

**Parents & Citizens Association – Excelsior Public School**  
**442nd General Meeting**  
**Tuesday 26<sup>th</sup> February 2019**

**Attendees:** Sarah Quinn (SQ), Delphine Bellerose (DB), Brett McMurtrie (BM), Georgia Couque (GC), Sandra McKay (SM) Sharon Evert (SE), Emma Heasman (EH), Emma Escott (EE), Nikki Sandercoe (NS), Radhika Achwal (RA), Krystal Lees (KL), Ruchi Rach (RR), Romina Tucker (RT), Ashley Adams (AA), Usha Mistry (UM), Jenny He (JH), Kanwa Ayaz (KA), Hamza Siddiq (HS)

**Apologies:** Kirrily Jones (KJ), Shannyn Geeve (SG), Lisa Cook (LC), Sona Swindley (SW)

Meeting Commenced 7.16pm

Minutes from October 2018 – Accepted by SQ Confirmed EE

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### **Business Arising from Previous Minutes – November & AGM**

#### **Ongoing**

**ACTION EH** to compose one document of role descriptions by end of year

**ACTION SE** sending Office 365 test to EH and KJ to trial

**ACTION KJ** to add product ingredients to QKR- need to add to website

#### **Actions Arising From November 2018 & AGM**

1. **ACTION NS** to source Blazer options and costs for approval – 3 Samples presented, Midford discounted as felt cheap, group voted on remaining, 5 for Permapleat, majority voted for Noone. Agreed colour should be navy plus white emblem. Budget previously approved. 10 week leadtime. SM confirmed would be used for big assemblies, leaders day, ANZAC etc. **ACTION SM** to provide blazer sizes to NS, **NS** to get sample for approval and confirm if require a deposit.
2. **ACTION WH** to meet with Auditors ASAP DONE
3. **ACTION SM** to survey re social media in 2019.
4. **ACTION SM** to liaise with police re neighbours camera.
5. **ACTION Uniform** to liaise with Ashley re removing paypal button on online orders..
6. **ACTION DB** to source first aid training contacts from GC – DB confirmed Naomi and Mark have the required training however the two art teachers have no training so currently looking for an online practical course. **ACTION DB** to source suitable first aid training course
7. **ACTION ERA** - HS to be removed from email distribution. DONE
8. **ACTION GC** to review options for excursion buses. GC confirmed had talked to office staff who had advised busses to not come early but some still do. Sarah suggested park at the top of Excelsior ie students come out of tennis entrance, cross over road and turn right. SM advised she would need to talk to the Council if buses were to park up there.
9. **ACTION BM** to move excess sub committee funds to main account. – **Outstanding**
10. **ACTION SS** to chase outstanding ERA fees. Done KL advised now getting weekly reports.
11. **ACTION SS** to work with Naomi re getting invoices before term ends. Done
12. **ACTION UNIFORM** to ensure all actions are via group email. Done
13. **ACTION TREASURERS** to obtain a Westpac Customer Number. SE advised all treasurers are set up and others have been removed.
14. **ACTION SM** to get Zone Representative Shirts examples from different schools so can agree on style and get quotes. SM showed a sample from BHNP, advised would be used for kids going to zone or school spectacular ie not necessarily for sports team it's a higher level eg choir / coding/ performing arts. All liked the idea. **ACTION SM** to investigate costs and samples of zone shirts for next meeting, EE suggested Balour as a potential supplier.

15. ACTION KC to check if we can use a different material, as all agreed need cotton
16. ACTION SS will bring in dress sample of another school
17. ACTION SE to advertise for a group, via newsletter, to develop new uniform options.
18. ACTION SE to email Ashley to update group emails – SE advised the exec are updated, BM stated he's not getting p & c federation emails, SE advised redirect should be on. **ACTION EH** to send email test to BM is linked to treasurer, SQ advised events are done.
19. ACTION All SUB COMMS to update website information via Tori. – DB advised ERA updated. **ACTION EH** to send general email to all sub committees to update and include Ashleys email address
20. **ACTION SM** to confirm who owns the bands instruments school or P&C
21. **ACTION SM** to confirm 2019 dates – Confirmed **Action EH** to email Tori 2019 dates

## **CORRESPONDENCE**

None

## **TREASURER'S REPORT**

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### **Excelsior P&C Treasurer Report February 2019**

The total bank balance for all P&C accounts is \$225,418.07 on 25 February 2019.

The P&C has meet all its statutory obligations, such as payment for federal memberships, insurance, annual audit, employer superannuation contribution etc.

#### **Status**

1. Financial Audit for the year ended 30<sup>th</sup> September 2018 has commenced.
2. P&C Federation membership — up to date for 2018.
3. Australian Taxation Office — Instalment Activity Statements up to date to Q3 2018.
4. Superannuation — up to date and paid for Q4 2018, online payment system up and running.
5. Public Liability (P&C Insurance) — payment lodged, up to date for 2018.
6. Employers Mutual (Workers Compensation) — up to date for 2018.
7. Outstanding issue – After payment of \$3,300 to Wood & Grieve Engineers for review of air conditioner project in the school new building, an estimate amount of \$2,000 for other cost of air conditioner review needs to be paid when the invoice is finalized by the architecture.

<b>Bank Account Balances at 25 February 2019 Type</b>	<b>Name</b>	<b>Account Number</b>	<b>Balance</b>
Cash Mgmt Account	Excelsior PS - Building Fund	179943	\$499.51
Cash Mgmt Account	Excelsior PS - Canteen	263504	\$31,882.85
Cash Mgmt Account	Excelsior PS - Band	325357	\$45,060.42
Cash Mgmt Account	Excelsior PS - Main Account	350528	\$38,302.96
Cash Mgmt Account	Excelsior PS - Recreational Activities (ERA)	360021	\$53,879.03
Cash Mgmt Account	Excelsior PS - Uniform Shop	360048	\$34,959.51
Cash Mgmt Account	Excelsior PS - Events Committee	380954	\$20,833.79
<b>Total</b>			<b>\$225,418.07</b>

**A snapshot of net profit  
for all subcommittees  
for the year ended 30  
September 2018  
Subcommittees**

	<b>Incomes</b>	<b>Expenses</b>	<b>Profit</b>
Band	36,537.67	(14,447.64)	22,090.03
Canteen	41,497.32	(33,673.72)	7,823.60
ERA	34,309.61	(19,360.96)	14,948.65
Events	3,282.28	(3,508.61)	(226.33)
Uniform	34,054.36	(29,449.57)	4,604.79
Building Fund A/c	0.01	(6,229.67)	(6,229.66)
P&C Main A/c	6,907.62	(1,044.89)	5,862.73
<b>Total</b>	<b>319,062.56</b>	<b>(291,958.16)</b>	<b>27,104.40</b>

*SE gave a big thanks to Nikki for clearing out all the old uniform invoices and handling the blazers quotes*

*BM advised everyone that he will be doing his P&C treasurer work on Sunday nights so requested correct paperwork to be sent prior to Sunday nights.*

*If anything is urgent then advise via email or text. JH advised that canteen wages need to be paid before Sunday night.*

## **PRINCIPAL'S REPORT -**

### **Principal's Report**

#### **Items from Previous Meetings**

- Band Instruments – the band instruments were purchased by the school using donations from the P&C. They are on the school's asset register, so officially are owned by the school and insured. **HOWEVER** SE requested the school recheck, as some instruments, including their depreciation are on P&C accounts and therefore owned by P&C. The P&C also spent \$6.5k on second hand instruments at Size Music **ACTION EH** to email contact list to **SM** who will liaise with band asset manager to confirm whether school / P&C owns what
- Zone Shirts- example from BHNPS
- Social Media – new website will be the first change. Ashley will present on this. Once this is up and running we will look at other options for communication, including social media.

#### **Change on website**

- Security Camera – I have contacted Castle Hill Police. They have advised me it is a council issue. The police advised it may be best to contact the resident directly as it may be a fake camera or they could send a screen shot showing the school grounds could not be seen by the camera. **ACTION EH** to check with KJ whether she knows the neighbour so **SM** can just call them and find out if it's camera or just sensor and whether points at our grounds. **DONE** KJ doesn't have contact details **ACTION SM** writing a letter re camera.

## Students Numbers / Staff

- We currently have 561 students in 22 classes. We had anticipated forming 23 classes, *SM advised student numbers go in week 2 and that's how will be staffed for the year.*
- Mr Dessent was successful at interview at the end of 2018 in gaining a permanent position at Excelsior.
- An advertisement for the vacant AP position is currently running, to close on 6<sup>th</sup> March. *SM advised it is anticipated the new AP will start Term 2.*
- NAP funding 1 day per week, Semester 1. We have engaged Ms Yeonji Lee for one day per week to join the EALD team. ( new arrival funding ) *SM advised she will be joining the eald team.*

## Build Update

- Handover of new classrooms, former library, happened on Monday. Students now in their new classroom.
- Old 6B/6D classrooms will now be handed over to builder to refurbish into the new administration block.
- Hoarding to be erected around building on Wednesday, this will include past the veranda area and the two bottom entries in Rondelay. *SM advised may cause some issues with student entering till they get used to it*
- It is anticipated that the refurbishment of this building will take 18 weeks.
- Stephen Edwards insurance will cover the cost of the shade sail damaged in the storms. Mace are still working with SE to fix the structure. We have provided Mace with the plans to ensure this happens. *SM advised there is an issue with the height of the playground as its changed since being removed , SM now have the specs of the original to compare.*

## Shade structures

- Shade cloth damaged in storms last year was replaced today in the upper quad.
- Shade cloth in the lower quad was also replaced. We were told that it probably wouldn't with stand another storm and was not strong enough for it to be cleaned to remove the mould. We therefore decided to replace it at the same time.

## Anti-Bullying Strategies –Term 1

- Safer Internet day (Feb 5) – classroom activities, police talk for stages 2 &3 followed by a parent cyber safety presentation (Feb 18).
- National Day of Action Against Bullying and Violence (March 15) – classroom activities, including videos from Bullying, No Way! and discussions. Each class to acknowledge an anti-bullying pledge. Each child will receive a wrist band. *SM advised teachers are currently writing the anti bullying pledge and then they will get kids to sign it, all kids get a wrist band and older kids get a little card with tip guide.*
- Harmony Day (March 21) – activities TBC.

## XT Classes

- Mrs Dufty will be running digital storytelling. This was run last year and had such positive feedback and student interest we have decided to run it again.
- To begin week 6

## **Bunnings**

- Bunnings have offered to repaint the designs on the upper quad at no cost to the school. SM was concerned p&c had previously paid for it but SE / DB advised Bunnings did it last time. EH advised to check that its non slip paint as lots of kids slipping over in the rain.  
**ACTION SM** to check Bunnings will be using non slip paint.

## **Ashley Adams / Usha Mistry – Website Update**

In future it will be compulsory to move to SWS ( Schools Website Service ) platform. AA advised there is no cost, its supported by DOE , easy to navigate , DOE can send out information that's relevant , Excelsior can customise and put links on, can embed the school bag app and QKR app and they will be easy to update. AA advised would also like the uniform shop on QKR so can add to website. SE advised have just gone to paypal. AA suggested another option is flexi schools which is usually canteens but can be uniform shops as well.

AA advised there is currently a dummy run of the website which is offline. If its approved the go live date would be March but this can be held back but not for too long. AA advised its all or nothing approach ie thw whole website will change over and Razorcorp will not be involved.

AA advised they have moved about a years worth of P&C data across. Ongoing if the P&C want to update the website eg via Tori then the P&C could possibly get a log in to update our sections however they recommended the P&C do one update at the beginning of the year but P&C advised that doesn't work for Events and Era . DB asked are there any restrictions with links, AA advised all current links were fine.

UM requested all Sub Comms make a list of things they need eg google docs, links etc and UM / AA will check if they are OK. **ACTION UM** to send email to Sub Comms re information required and return date. **EH** to send out to Sub Comms

AA advised in the holidays the site ot breached as someone was trying to hack P&C payment page so they shut the web site down.

UM advised the new website is not an exact duplicate, some things may not be available , absent notes are . Advised it can also be translated into other languages.

All agreed the main issue is the uniform shop - SM advised BHNP / CH use flexi schools. **ACTION Uniform Sub Comm and / AA** need to look at pay pal and see if can do a link or what will be required for the uniform shop. **ACTION Uniform Sub Comm** – Photos will need to be taken of all items for sale as part of change over.

AA was going to advertise in the next newsletters what was happening and then re look at the go live date once Sub Comms information comes back and uniform issues are resolved. **ACTION AA / UM** will liaise with SE / NS re uniform requirements.

**Georgia Couque – Principal Position Excelsior PS** - GC stated they have been given approval by Jo Marshall to recruit for the Principal's position. Requested P&C representative on panel. EH volunteered.

Technology - UM advised Early Stage 1 don't have any laptops and Stage 1's are 6.5yo so currently in the process of getting quotes. UM advised currently looking for smaller, 11 inch, more robust laptops and they are cheaper, approx \$540 each. Can also bend screen back and there is a user face cam. UM advised probably need 48-50. SE advised could we also get a 13 inh for the Uniform shop. **ACTION UM** to get quote for 11 and 13 inch laptops.

## **PRESIDENTS REPORT**

SE advised all treasurer handovers are done and all online set ups done or suspended, waiting to be removed.

The President is set up for Super and BM needs to be set up on ATO.

SE advised still need to change signatories at the bank.

SE advised the only cheques will be sued from the main account. JH advised still using cheques for the canteen, SE advised canteen cheques will be stopped, Jacquie will need to have money transferred into her account. Cheques will only be drawn from the main account which reduces the need for signatories on the main account. **ACTION BM** to get administration forms to add and remove signatories from accounts

SE advised all uniform suppliers now send invoices to shared gmail account and that Paypal is finally set up after being suspended in December. This required several conversations with the Philippines advising them a P&C is not a limited company and sending them several of the P&C federation documents.

SE advised the Uniform shop currently doesn't have a secretary and Kathryn is doing the convenor role.

SE advised still need to work out the best option for sharing documents and files among the Executives and P&C. Obviously don't want to assign to individuals, given the membership turnover. Need record keeping to be electronic rather than hard copies. **ACTION SE** to continue to review shared file options, in light of new website parameters and schools preferred option.

## **SUB COMMITTEES**

### **UNIFORM SHOP**

Most liked the black and white style but with no tie as it is supposed to be a summer dress and in line with the rest of our summer uniform. GC thought the plan was to also have culottes in a lighter material, which was agreed in November meeting. GC and some parents don't think the girls will wear the dress. Some said the girls won't like the dress as they can't run around and play/kick balls without the dress flying up etc. Thought culottes were more discreet. **ACTION SG** to get options and quotes for culottes in a lighter material and ideally bring material sample to next meeting.

A \$22k invoice was received from Milford for stock they have been holding for 2 years.

A new laptop has been bought by UM for the Uniform shop, treasurer has received invoice.

## **BAND**

No report

## **CANTEEN**

The question was raised are the canteen roller blinds a P&C costs or not. Post meeting EH's response - A standard roller blind is included in fit out however if a dual roller blind which has a see through blind as well as standard, that could be pulled down, could be sourced this would be a P&C cost. The aim is to give the canteen as much natural light as possible given it's location. The PRG are supposed to be trying to source and cost this option.

## **STUDENT HEALTH & WELLBEING**

No Report

## **ERA**

DB raised concern re tutor contracts which was also discussed briefly at the end of last year. Some tutors have them, some don't and the contract format and wording is very old and may not be relevant in a number of areas. Do the band have contracts with their tutors ? SE advised she had raised the issue with the P&C Federation representative but it was too specialised a field for him. **ACTION SE** to check with Mark Blok to see what he does with other schools contracts. **ACTION BAND - JW** to advise if they have contracts with tutors.

Vouchers – KL is investigating the use of creative vouchers and P&C registering with Service NSW. She is still waiting to get information from some tutors. SE has a Service NSW account and will see what is required or can be set up for the P&C. SE has discussed with someone from work and she showed the reports that are available. SE advised the ERA co-ordinators would need to reconcile vouchers etc – are they willing to do that? **ACTION SE** to review process required to offer vouchers. **ACTION KL** to liaise with co-ordinators re additional workload.

## **EVENTS**

Election Day BBQ 23<sup>rd</sup> March. Events team buying a BBQ and Esky, approximately \$300 each.

## **AGENDA ITEMS**

**School Upgrade** EH advised that JS had confirmed in the initial project meetings, solid hording was discussed. However EH advised that as the current hording is to code, it would be a mammoth task to get the contractors to change it, requiring total school community commitment. The timelines to achieve this would mean most of the digging / foundation work etc would have been done, which is usually the most messy / noisy / dusty etc so EH advised not to pursue. All agreed. EH suggested that if there are any areas that cause the school concern, the P&C could look to pay for additional solid hording around the current hording. **ACTION SM** to review if any areas require additional P&C funded hording.

**Traffic Management Update** – EH advised she had received a letter from the Mayor which did not actually address any discussed points including the key request of widening the pedestrian crossings, to take traffic in both directions, so she will continue to liaise with the Council. EH advised that she will also talk to Council re the access road and driveway the contractors have built

and any possibility this could remain and be tarmacked and used as a second kiss and drop area.  
**ACTION EH** to continue liaising with Council / Local MP re traffic concerns.

## **Business Arising**

**Meeting closed pm Next Meeting Tuesday March 26<sup>th</sup> 2019**

### **ACTIONS ARISING FROM FEBRUARY MEETING**

#### **Ongoing**

**ACTION EH** to compose one document of role descriptions by end of year

**ACTION SE** sending Office 365 test to EH and KJ to trial

**ACTION KJ** to add product ingredients to QKR- need to add to website

1. **ACTION SM** to provide blazer sizes to NS, **NS** to get sample for approval and confirm if require a deposit.
2. **ACTION DB** to source suitable first aid training course
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19. **ACTION SE** to check with Mark Blok to see what he does with other schools contracts.
20. **ACTION BAND - JW** to advise if they have contracts with tutors.
21. **ACTION SE** to review process required to offer vouchers.
22. **ACTION KL** to liaise with co-ordinators re additional workload.
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