

PARENTS AND CITIZENS ASSOCIATION

21st ANNUAL GENERAL MEETING – EXCELSIOR PUBLIC SCHOOL

TUESDAY 27th November 2018

Attendees: Kylie Cannock (KC), Sarah Quinn (SQ), Delphine Bellerose (DB), Brett McMurtrie (BM), Georgia Couque (GC), Sandra McKay (SM) Sharon Evert (SE), William Han (WH), Emma Heasman (EH), Becky Eland (BE), Emma Escott (EE), Nikki Sandercoe (NS), Radhika Achwal (RA), Shannyn Geeve (SG), Melanie McShane (MM), Lisa Cook (LC), Sona Swindley (SS), Melissa Free (MF), Katie Tsyplakow (KT), Dearne Bennett (DB), Alanna Robson (AR)

Apologies: Michelle Woo (MW), Kirrily Jones (KJ), Sarah Brennan (SB)

1 – Meeting opened by the President , Sharon Evert In the MFR at 7.17pm

2 – Minutes from previous AGM held on November confirmed as a true and accurate record - Approved EE, Seconded MM

3 – Register of membership for 2018 - EH to keep on file

4 – Annual Reports

PRINCIPAL'S REPORT

2018 has proven to be an exciting year for Excelsior Public School with much to celebrate in many areas.

External Validation

In Term 3 Excelsior Public School went through the process of External Validation. A panel of external DoE staff validated the effectiveness of school programs and procedures. Excelsior was validated in the 3 domains and 14 elements of the School Excellence Framework.

The table below shows the results of this validation.

Element name	School Assessment	EV Assessment
Learning Culture	Excelling	Excelling
Wellbeing	Excelling	Excelling

Curriculum	Sustaining and Growing	Excelling
Assessment	Sustaining and Growing	Sustaining and Growing
Reporting	Sustaining and Growing	Sustaining and Growing
Student performance measures	Sustaining and Growing	Excelling
Effective classroom practice	Sustaining and Growing	Excelling
Data skills and use	Sustaining and Growing	Sustaining and Growing
Professional standards	Sustaining and Growing	Sustaining and Growing
Learning and development	Sustaining and Growing	Excelling
Educational leadership	Sustaining and Growing	Excelling
School planning, implementation and reporting	Sustaining and Growing	Excelling
School resources	Sustaining and Growing	Excelling

Student Achievement

Students at Excelsior have continued to excel academically and on the sporting field.

2018 NAPLAN results show Year 3 students, on average, performing well above the state average and the similar schools' group. Year 5 students also performed, on average, above state average and similar schools' group in writing, numeracy and grammar and punctuation and above state average in spelling and reading.

2018 also saw great results in the area of public speaking. Public speaking was a target area in a previous school plan, targeted professional learning and explicit teaching has been implemented into this area. In 2018 an unprecedented 5 students progressed to the grand final of the public speaking competition and a student from Excelsior was awarded as the grand final winner for stage 3.

On the sporting field Excelsior Public School students have competed at local, regional, state and national levels. Excelsior Public School remains committed to develop the sporting abilities of its students and is proud of the achievements of students in this area.

Ms Jan Sharkey

At the end of term 2, Ms Jan Sharkey took extended leave leading into her retirement after 7 year as Principal at Excelsior Public School. A relieving Principal was engaged for the remainder of 2018. It is expected that the position of Principal will be advertised and filled early in 2019.

Technology

The school has shown a commitment to ensure students have access the best available technology to ensure they have the skills necessary to achieve in today's technological world. The range of technology purchased has included; iPads, laptops, interactive boards for classrooms and robotics. In total, the school has spent over \$90,000 on technology and technology related items.

Teachers have also participated in a range of professional learning both internally and externally. This has included intensive learning on the new "digital technologies" aspect of the new Science and Technology syllabus, allowing the development of a thorough scope and sequence, which ensure the sequential development of digital technology skills from K-6.

New Build

After a long period of planning Term 4 2018 saw the beginning of our new build. As well as the beginning of construction of the new multi storey building it is expected that the library will be handed over to the builders to allow the refurbishment of this space into two future focused learning spaces. The site manager is in daily contact with the school and is committed to minimising the impact of construction on the current school population while also ensuring that construction deadlines are met.

Once the new build is completed the capacity of Excelsior Public School will be increased to 680 students. It is expected that with increased development in the Castle Hill area and possible re-zoning, Excelsior Public School will continue to steadily grow over the next few years.

PRESIDENTS's REPORT

Annual Report for AGM - 27th November 2018

This year we faced and addressed a number of challenges but continued to provide our financial and community support to the students and families of Excelsior Public School.

One of the biggest challenges of the year was the air-conditioning project and working out potential P&C dollars available, what the options were going forward and communicating to parents which included a survey of parents. This took up a good deal of our time during the year. The new State budget finally included air conditioning for schools being expanded or renovated which meant Excelsior too – this was a great relief to us and our financials going forward. Many thanks to Emma Heasman who, as parent representative on the PRG project for the new building, worked with a number of contractors and the local council to push our case and get quotes before the State budget was announced.

Advertising of vacant roles and getting new parents involved in the P&C was a key focus of the year with a number of members, who have been committed to the P&C for many years, needing to be replaced this year for next year's roles. Many thanks to those parents who have come forward and nominated for positions on the committees for next year so the P&C can continue to provide activities and support to the community of Excelsior.

We finally got all the bank account authorisations up to date for current committee members and cleaned up some very old issues. The structure of our bank accounts and correctly grouping them with the bank would assist in less confusion going forward and we have a good bank manager now that understands our needs. I remained the Administrator for our online banking access to help out with the Treasurer's role.

Standard reporting templates were created for most sub committees to make the reporting side easier for treasurers. Updates were made to the Uniform Shop for communications and online payments as our systems become old and need upgrading. Generally, communications between the sub committees, Executive committee and parents worked well and hopefully improved even more this year.

The next focus will be for departing committee members to ensure a sufficient handover is done with incoming committee members so they can start the new year with a clear understanding of what's required. We will need to continue to focus on getting even more new parents involved in the P&C and look forward to another year supporting our students, staff and parents.

*Sharon Evert
Excelsior P&C President
27th November 2018*

TREASURER's REPORT

Excelsior P&C AGM Treasurer Report 2018

The financial position of the Excelsior P&C has remained steady this year. The total bank balance for all P&C accounts is \$176,394.26 on 30 September 2018.

The P&C has meet all its statutory obligations, such as payment for federal memberships, insurance, annual audit, employer superannuation contribution etc.

The audit for the year ended 30th September 2017 has been completed. The audit opinion was unqualified in that "the financial report presents fairly, in all material respects, the financial position of the Excelsior Public School Parents & Citizens Association".

This year the P&C funded \$52,977.30 in larger items in technology and overall improvements towards the teaching and well-being of our children. In addition to what the subcommittees contribute through their specialized objectives and various community events held, other examples of where the P&C have contributed this year are:

- \$36,876.60 to purchase 60 HP laptops for school;
- \$10,000 to fund for the school landscaping project;
- \$731.50 for printing of the kindy orientation booklets;
- \$4,187.66 to purchase additional books for school;
- \$409.50 to purchase sunscreen for each classroom;

Status

1. Financial Audit for the year ended 30th September 2018 will commence shortly.
2. P&C Federation membership — up to date for 2018.
3. Australian Taxation Office — Instalment Activity Statements up to date to Q3 2018.
4. Superannuation — up to date and paid for Q3 2018, online payment system up and running.
5. Public Liability (P&C Insurance) — payment lodged, up to date for 2018.
6. Employers Mutual (Workers Compensation) — up to date for 2018.
7. The purchased assets in Canteen and Band committees is under depreciation with the same useful life of 5 years.
8. Outstanding issue – After payment of \$3,300 to Wood & Grieve Engineers for review of air conditioner project in the school new building, an estimate amount of \$2,000 for other cost of air conditioner review needs to be paid when the invoice is finalized by the architecture.

Bank Account Balances at 30 September 2018

Type	Name	Account Number	Balance
Cash Mgmt Account	Excelsior PS - Building Fund	179943	\$6,729.17
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$24,059.25
Cash Mgmt Account	Excelsior PS - Band	325357	\$22,820.39
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$32,440.23
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$38,930.38
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$30,354.72
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$21,060.12
Total			\$176,394.26

A snapshot of net profit for all subcommittees for the year ended 30 September 2018

Subcommittees	Incomes	Expenses	Profit
Band	52,871.35	(35,589.49)	17,281.86
Canteen	93,270.05	(85,701.14)	7,568.91
ERA	62,980.19	(28,387.04)	34,593.15
Events	21,339.31	(14,483.59)	6,855.72
Uniform	73,315.64	(54,356.37)	18,959.27
Building Fund A/c	0.76	(10,240.25)	(10,239.49)
P&C Main A/c	15,285.26	(63,200.29)	(47,915.03)
Total	319,062.56	(291,958.16)	27,104.40

Note: 1. The expense in building fund account is mainly the return of the government grant for landscape

2. The source of income in main account is mainly the P&C levy raised from the students' term account, while as the spending is mostly related to funding to school, P&C insurance and annual audit etc.

3. A detailed Profit & Loss Statement is attached for your reference.

Attachment: 2017 Audit report from Infinite Accounting Solutions

Prepared by: William Han

Executive Treasurer

24th November 2018

CANTEEN's REPORT

2018 P&C AGM – CANTEEN SUB COMMITTEE

TUESDAY 27TH NOVEMBER 2018

1. COMMITTEE MEMBERS

- 2. New committee members voted in. Secretary - Lisa Cook Nominated DB, Seconded AR. Convenor – Radhika Achwal. Nominated BE, Seconded DB**

ROLE	2018	2019
Convenor	Jalni Shah	Nomination Received
Secretary	Wendy Mynard	Nomination Received
Treasurer	Jenny	Jenny
Money Counter	Sashi	Sashi

Income & Expenditure Statement
Canteen Subcommittee
at Excelsior Public School P & C Association
1st October 2017 to 30th September 2018

Income		\$
Sales		93,163.10
Sundry Sales - Deposited to Main a/c		86.80
		93,249.90
Cost of Goods Sold		
Opening Stock		-
Purchase		43,830.58
Purchase - paid from main a/c		750.00
Staff wage		35,123.20
Staff Superannuation		3,470.15
Closing Stock		-
		83,173.93
Gross Profit		10,075.97
Other Expenses		
Fees & Charges		538.00
Merchant fees		1,832.04
Cleaning		-
Sundry - Gift		141.24
Depeciation		15.93
		2,527.21
Other Income		
Interest income		20.15
Net Profit/(Loss)		7,568.91

2.EVENTS / ACTIONS 2017 -2018

1. Athletics Carnival

- Several Volunteers served at canteen
- Volunteers cooked BBQ
- More volunteers next year would be preferable so the each shift is shorter.
- It was hard to get a volunteer to transport the BBQ, but one was found only the day before. We will try and find a volunteer for this job earlier next year.

2019

1. Athletics Carnival

- Call out for volunteers further in advance

2. Ongoing review of Canteen Menu to meet Healthy Canteen Food and Drink Criteria by December 2019.

3. SUMMARY OF 2017 / 2018

- New Salad Boxes ordered.
 - Saving of over 45% per box
- Worm Farm now in use for vegetable scraps from the canteen, saving approximately 0.3kg of waste to landfill each week (12kg/year).
- Soft plastics recycling now in place, saving 10 Litres in volume of waste to landfill each week (equates to nearly 400 litres per year).
- New snack option of Messy Monkeys added to menu. Unfortunately the supplier has had issues with getting orders filled, so we are seeking other suppliers and healthy snack options.
- Qkr has continued to operate successfully.

CALENDAR/TO DO LIST FOR 2019 – TERM 1

N/A

CALENDAR/TO DO LIST FOR 2019 – TERM 2

Date	Task	Who
Term 2, Week 1	•	•
Term 2, Week 2	•	•
Term 2, Week 3	• Call out for Volunteers for Athletics Carnival	• Jacqui B
Term 2, Week 4	•	•
Term 2, Week 6	•	•
Term 2, Week 7	• Athletics Carnival – Date TBA	• Jacqui B, Kirrily J
Term 2, Week 8	•	•
Term 2, Week 10	•	•

CALENDAR/TO DO LIST FOR 2019 – TERM 3

N/A

CALENDAR/TO DO LIST FOR 2019 – TERM 4

EH advised construction will most likely effect canteen in term 4.

Date	Task	Who
Term 4, Week 1	•	•
Term 4, Week 2		•
Term 4, Week 3	•	•
Term 4, Week 4	•	•
Term 4, Week 5	•	•
Term 4, Week 6	•	•
Term 4, Week 7	•	•
Term 4, Week 8		•
Term 4, Week 10	• Full Canteen Clean	• Jacqui B

ERA's REPORT

2018 – ERA END OF YEAR REPORT

1. COMMITTEE MEMBERS

Committee Roles voted in – Secretary – Katie Tysplakow Nominated DB, Seconded DB

ERA Role	2018	2019
Convenor	Hozan Sorani	Delphine Bellerose (Confirmed)
Secretary/Note Taker	Hozan Sorani	Vacant
Treasurer	Milan Chovancak	Krystal Lees (Confirmed)
Art	Denise Ly	Denise Ly (Confirmed)
Dance	Rosana Searles	Sona Swindley (Confirmed)
Tennis	Delphine Bellerose	Delphine Bellerose (Confirmed)

2. TREASURER'S REPORT

Refer to treasurer's report prepared by William/Milan.

Treasurer Annual Report
Income & Expenditure Statement for ERA Subcommittee
Excelsior Public School P & C Association
As at 30/09/2018

Westpac Account: 032-170 360 021

Income

Opening Balance	10/01/2017	24,337.23
<u>Add:</u> Cash receipts		
Interest income	38.19	
Dance classes income	29,518.00	
Tennis classes income	17,412.00	
Art classes income	16,012.00	
Transfer from Main Account		
	Sub Total	87,317.42

Less Expenses

Bank fees	-	
Payment to tutors	28,387.04	
Transfer to Main Account	20,000.00	
	Sub Total	48,387.04

Closing Balance @		<hr/>
30/09/2018		38,930.38

Amount on Bank Statement	38,930.38
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Undeposited fund or payments	-
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Discrepancy	-
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3. EVENTS/ACTIONS 2018-2019

- This year was the first year when online application forms were implemented and we have fully moved away from paper forms. Online applications went smoothly and greatly facilitated the enrolment process, also allowing for activities to start earlier in the year. A revised version of the forms will be made available in the first week of December for 2019 enrolments.
- A new procedure was implemented in Term 4 for students attending both ERA activities and YMCA before or after school care on the same day. This was an opportunity to tighten processes, improve students' safety and communication with parents in the future.
- ERA Terms and Conditions were reviewed at the beginning of the year and updated again in November to reflect the policy change. 2019 application forms include a link to the new T&Cs.
- Overall, 2018 has been a successful year for ERA with a higher number of students participating in activities. Despite the (expected) usual few dropouts throughout the year, most classes remained full or close to full. Tennis waiting list was cleared between terms and new art classes were open (it is a little more difficult to fill spaces in dance half way through the year when Naomi and the children start rehearsing for Hills festival).
- The price increase decided last year meant that we were able to recruit teachers and not lose the art classes when Mrs Briggs retired, ERA also increased profit from previous years.

ART

- 45 students participated in art classes this year. Around 10 dropped out during the year.
- After months of looking (and thanks to Denise's diligence), we welcomed a new art teacher at the beginning of the year: Jodie Andakaris started the Thursday class in Terms 1 and 2.
- This year we also said goodbye to Pauline Briggs who, after 26 years of commitment to ERA and many Excelsior art students, decided to retire at the end of Term 2. Luckily, Jodie was able to take over Pauline's Monday and Wednesday classes in semester 2 with minimal disruption for students and parents.
- We also recruited a second art teacher, Bushra Imran, who took on a small class of 7 students in Terms 3 and 4.
- Issues around students' behaviour during class arose in Term 2 but these were resolved by liaising with parents and teacher.
- Concerns over appropriate use of classroom (items being moved or gone missing, cleanliness) were also raised and again were resolved by liaising with school staff and teachers.
- We aim to open 4 art classes in 2019, Monday to Thursday, with rolling-over enrolments for the year rather than by semester (in line with other ERA activities).

DANCE

- 79 students participated in dance classes this year, 15 students dropped out throughout the year.
- Start and finish times of classes have been amended in Term 4 following implementation of the new policy with regards to YMCA sign-in/out.

- In 2019, places will be offered to students on waiting list as they become available if appropriate. Sona will liaise with Naomi to ensure new students can be accepted without disrupting the class.

TENNIS

- 49 students participated in tennis classes this year.
- 6 dropped out throughout the year and most places were offered to students on waiting list and quickly filled.
- A higher number of grade 2 students were enrolled this year.
- All Year 2 students participated in a short tennis session with tennis coaches, Mark Blok and Daniel Palumbo, as part of their sport activities on Tues 13/11 and were handed out a flyer.

SUGGESTED CALENDAR/TO DO LIST FOR 2019 – TERM 1

The following is in addition to ongoing task of answering queries and maintaining current and waiting lists of students enrolled in ERA activities.

Date	Task	Who
Term 1, Week 1	Tennis classes start (unless week 1 starts on Thu or Fri) - send list to Mark + list of YMCA students to YMCA* Renew contracts with tutors.	Tennis coord. Convenor/Secretary
Term 1, Week 2	ERA meeting Tennis T1 payment due Dance classes start - send list to Naomi + list of YMCA students to YMCA	All Dance coord.
Term 1, Week 3	Art classes start - send list to Jodie/Bushra + list of YMCA students to YMCA Dance T1 payment due	Art coor.
Term 1, Week 4	Art T1 payment due	
Weeks 3 to 7	Follow up payments as required Follow up on paperwork with tutors	Treasurer/all Coord Treasurer/secretary.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 1, Week 10	Send email to parents re. T2 payments	All Coord.

*Lists to tutors and YMCA are updated and forwarded throughout the year as required.

SUGGESTED CALENDAR/TO DO LIST FOR 2019 – TERM 2

Date	Task	Who
Term 2, Week 1	Check for dropouts and whether places can be offered to those on waiting list.** Send updated lists to tutors/YMCA.	All Coord.
Term 2, Week 2	T2 payment due (all activities) ERA meeting	All
Weeks 3 to 7	Follow up payments as required	Treasurer/all Coord.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 2, Week 10	Send email to parents re. T3 payments	All Coord.

**dropouts and new enrolments are monitored on an ongoing basis as required.

SUGGESTED CALENDAR/TO DO LIST FOR 2019 – TERM 3

Date	Task	Who
Term 3, Week 1	Check for dropouts and whether places can be offered to those on waiting list. Send updated lists to tutors/YMCA.	All Coord.
Term 3, Week 2	T3 payment due (all activities) ERA meeting	All
Weeks 3 to 7	Follow up payments as required	Treasurer/all Coord.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 3, Week 10	Send email to parents re. T4 payments	All Coord.

SUGGESTED CALENDAR/TO DO LIST FOR 2019 – TERM 4

Date	Task	Who
Term 4, Week 1	Check for dropouts and whether places can be offered to those on waiting list. Send updated lists to tutors/YMCA. Plan date for Y2 tennis tryouts (aiming for week before or after swim school)	All Coord. Tennis coord.
Term 4, Week 2	T4 payment due ERA meeting	All
Weeks 3 to 7	Follow up payments as required	All Coord.
Term 4, Week 5	Prepare AGM/EOY documents Organise Y2 tennis tryouts (print note)	Convenor Tennis coord.
Term 4, Week 6	ERA EOY meeting, prepare for P&C AGM Close application forms, export final list of applications and clear responses, review forms for following year. Organise collection for gifts to tutors.	All Convenor All Coord.
Term 4, Week 8	Open applications for following year's enrolments	Convenor/All coord
Weeks 9-10	End of year parties during last ERA classes (organised by tutors).	Tutors

Over the summer break:

- Keep track of applications/queries.
- Start putting classes together, liaising with teachers as required. Send confirmation email to parents.
- Finalise classes in last week of school holidays/Weeks 1-2.

(all coordinators)

EVENTS's REPORT

2018 P&C AGM – EVENTS SUB COMMITTEE WEDNESDAY 7TH NOVEMBER 2018

Attended – Dearne Bennett, Alanna Robson, Emma Escott, Sarah Quinn, Sarah Brennan

Meeting commenced – 7.40

3. COMMITTEE MEMBERS

4.

ROLE	2018	2019
Convenor	ALANNA ROBSON	SARAH BRENNAN
Secretary	DEARNE BENNETT	SARAH BRENNAN
Treasurer	VACANT	EMMA ESCOTT
Event Co-ordinator	SARAH BRENNAN	SARAH QUINN
Roster Co-ordinator	EMMA ESCOTT	EMMA ESCOTT
?? Co-ordinator	N/A	N/A

5. TREASURERS REPORT

Events Sub Committee is financial:

As we have not had an Events Sub-Committee Treasurer this year, we have been given these figures from William Han (P&C Executive), who has acted in the role of Treasurer for the Events sub-committee.

Current balance of the account is: \$21,060.12 as @ the date of the AGM – Wednesday 07 Nov 2018.

Total Takings from 1st October 2017 to 30th September 2018: \$21,323.10

Total Expenses from 1st October 2017 to 30th September 2018: \$14,483.59

Total Profit for 2017-18: \$6,839.51

Please see attached report from William Han

**Treasurer Annual Report
Income & Expenditure Statement for Events Subcommittee
Excelsior Public School
As at 30 September 2018**

Westpac Account: 032 -170 380 954

Income

Opening Balance from	10/01/2017	14,204.40
<u>Add: Cash receipts</u>		
Interest income	16.21	
Events Income	21,323.10	
Transfer from Main Account		
	Sub Total	35,543.71

Less Expenses

Bank fees	-	
Drawing for petty cash	-	
Events Expenses Payment	14,483.59	
	Sub Total	14,483.59

Closing Balance @ 30/09/2018 21,060.12

Amount on Bank Statement 21,060.12

Undeposited fund or payments -

Discrepancy (0.00)

Excelsior P&C Events committee
Summary of major events held Oct 2017 - Sep 2018

	Expenses	Income	Net Profit/(Loss)
Grandparents Day - Oct 17	141.27	0	141.27
Carols by Candlelight - Dec 17	1,797.05	4,231.45	2,434.40
Welcome Party - Mar 18	7,754.60	10,021.10	2,266.50
Mother's Day Stall - May 18	2,348.61	2,406.15	57.54
School Disco - Jun 18	1,125.16	2,375.00	1,249.84
Father's Day Stall - Aug 18	966.90	2,289.40	1,322.50
Campout - Oct 18 - cancelled	0	0	-
	14,133.59	21,323.10	7,189.51

*** There may be other payments or donations from Events Committee that are not included as an event*

6. EVENTS / ACTIONS 2017 -2018

• **Grandparents Day 2017 Morning Tea**

- The Events team provided morning tea (as requested by the school) for the grandparents after the assembly. The food was provided from the community.

➤ Income

➤ Expense \$141.27

➤ Profit

What Worked – The community provided the food

What Didn't Work – We needed to hire additional urns, we may need to purchase another urn.

• **Year 6 DJ for farewell**

- The Events team provided the DJ for the year 6 farewell as they were unable to come to the Disco in term 2 of 2017 due to returning home from camp on the same day as the disco.

➤ Income

➤ Expense \$350.00

➤ Profit

What Worked – Providing a DJ made them feel like they were not missing out on the disco because they would be having a disco at their farewell

What Didn't Work – Planning the disco on the day they came home from camp.

- **Carols by Candlelight**

- This was the first time we had held this event and it got a good response from the community. Everyone came with their picnic rugs and enjoyed a sausage sizzle before joining their kids in singing Christmas Carols.

- Income \$4,231.45

- Expense \$1,797.05

- Profit \$2,434.40

What Worked – Having the Carols in the hall worked so that we had a stage for the kids and a projector to put the words on.

What Didn't Work – The teachers did not provide a copy of the music for the carol they had practised with the kids, so we had to quickly find a copy of it online during the event.

- **Tea and Tissues Morning Tea**

- On 02 Feb 2018 we had a lovely morning tea ready for all those upset parents! We only had one crier!!!

We had quite a few families come and joining us and it was lovely to see them all talking to each other and making new friends in the community

- Income

- Expense \$ figure not provided by William Han

- Profit

What Worked – Having the whole team there so that there was more than one person to talk to the worried first time parents!

What Didn't Work – All went well

- **Welcome Party**

- We hope that all of our new families were feeling welcomed into our community after our Worlds Combined Celebration Themed Welcome Party on Saturday 17 March 2018. Everyone had a great time on the rides and the international food and craft were a great hit! We were really lucky with the weather.

- Income \$10,021.10

- Expense \$7,754.60

- Profit \$2,266.50

What Worked – The craft table was a big hit with the smaller kids

What Didn't Work – Providing other food other than the BBQ was time consuming and we required a lot more volunteers to serve the food

- **Easter Hat Parade Morning Tea**

- The Events team provided morning tea (as requested by the school) for the grandparents after the assembly. The Events Team provided Hot Cross Buns to Eat. We also hand delivered Easter Eggs to all the students

- Income

- Expense \$ figure not provided by William Han

- Profit

What Worked – The Parents had a nice cup of tea and a hot cross bun

What Didn't Work – The morning tea was not near the hall, so made it hard for the volunteers to watch their children in the parade.

- **Mother's Day Stall**

- Once again we had a great selection of gifts for the children to buy for their Mum's/ Grandmother's. Always is a fun morning helping the kids make their all important purchase!

- Income \$2,406.15

- Expense \$2,348.61

- Profit \$57.54

What Worked – We did buy enough gifts for every child in the school. Not as many kids bought a present this year, but that means we have a lot of gifts ready for next year.

What Didn't Work – We decided that by giving the children an opportunity to select the gift they wanted to buy meant that we ran short of particular gifts and some children were upset that they missed out. It was decided not to pre advertise the gift selection from now on.

- **Disco**

- Everyone had a great time at this year's disco which was held Friday 29 June 2017. The theme was Pyjama Party and we saw some great onesies! This was the biggest attendances for a disco we've had. Everyone loves being in their PJ's!

- Income \$2,375.00

- Expense \$1,125.16

- Profit \$1,249.84

What Worked – Having a theme that K-6 had fun with meant that we had a high attendance

What Didn't Work – There were a lot of water bottles that were left half empty. Jugs of water would be better

Father's Day Stall

- Once again we had a great selection of gifts for the children to buy for their Dad's/ Grandfather's. We had have plenty of gifts remaining from last year's stall, so we did not need to purchase many gifts at all
 - Income \$2,289.40
 - Expense \$966.90
 - Profit \$1,322.50

What Worked –Not advertising gift selection prior to the event

What Didn't Work – Worked well

- **Camp Out**
- Unfortunately this event got washed out and we were forced to cancel the event

What Didn't Work – The Weather!!!!

- **Orientation Morning Tea**
- The Events team provided morning tea (as requested by the school) for the parents of kindy 2019 after the orientation session. The food was provided form the kindy 2018 parents.
 - Expense \$ no figure

What Worked – The community provided the food

What Didn't Work –

7. SUMMARY OF 2017 / 2018

(We have 1 remaining event for 2018).The Events Team have organised a Carols by Candlelight, which we have started preparation for the evening.

We would like to thank all of the volunteers that helped us at these events, we really appreciated your help. We would also like to give a special thanks to Con, who is always a great support to us with our events.

Alanna and Dearne wish the new Events team the very best with their events for 2019 and look forward to attending them!

Proposed Events For 2019 (dates will be advised after confirmed with Sandra McKay)

Tea and Tissues Morning Tea	Welcome Party
Easter Hat Parade Morning Tea	Mother's Day Stall
Disco	Father's Day Stall
Camp Out	Carols by Candlelight

CALENDAR/TO DO LIST FOR 2019 – TERM 1

Date	Task	Who
Term 1, Week 1	<ul style="list-style-type: none"> Organise Tea and Tissues speak with AP stage 1 	<ul style="list-style-type: none"> All
	<ul style="list-style-type: none"> Meet to confirm welcome party bookings etc 	<ul style="list-style-type: none"> All
	<ul style="list-style-type: none"> Send notes home for welcome party with raffle tickets 	<ul style="list-style-type: none"> All
Term 1, Week 2	<ul style="list-style-type: none"> Organise all forms for welcome party 	<ul style="list-style-type: none"> Sarah
Term 1, Week 3	<ul style="list-style-type: none"> Organise morning tea for easter hat parade meet with teacher organising 	<ul style="list-style-type: none"> Sarah
Term 1, Week 4	<ul style="list-style-type: none"> Can/cake drive for Election day 	<ul style="list-style-type: none"> All
Term 1, Week 5	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Term 1, Week 6	<ul style="list-style-type: none"> Meeting for mothers day decide on gifts 	<ul style="list-style-type: none"> All
Term 1, Week 7	<ul style="list-style-type: none"> Order gifts 	<ul style="list-style-type: none"> Sarah
	<ul style="list-style-type: none"> Confirm all welcome party volunteers etc 	<ul style="list-style-type: none"> Emma
Term 1, Week 8	<ul style="list-style-type: none"> Note in newsletter regarding mothers day 	<ul style="list-style-type: none"> Sarah
Term 1, Week 10	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

CALENDAR/TO DO LIST FOR 2019 – TERM 2

Date	Task	Who
Term 2, Week 1	<ul style="list-style-type: none"> Letter home to parents re mothers day 	<ul style="list-style-type: none"> Sarah
	<ul style="list-style-type: none"> Meeting for Mothers day and Disco 	<ul style="list-style-type: none"> All
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Term 2, Week 2	<ul style="list-style-type: none"> Reminder in App 	<ul style="list-style-type: none"> Sarah
	<ul style="list-style-type: none"> Put disco note in newsletter 	<ul style="list-style-type: none"> Sarah
Term 2, Week 3	<ul style="list-style-type: none"> Book Bop til you drop for disco 	<ul style="list-style-type: none"> Sarah
Term 2, Week 4	<ul style="list-style-type: none"> Note home to parents re disco 	<ul style="list-style-type: none"> Sarah
Term 2, Week 5	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Term 2, Week 6	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Term 2, Week 7	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Term 2, Week 8	<ul style="list-style-type: none"> Meeting re Fathers day Choose gifts 	<ul style="list-style-type: none"> All
Term 2, Week 10	<ul style="list-style-type: none"> Order Gifts for fathers day 	<ul style="list-style-type: none"> Sarah

CALENDAR/TO DO LIST FOR 2019 – TERM 3

Date	Task	Who
Term 3, Week 1	<ul style="list-style-type: none">Meet regarding welcome party	<ul style="list-style-type: none">All
Term 3, Week 2	<ul style="list-style-type: none">Note in newsletter regarding fathers day	<ul style="list-style-type: none">Sarah
Term 3, Week 3	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Term 3, Week 4	<ul style="list-style-type: none">Note home to parents re fathers day	<ul style="list-style-type: none">Sarah
Term 2, Week 5	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Term 3, Week 6	<ul style="list-style-type: none">Organise Camp out notes and logistics	<ul style="list-style-type: none">All
Term 3, Week 7	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Term 3, Week 8	<ul style="list-style-type: none">Start booking rides etc for welcome party	<ul style="list-style-type: none">Sarah
Term 3, Week 10	<ul style="list-style-type: none">	<ul style="list-style-type: none">

CALENDAR/TO DO LIST FOR 2019 – TERM 4

Date	Task	Who
Term 4, Week 1	<ul style="list-style-type: none">Meeting regarding carols	<ul style="list-style-type: none">All
	<ul style="list-style-type: none">Order food for campout	<ul style="list-style-type: none">All
Term 4, Week 2		<ul style="list-style-type: none">
Term 4, Week 3	<ul style="list-style-type: none">Set dates for Orientation morning tea	<ul style="list-style-type: none">All
Term 4, Week 4	<ul style="list-style-type: none">Put letter in school newsletter with carols date	<ul style="list-style-type: none">Sarah
Term 4, Week 5	<ul style="list-style-type: none">SEND NOTE HOME WITH RAFFEL TICKETS	<ul style="list-style-type: none"><u>All</u>
Term 4, Week 6	<ul style="list-style-type: none">PUT DATE IN NEWSLETTER FOR WELCOME PARTY	<ul style="list-style-type: none">
Term 4, Week 7	<ul style="list-style-type: none">Send reminder via school app for carols	<ul style="list-style-type: none">Sarah
Term 4, Week 8		<ul style="list-style-type: none">
Term 4, Week 10	<ul style="list-style-type: none">	<ul style="list-style-type: none">

UNIFORMS's REPORT

Uniform Committee Annual General Meeting Minutes - 19 November 2018

Present: Kylie Cannock, Kathryn Harding, Nikki Sandercoe

Apologies: Nerida Wilson

Meeting opened 7.40pm

2018 Committee

Convenor: Kathryn Harding
Treasurer: Kathryn Harding
Secretary: Kylie Cannock
Roster Coordinator: Nerida Wilson

All positions declared vacant.

Positions open for 2018:

Kylie Cannock stated she was not available for reappointment to position of secretary.

Convenor: Kylie Cannock nominated Kathryn Harding as Convenor
Kathryn Harding accepted.

Treasurer: Kathryn Harding nominated Nikki Sandercoe as Treasurer.
Nikki Sandercoe accepted.

Secretary: No nomination received.
Vacant

Roster Coordinator: Kylie Cannock nominated Nerida Wilson as Roster Coordinator.
Nerida Wilson accepted (via text message).

Report:

Treasurer reported the bank account balance as at 30/09/18 as \$30 307.97.

**Excelsior Public School P & C Association
As at 30 September 2018**

Westpac Account: 032 -170 263504

Income

Opening Balance	1/10/2017	25,611.29
<u>Add:</u> Cash receipts		
Interest income	34.04	
Sales Income	73,281.60	
Transfer from Main Account		
	Sub Total	98,926.93

Less Expenses

Fees & Charges	-	
Merchant fees	994.75	
Purchase	67,577.46	
Sundry	-	
Transfer to Main Account		
	Sub Total	68,572.21

Closing Balance @ 30/09/2018

30,354.72

Amount on Bank Statement

30,354.72

Undeposited fund or payments

-

Discrepancy

-

The reliable group of volunteers have been consistent throughout 2018. The current uniform shop opening hours are Tuesday afternoons 2.30pm to 3.15pm and one Saturday per month.

Late this year a PayPal payment account was introduced to replace the online payment system. This is to be a more secure payment option (all credit to Sarah Brennan and Sharon Evert). This process is still being streamlined but is expected to be a positive step forward.

Sharon Evert set up a new email address for the uniform shop, another positive step forward. This will in time be a good way to share workload among the uniform shop committee members (for replying to emails etc) and is the P&C preferred option for the subcommittee's (rather than a parent's personal email address being used for invoices etc).

2018 was the last year for 'chair bags'. During the year the Roster Coordinator was advised that our 'sewers' are to be utilised for library bags only, as the school moves towards the new build and new classroom system (i.e. children not having a designated desk).

The pre-loved uniform sales have continued, and expect to occur at least twice per year going forward. A second preloved stall is scheduled for this December.

Samples of the girls summer dress option have been requested and expected to be delivered in coming weeks. This option will be monitored in the near future and presented to P&C when received.

Thanks to Emma Heasman, its looking like an air-conditioning unit will be installed in the shop, all committee members and volunteers are very welcoming of this (having experienced the shop in the summer heat).

Advertising to continue to try and fill the vacant secretary position.

Meeting closed 8.40pm

2019 Committee

Convenor: Kathryn Harding

Treasurer: Nicole Sandercoe (Nikki)

Secretary: Vacant

Roster Coordinator: Nerida Wilson

STUDENT HEALTH & WELLBEING's REPORT

2018 P&C AGM - STUDENT HEALTH & WELLBEING SUB COMMITTEE TUESDAY 27TH NOVEMBER 2018

1. COMMITTEE MEMBERS

ROLE	2018	2019
Convenor	Becky Eland	Becky Eland
Secretary	n/a	n/a
Treasurer	n/a	n/a
Co-ordinator	Michelle Woo	Janie Rogers?
Co-ordinator	Georgia Sugiana	n/a

2. TREASURERS REPORT

N/A

3. EVENTS / ACTIONS 2017 -2018

1. Food Allergy Awareness week May 2017

- Laminated A3 posters hung around the school with info regarding types of food allergy, symptoms of allergic/anaphylactic reaction etc.
- Fingernail painting session (one fingernail) held in lower quad with assistance from Mr Dessent and his SRC team plus various Year 6 helpers and volunteer parents, to raise awareness of 1 in 10 children in Australia that are born with a food allergy.
- Led by SRC and Year 6 students, a poster, a couple of metres long, was created by the students with comments, experiences and drawings to reflect their thoughts about food allergies. The poster was then attached to the wall in the quad opposite Block B.
- Students brought in donations and in total \$105 was collected and donated to Allergy and Anaphylaxis Australia.
 - Income: nil
 - Expense: nil - previously P&C have paid for bookmarks etc from AAA but this year we decided to do this every two years instead; nail varnish was still usable from last year; texters for poster from 6D; MW provided paper roll for poster

➤ Profit: nil

What Worked – the new collaboration with SRC, especially set up and pack up considerably easier and quicker

What Didn't Work – unfortunately clashed with NAPLAN this year which dictated which day we could hold the nailpainting session

2019

- Food Allergy Week is 12-19th May 2019 (NAPLAN is 14-16th May)
- Nailpainting and poster creation with SRC
- Bookmarks from AAA - one for each student (budget required \$200)

2. Interrelate Family Session info night 5th June

- Two sessions presented by Interrelate member Sylvia Fischer, first one for years 3-6, second one for years 5&6 (and younger at parents discretion). First session was called "Where did I come from" and the second "Preparing for puberty".
- Tickets were mostly purchased in advance at \$35 flat fee per family, some on the door. Tickets were charged by IR at \$30 per family for one session or \$35 for both.
- 55 families bought tickets, two were refunded due to sickness etc at no expense to EPS (only charged for actual attendees on the night) so final total of tickets sold was \$1785 and \$1665 charged by IR, gross surplus of \$120. After purchase of refreshments \$67.40, biscuits, marshmallows etc, net surplus of \$52.60. Of the 55, 27 of these attended both sessions.

➤ Income: \$1785

➤ Expense: \$1732

➤ Profit: \$53

What Worked – Sylvia's presenting style received many countless positive responses from parents and was crucial aspect of success of evening; as the current Year 6 had missed class Interrelate in previous year the evening sessions were gratefully received with them being their first formal intro to puberty etc

What Didn't Work – hall projector was not functioning so volunteer parent had to supply their own personal one at last minute; a couple of parents were surprised as to degree of sexual education included in the first session (next time make this fully apparent)

2019

- To be held biennially so next family night in 2020
- School holds Interrelate class sessions each year for Years 5 and 6

2. Sunscreen Pump bottles audit and replenishment Oct 2018

- The level of the P&C provided sunscreen bottles in the classes were physically checked by SHW and of all the classes 11 were found to be either below half or not present (including never supplied in the case of new teachers the year) or broken.
- 13 bottles were purchased from Chemists Warehouse (with extra discount on catalogue price due to bulk purchase) and 2 bottles kept as spares to allow for additional new classes in 2019. Nb. all bottles were Cancer Council except one in 6D which was Banana Boat to accommodate an allergy to Cancer Council sunscreen.
 - Income: nil
 - Expense: \$285.89
 - Loss: \$285.89 (two years costs)

What Worked – The diminishing levels in the bottle indicate students are using the sunscreen.

What Didn't Work – some classes did not have the bottle near door to use on way out, some bottles were actually in a cupboard (mostly the demountables due to relocation mid year)

2019

- Extra/spare bottles to be allocated to new teachers/classes in Week 1 2019
- Audit to be carried out early Term 4 to ascertain replenishment requirements

CALENDAR/TO DO LIST FOR 2019 – TERM 1

Date	Task	Who
Term 1, Week 1	<ul style="list-style-type: none">• Allocate spare sunscreen to any new classes	<ul style="list-style-type: none">• BE

CALENDAR/TO DO LIST FOR 2019 – TERM 2

Date	Task	Who
Term 2, Week 3	<ul style="list-style-type: none">• Food Allergy Week	<ul style="list-style-type: none">• BE / JR / SRC

CALENDAR/TO DO LIST FOR 2019 – TERM 3

N/A

CALENDAR/TO DO LIST FOR 2019 – TERM 4

Date	Task	Who
Term 4, Week 1	<ul style="list-style-type: none">• Audit Sunscreen bottle levels	<ul style="list-style-type: none">• BE/JR

BAND's REPORT

Excelsior Band AGM | Meeting Minutes 15 Nov 2018

Present	Apologies
<ol style="list-style-type: none">1. Kirrily Jones2. Cheng Xiao3. Jessica Wu4. Shirley Duan5. Joanne Wei6. Kwang Mjin Woo7. Daniel Li8. Catherine Cherlin9. Sandra Gillespie10. David Thambiratnam11. Eddie Woo	<ol style="list-style-type: none">1. Gina King2. Julie Winters3. Sonali Shah4. Hung Luong5. Cassandra Farbman6. Denise Ly7. Ashwini Reddy

Meeting opened: 7:02pm

Chair/Minutes: Eddie Woo

Agenda items

- Program Report (Sandra Gillespie and Catherine Cherlin)
 - Still to be confirmed - most children likely to continue into 2019 (students seem to be much more willing to commit)
 - 42 applicants for next year! (All but 3 students will get their first choice)
 - Training Band has only performed all together at Band Camp, but will perform again at the end of year Talent Quest
 - Hawkesbury Eisteddford (good for beginner bands, also involves nearby schools)
 - Playing at half of assemblies (students much better at anticipating that they need to gather on assembly day - existing band members saw the band perform when they were in younger years)
 - Hills Festival (1 in 5 years!) - a teeny bit of stage fright, but that's part of the learning experience.
 - Steve Clark: "if we get 42 students again, in 2020 we might need a third (elite) band!" (The concert band has a huge range of abilities in it now - experienced year 6s and also fresh year 3s)
 - Sandra has managed the instruments (only two borrowed from the DoE: bass clarinet and euphonium, the rest are owned by EPS!) - instrument servicing mostly occurs over summer (except for unusual damage)

ACTION - SM to confirm if P&C or school own the instruments.

- Finance Report (David Thambiratnam)
 - EPS is currently in a good financial position
 - In the past, hiring
 - Overall: \$52K in revenue, approximately half to tutors; other costs for camp
 - 17 new instruments to purchase (5 clarinets, 2 trombones, 2 saxophones, 6 trumpets, 2 bass guitars + amplifiers)

Treasurer Annual Report
Income & Expenditure Statement for Band Subcommittee
Excelsior Public School P & C Association
As at 30 September 2018

Westpac Account: 032-170 325 357

Income

Opening Balance	01/10/2017	9,877.38
<u>Add:</u> Cash receipts		
Interest income	20.62	
Term fees income	36,645.00	
Income from Instruments hire	13,950.00	
Events income	2,255.73	
Transfer from Main Account		
	Sub Total	62,748.73

Less Expenses

Bank fees	-	
Payment to tutors	27,854.52	
Purchase new musical instruments	9,883.57	
Camp & Events costs	1,742.25	
Instruments Repair & Service	448.00	
Transfer to Main Account		
	Sub Total	39,928.34

Closing Balance @ 30/09/2018		22,820.39
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Amount on Bank Statement		22,820.39
Undeposited fund or payments		-
Discrepancy		0.00

Summary of Cash Position:

Total cash receipts	52,871.35	
Less: Total cash payments	(39,928.34)	
Net Cash Surplus from Operation	12,943.01	

- Events Report (Eddie Woo)
 - Bunnings fundraisers: \$1058 (February) and \$1197 net raised (April)
 - Flipout fundraiser (October): 37 attendees, \$377 net raised
 - Band Camp (June)
- All positions declared vacant
 - New positions appointed (see table)

Role	Nominee	Nominator	Seconded
Treasurer	Julie Winters	David Thambiratnam	Catherine Cherlin
Assistant Treasurer	David Thambiratnam	Eddie Woo	Sandra Gillespie
Asset Manager	Sandra Gillespie/Jessica Wu	Catherine Cherlin	Eddie Woo
Events Coordinator	Eddie Woo/Kirrily Jones	Catherine Cherlin	Kirrily Jones
School Liaison + Program Coordinator	Catherine Cherlin	Eddie Woo	David Thambiratnam
Secretary	Eddie Woo	David Thambiratnam	Sandra Gillespie

- General business

Raised by	Summary	Action
SG	For other subcommittees, there is a representative at monthly P&C meetings - does this need to change? <i>CC: so far that has been okay because we have put in a report when necessary.</i>	None
DT	Do we need to actively/regularly participate in newsletters? <i>CC: only as necessary.</i>	None
SG	Instrument maintenance - previously, Maxx Music was used for servicing (but Andrew changed in 2017 to Dural Music). Can we return to Maxx because Dural seems a bit disorganised? Maxx is willing to pick up now (seems very competitive)!	SG to check up on prices and try to obtain a comparable rate to our current arrangement
EW	Music books and saxophone cleaner purchased from Maxx Music using voucher	None

CC	Training band rehearsal time now moving to Monday afternoon (till approximately 4pm), and concert band is on Thursday morning (for assembly performances)	Inform parents in 2019
DL	Rachel Li's trumpet to get a bag swap when returned for service at end of year please?	SG to check bag when returned at end of year and use spare trumpet bag kept at home if appropriate

Meeting closed 7:43pm

Other

Website Coordinator for 2019. – [SE confirmed](#) [VT continuing on in 2019](#)

6 – Meeting Dates for 2019

Dates were ratified during the meeting scheduling around school holidays. Meetings are proposed to be held on the 4th Tuesday of each month during school Term.

Meeting No	Date
1	26 th February
2	26 th March
3	No meeting in April due to school holidays
4	28th May
5	25 th June
6	30th July
8	27 th August
9	24 th September
10	29 rd October
11	AGM 26 th November

ACTION – SM to confirm if any issues re school calendar otherwise dates are confirmed.

7- Declaration of Positions Declared Vacant for 2019 -

Ms Sandra McKay (Principal) declared the Executive positions vacant for 2019.

8 – Positions as Elected for 2019

The following nominees were successfully elected as the P&C Executive effective immediately.

Position	Names
President	Sharon Evert Nominated By – SE Seconded by - BE
Vice President (1)	Shannyn Geeve Nominated by – SG Seconded By – BE
Secretary	Emma Heasman Nominated by - EH Seconded By – MM
Treasurer	Brett McMurtrie Nominated by –BM Seconded By – BE
Vice President (2)	Sarah Quinn Nominated by –SQ Seconded By – EH

All positions voted in.

ACTION - EH send updated committee contact list to school

Treasurers confirmed for all sub committees by President.

Canteen – Jenny He

ERA – Krystal Lees

Events – Emma Escott

Uniform – Nikki Sandercoe

Band – Julie Winters

Executive Treasurer - Brett McMurtrie

10 – Meeting Closed 8.15pm

Next AGM November 26th November 2019.

Signed as a true and accurate record:

President _____ Secretary _____