

Parents & Citizens Association – Excelsior Public School
435th General Meeting
Tuesday 26th June 2018

Attendees: Sharon Evert (SE), Emma Heasman (EH), Sarah Brennan (SB), William Han (WH), Kिर्रily Jones (KJ), Emma Escott (EE), Ms Jan Sharkey (JSh), Ms Georgia Couque (GC), Ms S Semler (SS), Katryce Nealon (KN), Melissa Free (MF), Sona Swindley (SSW), Rebecca Eland (RE), Jalni Shah (JS), Dearne Bennett (DB), D Bellerose (DBL), Ewa Graham (EG), Denise Ly (DL),

Apologies: Kylie Cannock (KC), Michelle Woo (MW), Alanna Robson (AR)

7.20pm Meeting Commenced

Minutes from May 2018 – Accepted By Sarah Brennan and Kिर्रily Jones

Minutes from April 2018 – Accepted by Kिर्रily Jones and Delphine Bellarose

Business Arising from Previous Minutes - MAY

P & C Survey

Results show that parents would like Drama / public speaking class. **ACTION** EH to bring more P&C survey info to next meeting.

Homework Survey **ACTION SS to update next steps post survey results**

There was a huge response to the homework survey that was sent out from SS. 245 people voted on the survey, The Survey results have not been shared with the rest of the teaching staff yet,.

The majority of parents who filled out the survey said they thought homework was important. Early Stage 1 focusing more on reading and spelling/writing. As the stages progressed so did the time and amount of homework expected by parents. The main advantage parents saw was to reinforce school work and develop good homework patterns to prepare for high school. Parents thought the main negative to home work was conflict between child and parent and stress to student.

The survey did show the most popular homework schedule was weekly homework Monday to Monday. SS did stress that this would put more pressure on the teachers for the purposes of marking. Currently looking into weekend work to be the online component so teachers have time to mark book work.

All thought different types of homework eg. proactive base homework, spelling, reading, sentences etc was appropriate for all stages with extension assignments more important for older stages.

All agree with digital and paper base work.

Budget

WH has updated committed funds and will continue to transfer excess funds as required.

Student Behaviour in ERA Classes

ERA have spoken to tutors about student behaviour and other peoples' property – tutors were not aware.

JSh will speak to art tutors on Thursday in relation to the state the class rooms are left in. It was mentioned that maybe a note or a notification on the app so parents of the art students can be made aware might be useful.

Parents have been helping with art so need to double check they have WWCC. **ACTION** DL to check parent helpers WWCC

ERA advised a new tennis person, Daniel, filled in for Mark one week. Need to ensure any substitute tutors/instructors also have WWCC. **ACTION** DBL to check.

Kindergarten Toilet Procedures – Resolved

ONGOING ACTIONS

Working With Children Checks – New Requirements. All current holders will need to update at the office including ERA tutors. **ACTION** All subcommittees to ensure tutors WWCC is up to date and Exec to keep a copy of the register. Exec should also receive a copy of the WWCC for tutors.

Target new P&C volunteers and develop Job Descriptions based on what current volunteers need to do, include time it takes per week/month. **ACTION** All subcommittees and leaving volunteers.

CORRESPONDENCE

Great feed back for athletics carnival and positive vibe from sports in school.

A letter was sent regarding the dirt in cola area. This has been dealt with already. Con cleans the COLA with the blower every morning.

Anaphylactic – A parent had raised concerns about what Excelsior's Anaphylactic plans were and what happens should a child need attention, however the parent has since gained information from other sources for their child starting next year. **ACTION** SE has had communications with the parent and SHW committee to advise parent if any current students have severe dairy allergies.

TREASURER'S REPORT

1. Key Updates

- None

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	\$6,737.10
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$20,917.28
Cash Mgmt Account	Excelsior PS – Band	325357	\$24,620.05
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$63,922.39
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$52,378.52
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$26,313.52
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$17,951.74
Total			\$212,840.60

3. Snapshot of Building Fund Account

Opening 24-05-2018	\$ 6,741.10
Less: bank fees	\$ (4.00)
	<hr/>
Closing 26-06-2018	<u>\$ 6,737.10</u>

4. Snapshot of Main Account

Opening 24-05-2018	\$ 63,885.57	
Add: Interest income	\$ 5.42	
Other deposit	\$ 31.40	details available on next business day
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Closing 26-06-2018	<u>\$ 63,922.39</u>	

5. Ongoing Business

- P & C has agreed to contribute \$10,000 to our school for landscaping, though actual payment has not yet been made.
- 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 expecting to be paid in July.
- Canteen staff 2016/2017 Payment Summary due soon.
- P & C is currently undertaking feasibility discussion about funding the air conditioner of the 3 stories new school building.

Reported by – William Han, Excelsior P&C Treasurer
Date – 26th June 2018

PRINCIPAL'S REPORT -

P and C Meeting, Term 2/Week 9 : 26.6.18

1. P and C LEVY – Term 2

The Term 2 levy that was collected by the school has been journalled to the P and C. The money totalled \$4,600.

2. NOTEBOOKS:

- a. The notebooks have arrived and we are in the process of accessioning these. The school has paid the \$40,564.26.

3. BUILDING UPDATE :

- a. There are no more building meetings this term but they do recommence next term and the building is currently scheduled to start around September.
- b. The build will begin with the big new building giving us until the end of the year to empty the current Library and move a small sample of books and games into the Library Kiosk at the top of the hill. Other materials, children's tables and chairs, books etc, will be stored in a storage container until it is rehomed after the build. Library classes will be done both in the kiosk and in classrooms. Borrowing will be limited.
- c. Also, from the start of 2019, the old library will be gutted and turned into 2 new futures class spaces and the classes from the lower Block G will move into those spaces allowing for Block G to be remodelled into the new admin block.
- d. Families, throughout Terms 3 and 4 will be encouraged to start to drop children at the top of Excelsior PS so they can walk to school down Elberta St or walk up from Roxborough Park Rd. We need to free the area from cars.
- e. I will be placing some information in the newsletter regarding some of the school's neighbours coming in with pictures of cars that are parked illegally in the middle of intersections as well as on corners and having children get in and out of cars in a dangerous place. The neighbour had photos and number plates and was reporting the cars.

4. STAFFING CHANGES:

- a. You would all now be aware that I go on leave at the end of Term 2 and in the last newsletter I indicated that Mrs Sandra McKay from Baulkham Hills Nth PS will be the Relieving Principal for the remainder of the year.
- b. We have also had another member of our staff progress in her career and gain a position, through merit selection, as an Assistant Principal at Linfield Public School. We congratulate Miss Morrow on her promotion and wish her well in her future endeavours and in her teaching career.

5. NEW XT CLASS : students will be Digital Storytelling. Students will:

- analyse features of audio visual texts
- understand the role of digital texts in our world for communicating messages and sharing stories
- create storyboards to plan narratives; and
- create a three minute digital story using visual images and sound.

The program will culminate into an evening showcase, where parents will be invited to view the students' digitally produced narratives.

6. CALENDAR on the WEBSITE :

- a. I have updated the calendar on the website to indicate the activities here at school, as we know them at this time, for the remainder of the year.

- b. Assemblies are included in this so families know when we are having the K-2 and the 3-6 assemblies.
 - c. P and C events, such as the camp out, are also included.
7. **HOMEWORK SURVEY :**
- a. Mrs Semler is here tonight to give the results of the homework survey. It was the best number of responses to any survey so far with mixed results.
 - b. Mrs Semler gave the results.
8. **WWCC – In ERA**
- a. It has come to our attention that extra people have come into the ERA art class at the teachers request to stay with the children and help in the room. While we have no concerns relating to this, it is the responsibility of the P and C to ensure these people interacting with the children, have their WWC documentation and the names are supplied to the school.
 - b. There is also another person doing the tennis in the mornings. Do the P and C have his documentation?

WH re requested laptop invoice **ACTION** Principal to resend laptop invoice.

JSh advised local residents are taking photos of illegal parking for drop off and pick up. They have indicated these pictures will be sent to Council and Police if practices continue.

ACTION JSh to send reminder to parents. Done

KJ asked if when the library is downsized will lots of books be culled as she is aware of various charities that could benefit from them. **ACTION** Principal to discuss options for library books with library teacher.

PRESIDENTS REPORT

Air conditioning Project - Much of the last couple of weeks has been spent on the air conditioning project and working out potential dollars available, what the options are going forward and communicating to parents. Media reports over the past week saying the new State budget will provide for air conditioning for some schools has thrown a more preferable option into scope. We are talking to a number of local Council and Dept. of Education representatives to establish if Excelsior is specifically listed for air conditioning funding and get this confirmed in writing. In the meantime, a survey has been sent to class parents to distribute to their classes so we can understand the preference of the community should Excelsior not actually get funding.

Coles Sports in School program – I had asked parents and teachers for suggestions in the last newsletter of May but with no responses received. We have just under 27,000 points which doesn't really buy a lot. I have sent Mrs Sharkey an email with examples of items we might like and asked for any requests from the teachers. Orders need to be in by 1st July for delivery of goods during Term 3.

P&C Federation – At the last North West Region P&C Federation meeting they gave a demonstration of the Office 365 membership available to P&C members. I requested an affiliate email so we can access the applications available. It is similar to a GSuite environment with collaboration tools etc, but using Microsoft products which more people may be more familiar with. The concept is quite good but how easily it is for us to share files/folders/calendars etc using our current set up is not the best and I have asked for

clarification from the Federation. Currently we can get up to 5 email addresses which are very long and linked to the P&C Federation. I would like to do more investigation on the best set up for this and how the emails and collaboration for our committees would work. I will draw on some of the expertise of others in the community too.

Committee members – As committee members continue to turn over due to length of service on the P&C or other commitments taking precedence, we are still not receiving many offers of new volunteers to join. Committee members have been asked to do a short role description of what they currently do and how much of their time it takes each week or month. Once these are received, more targeted communications can go out to parents and see who else is willing to help out. As I have mentioned many times before, we need more parents from the lower grades to join committees, if you want the P&C to continue during your children's' time at the school.

Note: the P&C committees currently provide the Excelsior children with activities such as band, art, dance, tennis, canteen, uniform shop, school banking – as well as funding for laptops, interactive whiteboards, and other technology for classrooms, sporting uniforms and equipment - as examples. We also organize fundraising and fun community events to bring the school together and also raise money for items to enrich the school and learning environment for all our children.

Sharon Evert - Excelsior P&C President. 25th June 2018

SE advised Sports in school need to be ordered by end of week. JSh has put forward request for balls, targets and some kits. Items will be delivered in term 3. All agreed should participate in Sports in schools next year.

SUB COMMITTEES

UNIFORM SHOP

No report received. It was noted Uniform shop still has \$6k outstanding in invoices. \$10k from last meeting will not be transferred to main account as \$26k of outstanding invoices was not known when that was agreed.

The uniform shop requires more volunteers, more importantly more permanent volunteers. Awaiting uniform shop role description to be sent through to advertise in newsletter. **ACTION** KC to update role descriptions.

BAND

No report received. It was noted Band camp was a success – especially senior band feedback from parents.

CANTEEN

KJ advised they have a few more volunteers and use 3 on Friday as demand is high with early lunch time (PSSA) and high lunch orders on Friday.

New salad boxes going well, good feedback from teachers and nearly half the price of what we were using.

Athletics Carnival – not as many volunteers this year so many volunteers had to stay the whole day. We got a volunteer to transport the BBQ from a year 2 parent, which was very generous as their child was not even attending carnival.

Paper bags have gone down to one or two every few weeks, so definitely positive response. Canteen Role descriptions to come by end of week for volunteers. **ACTION** JS to update canteen roles.

STUDENT HEALTH & WELLBEING

Interrelate – went well, feedback was good. Very happy with the presenter. \$52 left over from tickets for interrelate money to go to snacks etc for P&C meeting **ACTION** RE to bank left over funds to P&C account.

ERA

Met last week as new volunteers needed for treasurer and convener roles, have a dance k-2 and primary one volunteer. **ACTION** ERA writing a detailed description for vacant positions.

Advised Tennis going well, classes pretty much full – Mark was on holidays for a week and a substitute instructor did his classes.

Art - Mrs Briggs retiring next week. \$250 will be given by P&C for a gift for her. **ACTION** SE advised we use an ex- parent for flowers and she does great arrangements – details provided to DL. DONE

ERA advised currently in discussions with new Art Teacher.

EVENTS

Disco on Friday, advised tickets still coming in - 117 infants and 66 for primary. Can we put an email out to say we can buy tickets on the night. **ACTION** SE to send email to class parents. JSh to send via Skoolbag app. DONE

Advised volunteers are going well.

Asked if hall was available Friday afternoon to decorate, advised need to check but expected to be free after lunch. Keys and code will need to be given to DB from JSh. DONE

AGENDA ITEMS

School Upgrade

Air Conditioning Update June 2018

DOE Tender still not submitted

P&C Tender due Friday 29th June

Survey results

As expected, there is a core group of passionate and dedicated parents and the wider audience is uncommitted in both time, money and energy.

While the survey results show a strong commitment to the 5 year program to air condition the new building, there are mixed signals and not enough responses to action this option.

116 responses as @ June 26th

97% read our communications, 60% have seen media articles

27% are financial members so likely P&C and Sub Committees ie. more involved so not true representation of actual parent population

168 kids – 68% Years 1-3, 32% Years 4-6

77% wish to fund air conditioning and 78% will pay the building levy, however they have then voted to wait and see if we get funding 79%

41% don't want any involvement with P&C, 52% will help wherever needed with 13 respondents saying they would take an active role on the P&C.

The good news is there is now a fund of \$500m set aside by the Department of Education to air condition schools within NSW. As of close of business today the actual project team members, including the Director of Public Schools, NSW are unaware if the new building will be air conditioned.

However close collaboration with our local MP David Elliott and his office staff resulted in a verbal YES Excelsior's new building is included. However when the request was made to have this in writing a reasonable amount of back tracking and "we just need to check " was experienced.

Media reports have stated "all new classes will get air conditioning", "all new schools will get air conditioning", "All new projects will get air conditioning".

We are an existing project and a new building so various parties are currently seeking clarification for us, which could take up to 6 weeks.

As a result of the survey and the new government allocation the recommendations going forward are:

1. Submit our current tender in order to get a quote for Stage 1
 - If aircon is included then DOE can use this information if requested.
 - If aircon is not included then P&C can finalise actual project costs for future P&C's
2. P&C budget to fund aircon for refurbished classrooms and canteen in 2019
3. Excelsior has a very strong case for aircon to be included ie. it's a stand alone new building, of considerable size, consisting of 12 classes and a large library. On this basis there is a high likelihood Excelsior will get aircon in the new building, but if it doesn't, then in conjunction with David Elliott's team, we lobby the DOE.

EH advised DOE tender still not submitted, will be submitted this week and that a disproportionate number of people who had currently voted in survey were P&C Financial Members, so not a true reflection of the school population.

DB mentioned that the survey was not working properly. **ACTION** SE will resend via class parents. **DONE**

BE asked when we will need to pay for any infrastructure? If we don't do infrastructure and we don't get money from government – will we have to lobby parliament. EH advised that if Excelsior does not receive funding we would need to lobby parliament as only option now is retrofit.

EH advised we would unlikely get an answer before we have needed to submit our tender.

JSh read from the department information that DOE will pay for existing and upgrades.

EH requested approval to submit original tender even though works are NOT going ahead to finalise costs for subsequent P&C's, should the Excelsior not be included in DOE funding.

MOTION APPROVED

However since the P&C June Meeting subsequent information was received by EH which has changed this request as per email sent to P&C attendees . Actions will now be as per email.

From: Emma Heasman [mailto:emmaheasman@bigpond.com]

Sent: Sunday, 8 July 2018 6:20 PM

To: Sharon Evert; Sarah Brennan; emma simon escott (emma.escott@hotmail.com); Delphine Bellerose; Rebecca Eland (rebeccaeland@yahoo.com.au); kiz (kiz@inet.net.au); willsydph@gmail.com; Jalni Shah; Dearne Bennett; Denise Ly

Subject: Proposal to change agreed action from June P&C Meeting - Please Read

Hi Guys,

In light of recent media reports and the survey results, it was decided we would wait and hope that Excelsior would receive funding, for air conditioning the new building, effectively ending the air conditioning project. In the June P&C meeting we agreed to still submit our tender for the air conditioning, purely to ascertain actual costs and finalise lead times etc for the cancelled project, to leave for future P&C's.

On Friday I found out that the project team has been asked, by the DOE, to make an assessment, to include air conditioning in the new 3 storey building. Whilst this is certainly not confirmation, it is hopefully another step in the right direction.

As a result of this and in order not to muddy the waters or jeopardise anything, I now recommend we do NOT include our tender as it was just to get a quote. I suggest instead the following :

As agreed in the meeting we continue to follow all avenues, to confirm if air conditioning funding will be made available to Excelsior - we are certainly receiving positive vibes and as mentioned before have a reasonable arsenal for lobbying if we are denied.

Then if for any reason we are denied funding, we request from the appointed head contractor, an actual quote for retrofitting air conditioning, when the building is complete, as this is the only

alternative left. This quote will include the hardware costs as well ie total project cost. This can then be left with future P&C's, so they know how much to fund raise for, in the future.

Finally and don't hold your breath I will follow up, whether the DOE use any of our information in this assessment and we can claim any of our sunk costs back.

Fingers crossed we continue to receive more good news and will hear something definite over the next few weeks. If anyone disagrees with these next steps can they please let me know ASAP otherwise I will add this amendment to the June P&C minutes.

Kind regards

Emma

EH advised the refurbished areas will require separate air conditioning but this will be utilised from existing units.

Canteen – EH advised this will require a new separate system which will need to be installed post completion of the new building. While a separate VRV unit was recommended it is doubtful this can be installed and the unit will most likely be a stand alone. JSh advised the canteen should have a separate system as temperature requirements are different to classes. EH reiterated canteen will always be a separate system.

Traffic Management Update

EH advised we should get the final report next week and will address once the air conditioning funding issue is resolved. EH advised we would be requesting help from our Local MP David Elliot, prior to any Council submissions. Option raised to invite him to an event update post meeting – report is delayed as project team are working on air con assessment for DOE. **ACTION** EH will request traffic report prior to next P&C meeting.

Business Arising

JSh to add Air Con survey to SkoolAPP. **DONE**

Meeting closed 8.44 pm Next Meeting 31st July

ACTIONS FROM JUNE P&C MEETING

1. EH to bring more P&C survey info to next meeting.
2. ERA to check parent helpers and new tutors have WWCC
3. SHW to advise parent of any severe dairy allergies
4. Principal to resend laptop invoice to WH
5. Principal to discuss options for library books with library teacher.
6. KC to update role descriptions for uniform shop.
7. JS to update canteen roles.
8. RE to bank left over funds to P&C account
9. ERA writing detailed descriptions for vacating positions.
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.