

Parents & Citizens Association – Excelsior Public School
447th General Meeting
Tuesday 27th August 2019

Attendees: Brett McMurtrie (BM), Georgia Couque (GC), Emma Heasman (EH), Kirrily Jones (KJ), Shannyn Geeve (SG), Stephanie Whittington (SW), Sarah Quinn (SQ), Sharon Evert (SE), Sandra McKay (SM), Emma Escott (EE), Hui Sun (HS), Sona Shinghal (SS), Rhadika Achwal (RA)

Apologies: Lisa Cook (LC), Delphine Bellerose (DB), Krystal Lees (KL), Becky Eland (BE)

Meeting Commenced 7.15pm

Minutes from July 2019 – Accepted EE by Confirmed by SW

Actions Arising From July Minutes

- ACTION BM to check outstanding Sub Comm budget forecasts. *EH suggested to add into the 2020 budget for AGM as canteen spend next year, events minimal this year, ERA / uniform not really applicable etc as laptop spend / air con done. Meant to be for over and aboves.* **ACTION EH to update AGM template and include budget section.**
- ACTION BM will fill out signature removal forms, remove SE and add on SG. *S Evert advised we need to minute the signature changes again as it has been 6 months since the AGM and bank will not accept those minutes now. S Evert advised need to remove herself, W Han, S Brennan and any old subcommittee members and add on S Geeve, B McMurtrie and S Quinn. File of changes was presented, please see **Appendix 1** for agreed signature amendments to be presented to bank for updating. All changes agreed at meeting.* **ACTION S Evert, S Geeve, B.McMurtrie to meet with Westpac re: changes. Appointment booked 7th Sept**
- *SE advised she is still online banking administrator but will do handover at year end.*
- **ACTION SE to update banking file and email EH to put in minutes.**
- **ACTION SE to continue to review shared file options, in light of new website parameters and schools preferred option. ONGOING**
- ACTION All to continue finalising creative vouchers process and registration. *SS advised they have everything from KL to set up accounts. SQ is now setting up as the provider so will liaise with KL. We need to publicise that we are doing this and also be very clear about the process. SS said it would be fantastic if we could set this up for Term 4 and if needed could delay payments a week or two if required.* **ACTION SQ to finalise voucher process and set up as a provider and liaise with KL, with a view to Term 4 implementation.**
- ACTION SQ said will speak to her company and find out how you claim money back from the government. **DONE** *SQ advised require Date of birth on vouchers in order to claim back funds as this is a requirement from the government but it is not actually on the vouchers. We will need to make sure as part of our voucher process, that when vouchers are presented the DOB is manually written on them.* **ACTION SQ / ERA to ensure Date of Birth requirement on voucher submission is made clear to parents as part of process.**
- ACTION NS not at meeting EH to check if NS ordered Blazers. **DONE** *SM showed blazers all agreed look great, fitted for current prefects and have a couple of spare ones. Noone said we could order one at a time so next year can order some extras if required. Currently no storage but will just store on rack and probably dry clean once a year as required.*

- ACTION SG to take picture of current and new material, side by side. *SG showed photos unfortunately the new one looks very faded, compared to the current and the design is very different to current. It was questioned whether parents would actually buy two or just wear one all year around. The concern was raised how two very different options would reduce the smartness of the current uniform. A brief history on where these actions came from was discussed ie a parent survey said they wanted a light weight option eg tunic or lightweight culottes. SQ asked would it help to have a paid uniform part time person. SM advised they had not received any complaints re no current light weight option. All agreed as a suitable outcome could not be found to close this action item.*
- ACTION SG to confirm if can get current material in this summer design. DONE ACTION P&C to review culottes next month when SM back and have answers to this month's action points. SG advised need to order a certain minimum of material as the design is made off shore, we would obviously need to work out how long current stocks would last whether happy with several years of two designs. See above point action is closed.
- ACTION EH to send photo of where cones would block off illegal access to kiss and drop to the council for discussion. *See Principals report.*
- ACTION GC to check with new YMCA team, if they want the second air con unit, as originally they did. *GC advised have spoken but they haven't gotten back yet so question was asked if they could be used elsewhere. GC said possibly A block when refurbished as that will only have the old split system. **ACTION GC / SM to confirm position of second air conditioning unit.***
- ACTION EH to continue discussion re opportunity for non-English speaking subcommittee. ONGOING
- ACTION SM to give feedback to photographers re option of smaller pack sizes. *SM emailed photographers to see what the options are. Everyone agreed happy to continue on with current provider. EE advised they got the single photos today but not the family ones. SM advised the sibling photos are currently in the office. **ACTION SM to check when sibling photos to be handed out.***
- ACTION SE will work with NS to set up new merchant account and QKR
- ACTION NS and EH to update uniform photos and send to UM. *DONE EH taken photos, EH confirmed with Jacqui that QKR uploaded the canteen photos so assume when uniform have QKR setup they will do the same.*
- ACTION EE to check with Ms Batoua whether colour run had merit. Ongoing
- ACTION BM to move 10k back across to band. *Ongoing for next month. BM queried does he need approval for internal transfers. SE advised YES.*
- ACTION BM to update format to include subtotal, committed and total and last month's figures. DONE
- ACTION EH to email UM re: multi-cultural group and rose garden group re: grandparents day and grant. DONE
- ACTION GC to send out link and instructions for voting when applicable. *DONE was in newsletter, Mary from the Chinese school was in contact with the Chinese community but unfortunately you need an account to vote, so not sure how successful the application will be.*
- ACTION SE to write letter to Sylvia at YMCA on behalf of P&C to say if your changing procedure, need to advise the P&C / ERA first. GC will also call re procedure. *DONE Sylvia confirmed YMCA has reverted back to original process for ERA but other tutors are not. Sylvia to liaise with non-ERA tutors herself.*
- ACTION GC to liaise with Mrs Cherlin re: current procedure after YMCA has re confirmed current procedure is still compliant. ONGOING
- ACTION BM should be liaising with auditors re: audit for financial year end. BM advised he spoke to auditors at start of year when he picked up the last audit and building relationship. He is approaching each of the subcommittees for information but still needs to engage with auditor and get a quote. **ACTION BM to formally engage auditors and get a quote, ensure subcommittees are providing spreadsheet/report for the year. Collate all backup documentation electronically into some order per committee.**
- ACTION GC to give feedback to AA re: standardising / communicating kindy process. DONE

- ACTION GC to update if any changes will be made to positive award system. GC advised not specific changes but revitalising and discussions to try and overcome concerns about inconsistencies. DONE
- ACTION GC to take up smoking / swearing with PRG group. DONE Peter the foreman addresses issues quickly and develops additional information for sub-contractors induction sessions. They have a map where to go to smoke but some were still smoking opposite the school during the day. BM advised the resident in Merrilong is getting pretty annoyed that they all smoke outside his house all the time. They are also supposed to be parking away from the school but nothing legally can be done to enforce.

CORRESPONDENCE

- Approved Book Vouchers Spend \$440.00
- Approved Kindy Orientation Booklet spend \$724.90 EH approved proof for printing, Monday 26th August, require payment prior to printing. Invoice is with BM for payment. SE advised needs to be paid out of main account. Post meeting update books printed **ACTION EH to arrange pick up of Kindy Orientation Books**
- Assembly Times EH noticed at the last assembly for awards she attended two parents missed their kids / grandkids as thought started at 2pm still so arrived 2.10pm. EH suggested send out a reminder. KJ asked do they send out award notification. Advised merit / silver / gold etc awards not principal awards. DONE

TREASURER'S REPORT

As at 26th August 2019

1. Key Updates

2. Bank Account Summary: Excelsior Public School P&C (ABN 66 399 574 515)

Type	Name	Account Number	Last Month Balance	This Month Balance
Cash Management Account	Excelsior PS - Building Fund	179943	\$499.10	\$499.10
Cash Management Account	Excelsior PS - Canteen	263504	\$37,153.44	\$36,736.00
Cash Management Account	Excelsior PS - Band	325357	\$29,255.75	\$33,671.68
Cash Management Account	Excelsior PS - Main Account	350528	\$35,181.01	\$34,744.74
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$44,881.93	\$49,468.15
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$18,892.47	\$15,636.98
Cash Management Account	Excelsior PS - Events Committee	380954	\$25,155.20	\$25,157.60
Gross Total			\$191,018.90	\$195,914.25
Commitments			\$63,192.00	\$59,369.90
Net Total			\$127,926.90	\$136,544.35

3. Ongoing Business

- The payment for review of air conditioner project is roughly \$2,000 outstanding and still waiting for the invoices to finalize the payment.
- New canteen equipment (oven/s) \$6,925 (approved)
- Air-conditioning for new Administration Building. Cheque written of \$49,720.00 (original commitment of \$54,692.00 minus GST)
- Kindy orientation books commitment \$724.90
- + book vouchers \$440

SE asked can we pay the school by EFT as still paying by cheque, previously Janine said couldn't. BM advised only reason we have cheque book is to pay the school. **ACTION SM to check if P&C can pay by EFT.**

Total planned expenditure = \$59,369.90

*Reported by – Brett McMurtrie, Excelsior P&C Treasurer
Date – 26th August 2019*

PRINCIPAL'S REPORT - (any in meeting discussions/add ons in italics)

Principal's Report

Items from Previous Meetings

- Rep shirts – additional shirts have arrived. Students wore shirts for Zone athletics and for the finals of state tennis knock out.
- Blazers – have arrived
- Kiss and Drop Rules (see below)
- I have passed on feedback about the option of smaller packs to the photographers. Would P&C like to see options from other companies?

Student Numbers / Staffing

- Current student numbers 559.
- The process for employing a permanent librarian is current. Interviews will take place on Friday.
- Ms Bec Batua has been successful in gaining a Relieving Assistant Principal position for the rest of the year at Whalan PS. We have been able to secure an experienced Stage 3 teacher, Mr Nick Peters, who will teach 6B for the rest of the year from week 7.
- All school are experiencing a scarcity of casual teachers, this may result in more split classes. *Seems to be major shortage, SM advised they will only split a class if they cannot get a casual. Older casuals are now leaving the industry due to continued requirements to keep credentials updated. SG asked how split classes work, SM advised each class may get a few extra kids who bring their work with them. Try and use similar classrooms / stages.*

Build Update

- Block G (new admin building) has been handed over. There are still some minor issues to resolve – student counter window and access from lower quad. *Current counter window is dangerous for students, both height and sharp corners. Also anyone can walk into the playground but you can't walk out, obviously should be the other way around. At the moment it is not an issue as all the fencing and gates are not up but working on getting this fixed.*
- Staffroom has been handed over, very minor refurbishments to this area. New carpet and ceiling. The school is currently sources furniture and in discussions with Assets Management Unit about upgrading that staff kitchen area. *SM advised School infrastructure manage the New Build, Assets manage what the school has currently.*
- Handover of the new build is now scheduled for early January. It is anticipated that no classes will move into this area permanently this year. Once the canteen is operational the school will then handover D block for refurbishment. It is anticipated that this will be completed over the Christmas holidays or early in 2019. *Concern is handover will be late January and there are always minor and sometimes major issues to be fixed which obviously don't want to do while the children are around. SQ asked whether it will affect numbers, SM said no. The builders cannot start on Block D until the new building is finished. Originally thought the school would have these two refurbished classrooms so may need to rethink how many demountables are removed. There is also the concern it may be a dustbowl when the demountables are removed and if you remove them one by one it will be difficult to landscape.*
- *Staffroom are looking at making the staffroom a lunch area and there's an L shaped area where they can work in their RFF time.*

Grants

- I have applied for a \$20 000 grant through Alex Hawke to install more play equipment. *Looking at getting more interesting play equipment.*

Public Speaking

- School finals completed today, once again we are seeing Public Speaking as continuing to be an area of strength for Excelsior PS. This year we particularly saw improvement in students' ability in the impromptu speeches. *SM advised public speaking has been a school focus.*

Kinder Enrolments

- We are currently taking enrolments for Kinder 2020, at the moment we have 47.
- As schools are staffed on the number of confirmed enrolments (in week 3 Term 1) it is important that we have accurate numbers to enable us to get staffing right. If you know of anyone seeking enrolment, please encourage them to come to this school ASAP.

New Enrolment Procedures

- The DoE are strengthening their enrolment procedures for out of area enrolments. Schools will be given an enrolment cap based on their permanent buildings and will be unable to offer out of area enrolments once they reach their cap. As yet we have not been notified of our enrolment cap. It is anticipated that Excelsior will continue to only offer out of area

positions in extreme circumstances and to siblings. *SM advised this basically means you cannot guarantee you can take siblings.*

- New enrolments will now require 100 points of ID to prove residential address.

2020 Planning

- We are beginning to plan for 2020. Staffing will be looked at closely and it is highly likely that a new permanent position will be offered by staffing.
- As the new build and refurbished spaces are designed to implement co-teaching, most of the school will be working in co-teaching classes in 2020. Our current plan is that:
 - Kinder will be in single classes, probably in current classrooms (assuming on around 80 enrolled students).
 - Year 1 will be working in single classes.
 - Year 2 -6 will be in co-teaching classes.
 - The new build will hold 4 year 2 classes, 4 stage 2 (year 3 and 4) classes and 4 stage 3 (year 5 and 6) classes.
 - 6B and 6D rooms will hold an extra 2 stage 3 classes and the new rooms where the canteen and block D office spaces are will hold an extra 2 stage 2 classes.
 - Depending on the number of classes next year there may be some spare space in the new build and / or some Year2-6 classes may be working as single classes.
 - All classes will be incorporating the 8 modes of learning into classroom learning and using flexible classroom design.
 - There are plans to purchase more flexible furniture for Kinder and year 2 but at present we have nowhere to put extra furniture.
 - *SM advised if there are any odd numbers of classes or composites then these may be stand-alone classes.*
 - *Also an issue with furniture and trying to store new furniture and get rid of old stuff.*

Kiss and Drop

I was visited by police from Castle Hill, concerned with traffic and parking issues around the school. They suggested a meeting with the school, council (*Angela Venables*) and police. I am currently liaising with both parties to find a suitable date in the next few weeks. I will inform Emma Heasman of date, once established. P&C most welcome to send a representative. One issue is the rockery in the middle, can we attach rubber bollards to direct traffic. Police went out at 3 and people still did usual illegal actions in front of them. Police asked whether a second kiss and drop could be used. Most people live in the area and should be able to walk to the school but then there is the issue of no footpaths or pedestrian crossings. BM raised Merrilong where people cut through from Blacketts Road and then just walk down the road to the school. SQ asked about putting school zones up around Excelsior road at the top. EE added how Rondelay turns into a one way street almost at pick up.

EH then added in the traffic management update at this point. EH advised heard back from Council re widening pedestrian crossings. The bad news is Council advised “the RMS do not support widening the wombat crossings to allow for two way traffic, as it would impact pedestrian safety”. “Reducing the island size would reduce visibility and protection for pedestrians using the crossings which also function outside of school times” This means we wouldn’t get it through the local traffic committee and the action item is now closed.

As a result of this decision they won’t put barriers on the corner of Elberta and Rondelay ie the 4 way intersection where people cross as this affects pram ramps and no parking signage. (Originally they were going to try and link in with widening the crossings). This action item is now closed.

The good news is EH raised with Council about an article she saw in the local paper where they are painting yellow lines at junction intersections to show how far back you are supposed to park ie the 10m rule and can we do this at Talisman , Merrilong and Nyalla intersections. Council confirmed they will arrange for the yellow No Stopping line marking at Talisman & Rondelay, Merrilong & Elberta but not Nyalla / Elberta as it already has No Stopping signs.

The other good news is the Police are very concerned about dangerous and illegal driving around the school so want a three way meeting with Council , School and Police , this will also include any changes to the kiss and drop, which is still an ongoing action item eg the in road cones to stop illegal right hand turns.

In the space of 3 ½ minutes EH and husband saw 8 drops offs using the tennis entrance as a kiss a drop ,one of whom then did a dangerous three point turn backing into the driveway, while kids were trying to get into the school, 4 cars illegally parking at Merrilong / Elberta intersection , one car doing an illegal 3 point turn at Merrilong / Elberta intersection, two cars illegally parking at Elberta / Excelsior intersection and one tradie contravening health & safety, while reversing out of the builders / tennis entrance, without a spotter, EH about to step in but two tradies crossing the road to go to work acted as spotters. The good news was they did indicate to EH that they were aware the tradie needed a spotter. ACTION EH to bring up under OH&S at PRG meeting DONE

Diary Dates

- Hills Festival - September 3
- Grandparents Day – September 16
- Year 5 Camp – September 23-25
- Public Speaking Grand Final - October 16
- Sports Photos – October 29
- Presentation Day – December 5
- Sports Assembly – December 13
- Year 6 Farewell – December 17
- Last Day for students – December 18

PRESIDENT'S REPORT

The Executive committee met last week to discuss the way forward for the P&C executive positions for next year. Given my youngest child is in Year 6, I will not be nominating for President again next year. As with all Executive positions, it will be open for nominations anyhow. We have agreed as a team that Shannyn Geeve (who is currently one of the Vice Presidents) will nominate for the role of President, pending any other nominations and voting to be conducted. I will do a handover with Shannyn over the next few months, with Sarah Quinn (VP) and Emma Heasman (Secretary) also available to help her and understand any requirements. We will start removing me as the contact for any regulatory or compliance bodies, including signatories/authorities with the banks. *BM confirmed he would stay on next year as well. EH advised about half way through next year would start looking for a secretary to do hand over as it's her last year. She will also make clear building and traffic management etc are not part of the secretarial role.*

An appointment is scheduled with the Westpac bank for Saturday 7th September to update the signatories/authorities on our accounts. We will also start collating a single list of authorities and

due dates that need updating, or to be adhered to, for all P&C requirements. This will be shared with all the Executive committee so not one role is relied upon to remember things (particularly when people change roles) and so reminders can be sent.

An email will be sent this week to the subcommittees to understand who is continuing on in their role. Also a reminder our end of financial year is 30th September so treasurers should be getting their invoice and payment support together for submission to the auditors. Brett will co-ordinate with the subcommittee treasurers once the auditors have been engaged and provide a quote for their services.

*Sharon Evert
Excelsior P&C President
26th August 2019*

SUB COMMITTEES

UNIFORM SHOP

No written report.

BAND

No written report.

CANTEEN

Jacqui went to healthy kids association expo and met with several suppliers. Found a supplier of pie warmers as most likely will need these this year. Will advise when have quotes. Saw some great new products, might try to get a shepherds pie. Saw great protein balls but they all have nuts. RA raised whether there will be seating available in the undercroft and if not could it be reviewed as a possibility.

STUDENT HEALTH & WELLBEING

No written report.

ERA

SS advised nothing specific to report. The Hills Festival is on next week and tickets will be released nearer the time.

EVENTS

EE advised

- Father Day stall is 29th August Thursday. SB should have a timetable, was concern about Healthy Harold but that's Friday so events can have the hall for fathers day. Any excess gifts or students that forget can buy on Friday.
- School disco is confirmed as Friday 20th September . Theme is Fluoro and Neon, some organising left to do then onto the carols planning.
- Grand Parents day- Monday 16th Sept, will be sending out request for volunteers .
- Discussion was held about kindy orientation and who puts the morning tea on. SE went back through emails AA had asked SB to put on two morning teas. Tuesday 5th and 12th November. Should still get last year's kindy parents to help out though.

ACTION SB / EE to organise kindy morning teas and get volunteers / biscuits from last year's parents.

- SW put her hand up to be class parent for 2N.
- Carols December 6th Friday

SE advised need to put events dates and P&C meeting dates in the newsletter and school calendar. **ACTION SM to make sure newsletter dates include P&C activities.** DONE

AGENDA ITEMS

School Upgrade - Safety Issue - see under traffic update.

Traffic Management Update – see principals report

Business Arising

EH advised will update template for AGM

EH advised she's not available for September meeting

AGM is November 26th

Christmas Get Together – SE advised everyone normally gets together, had looked at Friday 6th December but that's Carols Night. All agreed Saturday November 30th. **ACTION EH to send out date and request any ideas for venues.** Millones was suggested but concern if people drop out at last minute.

RA raised that volunteers are getting hard to find for the canteen, so could we charge a levy for people who don't volunteer. SE advised this has been brought up before, some might be willing to pay but P&C is supposed to be about volunteering. Current levy is optional and 87% pay. EH advised private schools may do this but different for state schools, very hard to enforce either volunteering or paying a levy.

EH asked if there is the possibility of shifts being shortened and people work flat out as a few comments have come back that shifts are too long and sometimes volunteers are standing around not busy. KJ advised really need someone for Wednesdays 11:00-1:30 as KJ and JB are currently covering Wednesdays.

KJ to write an email for class parents to send out giving specific times / options / what will happen if can't get volunteers etc. EH suggested we get GC to talk to grandparents on Grandparents Day.

SM suggested we have the next meeting in the new office.

SE asked about the building noise underneath yr 6 classes, as couldn't even hear the students doing their speeches, so they had to move classes. SM advised it will be ongoing for a while, maybe four weeks.

Meeting closed 9.05pm. Next Meeting: Tuesday September 24th 2019

APPENDIX 1 – Bank Account Authorities Westpac

Customer acct no.	Bank account name	Actual name	BSB	Bank acct no.	Changes for 2019		
0253 2040	Excelsior Public School P&C Assoc	Building Fund	032170	179943	S.Evert, S.Brennan, W.Han	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie
	P & C Association - Excelsior Public School	P&C main	032170	350528	S.Evert, S.Brennan, W.Han	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie
		Events	032170	380954	S.Evert, S.Brennan, W.Han	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie
		School Band	032170	325357	S.Evert, S.Brennan, W.Han, D.Thambiratnum	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie
6579 8956	Excelsior Public School Canteen	Canteen	032170	263504	S.Evert, S.Brennan, W.Han, D.He (Jenny), J.Shah	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie
0919 3570	Excelsior Recreational Activities	ERA	032170	360021	S.Evert, S.Brennan, W.Han	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie
0477 9906	Excelsior School Parents Auxiliary	Uniform Shop	032170	360048	S.Evert, S.Brennan, W.Han	Remove all 2018 signatories	Add S.Geeve, S.Quinn, B.McMurtrie