

**Parents & Citizens Association – Excelsior Public School**  
**438<sup>th</sup> General Meeting**  
**Tuesday 28<sup>th</sup> August 2018**

**Attendees:** Emma Heasman (EH), William Han (WH), Sarah Brennan (SB), , Emma Escott (EE), Ms Sandra McKay (SM), Ms Georgia Couque (GC),, Dearne Bennett (DB), Delphine Bellerose (DBL), Alanna Robson (AR), Kylie Cannock (KC), Rebecca Eland (RE), Kirrily Jones (KJ),

**Apologies:**), Sharon Evert (SE) Michelle Woo (MW), Jalni Shah (JS)

7.15.pm Meeting Commenced

Minutes from June 2018 – Accepted By KC & EE

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## **Business Arising from Previous Minutes – JULY**

### **ONGOING ACTIONS**(Secretary will raise from previous minutes)

- WWCC Checks – Parent Helpers & Tutors
- Role Descriptions & Advertise Vacant Roles – ERA, Uniform & Events Position Descriptions still outstanding
- 1. *KC to investigate costs and bring samples to next meeting.* - Kathryn requested input on style, embroidery and colour etc and confirmed that if the garment is not off the rack, it will not be ready for 2019. GC also confirmed that they have cleared out a storage cupboard for uniform supplies. **ACTION KC** to request samples of cotton culottes and a light weight dress ideally in schools tartan or plain blue and with and without the school emblem.
- 2. *SM to review Ethics Class* **On going**
- 3. *MW to develop Allergy Support Group* - MW via email confirmed a date has been set for 24<sup>th</sup> Sept 7.15 in MFR. Question was raised how to invite parents. **ACTION BE** to liaise with GC who will send out invites to parents of students with allergies.
- 4. *UM to develop long term technological plan and costs to present to the P&C so total costs and timing can be understood and reviewed and screen options confirmed* **Ongoing** - KC confirmed uniform did have wifi login , Nerida still has hers, KH's doesn't work, GC advised School just needs to know who needs one. **ACTION KC** to confirm logins required with GC.
- 5. *SM / EH to continue to raise at PRG meetings re impact, responsibility, costs and timings of wifi connections.* **Ongoing**
- 6. *UM to purchase new Canteen Laptop on P&C's behalf.* **Done**
- 7. *UM to include in technology plan a section on potential new equipment, estimated costs & timing.* **Ongoing**
- 8. *GC to review Scripture Lesson.* GC confirmed Mrs Gatt investigating, post meeting sent email to say issues have been discussed with relevant parties. **Done**
- 9. *SM to send WH landscaping invoice - SM questioning quote and work done, given the point of exercise was to reduce run off. Currently negotiating to get quote for actual work.* **ACTION SM** to get revised landscaping quote.
- 10. *WH to liaise with Treasurers and develop End Of FY Reports.* - 30<sup>th</sup> sept
- 11. *SE sending Office 365 test to EH and KJ to trial.*
- 12. *DB to get Westpac ID number for SE to action.*
- 13. *DB / AR to write position descriptions.* **Done**
- 14. *GC to liaise with Ms Adams re Kindy Orientation dates - School pay and print the kindy folders , EH advised P&C print and pay for books, EH liaising with Ms Adams, books will be the same as last year but higher quantities. 5 day lead time.* **ACTION EH** to organise kindy book printing
- 15. *GC to investigate undercrofts for potential storage. – GC advised school has cleared out store room near Mr Riggs room, noted that there was some electrical points on one side that need to be kept clear.*
- 16. *KC to roughly work out cubic metres of potential storage required so any options could be costed. - Not required.*

## CORRESPONDENCE

Return & Earn – EH read a letter from Parent re merits of Return & Earn. KJ advised that SRC students are currently pursuing the opportunity for return and earn. KJ noted that Sherwood Ridge have tubs, next to regular lunch box tubs, for recycling and signage. KJ highlighted that Milk containers from the canteen would raise \$400. However the only way for the school to get money is if they were set up as a partner or have a paypal account.

SM advised Baulkham Hills North have a big mesh cage with holes and a lid on it, via a recycling company, who deliver the crate for free, remove it, sort it etc and the school gets 7c instead of 10c, it is also a good way to encourage the whole community to use. All agreed this was a preferred option to handling ourselves. **ACTION SM** to get information on recycling company for SRC students. EE suggested talking about the opportunity at Mondays assembly and GC suggested developing a class program as well.

EH read out Sophie Schultz Thankyou letter.

EH read out a kind offer of two new air conditioning units from Chris Prime Wholesale – suggestion was to use one for the uniform shop and potentially the other for the staffroom. P&C would pay installation costs. Could use Chris's guys or maybe Andrew (student dad) for installation. **ACTION EH** to liaise with Chris / Andrew re any preferred installers. **GC** to check staffroom air conditioning requirements.

## TREASURER'S REPORT

### 1. Key Updates

- \$40,564.26 contribution to our school for the purchase of 60 new computers has been made.
- P & C insurance for 2018/19 has been renewed and the premium of \$1,563 has been paid.

### 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	\$6,729.10
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$23,587.40
Cash Mgmt Account	Excelsior PS - Band	325357	\$28,711.85
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$46,230.61
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$37,559.41
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$26,262.84
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$18,767.56
<b>Total</b>			<b>\$187,848.77</b>

### 3. Ongoing Business

- P & C plans to contribute \$10,000 to our school for landscaping, though actual payment has not yet been made.
- P & C will discuss the budget on moving the Canteen into the new building.
- \$9.4k outstanding in commercial design fees EH indicated she's negotiated to only pay 50% of quotes. **ACTION EH** to get revised invoice. Commercial Design Invoice done, Architects still outstanding.

*Reported by – William Han, Excelsior P&C Treasurer*

*Date – 27<sup>th</sup> August 2018*

### **PRINCIPAL'S REPORT -**

#### **New Build**

- There was an information booth at school on Monday 27<sup>th</sup> August. Limited interest.
- Blinds are due to be installed sometime this week.

#### **Surveys**

- We are asking parents to participate in two surveys. 1. Evaluation of Education Week. 2. Tell Them From Me. Both links will be included in this week's newsletter. WE will use these results in future planning.

**ACTION SM** to send class parents an email with a link to the survey. Done

#### **Landscaping**

Landscapers have indicated that they have finished the job, however, the completed job is different to the quote I have. Differences being: concrete steps rather than wood steps and no edging. While we are happy with the steps, there is a concern that without edging the garden will eventually spill onto the steps and the COLA. I am following up with both the landscaper and Jan to ensure the work completed is what was agreed upon in the quote before any payment is made.

#### **Staff Changes**

Gretchen Bowry who is currently working at Excelsior while on leave from Oakhill Drive has received a service transfer to Excelsior PS. Gretchen's transfer will come into effect from day 1 2019.

#### **Upcoming fundraising**

The SRC will be raising money for farmers affected by drought on Wednesday 5<sup>th</sup> September. Students will be asked to dress as a farmer or a farm animal. We're conscious we have just had book character parade and request that parents do not purchase anything new for this fundraiser, rather students wear what they would to garden at home or a costume / outfit they already own.

*SM indicated our money is going direct to the charities supported by "Fiver for a Farmer" as it was too late to donate directly to "Fiver for a Farmer"*

On the same day the SRC will be also holding a cake stall, with funds raised going to Sophie S who has just competed at a National level in cross country. Money raised will go to Sophie's family to offset the cost of her NSW uniform. Sophie finished 9<sup>th</sup> in Australia in her event and her NSW team finished 1<sup>st</sup>. *SM advised this money will offset her uniform – Teachers / Sophies class & SRC are donating cakes. Done*

## **SASS Recognition Week**

Next week is SASS recognition week. We will discuss at our exec meeting tomorrow what we will do to celebrate. It will also be in the newsletter. *SM advised SASS are ladies in the office and Naomi.*

EE raised Con's get well card, GC advised his card is being picked up tomorrow morning , teachers have written something in there, after discussing with the students what they want to say, Year 6 have written directly in the card. Cassie Farbman is picking up and getting to Con. Done

## **PRESIDENTS REPORT**

No report submitted. President Away

## **SUB COMMITTEES**

### **UNIFORM SHOP**

No additional issues.

### **BAND**

No report submitted

### **CANTEEN**

KJ advised Laptop has arrived, will have a committee meeting before next P&C as there are a couple of procedures they want to make official.

## **STUDENT HEALTH & WELLBEING**

BE will audit classes to see if every class still has suntan lotion. Confirmed allergy support group meeting on 24<sup>th</sup> Sept. BE also advised planning to do another talk in Term 4 based on parents requests.

### **ERA**

YMCA has to abide by new legislation, meaning they can no longer walk kids to extra curricular activities. GC / EH have another meeting tomorrow to develop new process and documents required.

EH advised that under the new process tutors and parents need to share mobile phone numbers and because tutors will not get a copy of the absentee report ( YMCA will) parents need to 100% confirm they will advise tutors if children are sick or late.

**ACTION GC /EH** to finalise process Done. EH to send process to P&C group for review as parents not P&C. Done EH to try and find electronic copies of contracts (Hozan) Done

## **EVENTS**

Advised Fathers Day all under control, time tables are in teachers pigeon holes.

SB concerned re Welcome Party and access for rides, due to construction. Also there maybe an election at the end of March. Holding the Party on a Sunday was discounted as an option. **ACTION SB** to confirm Welcome Party date. **EH / SM** to confirm access won't be an issue. **DB / BE** going to Costco to get a new Esky.

## **AGENDA ITEMS**

### **School Upgrade**

Nothing to report. Next meeting 17<sup>th</sup> September

### **Traffic Management Update**

EH advised traffic reports are based on formulas, as a result ours indicates there are no issues with current traffic numbers and there will be no issues with future forecast numbers. EH advised she's currently liaising with David Elliotts office re the best way to approach, given in 2 months time, traffic will radically change as tradies etc will be parked around the school ie if the council comes out there is nothing to see for the next year. EH suggested it maybe better to focus on widening the two pedestrian crossings first, while the building is under construction and then actively lobby all other aspects, post completion.

EH also advised that in a previous meeting she said she would take pictures of traffic issues and black out faces and number plates etc however after being abused when taking the first picture, due to their illegal parking, she may not pursue this !

Walking Bus was mentioned however this was tried 6 years ago, with a parent at the front and the back, it seemed to fail due to the lack of a pedestrian crossing on Roxborough Road.

**ACTION EH** will continue to liaise with David's team to determine best approach and next steps.

EH advised that in the space of a minute, 5 people did illegal right hand turns into and out of Kiss and Drop, effectively turning it into two lanes. Both moves are illegal as they drive over double white lines. The concern was this would only get worse once construction began. **ACTION SM** to include in next newsletter correct kiss and drop procedure and whats illegal.

### **Business Arising**

EH gave GC Coles art competition to GC for review, in case the school wanted to participate.

WH raised concern re not enough home readers in K2 so reading has been halved. Others hadn't heard this. **ACTION WH** to check home readers with his teacher.

BE raised concern re thefts within the school. GC advised someone tried to jimmy the hall open so had to get the lock fixed and there was a break in, in the office, two weeks ago. Police have advised there have been petty thefts in the area, looking for fast cash.

BE advised she meant students taking things from other students eg her daughter had something taking from her bag, a girl had her entire collection of Coles Collectibles taken, AR said her childs Pacer pencil had been taken several times, potentially by extra curricular students.

The concern is the students are all talking about it, GC asked are the teachers aware. BE advised Ms Willis knew. SM raised that it maybe getting as far as the AP's so they will raise at their next Exec meeting. **ACTION SM** to discuss student thefts at Exec Meeting.

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