

Parents & Citizens Association – Excelsior Public School
437th General Meeting
Tuesday 31st July 2018

Attendees: Sharon Evert (SE), Emma Heasman (EH), William Han (WH), , Emma Escott (EE), Ms Sandra McKay (SM), Ms Georgia Couque (GC), Ms Usha Mistry (UM), Katryce Nealon (KN), Dearne Bennett (DB), Delphine Bellerose (DBL), Alanna Robson (AR), Kylie Cannock (KC), Kim Yatras (KM)

Apologies: Rebecca Eland (RE), Kirrily Jones (KJ), Jalni Shah (JS), Sarah Brennan (SB), Michelle Woo (MW), Hozan Sorani (HS)

7.19.pm Meeting Commenced

Minutes from June 2018 – Accepted By KC & AR

Business Arising from Previous Minutes - JUNE

Business Arising From Previous Minutes (Secretary will raise from previous minutes)

1. EH to bring more P&C survey info to next meeting.
 - EH ran through survey results, see Appendix A. Summary Of Findings
 - ✓ Majority wanted a P&C and not to pay a fund raising levy
 - ✓ ERA classes are popular, as long as relevant to their child, opportunity for an all encompassing drama class that also builds resilience and public speaking skills however no current classroom is available.
 - ✓ Opportunity for a girls summer tunic in addition to (not replacing) current uniform. **Action** KC to investigate costs and bring samples to next meeting.
 - ✓ Opportunity for an Ethics Class and 18 respondents offered to be trained to take the class. **Action** SM to review Ethics Class..
2. ERA to check parent helpers and new tutors have WWCC. **Action** Ongoing WWCC checks
3. SHW to advise parent of any severe dairy allergies
 - MW advised prior to meeting she will set up a support group with parents of severe allergy sufferers and advise SM should they develop any opportunities to improve the school plan. **Action** MW to develop Allergy Support Group
4. Principal to resend laptop invoice to WH. DONE
5. Principal to discuss options for library books with library teacher. SM advised they will be asking for volunteers in the next newsletter as culling begins soon. DONE
6. KC to update role descriptions for uniform shop. **Action** Ongoing
7. JS to update canteen roles. DONE
8. RE to bank left over funds to P&C account. **Action** MW advised RE to use funds for previous expenditure. DONE
9. ERA writing detailed descriptions for vacating positions. **Action** Ongoing
10. ERA need Florist details from SE - DONE

ONGOING ACTIONS

All subcommittees to ensure tutors WWCC are up to date and Exec to keep a copy of the register. Exec should also receive a copy of the WWCC for tutors.

All subcommittees and leaving volunteers - Target new P&C volunteers and develop Job Descriptions based on what current volunteers need to do, include time it takes per week/month. Provide to Exec so more advertising can be done.

CORRESPONDENCE

Technology Update provided by Mrs Mistry (UM)

UM thanked the P&C and advised that 60 laptops have finally been delivered. UM advised that the original order was placed in February however they weren't in stock and when they were, the price had increased from \$615 to \$700 / unit. UM negotiated the original price, which was finally approved late June, so the school has just started to use them. Warranty is 2 years.

UM advised that the old laptops are out of warranty however they have a great tech team, who are good at maintenance. These laptops will be distributed to Stage 1.

UM advised that LED screens are being provided in the new building but the rest of the school currently has screens which are out of warranty (was 4yrs) and will not last much longer. LED screens are all in the demountables. One needs replacing at a cost of \$7.5k plus a stand, as the current class doesn't have a wall to bracket mount the screen. This means "Demountable Town " will all have LED screens. UM also advised that in the remaining classrooms most of the projectors are new but screens are out of warranty.

UM raised the issue that by the time the Excelsior Upgrade is complete in Jan 2020, most of the schools LED screens will be out of warranty.

The new recommended screens now cost \$8k inc installation and \$10k if they need a stand vs historical \$3/4k pricing. So the decision needs to be made whether all agree that the recommended, more expensive screens, are the preferred option going forward.

Action 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.

UM also raised the issue that when the Upgrade is complete we need to replace every single wifi unit in the rest of the School, as the new Upgrade system will not communicate with the current system. EH advised that JSh had raised this several times in the Upgrade PRG meetings and was pushing to have this cost within the upgrade budget however this hasn't been confirmed yet. Rough costs Approximately \$15k ie (\$500 / class x 22 classes + 2 in Hall + 2 in Block D + Canteen + Uniform Shop)

UM noted that if they put the new Wifi in the refurbished areas, which are Stage 1 of the Upgrade plan, then they won't talk to our current system. James on the project team is currently reviewing options.

Action SM / EH to continue to raise at PRG meetings re impact, responsibility, costs and timings of wifi connections.

UM also advised the Canteen laptop is not working so she has given Jacqui a temporary laptop to fix the issue. *Note Post Meeting* – P&C have previously approved a new laptop for the canteen so the School will now purchase a new laptop on behalf of the P&C for the Canteen. **Action** UM to purchase new Canteen Laptop and provide invoice to canteen in order to reimburse school.

School advised that the new syllabus involves coding and robotics which will have an impact on technology costs. **Action** UM to include in technology plan a section on potential new equipment, estimated costs & timing.

Scripture Lessons – Protestant Year 4.

EH raised concern after comments from her daughter, who had previously got upset herself and was now seeing her classmates visibly upset. The concern was that the current teacher is potentially too passionate and fervent a presenter (“veins sticking out of neck, arms stretched out wide”) and comments were overwhelming (“you’re sinners and will go to hell if you don’t go to church and give yourself to God”, “you will be damned “) for Year 4. EH also raised a specific concern that he had made the comment “ when I was in hospital with Epilepsy my Mum prayed to God and I was cured “ which she felt was highly inappropriate, if that’s what was said.

GC advised that there is a teacher in the class as well. **Action** GC to review Scripture Lesson.

TREASURER'S REPORT

As at 31st July 2018

1. Key Updates

- The 2017-18 Payment Summary for Canteen Staff has been prepared and waiting for signature. WH should sign not SE
- June 2018 Quarterly IAS has been lodged and paid.
- June 2018 Quarter super contribution has been made for the canteen staff.

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	\$6,733.10
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$21,709.66
Cash Mgmt Account	Excelsior PS - Band	325357	\$23,054.89
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$88,780.46
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$29,651.22
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$25,687.70
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$16,943.28
Total			\$212,560.31

3. Ongoing Business

- P & C has agreed to contribute \$10,000 to our school for landscaping, awaiting job to be completed and invoice to be received.
- P & C has also agreed to contribute about \$46,000 to our school for the purchase of new laptops. The actual amount is to be advised by the school when payment is due.
- P & C agreed to pay \$9,400 for commercial design and architect fees for air con specifications
- P & C insurance is due to be paid in August.
- P & C will discuss to the budget for moving the Canteen into the new building in the future.

Reported by – William Han, Excelsior P&C Treasurer

Date – 31st July 2018

SM advised landscaping start tomorrow. **Action** SM to send WH landscaping invoice once job is complete.

WH advised that it is unlikely he will be treasurer past this year, SE advised he will need to help look for a replacement and advise current treasures he needs their end of year information. **Action** WH to liaise with Treasurers and develop End Of FY Reports.

PRINCIPAL'S REPORT -

Introduction

My names is Sandra McKay and I will be relieving as Principal at Excelsior PS during Semester 2 2018, while Jane Sharkey is on leave.

My substantive position is deputy principal at Baulkham Hills North Public School, I have been there since 2011. During my time at BHNPS I have relieving as Principal for several extensive periods, including Semester 2 2017.

Previous to my time at Baulkham Hills North I was Deputy Principal at Macquarie Fields PS.

New Build

The last joint meeting for the new build was Monday 30th July. Information from this meeting included:

- Confirmation that the classrooms and the library in the new build will be air-conditioned, Thanks to Emma for her endless hours of work on this.
- Displaced fill from the project will be removed from site.
- Concrete pathways outside demountables will remain.
- Tender is due to close on 6/8, this may be extended slightly with the inclusion of air-conditioning.
- Construction due to begin in October with a completion date prior to day 1 2020.
- Community information booth 27/8.

XT classes

XT classes have begun for this term with Mrs Duffy. The focus is on digital story telling. Students will be working on a project that will be presented to parents at an evening presentation TBC.

Education Week

Today's schools - creating tomorrow's world.

Big Breakfast 7.30-8.45

- SRC organising, thanks to Mr Dessant
- Raffle to support the sponsorship of an Australian Child through The Smith Family
- Socks being sold for Ronald McDonald House
- Raffle tickets being sold for Sophie Schultz – representing NSW in National Cross Country. Additional fundraiser, possibly mufti day, will be held to support Sophie.

Change of DoE uniform policy

- All students have the opportunity to access the full range of school activities while wearing a school uniform, including physical activities
- Girls must have the option to wear shorts/pants
- Consideration is given to cost and how to assist families, including accessing financial support.

Implications for Excelsior PS:

- Current uniform should meet guidelines with the girls “skorts.” Girls may wear shorts as an alternative to skorts.

Landscaping

Landscaping to begin Wednesday 1/8. Hoping to be completed by 9/8.

PRESIDENTS REPORT

Air Conditioning Project – After all the media reports last month about the new State budget allowing for air conditioning for some schools, we contacted our local Member of Parliament, David Elliott, to see if he could confirm Excelsior will be funded. After much back and forth, we do have confirmation that the learning spaces and library of the new building will be funded by the Dept of Education. This is great news and takes a heap of pressure off trying to fund such a big project ourselves! We will still need to install air conditioning in the canteen as that is on the lowest level, but that is a much smaller expense. Thank you to the parents that completed the survey and those that provided feedback and support to the P&C.

Coles Sports in School program – A number of sporting items were ordered with the 27,000 points we accumulated through this program. The order should arrive sometime this term. The P&C are happy to manage this program next year too, if the community is interested.

P&C Federation – At the next North West Region P&C Federation meeting in August, they will be doing a tour of Cherrybrook Tech which has recently had a new building completed. This is a great opportunity for some select parents to see what the future of our school could be. **Action** SE sending a message to lower grade parents to see if any are interested in the Cherrybrook Tour. DONE

SE continuing with a set up and test of the Office 365 membership available to P&C members to see how we can centralize our storage of records and provide better sharing of information amongst our committees. **Action** – SE sending Office 365 test to EH and KJ to trial.

Committee members – Advertising will start this term for new committees members for next year as a number of members are leaving and it would be good for new people to have a hand over with them. Any interested parents should contact me.

SUB COMMITTEES

UNIFORM SHOP

Uniform Sub Committee info. for P&C (July 2018):

- Vacancies will continue to be advertised for committee members, specifically treasurer and secretary, additional shop volunteers not required. No treasurers report to provide
- Previously outstanding invoices paid KC advised maybe 6k left
- Brief role description for convenor sent via email to Sharon (28/6)
- 2019 Kindy Information (are orientation dates known, uniform booking details to go out with orientation letter sent to parents etc, who to liaise with) KC liaise with Ms Adams re kindy dates and orientation.
- No other issues identified

BAND

THE EXCELSIOR BAND – Report for P&C – 31/7/ 2018

In Term Two of this year the Concert band began its regular performance at assemblies. Players from the 2017 Training Band who had joined the Concert Band in 2018 were of a sufficient standard to perform on a regular basis.

At the Band day at Bundilla Scout Camp, both the Training Band and the Concert Band performed after of day of learning new music and refining skills. We were blessed with fine weather plenty of volunteers who provided food and service for excited hungry children.

Both Bands will perform at the Hawkesbury Eisteddfod on the 17th August, and the Concert Band will take part in a once in a 5 Year opportunity and play at the Hills Performing Arts Festival at Penrith. They will also play at the 'Big Breakfast' during Educations week, with the breakfast in the COLA to integrate the two activities better.

The stocks of school 'instruments', purchased through the funds raised by the hiring system, have reduced our dependence on the Creative Arts Resource Loan system. We are now only hiring 2 instruments from the DoE Loan system with the return today, to Cambletown, of our last Tenor Sax.

We have retained the Euponium from CARL, even though no one is playing it, as it is out of our financial reach in the near future and is heavily subsidised by the department to make it affordable for a school to have. One of the current trumpet players will probably take it up next year and provide much needed bass in our band.

The Wednesday lunch time tutorials continue and appear to be a highly effective way of teaching directly to the performance pieces, as well as learning the basics of the instrument.

CANTEEN

No Report

STUDENT HEALTH & WELLBEING

No Report

ERA

Tennis - DB advised that a couple of kids have dropped out but a few more kids expressed interest, so the class is nearly full. DB staying on to do Tennis.

Dance – RGS currently handing over to Sona and planning to fully hand over by term 4, for both infants and primary.

Art – two classes are going this term, Mrs Briggs has now retired. Monday and Wednesday classes are both full.

DB advised DL may stay on another year if they can't find a replacement. Treasurer is the most critical role but potentially could combine Convenor role.

DB requested access to accounts so they can see whose paid and whose outstanding. SE advised just need to take ID into Westpac and get an ID number which SE can then use to give them View access to accounts **Action** DB to get Westpac ID number for SE to action.

EVENTS

Positions vacant still need to be developed **Action** DB / AR to write position descriptions.

DB advised they are in the process of documenting and developing a detailed "Events Bible" for people to use with lead times, suppliers, budgets etc.

Fathers Day Stall - Advised it would be different this year due to poor performance last year, compared to Mothers day. The plan is not to have scheduled gifts and show prior photos of whats for sale. Everything is \$5 and the kids can just choose what they want from what's available, they have ordered quite a lot of stuff that doesn't say anything on it. A plan can still be in place for Kindy Children.

General Discussion

Replacement Positions - it was raised whether it was worth having a table at the Kindy Orientation so people can walk up and actually talk to someone about volunteering. UM suggested having Mrs Chow there, as new volunteers are predominantly from a multi cultural background.

EE advised that she has had discussions with a couple of people who were wanting to volunteer.

Need to confirm when Kindy Orientation actually is for Uniform, Events, Printing etc **Action** GC to liaise with Ms Adams re Kindy Orientation dates

AGENDA ITEMS

School Upgrade

- EH advised tender for Air Conditioning can now be sent as an addendum to main tender as PRG finally received approval.

- KC raised issue of storage for the Uniform Shop especially when back packs come in and Kindy Orientation Stock. General discussion held
 - Old uniform shop is storing books
 - Off site storage considered a hassle but could be short term, approx cost 1.5m * 2 m so \$60 / mnth
 - Building onto current MFR Building considered too costly and requires lengthy DOE approval.
 - Sheds an option however need level ground and flooring
 - School advised they are having issues with lack of storage facilities
 - UM advised there are undercroft areas under the Hall and Office which may potentially be of use **Action** GC to investigate undercrofts for potential storage.
 - School advised once their Archives are moved to new building there is the potential to utilise this space.

Action KC to roughly work out cubic metres of potential storage required so any options could be costed.

Traffic Management Update

- EH advised she had just received the updated Traffic Report however it will not be that much use, as they purely go on numbers and formulas. The report currently advises that we have no issue with current numbers and will have no issue with forecast numbers, from 2020 and the completion of the new building.
- The report does mention poor driving practises and has included some of the requests from the P&C but continues to include recommendations that teachers are put on as traffic co-ordinators.
- SM & EH raised issue that requests for “lolly pop ladies “ are based on number of kids who walk across the road *unaccompanied* , most of ours are accompanied. EH advised 16 kids were unaccompanied at Elberta on Monday but most crossed at the same time as an adult, so they were difficult to count. As a result it is very unlikely the RNS would approve this request and while the PRG originally said to wait until we had heard from the RMS the recommendation is now just to continue developing the Traffic report and plan separately.
- EH advised our local MP David Elliotts office who have been so helpful with the Air Conditioning project are very happy to get involved with this project too.

Action EH to forward report to RE and KJ for any final amendments. DONE

Business Arising

Active kids voucher \$100 – cannot use for ERA but SE will put a note in newsletter. DONE
 Sophie Schultz’s mum asked if P&C can contribute to National entry costs. \$200 approved.
 PAID

SE raised Cherrybrook visit, no volunteers from P&C so will mention in Newsletter.DONE
 SE will raise ERA super with P&C Federation.

DB raised opportunity of fund raising for Farmers and whether they could link in with SRC.
 Alternative is the Camp Out. A fund raising kit had been ordered. **Action** SM to review option of linking in with SRC.DONE

ONGOING ACTIONS

- WWCC Checks – Parent Helpers & Tutors
 - Role Descriptions & Advertise Vacant Roles – ERA, Uniform & Events Position Descriptions still outstanding
1. **Action** KC to investigate costs and bring samples to next meeting.
 2. **Action** SM to review Ethics Class
 3. **Action** MW to develop Allergy Support Group
 4. **Action** 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.
 5. **Action** SM / EH to continue to raise at PRG meetings re impact, responsibility, costs and timings of wifi connections.
 6. **Action** UM to purchase new Canteen Laptop on P&C's behalf
 7. **Action** UM to include in technology plan a section on potential new equipment, estimated costs & timing.
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 13. **Action** DB / AR to write position descriptions.
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 15. **Action** GC to investigate undercrofts for potential storage.
 16. **Action** KC to roughly work out cubic metres of potential storage required so any options could be costed.

APPENDIX A - P & C Ideas Survey

Overwhelming desire to keep the P&C and general consensus they are doing a great job

Future Areas Of Support

>80% - Continued support of technology, Funding Teachers Aids In Classrooms, Air Conditioning, Interactive White Boards

>70% – Returfing, Permanent Play Structure, Working Bee

Other Options – Landscaping, Tech hardware & software, Extra shaded areas, Improve facilities & hygiene, Play Equipment

(Landscaping, play structure, more sports involvement, improve hall so people can hear, improve toilets & hygiene, a car park, more after school places, self defence / street smart course, tissues, hand soap, FT Councillor, better projectors, sunshades, laptops, climbing net, sinks & taps in classrooms, art supplies, grass, sports jerseys, lunchtime play activities, educational software, ipads)

Expand ERA

YES caveat - if my child is interested, with 84% a 3-4pm slot (27% 4-5pm slot), at approx \$15-20 per class

>50%, art, martial arts, fitness , basketball (Supervised homework 48%)

Possible New Classes - More dance, **coding**, chess, string instruments, yoga, mindfulness, music , language, gymnastics, singing, soccer, **public speaking**, **drama**, resilience,

Opportunities

Drama inc singing, dance, resilience, public speaking

Music, Language, Sport are all dependent on demand for chosen option

It would be great if ERA teachers are first aid trained to ensure kids with Anaphylaxis could attend ERA classes.

Volunteering

Nearly 38% have never volunteered yet 100% view P&C as a necessary worthwhile cause.

88% said they would consider volunteering majority cite work/family as the impeding issue.

70% DONT want to pay a levy instead of volunteering and having a P&C

Opportunities

Uniform

72% would consider a girls tunic for summer (caveat – price, modesty)

Ethics Class

58% would like an ethics class – couple of comments from religious background were quite strongly against, those that don't have religious background very strongly for. Others would like to be in the mix of options . 18 responses said they would be willing to be trained to take an ethics class.