

Parents & Citizens Association – Excelsior Public School
444th General Meeting
Tuesday 26th May 2019

Attendees: Brett McMurtrie (BM), Georgia Couque (GC), Sandra McKay (SM), Emma Heasman (EH), Emma Escott (EE), Kirrily Jones (KJ), Shannyn Geeve (SG), Stephanie Whittington (SW), Radhika Achwal (RA), Lisa Cook (LC), Emma Escott (EE), Nikki Sanderco (NS), Becky Eland (BE)

Apologies: Krystal Lees (KL), Sarah Quinn (SQ), Sharon Evert (SE), , Sarah Brennan (SB),

Meeting Commenced 7pm

Minutes from May 2019 – Accepted by EE Confirmed by LC

Actions Arising From May 2019 P&C Meeting

1. **ACTION ALL** Sub Comms to send likely expenditure over and above last year to BM asap so he can develop a budget. **ONGOING**
2. **ACTION BM** to confirm next steps and co-ordination to remove signatures from bank accounts. **ONGOING**
3. **ACTION SE** to continue to review shared file options, in light of new website parameters and schools preferred option **ONGOING** onging
4. ACTION JW to source. Yr 6 diaries books **DONE**. Requested the remaining money be spent on class sets of novels like high school ie 30 of the same book. Financial members approved. ACTION PC to organise purchase of year 6 novels. **DONE**
5. ACTION BM to check workers insurance has been paid **DONE**
6. ACTION EH to check if blazers have been ordered. Blazers have been ordered. NS showed a sample of the material and logo for sign off. SM concerned colour was a bit dark but after discussion all agreed would work with culottes and ties and is more formal colour . SM signed off. **ACTION NS** to advise supplier Blazers are approved for production. SG advised we are waiting for a summer lighter material sample for culottes which we should have by next meeting and then everyone can make a call on whether a dress is still required. **ACTION SG** to bring culottes material sample to next meeting.
7. **ACTION EH** to email Uniform / SE regarding next steps re online orders. Discussed in meeting.
8. **ACTION BAND / ERA / SE** to continue developing process for creative vouchers. **ONGOING**
9. ACTION JW to check whether Bunnings BBQ's are on **DONE** EW advised as we had two last year there wont be one this year but they will have one next year.
10. ACTION EH to liaise with Council to ensure Council rangers are aware of kiss and drop procedure and fine accordingly. **DONE** EH advised Council who in turn will advise rangers. EH advised there was a missed action for SM to highlight in newsletter, with diagrams that you cannot right hand turn into or out of kiss and drop. GC raised concern whether this was correct as when you look on RMS website doesn't mention. EH advised had been confirmed by Castle Hill Police. EH also advised only police can fine for this action not council rangers. SG advised she had been fined approx. \$200 and loss of 3 points for right hand turn out of kiss and drop. Previously EH had advised parents via P&C minutes.

ACTION SM to add in next newsletter explanation re rules/fines and correct procedure for kiss and drop

11. **ACTION EH** to advise Council traffic updates as and when received.

CORRESPONDENCE

Year 6 sports jerseys – Question was raised why the change to sports shirts from jerseys. SM advised it was more a teacher idea as students, cant wear jumpers in summer so thought sports tops would have a longer life span. EE / BE raised that you can wear jumpers everyday in winter rather than sports once a week. After much discussion the following was agreed **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. Ongoing every year 5 will be surveyed as not an issue to change between the two options.

A text was sent re recycling and what the school is currently doing and thinking of doing in the future. SM advised all classes currently do paper recycling which is collected once a week, however don't have anywhere right now for plastic / cans recycling. This was discussed a few months ago at the P&C , two companies do it and give 7 cents not 10 cents back however you need a spot where a truck can drop off and pick up. There are other stand alone options but concern they may attract vermin. The SRC has also investigated options but none can be implemented right now. KJ advised canteen has a worm farm. BE advised Castle Hill High have wheelie bins. **ACTION SM** Post building completion to review recycling options.

TREASURER'S REPORT

As at 25th June 2019

1. Key Updates

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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	\$35,882.33
Cash Management Account	Excelsior PS - Band	325357	\$30,653.44
Cash Management Account	Excelsior PS - Main Account	350528	\$64,360.95
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$37,722.05
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$28,216.89
Cash Management Account	Excelsior PS - Events Committee	380954	\$26,742.75
Total			\$224,077.51

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.
- Uniform laptop commitment is \$735.37 (cheque written)
- Student laptop commitment is \$25,554.00 (cheque written)
- New canteen equipment (oven/s) \$6,500 (approved)
- Airconditioning for new Administration Building commitment \$54,692.00

Total planned expenditure = \$89,481.37

Reported by – Brett McMurtrie, Excelsior P&C Treasurer

Date – 25th June 2019

EH advised still awaiting quote for canteen. **ACTION EH** to advise when revised canteen alteration quote received.

SM advised has sent BM the administration air conditioning invoice ex GST for payment. **ACTION BM** to process air conditioning invoice.

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

Items from Previous Meetings

Student Numbers / Staffing

- Current student numbers 563, there has been little change in numbers from the beginning of the year.
- Mrs Susan Gaynor has officially retired, she has been on leave pending retirement. I activated the eligibility list from a job advertised at the end of 2018 and Mrs Marilyn Dufty has been appointed as a permanent member of staff into that vacant position.
- Mrs Jessica Lees has been successful in gaining a transfer to Excelsior PS. Mrs Lees is currently working at Excelsior while on LWOP from Chullora PS.
- We have a vacant position that will go to advertisement at the beginning of term 3. Entry on duty date will be 2020 so not to interrupt programs. We require a P&C representative and a NESB representative. Requirement would be participation in ad writing (next week), one day of culling applications (week 4 term 3) and one day of interviewing (week 5 term 3). *SW offered to be the P&C representative and also LC was an option. ACTION SM to liaise with SW re new staff recruitment.*
- I will be on leave for the first 3 weeks of term 3. Georgia will relieve as Principal. Mrs Sarah Semler will relieve as Deputy Principal. We are in the process of an EOI process for relieving AP. *SM advised her leave coincides with the administration block change over.*

Build Update

Block G (new admin building) will be handed over at the beginning of term 3. There will then be a period of movement (up to 2 weeks) before the new office is up and running. *SM*

advised her and GC did a walk through of the new administration office also advised that currently kids / parents can just walk into school but with the new office and security fencing you will need to go to the office and then be buzzed through to the school. School will decide what time it opens up gates for parents in afternoon eg 2.30pm SM highlighted that delivery vans will be an issue as can't get close to office. SM advised workman will be behind hording and that next week adults can access office from staff carpark kids via year 6 classes.

- Block A ground floor will then be handed over for refurbishment in two stages. Staffroom and staff annexe will be handed over at the end of this week. It is anticipated that this space will be handed back at the beginning of term 3. The current administration space will then be handed over.
- Hoarding will be erected in upper quad this weekend. This will prevent through access to the top quad from the middle entry gate on Rondelay. Adult access to the office will be via the staff carpark. Student access to the office will be via 1st floor of A block and stairs near 6B.
- It is anticipated that new fences and gates along Rondelay Drive will be erected in the July holidays. The fences and gates along Elberta Ave will be erected later in the year.
- It is anticipated that Block L (new building) will be handed over November 22. Once this is handed over and the canteen is operational, work will begin on Block D.

Upcoming Events

- Stage 3 Drama performance Thursday 4th July 9.30am and 7pm
- Recorder Concert, Opera House 29th July
- Big Breakfast and Education Week Open Day Thursday 8th August
- Reminder Term 3 begins with a staff development day, students return Tuesday 23rd July
- Life Education mid- late term 3 *SM advised van likely to be in staff carpark.*
- Grandparents Day September 16
- Reports go home Monday 1st July

EH advised a few parents had been asking when year 5 camp is so they can plan. **ACTION SM** to add year 5 camp to upcoming events.

Recent Event

- EALD staff held a community afternoon tea today. There were lots of new faces which was great to see. Thanks to Emma for talking about P&C and how parents could become involved. We discussed the possibility of setting up a community room in a spare classroom next year. *SM advised there is a Rose garden Group of mandarin grandparents who have a president and vice president and they put the afternoon tea on We Chat so the whole group came. There is a teacher who speaks mandarin so can send information out and also website will translate. Some of the grandparents are quite bored during the day. Option of asking them to come in for creating vegetable gardens / landscaping / working bees etc was discussed, when the building works are complete. EH advised there was a big Korean group of young mums who were all keen to help out but were concerned they didn't know how to and also there were a lot of misconceptions about the P&C in general and volunteering. ACTION EH to write up a simple explanation for the website and to send out to parents. Indian group were quite keen to add Bollywood fun stuff into the next event. SM advised misconception by some parents that the grandparents are living off the state when in fact the children have to support them, it costs approx. \$50k for the visa and they cannot*

*claim from the Australian government for 10 years. EH suggested we have a EALD sub committee but need a better name. All agreed had potential. **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.*

- School photos today. Sports / Group photos October 29 Discussion held re when photos should be taken , whetehr summer or winter or alternate. SM advised its too hard to change as your given your slot and tend to stick to those dates, all agreed happy with winter as smarter with a tie.RA asked if there were any smaller packs sizes on offer. **ACTION SM** to give feedback to photographers re option of smaller pack sizes.
- Year 6 Canberra EH asked whether photos were taken purely at discretion of teachers going or for a purpose. SM advised photos were taken for website and year book.
- Athletics carnival postponed due to rain. The rescheduled carnival went well. Jai Gomes currently working out entries for zone. Rep shirts will be ordered to ensure we have sizes for all age groups.

PRESIDENTS REPORT

SE absent. EH used opportunity to discuss uniform online ordering as she had had a discussion with SE prior to the meeting. NB Unfortunately my agenda with the discussion notes on the back got thrown away so from memory ;

SE advised need a merchant account with commonwealth bank as they control QKR. Parents will purchase via QKR, money goes into the commonwealth account then need to arrange automatic transfer into uniform Westpac account. **ACTION SE** will work with NS to set up new merchant account and QKR

Online ordering also requires new photos or all uniform products. **ACTION NS and EH** to update uniform photos and send to UM.

NS advised the office wouldn't let her have the key to the uniform shop. ACTION EH to send the office an updated list of P&C representatives so they know who is allowed access **DONE**

SUB COMMITTEES

UNIFORM SHOP

All were surprised to hear that the uniform volunteers had requested Con remove the second air conditioning unit as P&C were under impression both units had been installed in the uniform shop. NS texted NW in the meeting to confirm only one was installed. **ACTION NS & BM** to confirm if installation invoice has been paid and whether for one or two units. Also need to advise Con where to put the second unit. Not discussed **ONGOING ACTION GC** to ask YMCA if they want the second unit.

BAND

No written report.

CANTEEN

KJ advised no issues.

STUDENT HEALTH & WELLBEING

BE discussed Food allergy week – handed out bookmarks which MW got half price. Mr Dessent and SRC put up posters. 5 parents painted nails. 187 students participated, 67 from upper primary. Raised \$11.50 but it's not fundraising you can just donate if you want to.

BE advised SH&W will need a new convenor next year as she will be stepping down, Janey is happy to be part of committee but doesn't want to run it.

Future activities

- Sunscreen top ups for summer.
- Possible parenting information night but unlikely due to time. GC advised looking at running parenting session via the Counsellor at end of term 3.

ERA

KL advised currently working on setting up creative voucher process.

EVENTS

EE advised next event is a disco in August then Fathers day stall. Also advised they haven't had their sub committee catch up yet.

Bollywood discussed as an option for adding into welcome party.

Colour run discussed as an option, SM advised BHNP used an external company but they didn't really help much and could just buy the powder yourself and save paying them a percentage of money raised. SM advised Ms Batoua looked into it as a year 6 fundraiser and parents need to sign a health waiver. Its an opportunity for the whole community to get involved. **ACTION EE** to check with MS Batoua whether colour run had merit.

EH advised that Winston Hills P&C run a sponsored dancathon. School has about 690 students and last year raised \$16k in a couple of hours. Basically each classroom has a different Just Dance music video. Students, in their classes, visit each classroom to dance. Teachers and parent helpers organise and move the students around between classes ie one helper/teacher in class and one escorting kids around.. Also an opportunity for cultural dances eg Chinese / Indian RA raised parents / family event eg trivia night, Bollywood. EE advised they used to do a mums and daughters high tea and dads and kids camp out.

SM advised when BHNP did a fundraiser they always articulated what it was for eg if every family raised \$30 we can afford the new XXXX. SM advised the playground will require funding to move it to a more logical position and it would be good to have soft fall flooring not mulch.

EH raised that fund raising will be required post completion of the new building as there will be landscaping / playground etc and unforeseen costs. Given the last sponsored walk raised \$8k there is at least \$10k out there to be had from fundraising, just need to work out best method and if a sub committee is required.

AGENDA ITEMS

School Upgrade - No additional information presented.

Traffic Management Update – No additional information presented.

Business Arising

None

Meeting closed 8.46pm Next Meeting Tuesday July 30th 2019

Actions Arising From June Meeting

Ongoing

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