

Parents & Citizens Association – Excelsior Public School
439th General Meeting
Tuesday 25th September 2018

Attendees: Emma Heasman (EH), William Han (WH), Ms Sandra McKay (SM), Delphine Bellerose (DB), Kिरrily Jones (KJ), Sharon Evert (SE), Sona Swindley (SS), Vijeta Jhavori (VJ)

Apologies:), Michelle Woo (MW), Sarah Brennan (SB), Dearne Bennett (DB), Kylie Cannock (KC), Emma Escott (EE), Rebecca Eland (RE), Georgia Couque (GC)

7.18.pm Meeting Commenced

Minutes from June 2018 – Accepted By SM & SE

Business Arising from Previous Minutes – AUGUST

ONGOING ACTIONS

- WWCC Checks – Parent Helpers & Tutors
 - Role Descriptions – **ACTION EH** to compose one document of role descriptions.
 - *SM to review Ethics Class* – EPS Scripture program is run by stage however the Ethics program is by grade, so couldn't introduce currently. However it is highly likely that Scripture will eventually be taught by grade, SM advised will review introducing an Ethics program then.
 - *SM / EH to continue to raise at PRG meetings re impact, responsibility, costs and timings of wifi connections* – James on the PRG team has these specific issues under control.
 - **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** to include in technology plan a section on potential new equipment, estimated costs & timing.
-
1. *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.* – SE went to the uniform teams last meeting, the general view seemed to be that you couldn't get samples and they didn't have the time to investigate. **ACTION – EH** to get details of current suppliers and try and investigate as P&C still keen to review dress options.
 2. *ACTION BE to liaise with GC who will send out invites to parents of students with allergies* – SH&W ran allergy support group, Monday 24th.
 3. **ACTION KC** to confirm logins required with school.
 4. *ACTION SM to get revised landscaping quote.* – SM advised that there were several different quotes for various scope of works, when the scope was changed to have concrete stairs, the drainage borders were dropped. SM indicated the soil has already washed away so has requested quote for additional works. Currently a total of \$20,000 has been spent, the P&C have paid half.
 5. *ACTION WH to liaise with Treasurers and develop End Of FY Reports.* - 30th sept - WH has sent out reminder emails and Uniform are doing a stock take (Nerida & KH). SE has all the Events invoices. **ACTION WH** finalise Events next week, purchase USB stick. **WH** to engage with the auditor for the next audit.

6. **ACTION SE** sending Office 365 test to EH and KJ to trial.
7. *ACTION EH to organise kindy book printing* - purchase order signed. **ACTION EH** to order kindy books.
8. *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.* – SM has spoken to Blacktown Recycling however the issue is we need a suitable location, suggestion is to wait till builders have started and the hording is up and see what spaces are available. KJ said Preston Recycling have wheelie bins which may be easier option. **ACTION KJ** to investigate alternate recycling option.
9. *ACTION EH to liaise with Chris / Andrew re any preferred installers. GC to check staffroom air conditioning requirements* – EH confirmed Chris has emailed a preferred installer but suggested still get quotes. EH suggested once location of second unit is confirmed that she gives all details to Uniform so they can liaise with installer. **ACTION SM** to confirm staffroom requirements for air conditioning.
10. *ACTION SB to confirm Welcome Party date. DB / BE going to Costco to get a new Esky* – EH confirmed access to field at PRG meeting. Need to give contractor the party date so they can organise security if required. EH also indicated contractors can work till 8pm on Saturdays. SM confirmed election is 23rd March. EH advised events team of election date post meeting. **ACTION SB** to confirm Welcome Party date
11. *ACTION EH will continue to liaise with David's team to determine best approach and next steps for traffic management.* - SE suggested her husband use a drone to document traffic congestion, probably first week back after school holidays **ACTION EH** to confirm with police rules regarding drone footage. **DONE** EH advised SE regulations will not allow the use of drones to acquire footage.
12. *ACTION SM to include in next newsletter correct kiss and drop procedure and whats illegal.***DONE**
13. *ACTION WH to check home readers with teacher.* **DONE**
14. *ACTION SM to discuss student thefts at Exec Meeting* – SM stated the Exec team discussed it with the Grades and said very little is being reported to the teachers so it doesn't seem a huge problem. SS raised that her daughter in Mrs Skeets class said the robber had been identified by Mrs Skeet. **ACTION SM** to check Mrs Skeet's comment re recent thefts.

CORRESPONDENCE

Newsletter

EH raised concern by some class parents that they will not get the newsletter out on time and also is there a reason why it can't just be emailed straight from the office. Especially as class parents can email the office all required email addresses. KJ reminded that there are also two other options for parents, the App and website. Discussion also highlighted at the beginning of each year there will be a probable two month lag, until newly appointed class parents have all the new emails. **ACTION SM** to investigate logistics of sending newsletter straight from office.

Social Media

EH read out a letter requesting views on having a social media presence. SM indicated there are now significant DOE rulings and guidelines surrounding a facebook profile eg only teachers can post and remove comments and parents can comment. SM also raised that if anyone takes a photo with the school in it and then tags the photo, facebook can set up a fake profile but added the benefit of a social profile is you can communicate quickly with parents eg camp activities. This

led to a discussion whether the App has replaced need for Facebook. DB requested attachments on APP are PDF's otherwise parents can't access them. KJ requested that alerts are grade specific and not sent out as general alerts (ie if you have subscribed to certain grades that's all you should receive) **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.

TREASURER'S REPORT

As at 24th September 2018

1. Key Updates

- The landscape contribution \$10,000 has been made to our school.
- \$3,300 has been paid to Wood & Grieve Engineers for air conditioner review.

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	\$6,729.12
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$23,397.89
Cash Mgmt Account	Excelsior PS - Band	325357	\$26,455.85
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$32,437.29
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$38,927.44
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$25,589.81
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$21,058.51
Total			\$174,595.91

3. Ongoing Business

- P & C will discuss the budget on moving the Canteen into the new building.
- The outstanding amount for review of air conditioner is waiting for the update from Emma.

Reported by – William Han, Excelsior P&C Treasurer

Date – 24th September 2018

NOTE WH handed in resignation letter effective end of year.

ACTION WH WH to move funding from building fund to main account and leave \$500, due to landscaping invoice paid from main account.

ACTION WH to engage with auditors for next audit.

PRINCIPAL'S REPORT - AWAITING ACTUAL REPORT

Out of Area Students for Kindy– SM advised they are 8 out of area requests and she will need a P&C member to be on the review panel Will take approximately an hour . SS volunteered.

SM advised they will require a new demountable for kindy and in the September PRG meeting they realised the staff room would disappear during the refurbishments so the Assets Manager is looking at an additional demountable for the staffroom.

SM advised there is a staff position for classroom teacher, just awaiting confirmation to proceed, also advised may need a man from a non english background. **ACTION SM** to advise next steps re staff recruitment process.

SM advised she will send a note in the next newsletter advising children aren't allowed on school grounds after hours and during the holidays as damage is occurring. Plus you can't see people if they are in the quad etc. There is also the additional issues brought by the building works. **ACTION SM** to add a note in newsletter re correct procedure for school policy. **DONE**

Grounds Improvement Plan – SM presented her grounds improvement plan and also requested any additional thoughts. KJ added an area needs the top entrance gets silty and muddy during rain. DB added there is an area by the boys toilets that also gets flooded with rain. EH advised Kellyville have done some interesting things with gardens in their school but their oval is still an issue.

All raised concern that the top oval is a major issue and current solutions are not working, also it will get worse as more students are enrolled. SM advised Astro Turf would be approximately \$300,000.

PRESIDENTS REPORT

Committee members – Advertising of vacant roles has been placed in the last couple of newsletters. There has been no response so far. More marketing of P&C will be done at the kindy orientation but we need current parents to join and be proactive in the committees. A number of members are leaving this year so it would be good for new people to have a hand over with them. Current members should be spreading the word and encouraging other parents to join, wherever they can.

ACTION ALL Need to advertise more eg notice boards in school, current members need to spread the word. Need to get Kindy and Grade 1 parents.

SE proposed combining treasurer roles and paying for a part time book keeper as Treasurer is the least volunteered for role.

Uniform shop – I have been in discussions with Westpac and Ashley Glendenning on the best option to upgrade our current online payment system for the uniform shop. Orders can still be placed on the uniform shop web store but payment must be made in the store until the payment channel has been upgraded. We have decided on Paypal and the setting up of this is underway with Sarah, myself and Ashley.

Banking – Jalni Shah needs to be removed as a signatory on the Canteen bank account as she is leaving the school end of term 3. Myself and Sarah are also signatories on that account so can provide second signature, with Jenny He, when needed. There should be minimal cheques written anyhow.

P&C General – In general, I have been in contact with a number of other schools' P&C executives to get an understanding of their P&C structure and details of their subcommittees, number of bank accounts, communications to parents etc. to see if they have similar issues and what might work better for us in the future.

SUB COMMITTEES

UNIFORM SHOP

SE set up a new email for the uniform shop so the committee have a gmail account and the presidents email is the recovery email. School bags will be stored in their new store room.

BAND

No report submitted.

CANTEEN

KJ raised that pages on the website written by the school haven't been updated (parent information tab / FAQ's) KJ has updated them but may be an issue for other sub committees. KJ advised they need a convenor from Term 4 and treasurer from next year. KJ requested that the school set up a qkr account to order sandwiches for meetings etc as currently a very manual process to invoice. SE advised the merchant code on their credit card maybe blocked. **ACTION SM** to get Office to set up QKR account if possible.

STUDENT HEALTH & WELLBEING

Allergy Support Group held 24th September , great turn out 10 attendees, approximately half total number of parents with kids with allergies.

ERA

DB updated that the Tennis paperwork has been sent, signed forms are coming in slowly so they have to keep reminding parents. Most sign the letter, photo and then email back. Co-ordinators give tutors the parents contact details. Concern that Mark is not being asked to sign kids out of YMCA. Also Naomi isn't yet set up in YMCA and isn't getting absentee reports. Naomi also mentioned concern over seeing potentially private information on YMCA sign in equipment. **ACTION EH** to discuss ERA issues with Gina from YMCA. **DONE**

SS informed P&C that Naomi will be changing her times to accommodate for new process. **ACTION SS** to update website with new dance times

DB raised the issue of the informal agreement re the use of the hall ie the YMCA can use the hall on hot or rainy days with an informal arrangement that ERA can use the hall for Dance. There is

concern with more students etc that ERA will lose the use of the hall. SM indicated BHNPS also allocated the hall though it wasn't always used. **ACTION SM** to check current YMCA contract to see if they formally lease the hall.

EVENTS

VJ asked if vegetarian options were always available at events eg Yr 6 sausage sizzle there wasn't but big breakfast there was. **ACTION Events** will review opportunity to add in a vegetarian option, particularly when order forms are used or large events.

DB also raised could students be given more time to order as not all parents got the sausage sizzle form in time. **ACTION Events** to try and give sufficient time for ordering and actioning requests.

Discussion highlighted that it is parents that donate the allergy free options eg egg free cupcakes.

AGENDA ITEMS

School Upgrade

EH raised concern re whose responsible if playground and shade cloth are damaged in transition. **ACTION EH** to confirm with PRG re removal of playground / shade and any potential issues.

Traffic Management Update

EH advised information is currently with David Elliotts office however key personnel are on holiday, will discuss more next meeting re next steps.

NOTE Post meeting EH has an appointment with David Elliotts Office 9th November to discuss options.

Business Arising

1. KJ advised the house next to her has a camera mounted on an out building that looks directly in the school. **ACTION SM** to check neighbours camera pointed at school.

SE raised the AGM in November and that historically the sub committees had an AGM before the P&C AGM. SE suggested they just have the one AGM and sub committees hold pre meetings to make sure they have all the information required. **ACTION ALL** Sub committees to hold pre AGM meeting.

DB raised that every year they organise for Year 2 students to check out Tennis with Mark. **ACTION DB** to confirm tennis try out date with school.

All raised thankyou's required for long serving members leaving the P&C this year.

Meeting closed 9.25 pm Next Meeting Tuesday 23rd October

Actions Arising from September Meeting

1. **ACTION EH** to compose one document of role descriptions.
2. **ACTION – EH** to get details of current suppliers and try and investigate as P&C still keen to review dress options.
3. **ACTION KC** to confirm logins required with school.
4. **ACTION WH** finalise Events next week, purchase USB stick. **WH** to engage with the auditor for the next audit.
5. **ACTION SE** sending Office 365 test to EH and KJ to trial.
6. **ACTION EH** to order kindy books.
7. **ACTION KJ** to investigate alternate recycling option.
8. **ACTION SM** to confirm staffroom requirements for air conditioning.
9. **ACTION SB** to confirm Welcome Party date
10. **ACTION SM** to check Mrs Skeet's comment re recent thefts.
11. **ACTION SM** to investigate logistics of sending newsletter straight from office.
12. **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.
13. **ACTION WH**_WH to move funding from building fund to main account and leave \$500, due to landscaping invoice paid from main account.
14. **ACTION WH** to engage with auditors for next audit.
15. **ACTION SM** to get Office to set up QKR account if possible.
16. **ACTION SS** to update website with new dance times
17. **ACTION SM** to check current YMCA contract to see if they formally lease the hall.
18. **ACTION Events** will review opportunity to add in a vegetarian option, particularly when order forms are used on large events.
19. **ACTION Events** to try and give sufficient time for ordering and actioning requests.
20. **ACTION EH** to confirm with PRG re removal of playground / shade and any potential issues.
21. **ACTION SM** to check neighbours camera pointed at school.
22. **ACTION ALL** Sub committees to hold pre AGM meeting.
23. **ACTION DB**_to confirm tennis try out date with school.