reports for parents/carers, with suggested support strategies, to come)
- Very successful Swimming Carnival – thank you to teachers and staff, excellent student participation & parent support
- Commencement of band, dance, choir, sport groups for the term. Overview of days/times/contacts to be sent home.
- Sporting Schools Gymnastics program has commenced K-6 (funded by Premier’s Sporting Challenge grant)
- Introduced Crunch & Sip K-6. The Crunch & Sip program gives students the chance to re-fuel with fruit or vegetables, helps to improve physical and mental performance and concentration in the classroom, as well as promoting long term health.
- Leaders’ Induction Assembly Wednesday and SRC elections and assembly to come. Student names to be published in the Turragraph.
- SRE (scripture) to commence next Wednesday, 26 February. Ethics classes (TBC) at this point pending parent volunteers. Ethics waitlist to be developed in consultation with ethics coordinator.
- First of our 2020 school photo days will be on Monday, 9 March – class (less formal groups photo), portraits, sibling photos to be taken on the day. Information to come. Other group photos will be taken later in the year.
- Combined Harmony Day and Grandparents’ Day event – Tuesday, 17 March. Information to come.
- Stage (Y5 &6) Great Aussie Bush Camp – planning underway for 25 – 27 March.
- Parent Interviews (K-2) and Student Led Conferences (Y3-6) - In addition to *meeting the teacher* at our Parent Information Evenings, we will be holding Parent Teacher Interviews (K-2) and Student Led Conferences (Years 3-6) in Week 10, commencing Monday, 30 March providing another

opportunity for families to gain feedback about the progress of their children. Online booking details will be distributed to parents soon.

- Finishing Term 1 with Easter Hat Parade – Tuesday, 7 April, SRE Easter Assembly 8 April and ANZAC Day assembly 9 April.
- Last day of Term 1 is Thursday, 9 April.

Staffing:

- This year we have welcomed: Miss Jess Whelan 6W, Ms Sue-Anne McOnie 1MR, Mrs Klair Trojkovic 2T, Ms Lia Woerde – EAL/D and Mr Sal Cardinale General Assistant (grounds and maintenance).
- Together they bring a great depth of experience in their roles, enthusiasm, commitment and knowledge, each having contributed to many schools across our network.

Facilities Upgrade & School Resourcing including:

- NTOOSH – refurbishment continues. NTOOSH children will be accessing our music room, canteen and hall for before and after school care. Thank you to Kirsty and the NTOOSH team, and Mandy and the Canteen team for your flexibility in ensuring the continuation of this valuable service, while the work occurs, for our students and families.
- Agreement from School Security Unit – installation of improved fencing & some automatic gates in 2020.
- Painting & blind installation in many classrooms was completed over the break, tree audit completed as well
- ICT – \$20000 iPads purchased & new laptops to replace failing devices
- With money from 2019 Walkathon & Telstra Kids grant - purchase of sport equipment, comprehension reading boxes and a range of home reading resources for our classes K-6. High interest persuasive, informative and imaginative texts will be used for both explicit instruction and independent tasks.
- With our 2020 literacy curriculum focus, the school is also implementing the Sound Waves program across K-6 classes. This is a phonics and word study program. Synthetic phonics is recognised as one of the most effective ways to teach spelling and reading skills. The consistency of the Sound Waves program allows teachers to build students' success in spelling and reading explicitly and sequentially from K to Year 6. Resources have been purchased to support the implementation and strengthen / personalise the spelling and reading programs already in place.
- A new portable sound system is being purchased for use outside, carnivals etc. (Local R/Estate contribution & school funds - 2019)

School Self Evaluation / Feedback & Priority Areas:

- Areas of focus for 2020 to include:
 - Wellbeing (Social Emotional Learning) (YCDI!) – Did It tokens, Passports to Success, ribbons and badges
 - Collaborative, differentiated and personalised learning approaches
 - Community partnerships and streamlined/ strengthened communication practices
- This year TNPS will also be developing a new three year School Plan (as will all DoE schools). Opportunities for consultation with the P&C and community to occur.

Communication:

- New TNPS website in 2020 – School Website Services platform to allowing DoE information to be drawn directly.
- Exploring a new, more interactive platform for our school newsletter as well, including school calendar.

Treasurer's report

Band notes:

Paid instrument servicing fees \$3,360

Blow test invoice \$150.

Outstanding Receivables total \$4,173. \$2,520 is from students who have left the school. Need to develop budget and fees for 2020. Band committee should appoint a treasurer who I can assist to develop budget. Band committee should also confirm all students correct contact details including phone and email for 2020 and maintain register for invoicing

P&C Notes:

Paid \$1,827 to ATO for unpaid super reconciliation for 2017 and 2018.

Canteen

Need to set up new Westpac account to enable Lirize / Rebecca to make payments.

Behind on wage payments. Owe \$2,156. I cannot currently access bank accounts so relying on Bree to process payments. Creditors for 2020 \$1,794. Training given to Mandy to enable her to enter creditors into QB directly. Mandy to enter once a week and send reconciliation to Rebecca once a fortnight. 2019 year resulted in a loss from canteen operations of \$4,146. All creditors paid as at 31/12/19.

Uniform Shop

Uniform shop 2019 records being updated by Bree. No details at present.

Currently a cash balance of \$17,130.

Uniform shop contributed \$10,000 to general P&C account at the end of 2019.

Super payable for Kelly \$552.15. From 1/7/18

Grounds report

Our committee

Small changes, but I'm still trying to encourage some more participation, especially from parents in the earlier grades. Issy is stepping back from the committee but will still help out.

We will continue with the fortnightly mini-bees which helped us keep on top of the weeding of the garden beds, and follow the suggestion of a different day each term. Also, one substantial working bee per term, and coordinate with interested local community groups and get students involved in planning and participating. We'll organise days at our first meeting next week and list them on the school calendar, in the newsletter and on flyers on the noticeboard, etc. Plan is to be much more visible this year!

TNPS Green team

Catriona Wagg proposes (and has volunteered to run, thanks Cat!) setting up a 'green team' for school, to identify ways we can run school events with as little waste as possible, and empower students to identify ways the whole school can have more sustainable practices and contribute to positive community change.

We'll access resources such as coolaustralia.org/start-a-green-team/ and many others to begin—all suggestions gratefully received and any help greatly appreciated. We'll have a 'launch' of sorts at the Welcome BBQ and Cat and I will be frantically nutting out ways to start between now and then! We'll also tie in with the existing return and earn system and perhaps organise some fundraising via returnandearn.org.au/fundraising/

Environmental Levy Grant from Ku-ring-gai Council

We were successful to the tune of \$2500 in our Environmental Levy grant application—summary of project below—but still waiting for funds to be received from Council. I have forwarded the email again to the P&C exec email and hopefully this will come through soon. One or two working bees this year will be dedicated to this project, including the annual Schools Tree Day in July. We'll work with Sal to coordinate deliveries of materials and preparation of the area.

Turrumurra North Public School wildlife corridor extension Overall plan

- 1. Expand existing planting so corridor extends entire width of back of school, and increase small bird habitat.*
- 2. Engage students in planting, maintaining and observing native vegetation and wildlife it encourages and benefits.*
- 3. Install rain gauge to encourage use of area as teaching tool and observation of effect of weather patterns on plant growth.*
- 4. Install three signs—two at Normurra Ave school fence and one within planted area—to be researched, planned and produced by students, to explain importance of corridor to local wildlife, and include information for community about dangers of domestic cats to wildlife.*

Monitoring and evaluation

- 1. Students and parents will be closely involved in planting and caring for trees, to increase community knowledge of the local environment.*
- 2. Students will be involved in regular wildlife counts, especially birds, and maintain records of observations—use 'citizen science' apps.*
- 3. Students to record rainfall onsite to use in lessons across subject areas.*
- 4. Students will be involved in educating the community about domestic cats and the threat they pose to native wildlife, along with the impact of urbanisation on local flora and fauna.*

****** Note that we need to finish off the project from the EL grant from three years ago—bee and bush tucker garden—I will follow this up to finalise the paperwork for Council.

Update on gardens in top quad

The seats have now both been installed, so we can now install the pavers, etc. to complete the design. These have been donated, I just need to collect them from the various places and sort some help to get them into

position, and then we can start planting ground covers and using the area as an outdoor teaching space. Possibly for first working bee.

Several people helped out over the summer and keep as many of the plants alive as possible; we've lost a few, but some of them are thriving. We'll work on filling in the empty spaces over the first couple of terms. The fences are keeping feet off the growing plants, which is fabulous!

Mulch

We need to organise more mulch to be delivered and spread throughout the grounds, and I will coordinate this with Michelle and Sal. Possibly for first working bee.

Future projects

- Work with NTOOSHC committee to implement some projects for after school care kids to do in the grounds—either in their own dedicated vege gardens or in specific areas around school. Perhaps they can set up their own 'green team'?
- Refresh and redesign the garden and planting around our Wollemi pine, hopefully involving students in the context of their Living Things unit and because the Wollemi National Park was so extensively burnt over the summer. Possibly for first working bee.
- Investigate system for requesting and receiving donations of materials such as sandstone if we need smallish quantities for specific projects—there are always people around changing garden areas and it would allow us to make changes faster than having to wait for grants, etc.
- Install frog pond after work is completed in area between bee garden and bubblers. Would be good to get classes involved in this, along with Australian Museum Frog ID project.
- Work with rest of P&C and Michelle to establish plan for area between hall and courts—we've had ideas for this for some time but the scope of works is beyond our small volunteer crew, and it would be good to get a grant application together to allow professional landscaping to enhance the amenity and utility of the area for sports spectators, events in the hall, play during break times, teaching and general relaxation by the school community.
- Install feature over former tree stump in grass in top quad — suggest we include a birdbath. Suggestions include spiral garden with plants such as grevilleas, a sundial or bird bath and seat with mosaic pavers or painted logs decorated by students or a xylophone!
- Create a quiet, cool, more enclosed space for kids to read or chill in the playground, such as curved seating area partially enclosed by vertical posts with climbers trained up them. This would be relatively easy to do with the only digging needed for the uprights—all other materials would sit on the ground.

Uniform shop report

No report supplied.

Other business

ACTION - Bree and David to arrange to meet with Mandy w/c 24 Feb.

NTOOSH report

WHS/Maintenance:

- Safety week was last week (Week 3) of term – went well especially with a new group of kindergarten children
- WHS audit to be carried out THIS WEEK by Nick & Jenny Lockhart.
- Blinds for music room – lock down etc

Changes/New Items:

- Roll call and Afternoon tea all together is working really well! Especially with kindies
- Kindy children are kept at NTOOSHC until 8:50 when they are walked to their classrooms, in the new few weeks they will be allowed to go out earlier.
- Kindy children are collected by NT staff daily and teachers given a roll daily of who is in attendance.
- Group games and more emphasis on group activities as well as children driven activities.
- Centre phone constantly diverted to centre mobile.
- SmugMug –photo blog started. Parents will receive details in an email midterm.
- Penzu – observations is working well and feeding activities back into program giving us more variety in activities and programming specific activities for skills and enjoyment.
- Term 1 newsletter to come out Wk8/9.
- Small notes and reminders going out in fortnightly school Newsletter.

- Training:

All staff are up to date

Vacation Care:

- Dec/Jan vacation care went well, a few new children from other schools attended. Numbers were higher this holidays.
- April VC Due for Completion end of week 6 – Program to open Monday Week 7. And to be advertised in local community & school
- Planning has already started and some activities booked already.
- Hoping to take the children fruit picking in Bilpin.

Children:

- Current Booking Numbers:

AM

Monday: 32

Tuesday: 35

Wednesday: 29

Thursday: 26

Friday: 15

PM

Monday: 47

Tuesday: 77

Wednesday: 60

Thursday: 63

Friday: 27

Permanent numbers have

Kindy: Currently have 25 enrolled . Approx 12 are siblings of children already attended. All seem to be settling in well and the consistent routine seems to be working well.

Numbers have increased slightly with a new year and new families but also still consistently getting casual bookings ranging from 1-9 an afternoon.

Program:

No cooking without a kitchen.

Utilising the hall in the wet weather

Using spare classroom next door in wet weather.

Children's discussions – helping form the program from ideas & current interests.

Menu Change:

Children have been enjoying new menu we are back to Menu A which reflects lighter meals rather than winter warmers. We will look to change when the weather cools down.

Also will review the menu in T2

Building Progress: - Awaiting more information from School.

Building/Cottage – still underway. Waiting for flooring from School.

NTOOSHC to cover kitchen and then Fit out with Office, Couch, new lights, storage etc

Canteen report

Business update

The Canteen started 2020 operating 3 days a week instead of 4. This was in a further effort to become profitable. Current levels of canteen usage do not make it feasible to be profitable across more days. Opening fewer days encourages parents to utilise the canteen across concentrated days and also reduced overall wage costs on lower volume days.

Canteen sales have been off to a good start.

31/01 \$538.90

05/02 \$315.10

06/02 \$358.00

07/02 \$664.00

12/02 \$394.90

13/02 \$518.40

14/02 \$789.05

19/02 \$392.10

The start of the year is generally slow, but revenues are higher than expected.

MenuCheck

What is a menu check?

The NSW School Canteen Menu Check Service can verify if a school canteen is meeting the Food and Drink Criteria of NSW Healthy School Canteen Strategy.

Schools that pass the menu check receive the Great Choice Badge and an achievement certificate. The school name is included in the list of NSW schools meeting the Strategy . Displaying the badge and certificate in the canteen and on the school website informs the broader school community that the canteen is committed to improving student' health and wellbeing.

Mandy has met with the menu check team and is revising the menu as a result.

Membership of Menu Check is free and as a result we are no longer requiring the Healthy Kids membership.

Outages

TNPS Canteen was affected by the outage, but luckily only minimal wastage. Two boxes of Twisted frozen yoghurts had to be thrown out.

Specials

We are considering specials for this year. The Menu Check advice is to limit sugary products and many of our previous specials do not meet this requirement. A sausage sizzle is planned for the last Friday of term and special (possibly hot cross buns and milo) for the last day of term.

Suppliers

We are investigating sourcing a new milk supplier who is able to deliver during school hours. Currently the milk is delivered very early in the morning and is left standingy GT longer than desirable. The IGA is being approached.

Our sushi supplier is unfortunately unable to cater this term, so we are putting in place a temporary new supplier.

Fundraising report

Mother's Day stall - Bree has ordered the gifts.

Trivia night - ACTION - Katie to speak to David Lally about kicking off trivia night activities and deciding on a date - a Saturday evening in Term 2.

Bree needs date to include in application for liquor licence exemption for the year.

Other business -

Easter Chocolates. Should we do it again this year?

All agreed to do chocolates again but with stricter management of collecting funds and following up on payment and setting clear deadline for payment.

Create a competition for the students - first class to return all their money - all students in the winning class will receive a \$1 canteen voucher.

Families who didn't pay for their chocolates last year will not receive a box this year - auto-opt out.

Aim to get chocolates distributed to families in Week 7 or 8, Term 1 with money due back in Week 1, Term 3.

Band report

1. Current numbers

- JB = 18 (17 new students)
- SB = 38
- Jazz = 7 (all members of SB)
- Total = 55 from 50 Families

1. New conductor changeover

- Welcome Yvonne, lots of fantastic ideas and enthusiasm for each of our bands, very experienced music educator and we are absolutely confident that her influence will see the continuation of a successful band program
- Some « settling in » required as she establishes « new ways » eg listening, setting up, packing down, teamwork within sections. Not expected to last more than a few weeks, the children are already responding well. Junior band are off to a great start already (no bad habits there!)
- Band coordinators are encouraging openness about this with parents and asking parents to support the kids through transition and help set expectations. Email pending from Ms Brown to band parents
- From a coordination perspective, we are working closely to support Yvonne with music, storeroom org, streamlining communication and establishing clear processes so she can focus on children and music, and we can ensure parents and environment works for her. She also has a regular meeting with Principal

1. Volunteers

- Zoe and Lucinda are supported by 3 Band Parents (Suzanne Murphy, Tania Kullmann, Sally Williams), Tutor Coordinator (Tash Mercer), communications (Katie Tindall), Music Coordinators (Jenny Gardner, Shannon Simpson).
- Parent supervision rosters got a great response, filling up with volunteers within 24 hours of putting the call out!

1. Band camp

- Meeting this week with Yvonne for her direction
- Planning to form a mini-committee, will be asking again for volunteers to pull this important event together
- No sleepover, 2 day-only camp at Elanora

1. Priorities

- Budget tbc - Semester 1 invoices (+ camp fees?) intending to send out in Wk 5. We need to pay Camp deposit of \$600 ASAP!! How do we do this?
- Retention

- Performances

1. Other admin:

- Outstanding accounts (thanks Bree!) - think there's only one left but need it paid ASAP as he's a Captain candidate and potential to play Last Post at ANZAC Assembly.
- Instruments - register, repairs, disposal of one old trombone (35+ yrs, not economical to fix plus oversupply) and euphonium (needed repair, no case)
- Accounts process to streamline (what is payment arrangement with Yvonne?)
- Hire agreements - have put reminder in this week's newsletter - they are trickling in!
- External hire of fagottino
- Band captains - SB kids voted last week. Results announced at Induction Assembly on 26th Feb.

1. Risks

- Transition
- Retention

Meeting ended 8:30pm

Other Business

Charles (Kath's husband) - wishes to talk to someone about the flag and national anthem. Has the dept received any recommendation about the changes to the anthem

Michelle - Discussions underway re the anthem changes (from 'young and free' to 'one and free'), including acknowledgement to country of the traditional custodians of the land.

Meetings are held on Wednesday, week 4 of each term @ 7:00pm in the S3 Hub

- Term 2: Wed 20 May
- Term 3: Wed 12 Aug
- Term 4: Wed 4 Nov
- AGM: Date TBC