

**Parents & Citizens Association – Excelsior Public School**  
**446th General Meeting**  
**Tuesday 30<sup>th</sup> July 2019**

**Attendees:** Brett McMurtrie (BM), Georgia Couque (GC), Emma Heasman (EH), Kirrily Jones (KJ), Shannyn Geeve (SG), Stephanie Whittington (SW), Sarah Quinn (SQ), Krystal Lees (KL), Sharon Evert (SE), Delphine Bellerose (DB), Sarah Semler (SS), Pranay Gawade (PG)

**Apologies:** Sarah Brennan (SB), Sandra McKay (SM), Emma Escott (EE), Becky Eland (BE), Lisa Cook (LC),

Meeting Commenced 7.15pm

Minutes from June 2019 – Accepted SQ by Confirmed by SG

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**Actions Arising From June Meeting**

**Ongoing**

- *ACTION ALL Sub Comms to send likely expenditure over and above last year to BM asap so he can develop a budget. **ACTION BM to check outstanding Sub Comm budget forecasts***
- *ACTION BM to confirm next steps and co-ordination to remove signatures from bank accounts. ONGOING BM advised bank need to witness signatures SE advised don't need to do that to remove people just when you add. SE advised can remove her, SG suggested to add her on. **ACTION BM will fill out signature removal forms, remove SE and add on SG***
- **ACTION SE to continue to review shared file options, in light of new website parameters and schools preferred option.**
- *ACTION BAND / ERA / SE to continue developing process for creative vouchers. ONGOING SE advised she has updated P&C details with the business registrar online, so can register as a provider but still need to do working with children registrations for the tutors and also a couple of other forms. Mrs Cherlin looking at getting WCCC for tutors, KL advised she's getting all information for their tutors, KL trying to get all information in the one place, chasing Mark for active vouchers. If band doesn't come on board then rules are for an organisation of five or less then don't need a working with children business registration. if band does then need a working with children business registration. **ACTION All to continue finalising creative vouchers process and registration.***
- Several raised concern about time taking for registration and ongoing administration. DB said have to do changes with payments anyway so will just add into process. Mark already using vouchers and advised he is having no issues claiming. **ACTION SQ said will speak to her company and find out how you claim money back from the government.** KL advised once you're in the system

you don't need to resubmit every year. SE advised concern with coordinators going forward but all agreed will continue to pursue .

1. *ACTION NS to advise supplier Blazers are approved for production. **ACTION NS not at meeting EH to check if NS ordered Blazers***
2. *ACTION SG to bring culottes material sample to next meeting. SG presented culottes, in lighter material but pattern is different slightly, current has a thicker white stripe and bigger squares. **ACTION SG to take picture of current and new material, side by side.** SS asked can we get the heavier fabric in this pattern and phase out current culottes to a heavier version in this design **ACTION SG to confirm if can get current material in this summer design.** Question was raised if the lighter material was hard to iron . EH questioned whether could just have a lighter version and not the heavier at all. GC said boys have to wear a summer and winter uniform so why not girls. GC said they are trying to encourage kids to wear ties. **ACTION P&C to review culottes next month when SM back and have answers to this months action points.***
3. *ACTION SM to add in next newsletter explanation re rules/fines and correct procedure for kiss and drop - GC re confirmed with police that you can't turn right into/out of kiss and drop and advised they are forming extra patrols. EH mentioned talking to the council re putting cones across . **ACTION EH to send photo of where cones would block off illegal access to kiss and drop to the council for discussion.***
4. *ACTION GC to undertake a student survey for this year 5 to see what they want next year, they will have option of jersey or sports top. DONE*
5. *ACTION SM Post building completion to review recycling options.*
6. ***ACTION EH to advise when revised canteen alteration quote received. EH to put forward motion to approve higher confirmed quote of \$6925.00. Previously \$6.5k had been approved. MOTION APPROVED***
7. ***ACTION BM to process air conditioning invoice. ACTION GC to check with new YMCA team, if they want the second air con unit, as originally they did.***
8. *ACTION SM to liaise with SW re new staff recruitment. DONE*
9. *ACTION SM to add year 5 camp to upcoming events. DONE*
10. *ACTION EH to write up a simple explanation for the website and to send out to parents. DONE*
11. *ACTION EH to liaise with UM re setting up a sub committee for parents / grand parents with minimal grasp of English to ensure ideas / volunteer opportunities are maximised. **ACTION EH to continue discussion re opportunity for non English speaking sub committee.***
12. ***ACTION SM to give feedback to photographers re option of smaller pack sizes.***
13. ***ACTION SE will work with NS to set up new merchant account and QKR***
14. ***ACTION NS and EH to update uniform photos and send to UM.***
15. *ACTION NS & BM to confirm if installation invoice has been paid and whether for one or two units. DONE*
16. *ACTION GC to ask YMCA if they want the second unit.*
17. ***ACTION EE to check with MS Batoua whether colour run had merit.***

## CORRESPONDENCE

None submitted

## TREASURER'S REPORT

As at 29th July 2019

### 1. Key Updates

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

Type	Name	Account Number	Balance
Cash Management Account	Excelsior PS - Building Fund	179943	\$499.10
Cash Management Account	Excelsior PS - Canteen	263504	\$37,153.44
Cash Management Account	Excelsior PS - Band	325357	\$29,255.75
Cash Management Account	Excelsior PS - Main Account	350528	\$35,181.01
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$44,881.93
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$18,892.47
Cash Management Account	Excelsior PS - Events Committee	380954	\$25,155.20
<b>Total</b>			<b>\$191,018.90</b>

### 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) \$6,500 (approved)
- Airconditioning for new Administration Building commitment \$54,692.00

Total planned expenditure = \$63,192.00

Reported by – Brett McMurtrie, Excelsior P&C Treasurer

Date – 29<sup>th</sup> July 2019

SG queried have we moved the money back into band (10k ) **ACTION BM to move 10k back across to band.**

EH queried the format and suggested it would be clearer, especially now we are sending out the minutes via class parents , to add in the committed into the spreadsheet so the TOTAL is actually the total available not a sub total. PG added we should include last months so we can see the difference. All agreed **ACTION BM to update format to include sub total, committed and total and last months figures.**

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

### **Principal's Report**

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

#### **Staffing**

- Mrs Sandra McKay is on leave and returns on Monday Aug 12<sup>th</sup>. I (Georgia Couque) am the Relieving Principal in her absence, Mrs Sarah Semler is relieving DP and Mr Jai Gomez is relieving AP.
- Vacant position panel has been formed and criteria formulated. The position should be advertised on 31/7

#### **Staff Development Day**

- Teachers engaged in professional learning on positive workplace communication, giving and receiving feedback to support staff in their co-teaching classrooms in 2010 and beyond. Pam Chevalier and Katrina Willis led a session on Aboriginal education and the Pam and Erin Brooker presented the staff with Excelsior's Learning Dispositions as part of our Visible Learning initiatives. *GC advised Courageous was the first disposition to be taught. The idea is to teach a new one every two weeks. The aim is to help the kids at school and in everyday life.*

#### **Build Update**

- Block G (new admin building) will be handed over on Wed 31st July. Movement will commence on Thursday 1<sup>st</sup> Aug. It is anticipated that the new office area will be operational from Monday Aug 5<sup>th</sup>. Term 3 accounts will not be distributed until week 3 due to the office relocation. *GC advised their main concern is obviously technology and making sure everything is up and running. GC will put updates in newsletter and skool app.*
- The fence along Rondelay and part of Elberta has been erected.
- Block A ground floor (staff room) has been handed over for refurbishment. It will be handed back on Wed 31/7. The current administration space will be handed over in Week 4 once Block G is operational.
- Hording will stay in upper quad, but the stairway from 6B/6D will not be accessible. This hording also prevents access to the top quad from the middle entry gate on Rondelay.
- I was contacted last week from Castle Hill Highway Patrol who are concerned about some of the risks drivers and pedestrians are taking around our school. They have advised me that they are completing regular checks in the area.

## Upcoming Events

- Big Breakfast and Education Week Open Day Thursday 8<sup>th</sup> August
- Life Education mid- late term 3
- Grandparents Day September 16
- Year 5 camp- Sep 23- Sep 25

## Recent Event

- Recorder group performed at opera House on 29<sup>th</sup> July.
- S3 Drama performance July 4<sup>th</sup>
- Mufti Day for Giselle on July 2nd raised \$668.85

## Grant application

Last term we applied for a community grant offered by the NSW Government, to build cultural connections across generations. This is a joint venture with the Hills Chinese School. We aim to establish conversational English classes for any interested parents and grandparents of our school community to improve communication and connections. We are encouraging parents to vote for our project through Service NSW. *GC advised the grant has gone through to the next stage and will send out links when ready for public voting, however also advised it's quite hard to actually vote. BM suggested linking to grandparents day.* **ACTION EH to email UM re multi cultural group and rose garden group re grandparents day and grant. ACTION GC to send out link and instructions for voting when applicable.**

## PRESIDENTS REPORT

**Committee members** – We need to review what the plan is for the Executive committee going forward to 2020, given I will not have any children at the school then and we will need a new President for starters. Other committee members should assess if they will continue for next year as well and let us know of their intentions. *SE advised you can only maintain a P and C without a President for 3 months*

**Banking** – the current Treasurer and VPs still need to be added to the bank accounts as cheque signatories. All non-current Executive committee members and all subcommittee members need to be removed as signatories on all but the main account. At this stage of the year, I should be removed as a signatory as well.

## **Active kids vouchers**

The P&C contact details have been updated with the Australian Business Register so we can register as a provider for active kids vouchers. However, there are a number of other registrations required on working with children checks and child policies, which we also need to complete. I am working on those for my role as President.

### **Uniform shop online ordering**

I am also still working on setting up the Qkr site for the uniform shop. Last meeting, there was a call for volunteers to help with this, but no-one came forward. *EH advised herself and NS to take photos and send to UM, SE advised she has got an appointment with Commonwealth Bank on Saturday for the account set up.*

### **Traffic management**

Emma H continues to work with the project team on any P&C related issues or funding requirements and also on the management of traffic around the school.

SE advised she had talked with Sylvia at YMCA , they will have a homework area but lots of kids whose parents say kids should be doing homework, are saying they shouldn't. Sylvia also asked parents if they had any ideas for vacation care. SE advised they had touched on before and after school process. DB asked was this talk before or after all the issues with the process. SG advised parents got a letter to sign a form to say parents would get kids to sign in with YMCA first and then walk themselves to ERA activities. DB advised Sona had told Sylvia we had a process in place, Sylvia sad wasn't aware and was going to check if current process was OK. Sylvia was just concerned if it was compliant and has sent an email to management, the good news is management is still Leonie ie same as when the process was agreed. GC advised the school were just aiding the process and that it should have actually been the external tutors that liaised with YMCA . **ACTION SE to write letter to 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.**

The concern is at the moment kids are in limbo and might be going on their own to activities. However the ensuing discussion suggested the current process may not be working / adhered to eg no one calls if child is sick. This may just be Band as they weren't part of the process, where as now the junior band should be **ACTION GC to liaise with Mrs Cherlin re current procedure after YMCA has re confirmed current procedure is still compliant.**

Upcoming – EXEC will meet before next P&C meeting to plan going forward , as Sept is end of financial year. **ACTION BM should be liaising with auditors re financial end of year.**

### **SUB COMMITTEES**

#### **UNIFORM SHOP**

No written report.

#### **BAND**

No written report.

#### **CANTEEN**

KJ advised they will have their sub comm meeting prior to next meeting.

## **STUDENT HEALTH & WELLBEING**

BE advised will try and organise a talk next term but will liaise with Councillor who is also organising talks.

## **ERA**

DB advised the main issue is the process as discussed and that they will be looking for a new art co-ordinator next year.

## **EVENTS**

SQ advised quiet for the last two months

Father day stall is 29<sup>th</sup> august, all gifts ordered

School disco is confirmed as Friday 20<sup>th</sup> September . Theme is Fluro and Neon

Next week they are having a meeting to discuss planning for next year and the welcome party theme

Events have been asked to help with Grand Parents day, Monday 16<sup>th</sup> Sept so will be sending out request for volunteers .

## **AGENDA ITEMS**

**School Upgrade** - No additional information presented.

**Traffic Management Update** – No additional information presented.

## **Business Arising**

GC confirmed book parade 13<sup>th</sup> august

Advised the new building is to accommodate upto 650 students

KL – Mark asked about the school bells - GC confirmed they are sorted

PG advised he is part of a group of 14-16 families, who meet regularly , mums and dads and kids are all about the same age. Dads go for coffee and talk about issues / concerns / opportunities etc. .Plan is that PG will be the voice of the group at the P&C. PG raised the following concerns

Why does it take upto two weeks to allocate classes at the beginning of the year ?– GC advised that parents don't tell them in time to organise classes eg this year didn't get the anticipated number so couldn't fill the expected number of classrooms. It's not a one day decision when they have to reform classes. SQ advised most schools have the same process while accounting for numbers. SS advised if it was done the other way then kids would be pulled out of classrooms they had been in for a while, which would be worse. PG suggested it would be good to advise parents of the process.

Why aren't Kindy procedures more standardised ?– eg Mr Reeks had parents come in for ten minutes with the kids to settle them but other teachers did different things. GC advised this year there was extra confusion as they hadn't told the parents the right place to go. However also advised that different teachers will do different processes but in general the children are better off without their parents being there. PG said that's fine but it would be

much better if all teachers did that and the process became a bit more standardised and parents new what to expect. **ACTION GC to give feedback to AA re standardising / communicating kindy process.**

Why aren't parents notified when a child is getting an award ?– some teachers give out letters, while others don't GC advised that different teachers give different notification but in general merit awards are notified to parents but principal awards aren't

BM raised the inconsistencies of handing out emu blues which was then supported by other P&C members. Some kids receive a lot while others don't or get dogo points. They see their friends who are doing the same things getting awards while they don't. GC advised they are looking at the positive award system and also that AP's have the ability to check students emu blu's. DB made the point that if a child starts the school later then they have no chance of achieving any of the major awards so give up. **ACTION GC to update if any changes will be made to positive award system.**

PG raised concerns with Kiss and Drop in that recently lots of parents are just waiting there and not following the procedure. GC advised that while teachers try and monitor, the parents can be quite abusive to the teachers and they get a lot of push back when parents are told to move on and go around the block and join the back of the queue.

PG also advised the tradies are still smoking close by, SG advised they are also swearing in the vicinity of children. **ACTION GC to take up smoking / swearing with PRG group.**

**Meeting closed 9.00 pm Next Meeting Tuesday August 27<sup>th</sup> 2019**

### **Actions Arising From July Minutes**

- ACTION BM to check outstanding Sub Comm budget forecasts
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- ACTION SE to continue to review shared file options, in light of new website parameters and schools preferred option.
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