

Parents & Citizens Association – Excelsior Public School
440th General Meeting
Tuesday 23th October 2018

Attendees: Kylie Connock (KC), Michelle Woo (MW), Kirrily Jones (KJ), Sarah Quinn (SQ), Elena Chovancak (EC), Delphine Bellerose (DB), Brett McMurtrie (BM), Georgia Couque (GC), Sarah Brennan (SB), Sharon Evert (SE), Joanne Hosking (JH), William Han (WH).

Apologies: Emma Heasman (EH), Becky Eland (BE), Emma Escott (EE)

7.22.pm Meeting Commenced

Minutes from September 2018 – Accepted by Delphine and Sharon

Business Arising from Previous Minutes – SEPTEMBER

1. **ACTION EH** to compose one document of role descriptions by end of year. **Ongoing**
1. ACTION – EH to get details of current suppliers and try and investigate as P&C still keen to review dress options. *KC was given contacts from 1 supplier only (Principal School Wear). Katherine is trying to organise a meeting with them to discuss uniforms. ACTION KC to communicate with Katherine to see whether we can get blazers ordered for school captains etc.*
2. ACTION KC to confirm logins required with school. **ACTION KC** to send GC an email of all updated people who need access to the internet through the school login.
3. ACTION WH finalise Events next week, purchase USB stick. **ACTION WH** to engage with the auditor for the next audit. *SE is half way through doing treasurer role for events accounts for audit. ERA and Uniform shop have been sent multiple emails for audit requirements and invoices for the financial year to 30 Sep, but no response received yet to WH. ACTION ERA / UNIFORM to respond re status of audit requirements*
4. **ACTION SE** sending Office 365 test to EH and KJ to trial. **Ongoing**
5. ACTION EH to order kindy books. *They are being picked up Monday and given to Miss Adams*
6. ACTION KJ to investigate alternate recycling option. *Information has been passed to SE and to be sent to GC. GC looking at different options of bins and whether this could be an SRC project. Majority thought this would be best off started after the build. Update post meeting – all information with Mr Dessent for possible management by SRC.*
7. ACTION SM to confirm staffroom requirements for air conditioning. *Confirmed that they do want air-conditioning we would use one of the units that was donated by Prime Wholesale. Discussions on where the units can be stored in the meantime – short term they could be stored in the library kiosk KC to look whether there is room in the new uniform storage area. EH to confirm – how big are the units and when are we getting them? **DONE***
8. ACTION SB to confirm Welcome Party date. *Saturday 6 April. Confirmed not on same day as election, holidays or Easter.*
9. **ACTION SM** to check Mrs Skeet's comment re recent thefts. **Ongoing**
10. ACTION SM to investigate logistics of sending newsletter straight from office. *Done. Email via class parents to remind parents to download app if they have not done already. GC to make sure the skoolbag app in indicated in the Kindy orientation information.*
11. **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**
12. ACTION WH_WH to move funding from building fund to main account and leave \$500, due to landscaping invoice paid from main account. *Done*
13. ACTION WH to engage with auditors for next audit. *WH advised it would take him 4 weeks to gather all the information required then he will engage with auditors around 21 Nov.*
14. ACTION SM to get Office to set up QKR account if possible. *One card was not accepted (Janine's) ACTION GC to check with provider why Janines card not accepted.*
15. ACTION SS to update website with new dance times. *Not done yet. An email will be sent to SE to then forward to Tori. ACTION Tori to update website with Dance information.*
16. **ACTION SM** to check current YMCA contract to see if they formally lease the hall. **Ongoing**
17. ACTION Events will review opportunity to add in a vegetarian option, particularly when order forms are used or large events. *Closed*

18. ACTION Events to try and give sufficient time for ordering and actioning requests. *SB to ensure notes go out to parents earlier also in PDF format so they can be opened on all phone types.*
19. ACTION EH to confirm with PRG re removal of playground/shade and any potential issues. *The construction people will take photos of the equipment before it is dismantled so when it gets put together again they can ensure it is of the same standard.*
20. **ACTION SM** to check neighbours camera pointed at school. **Ongoing**
21. **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.*
22. ACTION DB to confirm tennis try out date with school. *Mark and Daniel will do tryouts for every year 2 student. Mr Reeks to confirm with GC. Hoping to start tryouts in week 5.*

CORRESPONDENCE

Year 6 farewell Donation – request made by Ms Hosking for the P&C to contribute to the farewell.
SE to confirm how much we donated last year and P&C agreed to match it this year – confirm \$500 donated last year.

Excursions & Kiss & Drop
This was not discussed

TREASURER'S REPORT

As at 22nd October 2018

1. Key Updates

- September 2018 quarterly IAS and Super have 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	\$500.00
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$22,857.58
Cash Mgmt Account	Excelsior PS - Band	325357	\$27,470.39
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$38,212.90
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$39,611.94
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$28,715.53
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$21,060.12
Total			\$178,428.46

3. Ongoing Business

- The payment for review of air conditioner project is roughly \$1,800 outstanding and still waiting for the invoices to finalize the payment.

Reported by – William Han, Excelsior P&C Treasurer

Date – 22nd October 2018

Do we have a copy of the work they have done to date?

We are waiting on final invoice

The design part has been paid but not the architecture part.

ACTION EH to chase architect invoice.

PRINCIPAL'S REPORT -

Sandra McKay is on leave until Monday 29th Oct.

New Build

The last joint meeting for the new build was Monday 15th Oct. Information from this meeting included:

- Confirmation that we will have 2 demountables delivered this term- 1 for growth and 1 as a temporary staffroom. These are being placed next to 1C.
- The Tender process has been finalised. A start up meeting has been organised for Thurs 25th October.
- An official sod turning ceremony took place on Monday 22/10. The Mayor of the Hills Shire, The minister of Education and the Relieving Director attended, as well as members from School Infrastructure. P&C President- Sharon Evert, the Captain and Vice Captain were also a part of the Ceremony.
- Official communication from the Schools Infrastructure site outlines late 2020 as the completion date for the New Build. However, the anticipated completion date from MACE is Day 1 2020.

Swim School

- Evaluation of whole school Swim School. With a growing school population we may need to consider limiting swim school to Year 2-4 student from next year.

Prototype Classroom

- Furniture has been purchased and delivered to 5/6B and 6D classrooms. Our Educational Planner will be collecting data and compiling student feedback on Wednesday 24th Oct. She will present research about learning space design, the Excelsior PS Educational Space Planning Principles and the results of the student feedback. There is a presentation to staff and then parents next Tuesday evening. Mrs Bowers and Mr Dessent will also be presenting. The parent information session will be from 6pm to 7pm and all parents are welcome to attend.

Stationary Packs 2019

- The school provided stationary for communal use amongst students in 5/6B and 6D classrooms. This is due to the new furniture and learning spaces. As we move towards flexible, shared learning spaces, we will be introducing stationary packs for all students from 2019. Parents will not need to purchase stationary items from the shops. They will be ordered by the school and parents will be invoiced.

Kindergarten Transition

- Kindergarten transition begins Nov 1. The visits continue on Nov 8th and Nov 15th.

- The first session for parents includes school information, School readiness, K-2 choir performance and Uniforms.
- The second session includes a Kindy Dance performance, P&C presentation, PBL and Reward Systems, EAL/D presentation and information about buddy programs
- The third session includes information about the canteen, Before and after school Care, school banking, Kindergarten students sharing their experiences of their first year at school and Best Start information.

Home Readers

- At a previous P&C meeting it was mentioned that the P&C were happy to pay for Home Readers. The Executive felt that additional home readers would be beneficial and would like to know the amount of money they can spend. They will conduct an audit on the levels of readers that need to be supplemented and then place an order.

PRESIDENTS REPORT

Sports in School order has arrived. Nikki in the office is checking the order as a few items are on back order and school also purchased from same supplier. **ACTION Mr Gomez** will find somewhere to store Sports in School goods. Next year we can start the Coles vouchers earlier if parents/school interested.

An email was sent to parents via class parents with an update on the **future of the P&C** (or lack of) if we don't get new people joining the committees. Several people have come forward and nominated themselves for roles. All treasurer roles for sub committees and the Executive Treasurer have received nominations. Roles still remain vacant for subcommittee convenor / co-ordinators and Vice President. Note – all Executive roles become vacant at the AGM, so anyone can nominate for President, Vice President (2 roles) or Secretary.

A reminder to all about the upcoming **AGM** to be held Tuesday 27th November 7pm in the MFR. It will be followed by a short General Meeting with the new committee members for 2019.

Sharon Evert
P&C President

SUB COMMITTEES

UNIFORM SHOP

KC met with Nikki the new nomination for treasurer. Katherine to organise a meeting with Nikki to do handover once she is voted in. **ACTION Uniform** to update shop website.

BAND

The band are about to start their "blow test" with all year 2 students with a note to follow to the parents.

Flip Out fundraiser being held on Monday 5 November. A reminder will be sent out on the app on Wednesday.

CANTEEN

It was passed on that it was going to cost approx. \$40K for the new canteen. KJ to check canteen website and make sure it is up to date.

STUDENT HEALTH & WELLBEING

An audit of the sunscreen in classrooms has been done. 12 more pumps to be ordered. They are still working on their website.

1st allergy support meeting was held. They found it quite helpful.

Questions from MW – Can pictures of the product ingredients be put on QKR or even type it into the information about the product KJ has volunteered to do this if it is possible. KJ also mentions that parents of children with allergies should be aware that they can come to the canteen at any time to check the ingredients themselves. **ACTION KJ** to add product ingredients to QKR

Are ERA teachers trained in first aid? Delphine thinks Dance and Tennis are but possibly not Art. DB to confirm. Also look into cost involved in organising for all ERA teachers to be trained in some kind of first aid. **ACTION ERA** to confirm who is trained in First Aid and cost of training all tutors. Monday 26 November there is a Kids with Allergies talk aimed towards new kindy parents.

ERA

ERA met last week - they have a new nomination for treasurer. Enrolments to next year's ERA activities will go out first week of December. Google form to be updated and all existing ERA students will be asked to fill out enrolment again to ensure everyone has signed off on new policies.

Dance numbers have dropped. Sona will discuss with Naomi whether they can get people from the waitlist (depends on timing with performances etc).

Tennis numbers have gone down also. DB said it is hard to fill spots as kid's skill levels are different. This needs to try and be better organised so we can have higher enrolments.

Our art teacher wants to add another class for next year. ERA art will do advertising for next year. Rosana almost finished handover. Hozan needs to be taken off email distribution list for ERA if she is not involved in it anymore. Sona to be added. **ACTION ERA** - HS to be removed from email distribution

EVENTS

Was suggested for the campout next year we start it earlier in the afternoon and organise some games. Most were happy for it to be just dads and kids still.

AGENDA ITEMS

School Upgrade

Completion date extended to late 2020.

Traffic Management Update

Meeting has been set up for 9 November with David Elliotts Office

AGM

New financial members wanting to vote need to put money (\$2) in P&C box with name and child's name and class to be eligible to vote.

Business Arising

SE sending another note to parents about vacant roles. Also to include – remind parents about signing up for the skoolbag app as newsletters will get pushed from there as well as other notices from the school. Done

WH overpaid for the laptops by \$3,682 (the GST component) so suggested P&C donate that money for the purchase of more home readers – it was voted on and agreed.

Meeting closed 9.39pm Next Meeting: Tuesday 27th November AGM, then General Meeting

Actions Arising From October Meeting

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