

Parents & Citizens Association – Excelsior Public School
441st General Meeting
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), 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 Tsyplakon (KT), Dearne Bennett (DB), Alanna Robson (AR)

Apologies: Michelle Woo (MW), Kirrily Jones (KJ), Sarah Brennan (SB), Krystal Lees (KL), , Becky Eland (BE),

Meeting Commenced 8.37pm

Minutes from October 2018 – Accepted by BM, Confirmed SE

Business Arising from Previous Minutes – OCTOBER

1. ACTION EH to compose one document of role descriptions by end of year. **Ongoing**
2. ACTION KC to communicate with Katherine to see whether we can get blazers ordered for school captains etc. KC requested confirmation if P&C definitely want them as approximately \$135. EE felt we did as did others. SM requested confirmation that the P&C pays and confirmed they are worn for special occasions, kept at the school and then dry cleaned at year end. .Need a core group of sizes so will review 2019 school leaders. SM advised other option is school shirt with Excelsior Representative on the back as these are cheaper eg BHH have a larger group who can wear these shirts however all agreed Jackets would be preferred option. NS to investigate options with a view to order next year. Use current leaders plus 8 additional sizes, in current blue with gold emblem. Get 3 quotes. **Motion Approved for upto \$3500 spend.** **ACTION NS** to source Blazer options and costs for approval.
3. ACTION WH to engage with the auditor for the next audit. WH advised he currently hasn't all the required information and assumed the fee would be reduced if he had, SE advised to just meet them now. KH has given the uniform information, SE has events and advised fees are usually about \$1500. **ACTION WH** to meet with Auditors ASAP
4. ACTION ERA / UNIFORM to respond re status of audit requirements. **DONE**
5. ACTION SE sending Office 365 test to EH and KJ to trial. **Ongoing SE** may ask Rochelle to action.
6. ACTION SM to check Mrs Skeet's comment re recent thefts. **DONE** Mrs Skeet didn't feel like it was a comment she would have made.
7. ACTION SM to survey parents to see if majority would like a social media profile. **SM** to reiterate how to post on app by grade. **Ongoing SM** advised they are looking at different ways to use the APP and newsletter and will survey parents next year. **ACTION SM** to survey re social media in 2019.
8. ACTION GC to check with provider why Janine's card not accepted. GC advised that over the phone worked but internet did not so issue still unresolved. **Ongoing**
9. ACTION Tori to update website with Dance information. **DONE**
10. ACTION SM to check current YMCA contract to see if they formally lease the hall. SM advised in their lease they lease particular areas / classrooms and require 6m² per child. While it doesn't have to be the hall, the school probably cannot say you definitely cannot have the hall. They do currently have the option of two additional classrooms on a needs base eg if really hot but they are not permanent increases in space. SG raise issue of limited capacity and can the YMCA be increased. SM advised this would mean allowing them the hall all the time ie no ERA activities or if additional classrooms were allocated the YMCA would require an additional two carers per class under new rulings. Neither option is palatable at this stage. SM advised once the build is complete options will be reviewed. GC advised that historically external After School providers approach the School but she is now trying to actively source which is proving difficult.
11. ACTION SM to check neighbours camera pointed at school. - SM advised she had spoken to police who thought it was most likely the camera was watching the neighbours boundary, as it's near the tennis courts where people hang out of school hours however all agreed would like the police to actually confirm what the camera is for. **ACTION SM** to liaise with police re neighbours camera.
12. ACTION ALL Sub committees to hold pre-AGM meeting. All subcommittees are aware that this needs to be done before the P&C AGM which is on 27 Nov. **DONE**

13. **ACTION EH** to chase architect invoice. EH advised has requested invoice however not yet received so will chase. **ONGOING**
14. **ACTION Mr Gomez** will find somewhere to store Sports in School goods. GC advised some got distributed and some is still in the office to make up kits
15. **ACTION Uniform** to update shop website. **Done** DB advised that if you try paying via paypal it then skips the page where you add in the child and class so ideally remove the paypal button and just keep the checkout information as this takes you to paypal anyway. **ACTION Uniform** to liaise with Ashley re removing paypal button on online orders..
16. **ACTION KJ** to add product ingredients to QKR **Ongoing**
17. **ACTION ERA** to confirm who is trained in First Aid and cost of training all tutors. DB advised they have looked at an online training module for anaphylactic but parents want a practical element so tutors are practised with an epi pen..**ACTION DB** to check if Mark & Naomi training included a practical element and Art needs complete training. GC raised is the training first aid or emergency care as you still have to do anaphylactic training on top, the school uses online and practical training so maybe there is the option for tutors to join the teachers at a training session however these will be held late term 1 or term 2. DB advised training would ideally be over the summer holidays. **ACTION DB** to source first aid training contacts from GC
18. **ACTION ERA** - HS to be removed from email distribution

CORRESPONDENCE

Excursions & Kiss & Drop – Parents raised, is it possible to put a message in skool app just to advise that buses will be in kiss and drop tomorrow so parents are a bit more prepared for the ensuing traffic issues. It was also raised within the meeting whether buses could wait down the end of Rondelay until drop off has finished, before parking in kiss and drop. **ACTION GC** to review options for excursion buses.

TREASURER'S REPORT

As at 27th November 2018

1. **Key Updates**

- P&C 2018 financial reports have been finalized. The information will be handed to the auditor soon.

2. **Bank Account Summary: Excelsior Public School P&C (ABN 66 399 574 515)**

Type	Name	Account Number	Balance
Cash Mgmt Account	Excelsior PS - Building Fund	179943	\$499.51
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$28,631.36
Cash Mgmt Account	Excelsior PS - Band	325357	\$31,869.64
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$37,930.39
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$44,796.34
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$41,120.29
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$19,793.07
Total			\$204,640.60

3. Ongoing Business

- An estimate fees of \$2,000 related to review of air conditioner project is outstanding and still waiting for the invoices issued by the architects.
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SE advised need to move money from uniform and ERA, \$20k each committee **ACTION BM** to move excess sub committee funds to main account.

SS advised all term 4 fees have not yet been paid. **ACTION SS** to chase outstanding ERA fees.

Reported by – William Han, Excelsior P&C Treasurer

Date – 26th November 2018

PRINCIPAL'S REPORT -

SA advised the advertised teacher position is closing and Excelsior had their 22nd teacher allocated at the beginning of this year.

Kindy numbers are currently 79, they do have some out of area applications however haven't convened the committee as there aren't any places. SM advised they can only offer out of area places when it's required to make up class numbers. Currently there are 3 classes 20 x 2 and one of 19. SM advised they have given sibling privileges ie when the older child was in area and the sibling is now not in area.

SM advised 2019 is lower than anticipated , kindy numbers were estimated at 100, the entitlements were Excelsior would go up to a 23rd teacher and have a demountable but don't actually have the required numbers yet.

SM sending out letters to confirm student numbers.

SS raised are the new flats in Castle Hill zoned for Excelsior. SM advised they are zoned castle hill and the Baulkham hill flats are zoned Jasper Road, Excelsior has the showground road apartment complexes to start building next year.

SM advised they have meetings with the site manager daily and obviously there will always be noise and disruption. SM advised they will try and handover the library area for refurbishment early which means it would be completed earlier. Books have been removed so trying to do handover December 10th. The area will be horded off from students.

PRESIDENTS REPORT

ERA dance – SE advised there is an issue with Naomi's invoices, should just take photos and send for payment. **ACTION SS** to work with Naomi re getting invoices before term ends.

Uniform shop – Now have a shared email. SE advised all suppliers should send invoices and any actions / orders etc should all be via this email for transparency, for auditing. **ACTION UNIFORM** to ensure all actions are via group email.

SE advised the new sub committee treasurers that they need to request a customer number from Westpac, bring in some ID and it takes about 5 minutes. They then need to send to SE with their name and date of birth. SE confirmed she has KL details already. **ACTION TREASURERS** to obtain a Westpac Customer Number.

SE advised all treasurers need to do a hand over **ACTION CURRENT TREASURERS** to provide adequate handover.

SUB COMMITTEES

UNIFORM SHOP

Zone Representative Shirts - similar to PSSA with representative written on the back. **ACTION SM** to get Zone Representative Shirts examples from different schools so can agree on style and get quotes.

Dress – KC advised they will not be check as can't match our check in a light material , piping can be white or yellow , sample was polyester not cotton. **ACTION KC** to check if we can use a different material, as all agreed need cotton. **ACTION SS** will bring in dress sample of another school, KC advised still looking at cotton culottes. Agreed to advertise in newsletter to see if anyone is keen to take on as a short term project, group would look at summer tunic and lighter culottes. **ACTION SE** to advertise for a group, via newsletter, to develop new uniform options.

BAND

No report submitted

CANTEEN

EH advised significant costs will be required for the canteen, probably at the end of the year if new build completed for January 2020. Could be 40k to 60k . SM advised if a canteen is reclassified as an industrial kitchen there is a whole new level of restrictions imposed. Number of ovens is a key factor ie canteens serve and prepare not cook from scratch. If items are put in the canteen that are not within specifications then should a fire occur nothing ie entire building would not be insured.

AR raised industrial kitchens get their own insurance etc , so when schools lease out a canteen if it becomes an industrial kitchen then it is not covered under school insurance.

STUDENT HEALTH & WELLBEING

No report submitted

ERA

SS advised enrolments start next week for 2019 via school website , Monday they go to current parents and then Tuesday the rest can apply.

EVENTS

Carols Friday week, EE advised sending note out via class parents. ACTION EE to send note to EH. DONE.

EE advised did want a Santa , BM to check if he could do it. DONE BM advised there is an official Santa in Myall Place.

Need to update Events group email and remove AR and DR and add SQ – **ACTION SE** to email Ashley to update group emails

Events confirmed the Welcome party is 6th April

AGENDA ITEMS

School Upgrade

Hording – EH advised the hording is not as per original PRG discussions which stated plywood would encase the entire building site and discussions about Perspex windows for the kids might be installed. EH raised concern re current mesh and netting hording re - safety, noise, debris, distractions etc. Agreed wanted to request hording as per original statements and that this plywood would also be used around stairwells and toilets etc in the refurbishment areas so students were clearly separated from work zones. **ACTION EH** to email PRG Project Manager re P&C / SCHOOL 's requests. **DONE** Awaiting feedback

Air Conditioning Units for Uniform Shop – **ACTION UNIFORM** to get 3 quotes. **DONE**

Traffic Management Update

EH advised had a meeting with Council to run through all issues. Currently awaiting feedback.

Business Arising

SM advised workers are meant to be parking 500m away, as part of their induction they are told 500m. They are advised to drive in, drop tools and park further away but obviously this is difficult to police, unless trucks have names on them.

SQ raised the issue of workers smoking on site however this may have been the demountable crew not the new build contractors.

SM advised there is an information night on the new Bella vista school to be held at Crestwood next Wednesday at 600- 730 – talking about new learning spaces .

SM advised Bella Vista has shared facilities inc 3 full basket ball courts, possibility the Hills Performing Arts could be held there. Council will use the facilities for sporting events at the weekend. Bella Vista is supposed to be opening term 1 2019.

SE requested the new sub committees check their information on the website and any changes should be emailed to Tori. **ACTION ALL SUB COMMS** to update website information via Tori.

Meeting closed 10.08pm Next Meeting Tuesday February 26th

ACTIONS

Ongoing

ACTION EH to compose one document of role descriptions by end of year

ACTION SE sending Office 365 test to EH and KJ to trial

ACTION KJ to add product ingredients to QKR

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2. **ACTION WH** to meet with Auditors ASAP
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